Moodle: Convert documents using Sensus Access

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The **Sensus Access Document Converter activity** enables Moodle course participants to **convert course files to formats that meet their accessibility needs**. Once the Sensus activity is added to a course, students can use it for all files posted to the course Moodle page. If you have accessibility needs beyond what Sensus Access can provide, please contact the Accessibility Office.

> **Before you start**, you will need:
>
> - To be enrolled in a **Moodle course that contains a Sensus Access Document Converter** activity**.**
>
> If you do not see this activity in your course, you can do the following:
> - Ask the **Instructor of record** or **Other editing teacher** to add it to the course page.
> - Download the files you need to convert and upload them to Sensus Access outside of Moodle ⧉ .

Convert Documents

1. Go to your Moodle course page.
2. Click on the **Sensus Access Document Converter** activity.

   S Sensus Access Document Converter

3. Sensus Access will open in an embedded window.
4. In this window, click **File Selection** and and select the document you want to convert from the drop-down menu that emerges.

> **Note:** The **File Selection menu** should list **every course document that Sensus Access can convert** , including those attached to forum posts or assignments. If a file is missing, please contact your professor for access then upload it to Sensus Access outside of Moodle ⧉.

3. Under **Requested Conversion**, click your desired format. This activity provides five options:
   - **Accessibility conversion:** converts image files or image-only PDFs into files with screen-readable text
   - **MP3:** uses text-to-speech software to create an audio file of text in a document
   - **E-book:** creates an e-book version of a file that can be used by multiple devices, e.g., Kindle, Nook, Apple Books, etc.
   - **BeeLine Reader:** creates an eBook file that uses color gradients to become more readable.
   - **Braille:** creates a document that can be used by the visually impaired, in a range of formats.
4. Depending on the format you chose, you may be prompted to set **Conversion Parameters**:
   - **Accessibility conversion parameters**
     - **Target format**: Select a file format for the converted file. Options include common files

types such as DOCX and PDF. If you do not need to preserve visual formatting, choose a TXT file.

- **MP3 parameters**
    - **Language:** Select the language the file is written in. For some languages, you may also have a choice of recording voices.
    - **Speed:** Choose one of seven options, from **Slowest** to **Fastest**.
- **E-book parameters**
    - **Format:** Choose **MOBI** if you will read the e-book on a Kindle or Kindle app. Otherwise, choose **EPUB3 with media overlay** (for a e-book with a synchronized text-to-speech audio recording) or **EPUB3** (for an e-book without audio).
    - **Base font size:** Choose between **Normal**, **Large (16pt)**, **XLarge (24 pt)**, and **Huge (40 pt).**
- **Braille parameters**
    - **Language:** default is **Unified English Braille**, although there are a range of other options.
    - **Contraction Level:** choose between **Grade2** (default) or **Grade1**.
    - **Format:** currently **Sixdot** is the only option.
    - **Export:** this determines the format for the electronic file. The default is **Portable Embosser Format (PEF)**, although you may also select **Unicode**, **UTF8**, or **North American Computer Braille**.

5. Under **Delivery method,** choose **Campus email** (recommended) or **Download.**

> **Important:** We **STRONGLY** recommend having files delivered to your campus email! The conversion and download process can take a while, especially for long or complex conversions. If a download does not complete, try repeating the steps above but use the campus email option instead.

Videos & Further Reading on Sensus Access

- **Sensus Access:** Service Description
- **Sensus Access:** Braille services
- **Sensus Access:** Audio services
- **Sensus Access:** E-book services
- **Sensus Access:** Accessibility services
- **Sensus Access:** BeeLine Reader services

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk**!

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