

Blackboard Accessibility Tool – Student

Accessing Alternative Formats

Blackboard Ally and Alternative Formats

Blackboard Ally is an accessibility checker within Blackboard. In addition to checking the accessibility of content, it also provides alternative formats of the content to students.

Alternative formats are only available for content placed in your course by the instructor. It is not available for Blackboard tools such as Assignments, Discussion Boards, and Tests, or for text typed into the text box editor. Blackboard Ally does not check Excel documents, so no alternative formats of Excel documents will be provided.

Accessing Alternative Formats

1. Access your Blackboard course and locate the content you wish to view in an alternative format
2. Click the Ally icon (an uppercase A with a down arrow) next to the file you wish to view in an alternative format
3. On the popup window, choose your format:
 - a. **HTML:** View the content in your browser or on mobile devices.
 - b. **ePub:** Read the content as an e-book on an iPad or other e-book reader.
 - c. **Electronic Braille:** Creates a BRF file that can be read on a refreshable Braille display or other Braille reading devices.
 - d. **Audio:** Creates an MP3 version of the content for you to listen to.
 - e. **Tagged PDF:** Creates a structured PDF for use with assistive technologies such as a screen reader.

Please Note: The selected option for one document will become the default option for another document opened, provided the second document has the same alternative format available.

4. Click **Download**
5. **Open** or **Save** the file

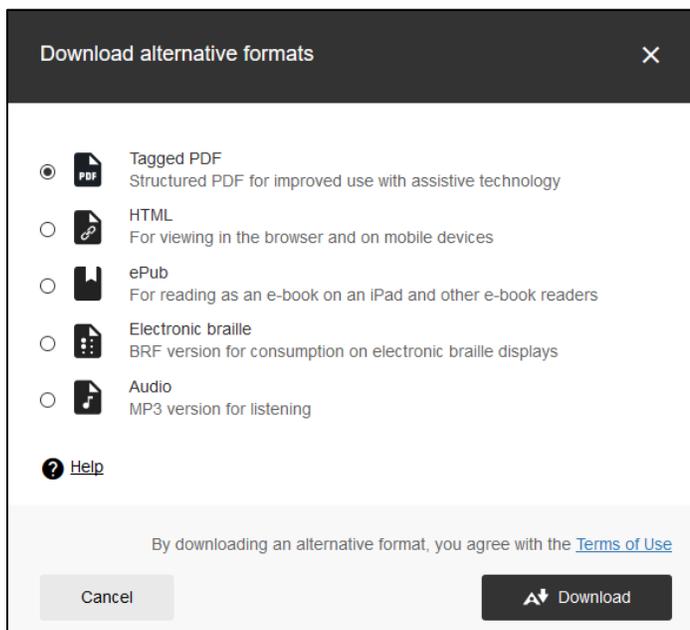


Figure 1