Moodle: Convert documents using Sensus Access

Last Modified on 07/09/2024 3:55 pm EDT

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 Access Services⧉.

> **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.
> - OR 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.
3. Your **Sensus Converter** will open in an embedded window.
4. In this window, click **File Selection.** Select the document you want to convert from the drop-down menu that opens.

> **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⧉.

5. Under **Requested Conversion**, click your desired format. This activity can supports conversions into the following six formats (if a document can't be converted into one of these formats, it will not appear as an option):
- **Accessibility conversion:** converts a a document that is inaccessible into file types that can be used by accessibility tools like screen readers. Primarily, this should be used to convert image based documents (e.g., PDFs) to more accessible file types like DOCX or tagged PDFs. Similarly, this option can be used to convert inaccessible PowerPoint presentations and LaTex math documents.
- **MP3:** uses text-to-speech software to create an audio file of the text.
- **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.
- **DAISY**: creates a digital talking book, which provides information on both text and images for those who need visual accommodations.

6. Depending on the format, 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 an 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.
     - **Lines per page:** can be set from 10 to 40.
     - **Characters per line:** can be set from 10 to 42.
     - **Duplex:** you can check this option on if you want any printed version to be twice as thick.
   - **Beeline parameters**
     - **Beeline format:** specify the file type for your Beeline reader file. You can select HTML (the default), PDF, or Tagged PDF.

7. 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

- Service Description ⧉
- Braille services ⧉
- Audio services ⧉

- [E-book services](#) ⧉
- [Accessibility services](#) ⧉
- [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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