

# Moodle: Check course document accessibility (for instructors)

Last Modified on 08/22/2024 4:23 pm EDT

Bryn Mawr College's [Accessibility Policy for Classroom Instruction](#) requires that documents shared through Moodle are accessible, and accessibility is an important component of the [Universal Design for Learning \(URL\) framework](#) for teaching in ways that enable all learners to learn and demonstrate their learning to their highest potential. This article explains how to **use the new Ally accessibility tool in Moodle** to identify and correct accessibility issues in course documents.

Before you start, you may need the following:

- an **Instructor of Record** or **Other Editing Teacher** role in a Bryn Mawr Moodle course.

This guide will walk you through the key features of Ally and how to use them effectively. These features include:

1. Scanning your course content on Moodle and automatically converting documents into a menu of alternative formats for students, such as Immersive Reader, Audio, and Braille
2. Providing feedback on the accessibility of your content (through accessibility scores).
3. Offering feedback to instructors on how to improve their accessibility score.

## Getting Started

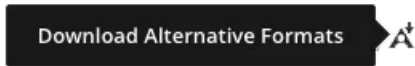
Ally is integrated into Moodle and does not require you to do anything to start using its tools. You should automatically see Ally features throughout your course.

## Alternative formats

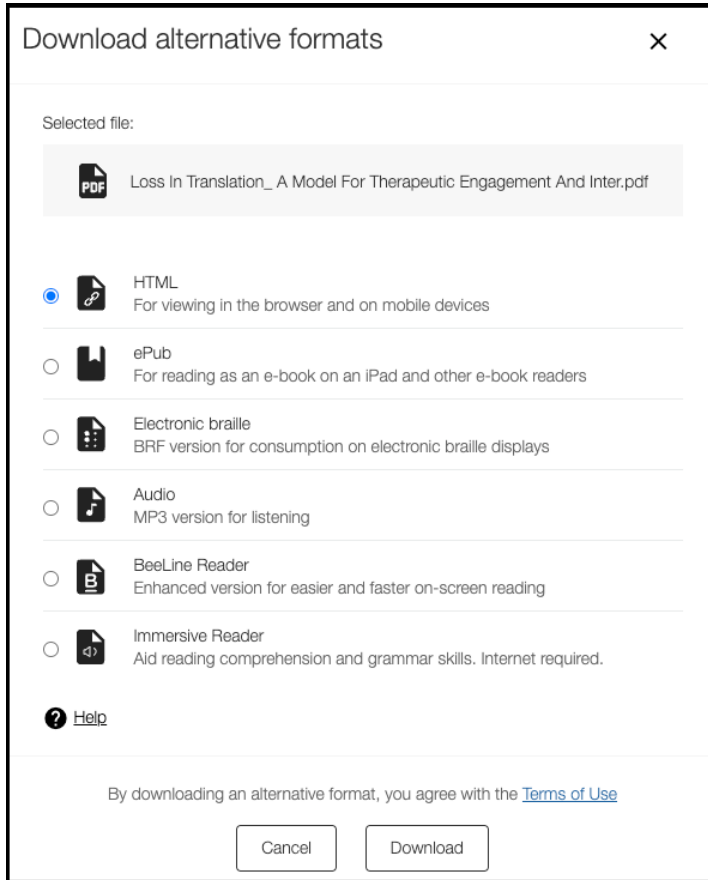
Ally automatically generates alternative formats for your course content, such as audio versions, ePub, and electronic Braille. Ally takes your course materials, runs them through an accessibility checklist, and converts the document into alternative formats for students and instructors.

At the beginning of the course, you can let students know that they can access these alternative formats as

needed by clicking the **Download Alternative Formats** icon next to each course file/document.



When students click the icon, they will see the following drop-down menu:



**Important: The alternative formats that Ally generates are only as good as the original document.** For example, if you have a PDF that has **not** been previously reviewed for accessibility (including appropriate tagging, reading order, etc), then alternative formats will still appear to students as options but they **will not be functional**.

Therefore, we recommend checking the accessibility score of each document (more on accessibility scores below) and following the steps to improve a file's accessibility in order for the alternative formats to be most usable to your students.

# Accessibility Scores

Ally provides accessibility scores for your course materials to help you identify and address accessibility issues. These scores are visual indicators that reflect how well your content meets accessibility standards. Accessibility scores are only visible to course instructors. **Students will not see accessibility scores.**



Sample Inaccessible Document   1.7 MB PDF document Uploaded 12/13/23, 15:51

Accessibility scores range from 0 to 100 percent. A low score indicates that the file has severe accessibility issues. A high score signifies minor or no accessibility issues. For files with scores less than 100 percent, Ally will offer suggestions on how you can improve the accessibility. The numerical score and colored gauge are presented for each course file.



Low (0-36%)  
Needs help!



Medium (34-66%)  
A little better



High (67-99%)  
Almost there



Perfect (100%)  
Perfect

## Improve your score

In order to explore the accessibility issues with your course content, click on the colored gauge icon next to the file.



Ally will open an instructor feedback panel with more information on your document's accessibility issues, why these issues matter, and will provide recommended actions to enhance accessibility.

11/1/23, 4:33 PM A Footpath in England, Torn Down, Keeps Being Rebuilt by 'Fairies' - The New York Times

The New York Times | <https://www.nytimes.com/2023/10/31/world/europe/norfolk-fairy-bridge-uk-national-trust.html>

## A Footpath in England, Torn Down, Keeps Being Rebuilt by 'Fairies'

A small bridge in the English village of Stiffkey, northeast of Cambridge, was dismantled last year. It was rebuilt overnight, dismantled a second time and rebuilt again.

By **Jenny Gross**  
Reporting from London  
Oct. 31, 2023

Want the latest stories related to United Kingdom? Sign up for the newsletter [Your Places: Global Update](#), and we'll send them to your inbox.

A small, beloved footbridge in the county of Norfolk has been dismantled twice only to be replaced by "local fairies," according to village lore, in a long-running dispute between a coastal English village and the National Trust, a conservation charity.

The bridge, which provides a pathway to beloved salt marshes on the English coast, had been used for more than 50 years until the National Trust took it down last year, citing safety concerns.

Villagers received no warning of the plans to remove a crucial route, said Ian Curtis, a resident campaigning to have the bridge replaced.

Accessibility score for: sample inaccessible print to pdf.pdf

6% All Issues ⓘ

This PDF is untagged

What this means

How to tag a PDF

Upload a tagged PDF version

Drop file to upload or Browse

Help

## Course Accessibility Report

Ally also provides a course accessibility report, which gives you an overview of your course's overall accessibility.

1. Navigate to your course accessibility report by clicking **Reports** at the top of your Moodle page.
2. Click **Accessibility Report**.
3. Use the **Overview** tab to view the overall accessibility score for the course, course content grouped by content type, and a list of all issues identified in the course.

Course accessibility score

92% **Accessibility Training Institute, Part 1:**

Overview Content

14

All course content

Section	4
PDF document	2
Forum	2
Label	2
Word document	1
Page content	1
Page introduction	1
Discussion topic	1

[View](#)

Fix low scoring content

1 [Start](#)

Fix major issues

4 [Start](#)

#### Remaining issues

Severity	Issue	Content affected
	The HTML's heading structure does not start at the right level	2 <a href="#">&gt;</a>
	The document has contrast issues	1 <a href="#">&gt;</a>
	The document is untagged	1 <a href="#">&gt;</a>
	The document does not have a language set	1 <a href="#">&gt;</a>

4. The **Content** tab shows you the list of all your course documents and the accessibility score for each so you can see everything easily in one place.

Course accessibility score

92% **Accessibility Training Institute, Part 1: Discover Yuja Panorama**

Overview **Content**

Name	Issues	Score
sample inaccessible print to pdf.pdf PDF document	2	6%
A Footpath in England, Torn Down, Keeps Being Rebuilt by 'Fairies' - The New York Times.pdf PDF document	1	97%
INSTRUCTOR/TEACHER EXPERIENCE (APPROX. 8 MINS) Label	1	98%
STUDENT EXPERIENCE SIMULATION ACTIVITY (APPROX. 5 Label	1	98%
Announcements Forum	0	100%

#### More information:

- Visit [Ally's website](#) for [detailed documentation on how to use Ally as an instructor.](#)

- If you're having technical issues with Ally, please put in a ticket at [help@brynmawr.edu](mailto:help@brynmawr.edu). If you have accessibility needs beyond what Ally offers, please contact Access Services at [accessservices@brynmawr.edu](mailto:accessservices@brynmawr.edu).

## Questions?

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

**Phone:** 610-526-7440 | [Library and Help Desk hours](#) 

**Email:** [help@brynmawr.edu](mailto:help@brynmawr.edu) | [Service catalog](#) 

**Location:** Canaday Library 1st floor

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