

DocAccess in Canvas for Faculty

Instructor Overview

Instructors have access to many of the same features as students, along with additional tools that support course accessibility and document management.

When an instructor uploads a PDF to a Canvas course and processes it with DocAccess, an accessible HTML version of the document is automatically generated. In many cases, this reduces the need for manual PDF remediation. However, instructors are responsible for reviewing the generated HTML transcript and making any necessary corrections or updates using the Workbench located inside the DocAccess Control Center. Stay tuned for additional information and resources about the Workbench that will be shared soon.

DocAccess processes PDF documents that instructors upload to the **Files** section of a Canvas course. Instructors choose which PDF files to submit for transcription, allowing DocAccess to process the PDF document. The **Files** section is typically not visible to students.

Course Content Integration and Navigation

Instructors begin by navigating to the **Files** section in Canvas to locate the PDF documents they want to process with DocAccess.

Within the **Files** section, the **Status** column now displays the DocAccess icon next to the publication status indicator, which shows whether the PDF is published in the course.

If the DocAccess icon appears gray and displays **"Create Accessible Version,"** the accessible version has not yet been generated for that PDF document. **Select the icon** to enable DocAccess and begin creating the accessible HTML version. While the document is being processed, the icon will transition from gray to green with a pulsating effect. Processing time varies depending on the number of pages in the PDF.

Once processing is complete, the icon will turn green and display **"View Accessible Version,"** allowing you to open and access the accessible version of the document in the **Document Viewer**. The Document Viewer opens in a separate window directly within Canvas.

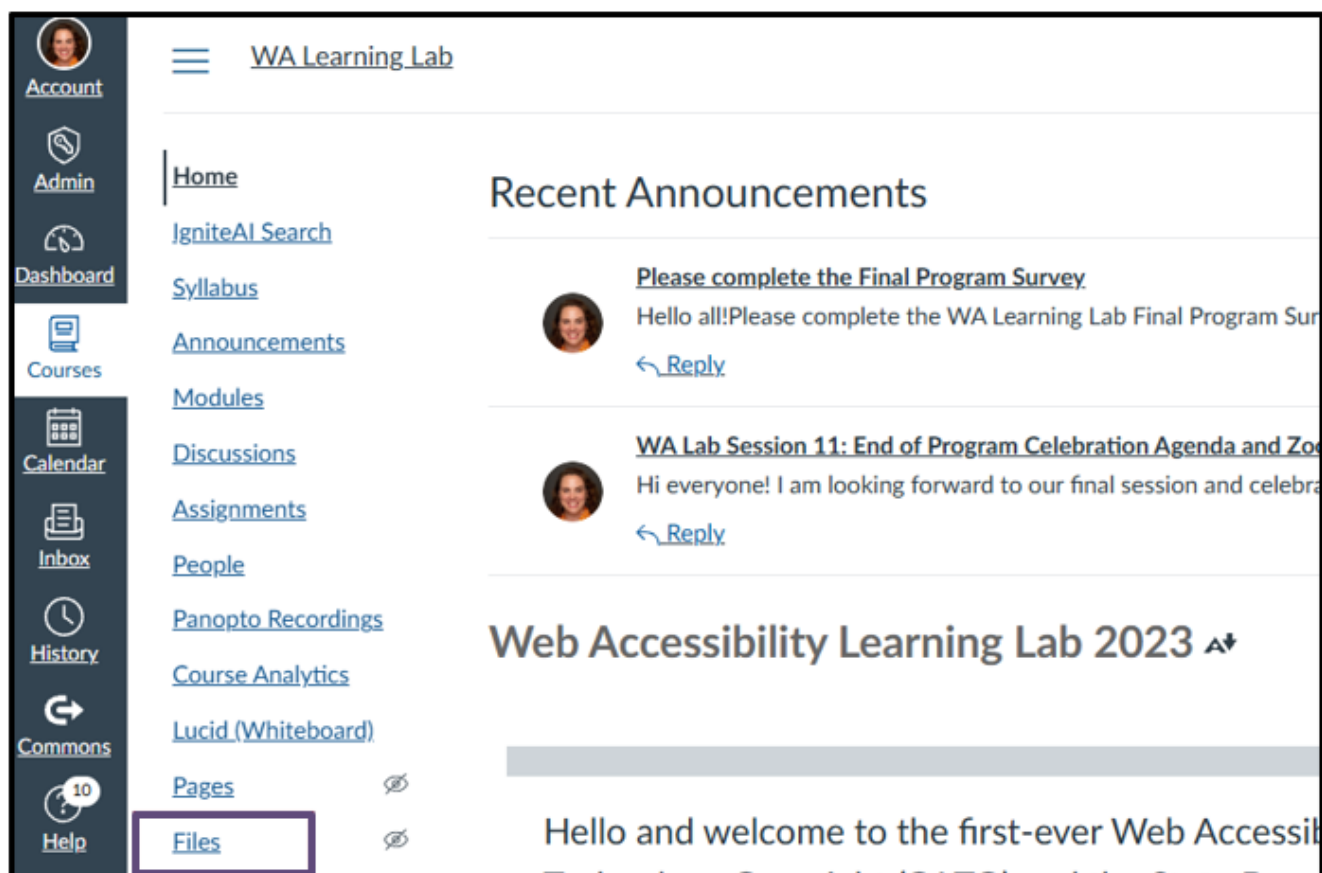
In the upper left of the Document Viewer, instructors can switch between the **Print-Friendly View** (the original PDF) and the **Accessible Transcript View** (the accessible HTML version). The Accessible Transcript View provides enhanced navigation and is compatible with assistive technologies.

Instructors can select the **Download Transcript** button located on the far-right navigation panel to save a copy of the accessible HTML file to their computer or shared drive. After downloading the file, instructors can publish the accessible HTML content directly to a Canvas Page.

Because DocAccess converts PDF content into responsive HTML, students can access course materials more effectively across devices, including phones and tablets. Instructors do not need to create separate versions of documents for mobile access.

Visual Reference Guide

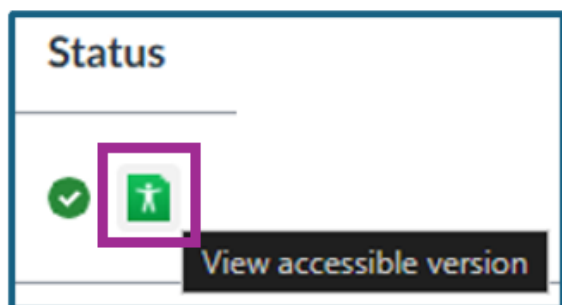
Go to your **Files** menu



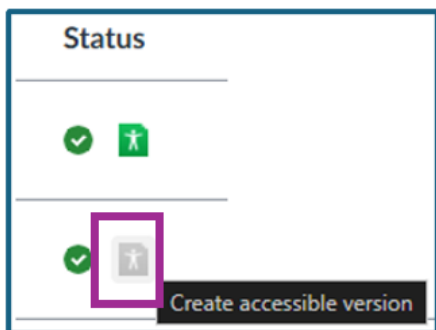
PDF documents will display a new DocAccess icon in the **Status** column.

☐	Name ▾	Created ▴	Last Modified ▴	Modified By ▴	Size ▴	Accessibility	Status	Actions
☐	Uploaded Media	Feb 12, 2026	Feb 12, 2026		--			⋮
☐	Accessibility in Procurement WSBCTC...	Dec 10, 2025	11:50am	Monica Olsson	3 MB			⋮
☐	All Staff Digital Accessibility Task Force...	Dec 10, 2025	Jan 22, 2026	Monica Olsson	417 KB			⋮
☐	Ally's PDF Auto Tagging FAQ for Admin...	Jul 2, 2026	Jul 2, 2026	Monica Olsson	75 KB			⋮
☐	conexed-contract-2025-10-03.pdf	Dec 10, 2025	Jul 2, 2026	Monica Olsson	113 KB			⋮
☐	Denue Accessibility Services SOW#2 Sj...	Dec 10, 2025	Dec 10, 2025	Monica Olsson	303 KB			⋮
☐	Quadratic Equations BAD.pdf	Dec 10, 2025	Dec 15, 2025	Monica Olsson	177 KB			⋮
☐	Sample.doc Legendary Feuds That Shap...	Feb 12, 2026	Feb 12, 2026	Shawn Jordison	388 KB			⋮
☐	Venngage and Th Accessibility Guv.pdf	Feb 12, 2026	Feb 12, 2026	Shawn Jordison	110 KB			⋮

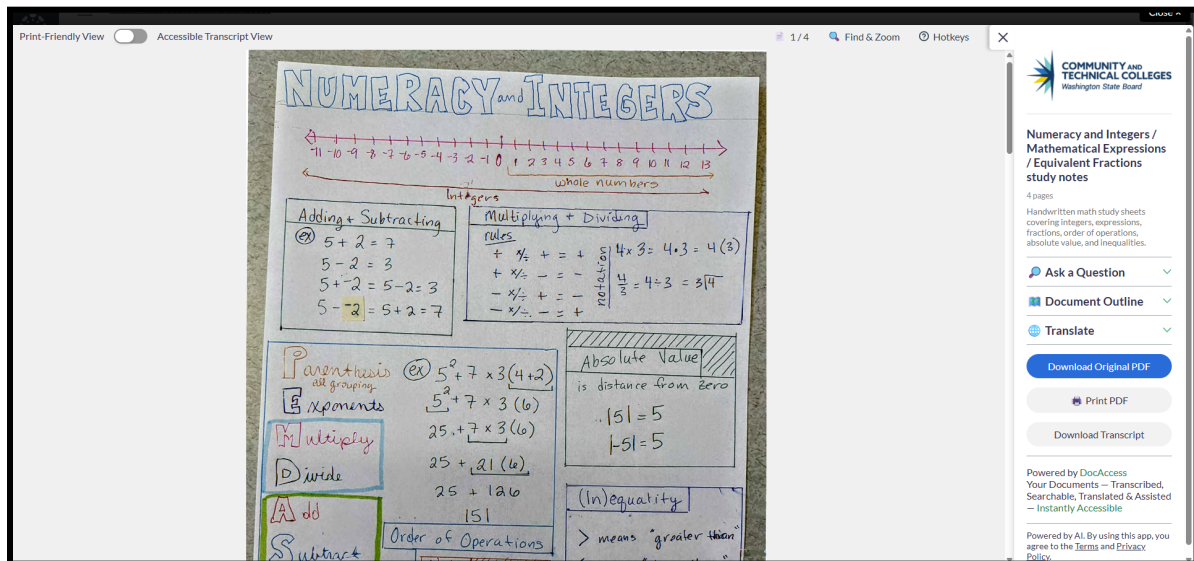
If the icon is green with a white outline of a person and indicates **"View accessible version,"** the PDF has been processed by DocAccess and the Accessible HTML Transcript is ready to open.



If the icon is gray and indicates **"Create accessible version,"** the PDF has not yet been processed by DocAccess. The Accessible HTML Transcript will be available after processing is complete.



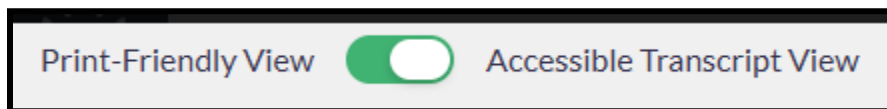
To open the accessible version, navigate to the **Status** column and select the green **View Accessible Version** icon. The DocAccess Preview window opens.



In the upper-left corner of the preview window, the **Original PDF** (print-friendly view) is displayed by default.



To view the accessible HTML version, switch to **Accessible Transcript View** clicking on the toggle button.



In **Accessible Transcript View**, the PDF is displayed as an accessible HTML transcript in the DocAccess Viewer and is ready to be viewed using assistive technology.

The screenshot shows the DocAccess Viewer interface with the 'Accessible Transcript View' selected. The document content is as follows:

Numeracy and Integers

Number line showing integers from negative eleven to positive thirteen:

... -11, -10, -9, -8, -7, -6, -5, -4, -3, -2, -1, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13 ...

Label: Integers

Label: Whole numbers (from 0 to 13 on the number line)

Adding and subtracting

ex

$5 + 2 = 7$

$5 - 2 = 3$

$5 + -2 = 5 - 2 = 3$

$5 - -2 = 5 + 2 = 7$

Multiplying and dividing

Rules

Sign of first number	Operation	Sign of second number	Resulting sign
+	multiply or divide	+	+
+	multiply or divide	-	-
-	multiply or divide	+	-

Additional Options in the DocAccess Document Viewer

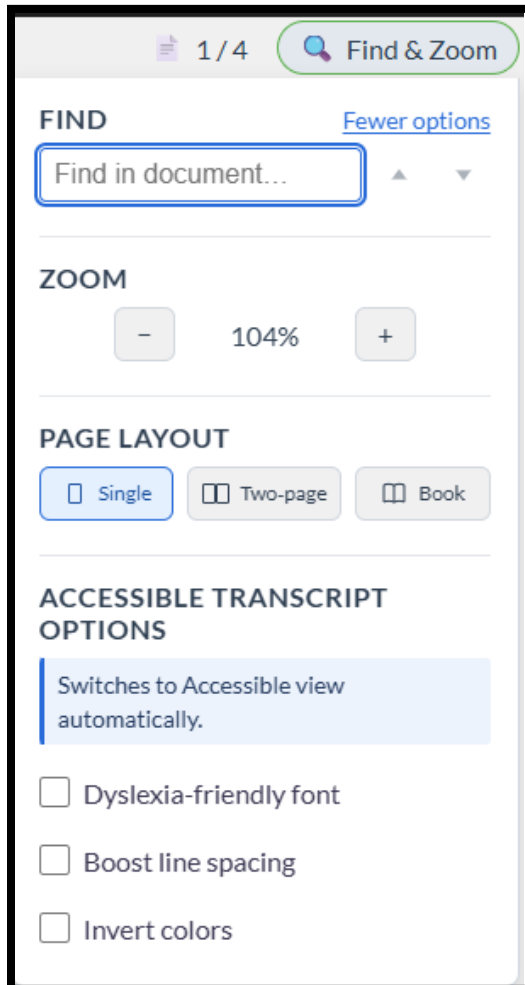
Find and Zoom

The Find and Zoom options are located in the upper right of DocAccess Document Viewer and provides access to the following options:

In Print-friendly view

- **Find:** Search for keywords and phrases within the document to quickly locate specific information.
- **Zoom:** Increase or decrease the page zoom level to adjust the size of content displayed on the screen.
- **Page Layout:** Single, Two-page, Book
- **Accessible Transcript options** (Switches to accessible view automatically):

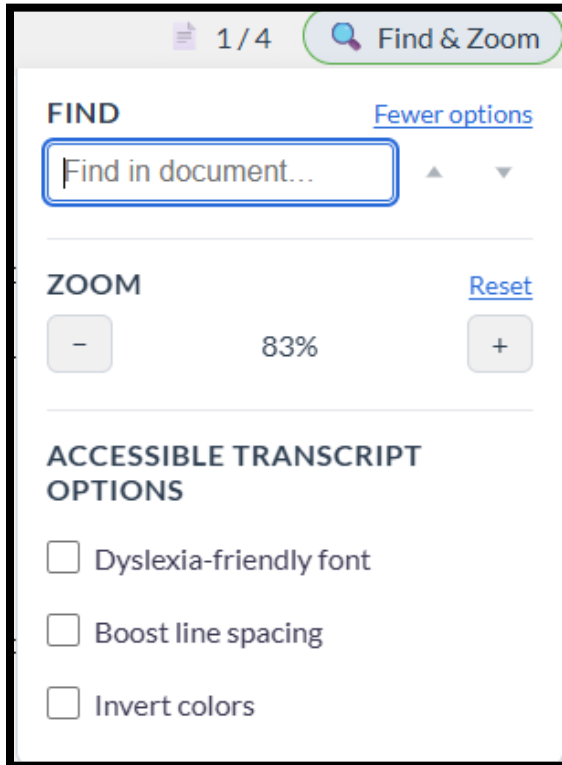
- Dyslexia-friendly font
- Boost line spacing
- Invert colors



In Accessible Transcript view:

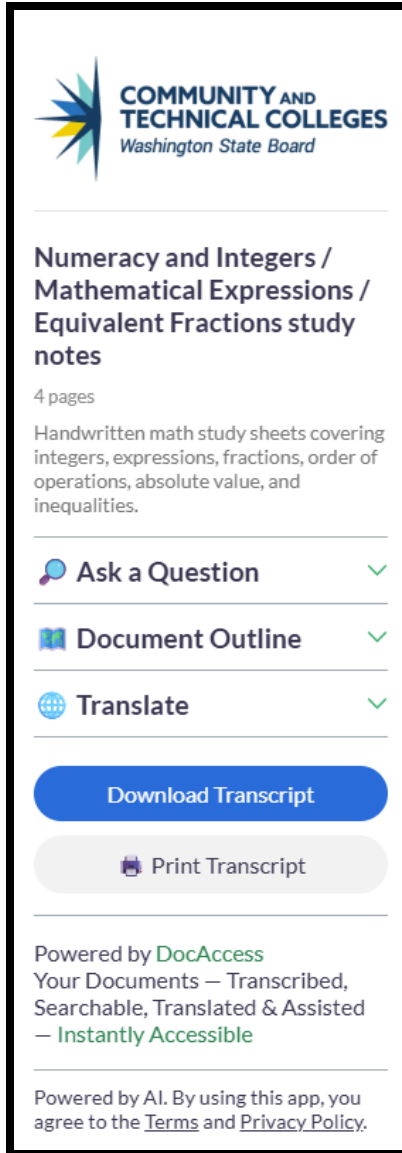
- **Find:** Search for keywords and phrases within the document to quickly locate specific information.
- **Zoom:** Increase or decrease the page zoom level to adjust the size of content displayed on the screen.
- **Accessible Transcript options** (Switches to accessible view automatically):
 - Dyslexia-friendly font
 - Boost line spacing

- Invert colors



Navigation Panel

The navigation panel is located on the right side of the DocAccess Viewer and provides access to the following options:



Navigation Panel Options

The navigation panel, located on the right side of the Document Viewer, provides tools and features to support the student experience.

- **Ask a Question:** Ask direct questions about the document to support understanding and engagement with the content. Responses are generated from information within the document and include a link to the section where the answer was found.
- **Document Outline:** View the document structure and headings to quickly navigate between sections. This outline reduces scrolling and provides a clear overview of the document's organization.

- **Language Translation:** Translate the document content into multiple languages directly within the DocAccess interface.
- **Download Transcript:** Download the accessible HTML transcript as an HTML file to save on your computer and open it in another web browser, including when offline.
- **Print Transcript:** Print the accessible HTML transcript directly from the DocAccess Viewer.

Hot Keys

Use these keyboard shortcuts for quick navigation.

Common Interface Elements

Both students and instructors have access to the following controls in the DocAccess Viewer:

- Document title
- Print-Friendly View (original PDF)
- Accessible HTML Transcript
- Find and Zoom
- Hotkeys
- Ask a Question feature
- Document Outline
- Translation menu
- Download Transcript
- Print Transcript