



New York City College of Technology

Ally for Instructors

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Overview

Ally allows instructors to improve the accessibility in their course content by creating alternative versions of their files.

Alternative Formats

Ally automatically scans your content and makes them more accessible by creating alternate versions.

Ally provides alternative formats for:

- PDF files
- Microsoft Word files
- Microsoft PowerPoint files
- OpenOffice/LibreOffice files
- Uploaded HTML files
- Content created in the course content editor

Generated Alternative formats:

- OCR'd version (for scanned documents)
- Tagged PDF (currently for Word, PowerPoint, and OpenOffice/LibreOffice files)
- Immersive Reader
- Mobile-friendly HTML
- Audio
- ePub
- Electronic Braille
- BeeLine Reader
- Translated Version

Select the **Download Alternative Formats icon** wherever you see it to download the content in a different format.

Download Alternative Formats 

Disable Alternative Formats

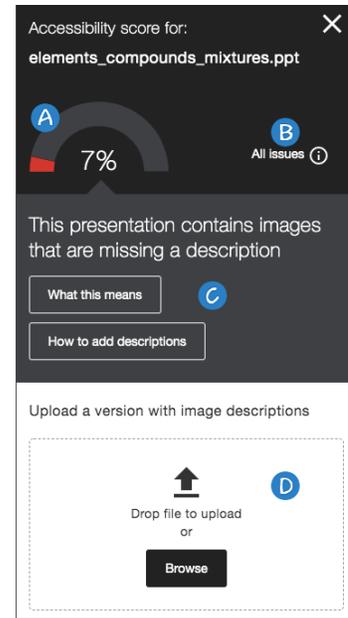
1. To disable alternative formats for individual content, select the **Download Alternative Format icon**.
2. Click the arrow next to the **Download Alternative Format** title and select **Disable alternative formats for this file**.
3. Click **Close** when done. To re-enable, follow the same steps, and click the **Enable for this file** button.

Accessibility Scores

Ally produces an accessibility score for each file in your course. With each score, Ally shows you the issues and a step-by-step guide on how to fix them.



1. Click on the **Accessibility Score** to open the **Instructor Feedback** panel.
 - a. **Accessibility Score**: Overall score of file.
 - b. **All Issues**: shows how much score can improve by fixing each issue. Click **Fix** to start fixing.
 - c. **Description of issue and step-by-step help**: Select **What this means** to learn more about the issue. Select **How to** and follow steps to improve the file's accessibility.
 - d. **Upload**: upload updated files to replace existing one.



Course Accessibility Report

The report provides an accessibility summary and overview. The Course Accessibility Report is located under the **Course Tools** menu.

The **Overview tab** shows the accessibility score for the course, course content grouped by content type, and a list of all issues identified in the course.

The **Content tab** shows you the content with accessibility issues.

