



**Welcome to FIU Fix your  
Content Day!**

# Morning Agenda

Start Time	End Time	Topic
9:00 AM	9:30 AM	Welcome to Fix Your Content Day (Getting Started with Ally)
9:30 AM	10:15 AM	Images: alt text and images in documents without descriptions
10:15 AM	11:00 AM	Headings: Documents and tables that do not have any headings
11:00 AM	12:00 PM	Documents: Titles, Languages, Text Contrast, and Tags

# Afternoon Agenda

Start Time	End Time	Topic
1:00 PM	1:15 PM	Welcome to Fix Your Content Day (Getting Started with Ally)
1:15 PM	2:00 PM	Images: alt text and images in documents without descriptions
2:00 PM	2:45 PM	Headings: Documents and tables that do not have any headings
2:45 PM	3:30 PM	Documents: Titles, Languages, Text Contrast, and Tags
3:30 PM	4:00 PM	Closing Remarks and Where to go from here?

**FIU Fix Your Content Day with Ally!**

# Getting Started with Ally

- Automatically checks course materials against WCAG 2.2 accessibility standards
- Provides students with accessible alternative formats such as audio and electronic braille
- Delivers guidance to instructors to improve the accessibility of their course content using scores and accessibility report.

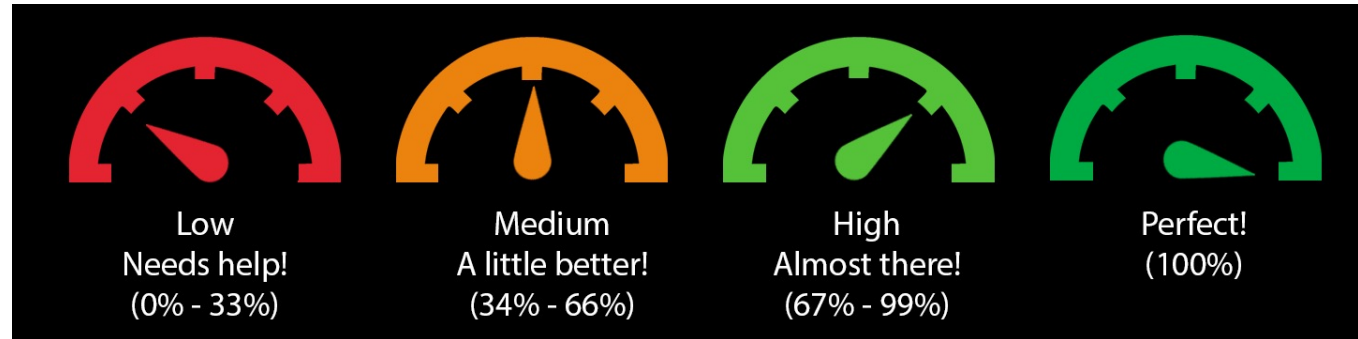
## Keep in mind:

- **Students can only view the alternative formats created for content. They will never see the accessibility scores for items or courses.**
- **Ally does not process student generated**

# Getting Started with Ally

Ally checks files in these formats:

- PDF files
- Microsoft® Word files
- Microsoft® PowerPoint® files
- Uploaded HTML files
- Image files (JPG, JPEG, GIF, PNG, BMP, TIFF)



# Course Accessibility Report

The course accessibility provides an accessibility summary and overview at the course level.

The report shows:

- **Accessibility score for the course**
- **Distribution of course content by content type**
- **List of all issues identified in the course**

Content with the most severe issues first or start with content that's easiest to fix.

**Now View your Course Accessibility Report!**

Home

Modules

Pages

Accessibility Report

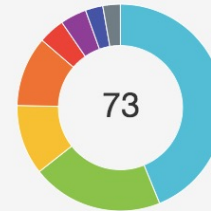
Course accessibility score



Introduction to Languages of all kinds

Overview

Content



All course content

Word document	32
PDF document	15
Image	8
Presentation	8
HTML file	3
Page	3
Other	2
Item	2

Start



Content with the easiest issues to fix

38

Start



Fix low scoring content

39

Start

Remaining issues

↓ Severity

Issue

Content affected



The document is scanned but not OCR'd

6



The document contains images without a description

36



# Support

Use the Ally  
tool in  
Canvas  
to contact us  
for support!

BannerHomepage.png

25%

This image does not have a meaningful description

[What this means](#)

[How to write a good description](#)

Edit image description

HomepageBanner.png

Save

The image description can't be a file name.

Remove from image

Or [Indicate image is decorative](#)

This image is used for decoration only and a description is not needed

[? Help](#)

Help

Welcome to FIU's Accessible Course Content Help!

This process is designed to support FIU instructors that request guidance with making course content accessible.

As a first step, please review the [Ally instructor documentation](#) for self-support.

If you need additional help you can submit the form below. Upon submitting your feedback, it will be sent to the instructional design teams to review.

We appreciate your feedback.

**Describe your question or issue**

This request will be sent to [AllySupport@fiu.edu](mailto:AllySupport@fiu.edu)

[< Back](#) [Send](#)



# Images - Alt Text



# Images: Alt Text with Ally

Why describing images and using Alt Text matters?



- **Provides better context**

- Clear image descriptions make it easier to connect your image's content to the context it's used in.



- **Facilitates searching**

- Image descriptions help your students to find the images more easily.



- **Essential for students with visual impairments**

- Students with visual impairments have difficulties perceiving images. Image descriptions offer them an equivalent experience.

# Images: Alt Text with Ally

## How to add Alt Text?

- Images require a textual description, sometimes referred to as 'alternative description' or 'alt text' to make them more accessible.

• 🟢 High (67-99%): Almost there. The file is accessible but more improvements are possible.

• 🟢 Perfect (100%): Perfect! Ally didn't identify any accessibility issues but further improvements may still be possible.

Improve your score

Once you know the accessibility score, you can begin to explore the accessibility issues and improve your content to raise the score. Accessible documents are important

Accessibility score for: bad\_dog-1.jpg

100%

This image has a description

[What this means](#)

[How to write a good description](#)

Edit image description

sad dog looking regretful


Save

Remove from image

Or [Indicate image is decorative](#)

This image is used for decoration only and a description is not needed

[Help](#)





# BREAKOUT

## REMEDIATING IMAGES

ADDING ALTERNATIVE TEXT DESCRIPTIONS USING ALLY

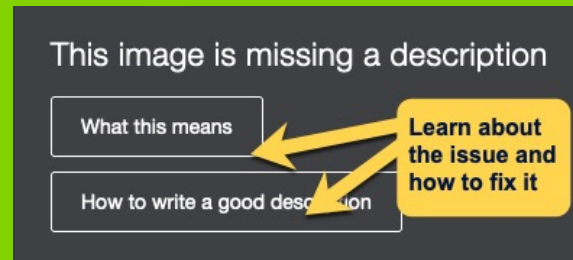
1

Click on the image's Ally accessibility score gauge.



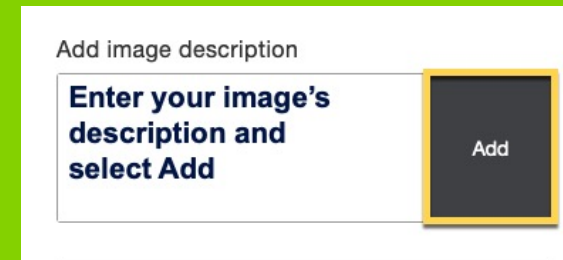
2

Use the Instructor Feedback tool to learn about the issue and how to fix it, step-by-step.



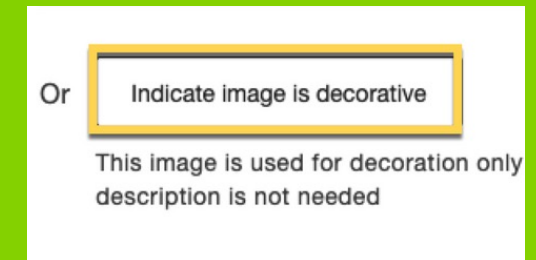
3

Add the image description in the text field and select "Add."



4

If the image isn't relevant to your content, mark it as decorative or write decorate image of...





# Headings & Headers

# Headings & Headers with Ally

Headings make navigating documents easier for all!



- Facilitates searching
  - Well-structured documents help students organize and process texts.
  - Headers can help students navigate and comprehend texts.
  - By using headings in your Word document styles, you can design sections and sub-sections for your documents.
- Essential for students with visual impairments
  - Headers are essential for screen readers.
  - Imagine reading a book without any chapters!



Headers are utilized in Tables within your documents.

- When a table has a header assigned, it makes it easier to format the table afterwards.
- Screen readers will pick up the table headers and read them aloud allowing for easier understanding.

# Headings in Word Docs

- How to add Headings to a Word document
  - The instructor feedback tool will explain *why* headers are important and *how* to add them to your word documents.
- Add headings to all your text documents for a more inclusive environment!


The screenshot displays the Ally Accessibility Checker interface. At the top, it shows 'Page 1 of 3' and a download icon. The document being checked is 'Challenge2\_Doc4.docx'. A large red gauge indicates an accessibility score of 31%. To the right of the gauge, it says 'All issues' with an information icon. Below the gauge, a message states: 'This document does not have headings'. Two buttons are provided: 'What this means' and 'How to add headings'. At the bottom, there is a section titled 'Upload a version with headings' with a dashed box containing an upload icon and the text 'Drop file to upload or Browse'.

Engaging Learning Content Using in Different Modalities

With Ally's audio alternative format option, students can engage learning content using a different sensory modality. They may listen to the MP3 on its own, or listen while reading the text. So how can this benefit student learning?

Supporting Diverse Student Needs

Students have busy schedules and complex life circumstances outside of school that can impact their ability to engage with their learning materials. Here's a story about a student at Chico State University, told by Jeremy Olguin, Ally service owner at Chico.



"For our Ally pilot, we enabled Ally in only some of our courses on campus. During the pilot, we received an email from one instructor asking about having Ally turned on in his courses. He forwarded us a lengthy email from his student who was requesting access to the alternative formats in his course. In her email, the student explained that she was a mother who commuted a long distance to campus. She described how having access to the alternative formats and the audio version allowed her to listen to and review her content during her commute, which saved her time so that she could focus on her child when she arrived home. She said that having that alternative format "Gave me part of my life back."

Universal Design for Learning: Representing Learning Content in Multiple Ways

When learning environments follow Universal Design for Learning guidelines, students are empowered to choose a learning pathway that works best for them. Offering students more options make curricula responsive to student needs, while neuroscience research demonstrates that diverse forms of cognitive activity can positively impact learning outcomes. But to ensure that all students have equitable access to a pathway best suited to their abilities, course content needs to meet basic accessibility standards

# Headings In Canvas

- Canvas Headings

- Header 1- Reserved for Page Titles in Canvas
- Header 2- This is the Title of the Area
- Header 3- This is the subtitle
- Header 4- This is the category
- Paragraph- Body of the content

The Time is Now

Edit View Insert Format Tools Table

12pt ▾ Paragraph ▾ | **B** *I* U A ▾  ▾ T<sup>2</sup> ▾ |  ▾  ▾  ▾  ▾ |  |  ▾  ▾  | 

Heading 2

Heading 3

Heading 4

Preformatted

Paragraph





# Headers with Tables

- How to add table headers in Word

- Proper table headers help readers understand how tables are organized into columns and rows.
- Clicking on the gauge, will open the Instructor feedback report and show you *what this means* and *how to add table headers*.

The screenshot shows a Microsoft Word document titled "Headers.docx" with an accessibility score of 68%. A table is highlighted with a red dashed border, indicating it has missing headers. The table has three columns: "Day", "Week", and an empty column. The rows are "Mon", "Wed", and "3".

Day	Week	
Mon	2	
Wed	3	

Accessibility score for: Headers.docx

68%

This document contains tables that are missing headers

What this means

How to set table headers

Upload a version with table headers

Drop file to upload or

Browse

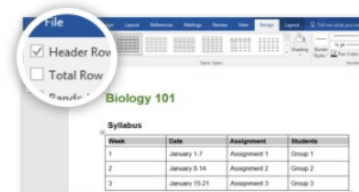
## How to add headers to a table

Step 2: Add table headers using Microsoft Word 2016

- Open the [original](#) in Microsoft Word 2016.
- There is **1 table** in this document that is **missing headers**. Use the preview on the left to help locate it.
- Ensure the text in the first row of the table functions as a title and identifies what each column is for. E.g: Week, Topic, Date and so on.

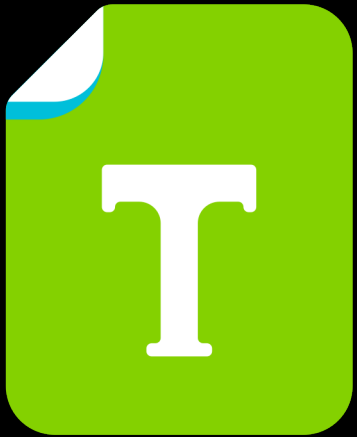
Tips for creating tables

- Select the first row of the table. Click on the **Design** tab and make sure the **Header Row** check box is selected.



- Right-click the first row of the table and select **Table Properties**. The **Table Properties** dialog box appears.
- On the **Row** tab, make sure the check box **Repeat as header row at the top of each page** is selected. Click **OK**.





# BREAKOUT

## REMEDIATING HEADINGS

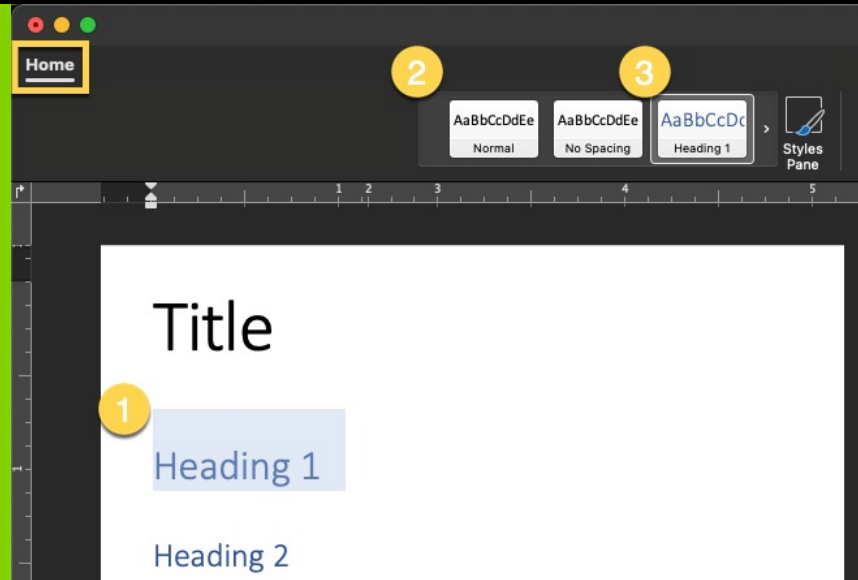
ADDING HEADING STYLES TO DOCUMENTS

1

Open the original Word document.  
Highlight the text.

2

Find the “Styles” group on the Home ribbon.

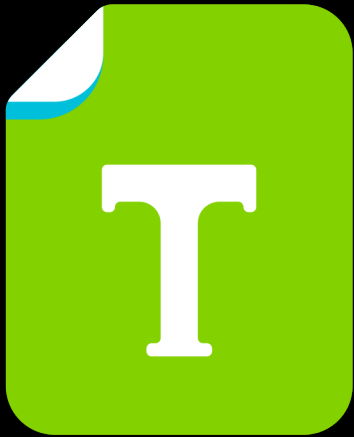


3

Select the appropriate heading type.

Use consistent headings and try not to exceed six levels.

**Remember to save your file!**



# BREAKOUT

## REMEDIATING TABLE HEADERS

ADDING HEADERS TO DOCUMENTS

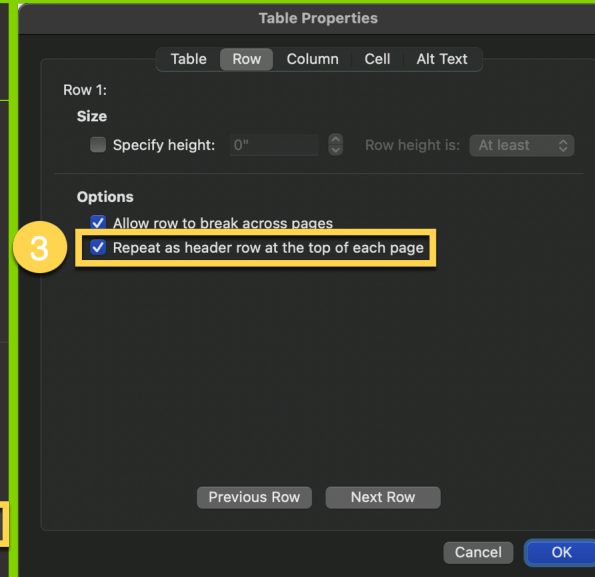
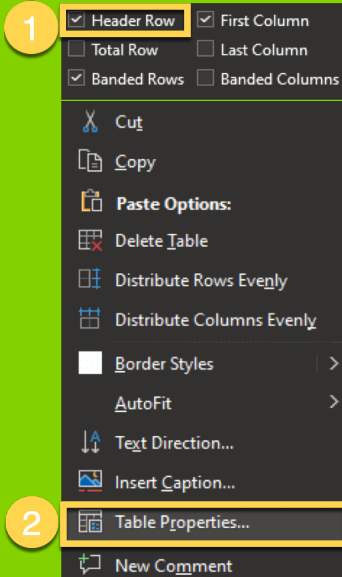
1

Select the first row of the table.

Click on Table Design tab and check "Header Row" box.

2

Right-click the first row of the table > select Table Properties.



3

On the Row tab, check the box "Repeat as header row at the top of each page"

Remember to save your file!



# BREAKOUT

## REMEDIATING IMAGES

ADDING ALTERNATIVE TEXT DESCRIPTIONS USING ALLY

1

Add a Table to Canvas, fill rows with information & Highlight the first row

Day	Week
Mon	1
Thurs	3

2

Click on the Accessibility Checker Icon

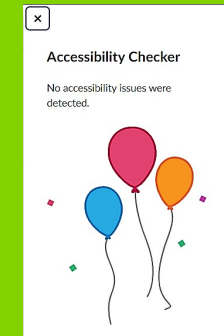


3

Add a Caption > Click Next > Choose "Header Row" > Apply

4

Success! No accessibility issues were detected.



Remember to Save!

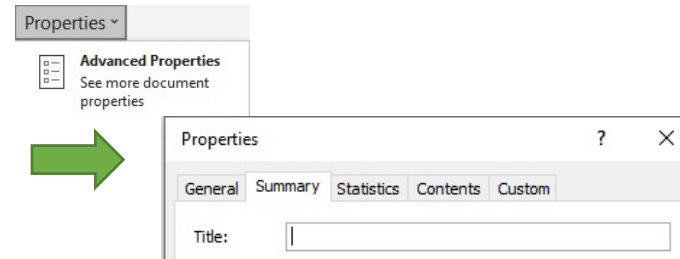


# **Documents: Titles, Languages, Text Contrast, and Tags**

# Documents: Titles and Languages

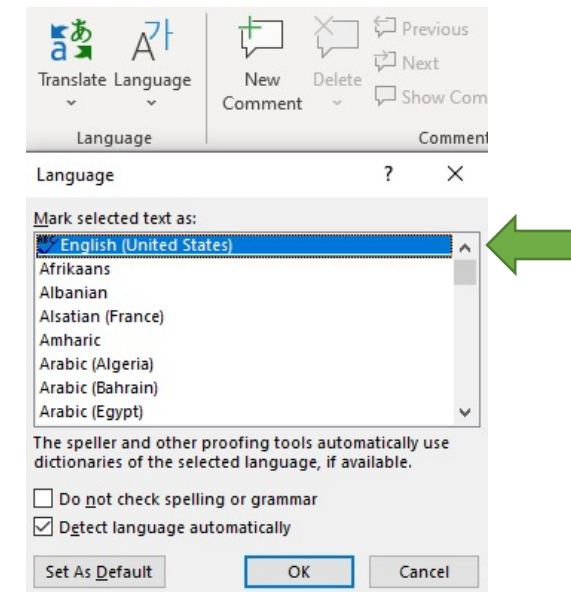
## How to add a Title

- Open the original file in Microsoft Word.
- Click **File** from the menu and select **Info**
- Click **Properties > Advanced Properties**
- Click on **Summary** tab and enter a **Title**



## How to set a Language for a document

- Open the original file in Microsoft Word.
- Click on the **Review** tab > **Language** > **Set Proofing Language**
- Choose desired **Language**



# Documents: Text Contrast

Low contrast text can be hard to read in many situations.

- Use a font size of at least 12px
- Use light text on dark backgrounds
- Use dark text on light backgrounds

Tool:

[Online Webaim Contrast Checker](#)

## How to Change Text Contrast

- Open the original file in Microsoft Word ( or use Canvas)
- Select the text. Open the Font Color menu and choose a new color with more contrast

# Documents: Tag



- Tagging a PDF allows for:
  - Automatic generation of a table of contents
  - Facilitates navigation for all students, especially for long documents



- Adapts to screen size
  - Tagged PDF's will reflow the content to best fit your device



- Essential for students with visual impairments
  - Screen readers determine a logical order and structure
  - Without tags, PDF files are just a bag of unstructured words

**Tags are hidden labels clarifying the document structure**







# BREAKOUT

## REMEDIATING DOCUMENTS

TEXT CONTRAST

### How to Change Text Contrast

1. Open the original file in Microsoft Word (or page within Canvas).
2. Select the text.
3. Open the Font Color menu and choose a new color with more contrast.



[Online Webaim Contrast Checker](#)

**Remember to save your file!**



# BREAKOUT

## REMEDIATING DOCUMENTS

ADDING TITLES & LANGUAGE, AND TAGGING YOUR DOCUMENTS

### Titles & Language

Open Word file. Select *File > Properties > Advanced Properties*. Click Summary and enter Title.  
Open Word file. On the Review tab, select *Language > Set Proofing Language*. Choose language.

### Tag in Word File

From the *File* menu, select *Save as*.

Windows: Click *More Options*. Choose PDF file format. Select *Options* and *Document structure tag for accessibility*.

### Tag Acrobat PDF

Open the PDF. Select *Tools > Accessibility > Autotag Document*.



Autotag Document

**Remember to save your file and upload the accessible document to Ally!**

# Support

Use the Ally tool in Canvas to contact us for support!

BannerHomepage.png

25%

This image does not have a meaningful description

[What this means](#)

[How to write a good description](#)

Edit image description

HomepageBanner.png

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[< Back](#) [Send](#)