WEST TEXAS A&M UNIVERSITY

Instructional Technology Services

WTClass Training Manual

Ally for Course Accessibility

ALLY

Ally works seamlessly with WTClass to gauge the accessibility of your course files. Ally provides guidance and tips for lasting improvements to your course accessibility.

- Receive feedback on the accessibility of your course files
- Improve file accessibility with Ally's step-by-step instructions

In addition to providing you with insight to your course accessibility, Ally automatically generates alternative accessible versions of files for your students while keeping your original file. This way, while you are in the process of improving files, students can still access alternative copies.

ACCESSIBILITY SCORES

Ally measures the accessibility of your course files, and shows you a colored gauge icon, that represents your file's accessibility score, or level of accessibility. Accessibility scores are determined by the severity of issues in each file. A low score indicates the file has severe or multiple accessibility issues; a high score means there are minor or no accessibility issues. For accessibility scores less than 100 percent, Ally gives you suggestions for improving the accessibility of the file.

There are four colors of gauge icons that measure your file's accessibility:

- **0 - 33 percent: Red icon – Low.** The file is not accessible and needs immediate attention.
- **34 - 66 percent: Orange icon – Medium.** The file is somewhat accessible.
- **67 - 99 percent: Green icon – High**. The file is accessible but could be improved.
- **100 percent: Dark Green icon – Perfect**. The file has perfect accessibility. There is no action needed to further improve.

VIEW FILE ACCESSIBILITY

After you upload files in your course, Ally produces an accessibility score for each file. In lessons with multiple files, the accessibility score is shown for each file. Select the score (gauge icon) to view information on file accessibility.

Atoms + Compounds

Attached Files: Dalton's Theory of Atoms.docx (2.348 MB)
Elements, Compounds & Mixtures.htm (3.763 KB)
Elements Compounds Mixtures.ppt (723 KB)

The postulates of Dalton's atomic theory: which points do we still use today,

Introduction to Eastern Europe

Polish-Lithuanian Commonwealth

Byzantium

IMPROVE FILE ACCESSIBILITY

Once you have located your file's accessibility score, you can begin to explore accessibility issues and improve files to raise the score. Accessible documents are important for all audiences, and Ally gives you the tools to understand common issues and improve your course files.
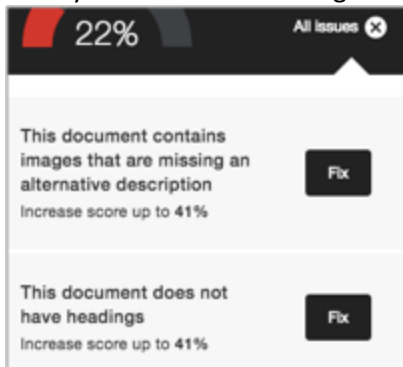
THE FEEDBACK PANEL

Find a file and select the Accessibility score to view the instructor feedback panel.
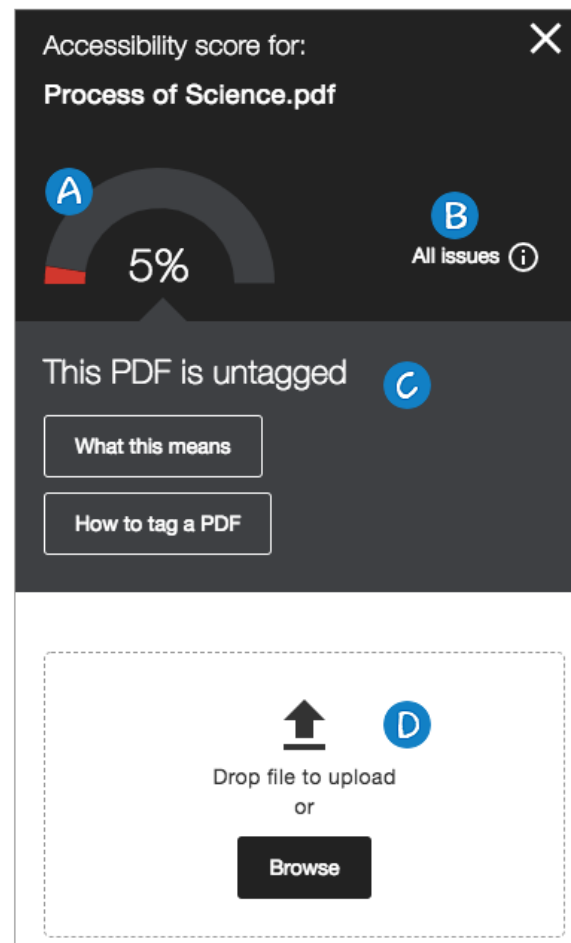
For accessible files, Ally tells you what you did correctly. For files with Low to High scores, Ally shows you the issues and gives a step-by-step guide on how to fix them.
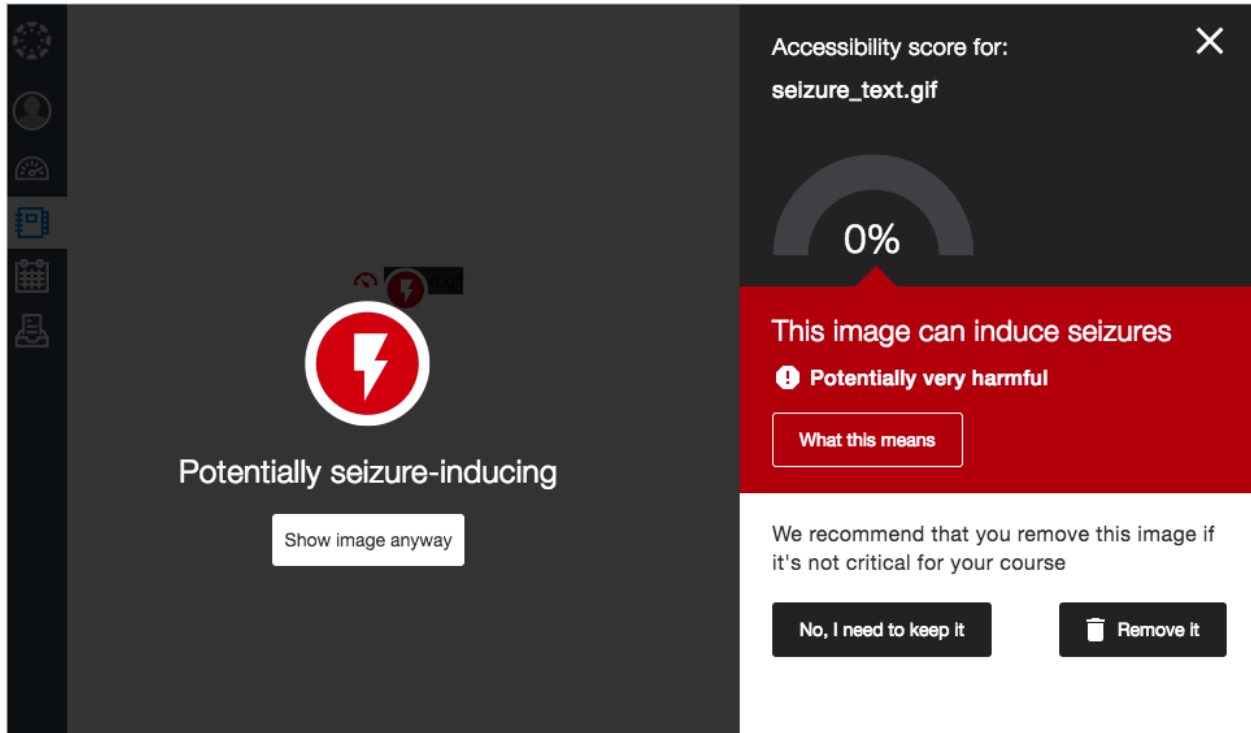
A. **Accessibility score**: See the overall score for the entire file.

B. **All issues**: Select All issues to see every issue in the file. This view shows you by how much the score can improve by fixing each issue. Find the issue you want to start fixing and select Fix.

C. **Description of issue and step-by-step help**: See the description for an issue with the file. *These instructions change depending on the file and the accessibility issues found. For example, with a PDF you may see instructions on how to make the PDF tagged. Select How to Make a PDF Tagged.*
   - Select *What this means* to learn more about the issue.
   - Select *How to* and follow the steps to improve the file's accessibility.

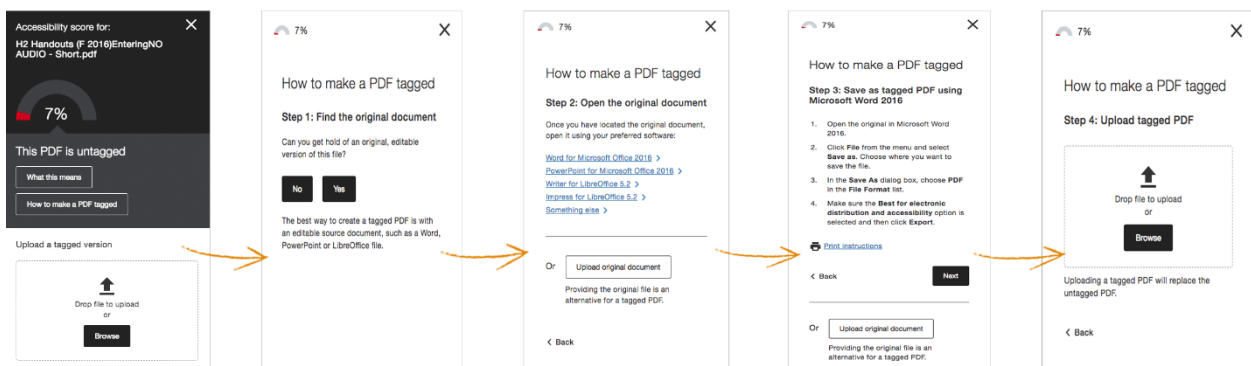D. **Upload**: Upload updated files to replace the existing one.

Ally produces either image or text feedback. Image feedback often involves adding a description for clarity. Text feedback will often include multiple step instructions for your preferred software, such as Microsoft Word or LibreOffice.
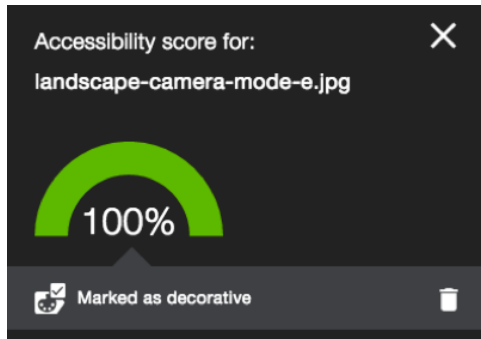

Text feedback often includes multiple step instructions for your preferred software, such as Microsoft Word or LibreOffice. Common issues include untagged PDFs or contrast issues.
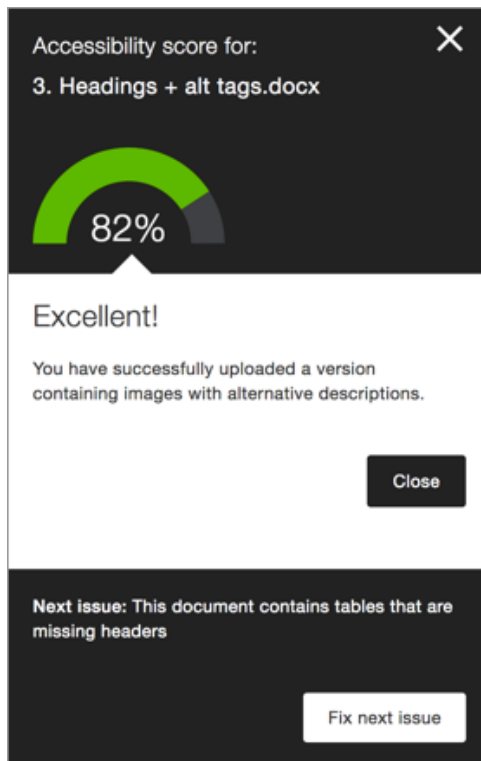
Select the file accessibility score and follow the instructions. These instructions change depending on the accessibility issues found. For example, with a PDF you may see instructions on how to make the PDF tagged. Follow the instructions to find the original document on your computer and open it. Continue to follow the instructions to tag the original document and upload it again.

Ally might prompt you to add additional information or upload resources to make the file more user friendly. Common issues include untagged PDFs, missing descriptions on images, or contrast issues.

After you make your file more accessible, the accessibility score updates next to the file. If you are unable to make your file more accessible, the file will remain with a low accessibility score. If you have multiple issues within your file, Ally will alert you of the next issue to fix.

Ally is a tool to help make your course content more accessible. Download alternative accessible formats of your course files - choose from semantic HTML, audio, electronic braille and more.

ACCESSIBLE FORMATS

Accessible files include readable text for screen readers, pictures with captions, and easy-to-navigate content. Ally creates multiple accessible alternatives from the original documents in your course. You can download accessible formats anywhere that files are used.

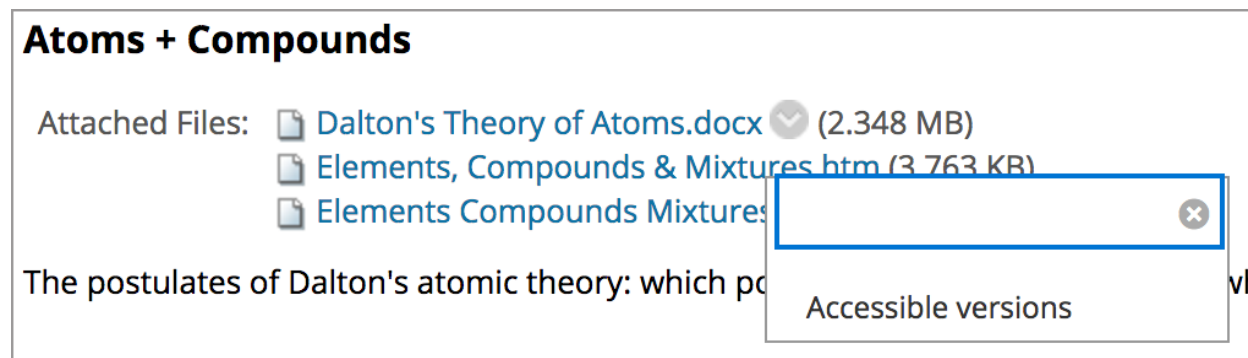Ally generates alternative formats for these file types:

- PDF
- Word
- PowerPoint
- OpenOffice/LibreOffice
- HTML

Ally creates these alternative accessible formats:

- OCR version for scanned documents
- Tagged PDF version of Word, PowerPoint, and OpenOffice/LibreOffice files
- Semantic HTML
- ePub
- Electronic braille

FIND ACCESSIBLE FILES

In your WTClass course, locate a file's menu to the right of the file and select *Accessible versions*.

Atoms + Compounds

Attached Files: 📄 Dalton's Theory of Atoms.docx ⌄ (2.348 MB)
📄 Elements, Compounds & Mixtures.htm (3.763 KB)
📄 Elements Compounds Mixtures

The postulates of Dalton's atomic theory: which po...   vh
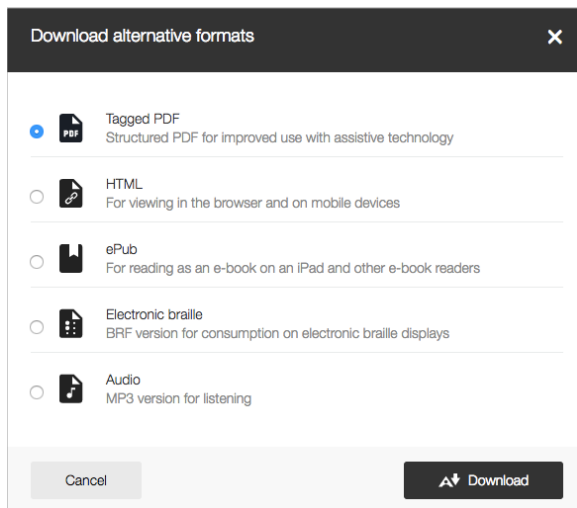
Accessible versions

DOWNLOAD ACCESSIBLE FILES

Improved quality of your course files.

Ally creates files that are accessible and easier to use by all students. Ally works within your online course so it is available right where you need it.
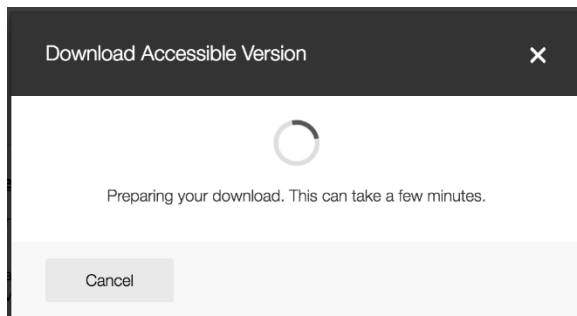
Accessible files include readable text for screen readers, pictures with captions, and easy-to-navigate content. Ally creates multiple accessible alternatives from the original documents in your course. You can download accessible formats anywhere that files are used.

Once you found your course file, select the file dropdown and select accessible file. A pop-up window lists accessible file options. Accessible versions may vary depending on the file type.

Choose a version and select *Download*.

If this is your first download of a specific file type, a *Preparing download* notification appears. The download may take multiple minutes to complete.

Once your file downloads, you can open or save the accessible version. You can also return to the original file to get different versions. The instructor's original file will always remain in your course, regardless of which alternatives you select.