

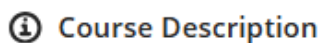
Getting a Course Accessibility Report

1. In your course, select **Books & Tools** in the **Details & Actions** menu.

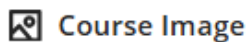
Details & Actions



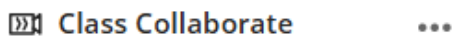
[View everyone in your course](#)



[View the course description](#)



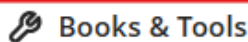
[Edit display settings](#)



[Join session](#) ▼



[Mark attendance](#)



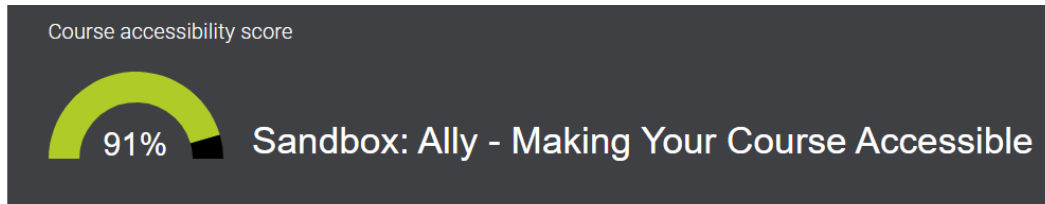
[View course & institution tools](#)

2. Under **Available Tools**, select **Accessibility Report**.

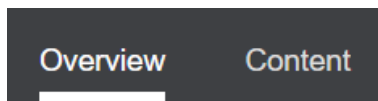


Accessibility Report

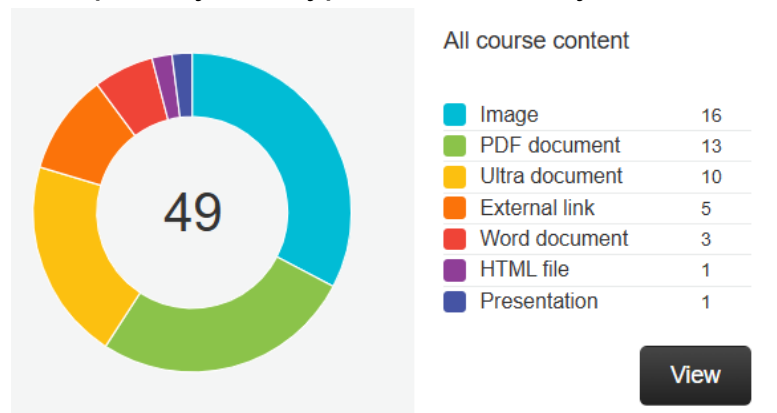
3. The banner at the top shows you the **Course accessibility score**.



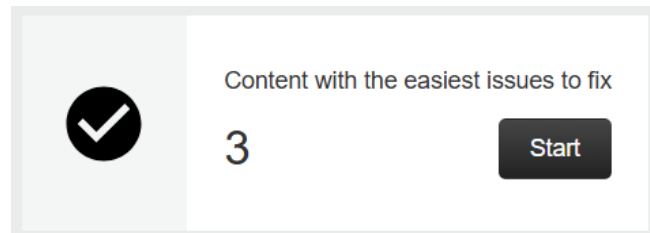
4. The **Overview** tab shows you:



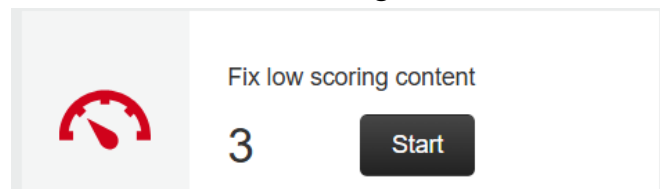
a. The quantity and types of items in your course.



b. A **Start** button for the easiest issues to fix.



c. A **Start** button for fixing the lowest-scoring content.



d. Scroll down for a list of **all issues** sorted by severity.

↓ Severity	Issue	Content affected
	The document is scanned but not OCR'd	 2
	The image has contrast issues	 4

e. Click on an **issue** to view items it impacts, then click on a **gauge** to [begin fixing an item.](#)

Name	Issues	↑ Score
 Michael Rogers Chapter 4 Musical Analysis.pdf PDF document	1	 0%

5. The **Content** tab lists all content in your course, from least to most accessible. Click on a **gauge** to [begin fixing an item.](#)

Overview	Content
Name	Issues ↑ Score
 Michael Rogers Chapter 4 Musical Analysis.pdf PDF document	1  0%

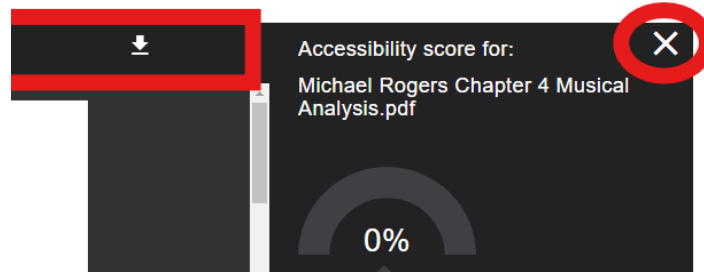
6. After you click on an item's accessibility **gauge**, Ally will open the item and provide guidance for making adjustments.

a. At the top of the screen you can:

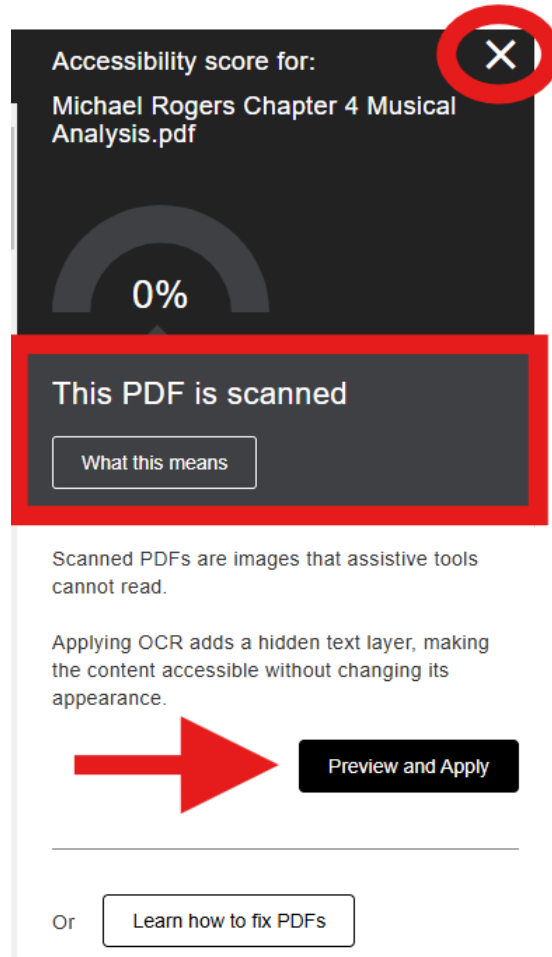


- Navigate pages
- Navigate flagged images in the file
- Zoom
- Download the document

- b. Close out of the tool with the X in the upper right corner



- c. On the right, you can:



- i. View the file's accessibility score
- ii. Click prompts to learn why and how to fix an issue
- iii. Access built-in tools to fix some issues
- iv. Scroll down to **Upload** a new file

As always, if you have any questions or need additional assistance, please contact the Academic Instructional Technology Center at 719-587-7371 or asaitc@adams.edu.