

## Ally Getting Started Checklist

Additional information can be found on the [Ally Quick Start for Instructors](#) page.

### Suggested Task List

| Task                                                                                                                                                                                                         | Approximate Duration                                                                                 | Resources That Can Help                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Access your course in Canvas and skim the content. Find and click on the <a href="#">Ally accessibility scores</a> in your course or access the <a href="#">Course Accessibility Report</a> for an overview. | 2 minutes                                                                                            | Watch this <a href="#">Overview for Instructors</a> video (1:28; Closed Captioned) to increase your familiarity with the scores and alternative file formats.                                                                                                                                                                                                                                                                                                                                          |
| Choose at least 2 files to improve the scores.                                                                                                                                                               | 5 minutes                                                                                            | Some suggestions: <ul style="list-style-type: none"> <li>● Choose the <i>same</i> file type (e.g., only images, only Word, etc.), or</li> <li>● Choose files of <i>different</i> types (e.g., images, PDF, Word, etc.)</li> </ul>                                                                                                                                                                                                                                                                      |
| Click on the <a href="#">Ally accessibility score</a> icon. Follow the instructions provided by Ally to improve the accessibility of each file.                                                              | Varies by file. Expect to spend between 10 to 60 minutes depending on length and complexity of file. | Make sure to click on the score icon to open the window that guides you on improving that file.<br><br>You can also find additional tutorials on page 2 or by visiting the Ally <a href="#">Improve Content Accessibility</a> website which also breaks down resources and tutorials by file type.<br><br>If you're using various Copley Library resources and databases in your Canvas course, use this <a href="#">Copley Library and Ally FAQ</a> sheet to get some answers and best practice tips. |
| Upload the new versions of the corrected files into your course.                                                                                                                                             | 3 minutes                                                                                            | <ul style="list-style-type: none"> <li>● You can use the Ally pane that opens up on the right-hand side of your course to update the course content, or you can update the course content outside of the Ally pane. <ul style="list-style-type: none"> <li>○ <a href="#">Add Course Content within a Module</a></li> <li>○ <a href="#">How do I upload a file to a course?</a></li> </ul> </li> </ul>                                                                                                  |
| See your new score(s).                                                                                                                                                                                       | 1 minute                                                                                             | Your Ally score color for that file should change to a different color.                                                                                                                                                                                                                                                                                                                                                                                                                                |
| To test the student experience, use Student View mode to download at least 2 alternative file types.                                                                                                         | 2 minutes                                                                                            | The <a href="#">Student View</a> page demonstrates how to do this.                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <p>Send out an announcement to inform your students about the new Ally feature and the alternative formats.</p> | <p>2 minutes</p> | <p>Here is sample wording that you can customize: <a href="#">Ally Announcement in Course-- template for students</a></p> |
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