


Ally is a tool available to course instructors and students through Blackboard. Ally ensures that course materials and content meet web content accessibility guidelines. An accessible document is fully available and understandable for people with visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities. The **Alternative Format** function allows students and instructors to download course materials in different formats to support different learning needs.

Ally automatically creates files in alternative formats once an instructor uploads a document to a Blackboard course shell. These formats are made available with the original file, so everything is in one convenient location. Access alternative formats by clicking on the  icon to the right of a file name (*Figures 1 & 2*), choose a format by selecting a radio button (*Figure 3A*), then click the **Download** button (*Figure 3B*).

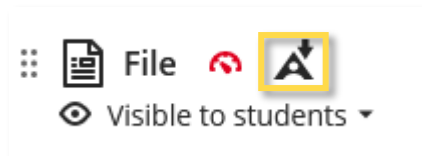


Figure 1

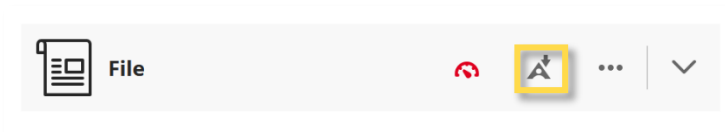


Figure 2

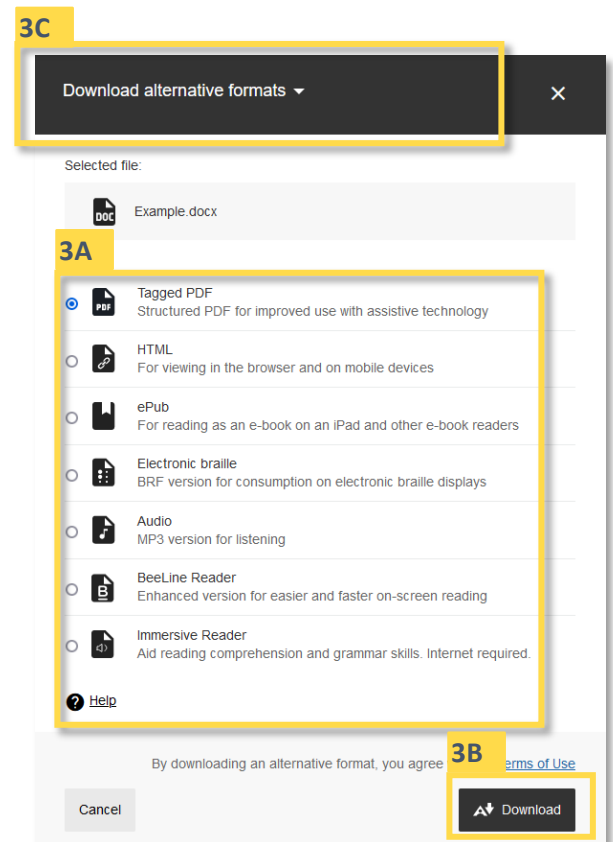



Figure 3 (A, B & C)

You can also disable alternative formats on specific files.

Note: This is not recommended.

1. Click the  icon to open the alternative formats menu (*Figures 1 & 2*).
2. Click the **arrow** next to **Download alternative formats** (*Figure 3C & Figure 4*).
3. Click **Disable alternative formats for this file**.
4. You can re-enable alternative formats by clicking the **Enable for this file** button.

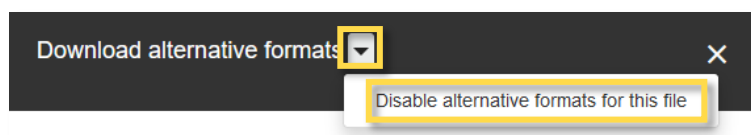


Figure 4 – close-up of Figure 3C