



Ally Starter Guide

Ally is a tool available in Blackboard to assess your materials to ensure they meet web content accessibility guidelines. An accessible document should be understandable by people with visual, auditory, physical, speech, cognitive, language, learning, and neurological disabilities. If your content does not meet the accessibility guidelines, Ally will guide you through modifying your material to make it more accessible.

Alternative Formats for Students

Ally automatically creates files in alternative formats for students. These formats are made available with the original file so students can find everything in one convenient location. Students can access the alternative formats by clicking on the **A↓** icon (Figures 1 & 2), selecting a format of their choice, and clicking the **Download** button (Figure 3).

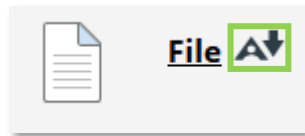


FIGURE 1

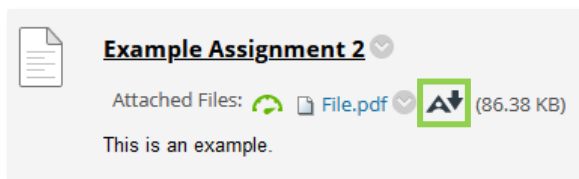


FIGURE 2

You can also disable alternative formats on specific files.

Note: This is not recommended.

1. Click the **A↓** icon to open the alternative formats menu (Figures 1 & 2).
2. Click the **arrow** next to **Download alternative formats** (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.

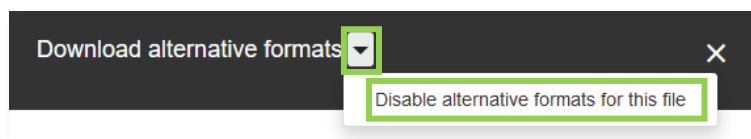


FIGURE 4

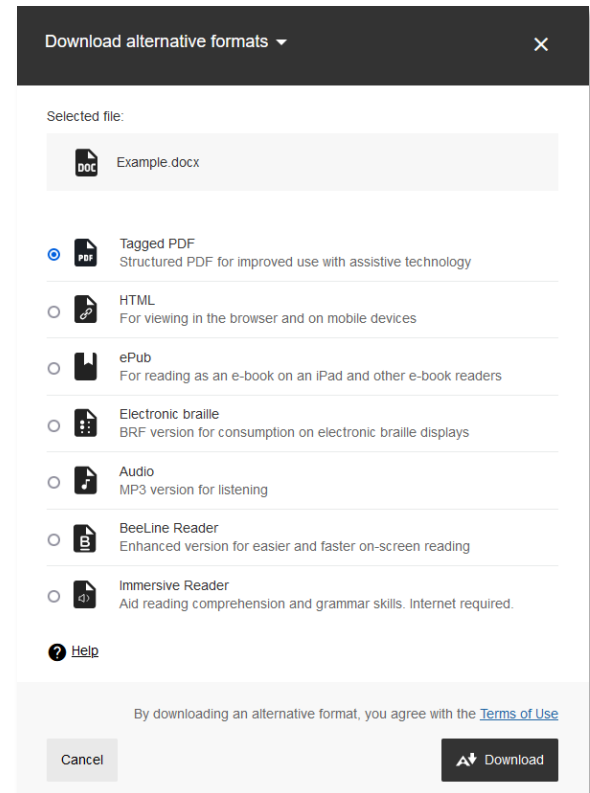


FIGURE 3

Make sure to upload files in the PDF format for the best compatibility.



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Accessibility Score Indicators

Ally measures the accessibility of each file attached to your course and shows you at-a-glance how it scores. Scores range from Low to Perfect. The higher the score the fewer the issues. You can click on the **score icon** next to a file to open the **Instructor Feedback** panel.

The score icon will appear different depending on the level of accessibility.

- Low:** File is not accessible and needs immediate attention.
- Medium:** File is somewhat accessible and could use improvement.
- High:** File is accessible but could be improved.
- Perfect:** File is accessible. No improvement needed.

Instructor Feedback

Ally provides you detailed feedback and support to help you become an accessibility pro. Learn about accessibility issues, why they matter, and how to fix them. Green is the goal!

To open the Instructor Feedback panel, just click on the **Accessibility Score Indicator icon** (Figures 5 & 6).

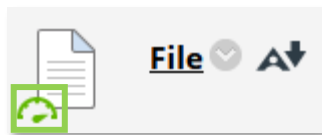


FIGURE 5

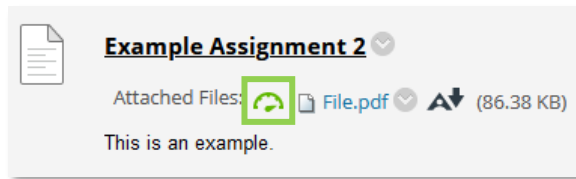


FIGURE 6

Your document and the Instructor Feedback panel will open (Figure 7).

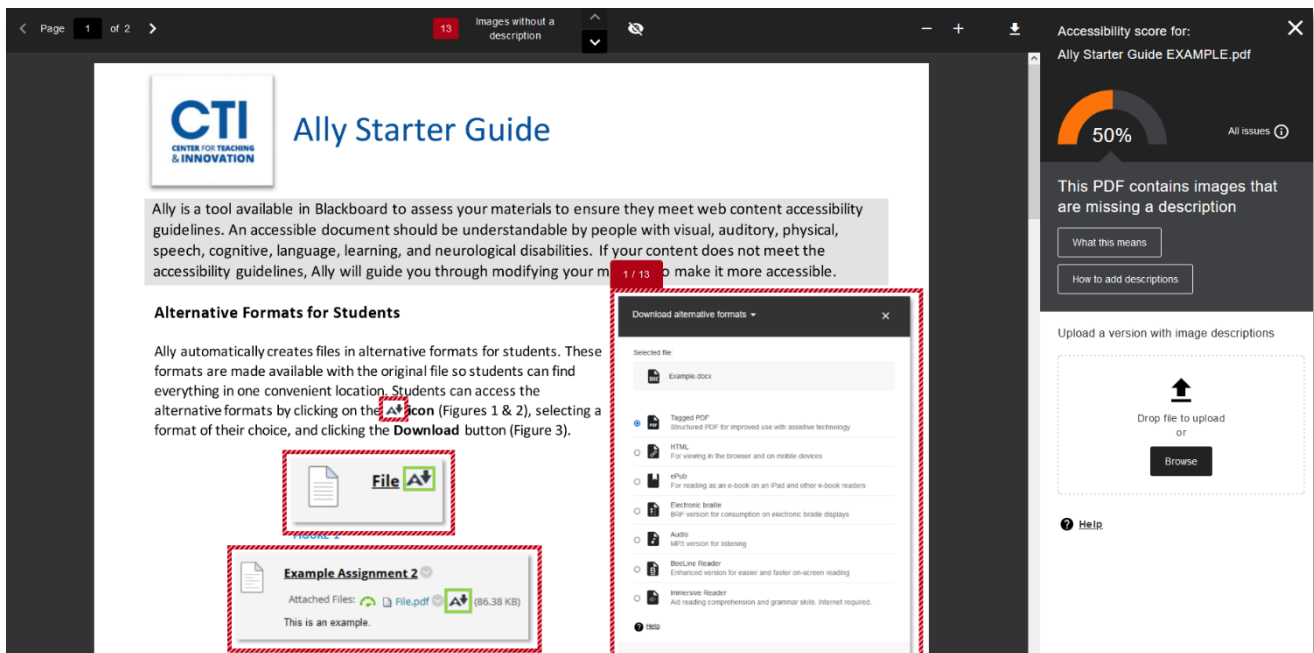


FIGURE 7



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The top right corner has a **percentage meter** which shows the score Ally has given your document. Next to it is the **All issues** button. You can click on it to view all issues with your document. Under the percentage meter and All issues button, one of the issues will be displayed. Click the **What this means** button to learn what the issue means. Click the **How to** button to learn how to fix the issue (Figure 8).

Once you've fixed the issues, you can reupload your document. Click **Browse** on the right of the screen and select the new version (Figure 9).

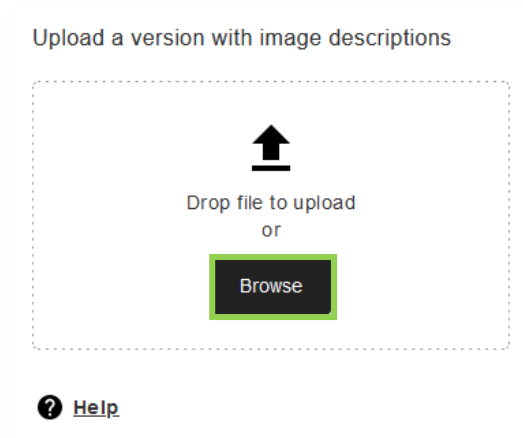


FIGURE 9

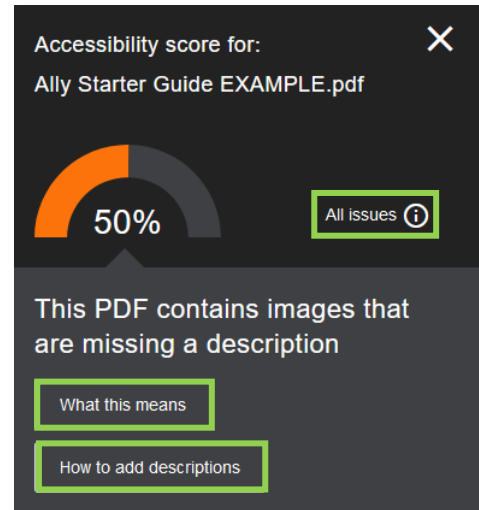


FIGURE 8

Clicking **All issues** will show a list of issues which need to be fixed (Figure 10). Note the potential score increases for each item. Try to prioritize the items that will increase the score the most. The higher the score, the more accessible the document is.

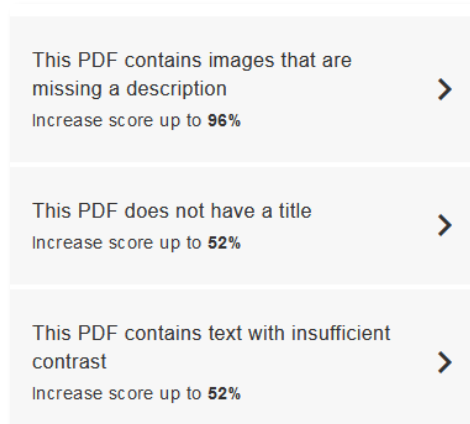


FIGURE 10