



# ALLY ACCESSIBILITY QUICK START

This guide is meant to help you find and fix some of the easiest and most common accessibility issues found in Canvas courses. We'll go over using **Ally** (an accessibility tool in Canvas) to fix these issues and provide links to help with other accessibility improvements.

## 1. REVIEW YOUR COURSE ACCESSIBILITY REPORT


1. Sign in to <https://canvas.fau.edu>
2. Go to any of your current or future semester courses
3. Click **Accessibility Report** from the navigation menu in the course.
  - If you do not see this item, view our [guide on how to enable the Accessibility Report](#).

In the **Accessibility Report**, take note of:






- The overall accessibility score for your course: 
- Three areas where you can begin improving content: **"Content with the easiest issues to fix," "Fix low scoring content,"** and **"Remaining Issues"**.
- Meters with accessibility scores for specific content items:  39%

## 2. FIX EASY ITEMS FIRST

Ally compiles a list of the easiest items to fix, getting you on a quick path to meeting accessibility standards. To begin resolving these issues, open your **Accessibility Report** and then:

1. Find the area labeled **"Content with the easiest issues to fix."**
2. Click the  button. This loads a table of easy-to-fix course items along with their current accessibility scores.
3. Click an item to open its feedback panel. You can resolve the issue in the sidebar on the right side of the page.

The most common issue found on this list is **"This image is missing a description."** To fix this:

1. Click an **image** item from the **easiest issues to fix** list. Ally will load a preview of the item and buttons to fix it.
2. Depending on the content of the image, you may either:
  - a. Click the **Add image description** box and type it manually.
  - b. Click the  Auto-generate description button to have Ally describe it for you (this can be edited in the text box).
  - c. Click the  Indicate image is decorative button if the image is purely decorative.
3. Click the  button to apply your typed/generated description.
4. Click the  button or the  at the top-right of the page to close the panel and move onto the next item.

In the **easiest issues** list, you may also find issues pertaining to specific documents (Word, PDF, PowerPoint, etc.). Visit our [Ally Tool Page](#) for more info on how you can resolve those types of issues.


➡ MORE EASY FIXES ON THE NEXT PAGE ➡


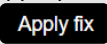





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# INSTRUCTIONAL TECHNOLOGIES

## Resource Library

**Ally** provides built-in ways to fix several other simple issues. These can be found in the “**Remaining Issues**” section of the **Accessibility Report**. Fix these items by following these steps:

1. Navigate to the **Accessibility Report** for any of your current or future semester courses.
2. Scroll down to the **Remaining Issues** area.
3. Click the **Issue** header in the table of issues to sort the list in alphabetical order.
4. Click on an issue from the list that matches the ones tabulated below.
5. Click on an item from the list and follow the steps tabulated below to resolve them.
6. When you resolve the issue, click the  at the top-right of the page to close the panel and move onto the next item.

Issue (A-Z)	Remediation Procedure
The document does not have a language set	<ol style="list-style-type: none"> <li>1. Click the dropdown menu under <b>Add PDF Language</b>.</li> <li>2. Select the correct language for this PDF.</li> <li>3. Click the  button.</li> </ol>
The document is missing a title	<ol style="list-style-type: none"> <li>1. Click into the text box under <b>Set PDF Title</b>.</li> <li>2. Type an appropriate title for this document.</li> <li>3. Click the  button.</li> </ol>
The HTML content contains broken links	<ol style="list-style-type: none"> <li>1. Note the problematic links framed in red in the preview area.</li> <li>2. Click into the text box under <b>Link URL</b>.</li> <li>3. Insert the appropriate web address (URL) for this link or click <b>Remove the link</b> if it is unnecessary.</li> <li>4. Click the  button.</li> </ol>
The HTML content contains images without a description	<p>Depending on the content of the image, you may either:</p> <ol style="list-style-type: none"> <li>1. Click the <b>Add image description</b> box and type it manually.</li> <li>2. Click the <b>Auto-generate description</b> button to have Ally describe it for you (this can be edited in the text box).</li> <li>3. Click the <b>Indicate image is decorative</b> button if the image is purely decorative.</li> </ol> <p>When finished, click the  button to apply your typed/generated description.</p>
The HTML content contains text with insufficient contrast	<ol style="list-style-type: none"> <li>1. Note the problematic text framed in red in the preview area.</li> <li>2. Click on one of the color swatches under <b>Try one of these colors instead</b>.</li> <li>3. If applicable, click the option labeled <b>Apply to all [x] occurrences</b>.</li> <li>4. Click the  button.</li> </ol>
The HTML content has empty headings	<ol style="list-style-type: none"> <li>1. Note the problematic text framed in red in the preview area.</li> <li>2. Choose one of the options to either <b>Remove empty heading</b> or <b>Tag empty heading as a break</b>.</li> <li>3. Click the  button.</li> </ol>
The HTML content has links or buttons with redundant text	<ol style="list-style-type: none"> <li>1. Click into the text box under <b>Edit image description</b>.</li> <li>2. Edit the description to be different from the text surrounding the image.</li> <li>3. Click the  button.</li> </ol>

## INSTRUCTIONAL TECHNOLOGIES

## Resource Library

Issue (A-Z)	Remediation Procedure
The HTML content has tables that don't have any headers	<ol style="list-style-type: none"><li>1. Note the problematic table(s) framed in red in the preview area.</li><li>2. Click the dropdown menu under <b>Apply a table header</b>.</li><li>3. Choose the option most relevant to the table.</li><li>4. Click the <b>Apply</b> button.</li></ol>

## WHERE TO GET HELP

If you ran into issues with the above or have questions about the process mentioned in this document, consult the info below:

- For assistance with the remediation process, submit the [Accessibility Remediation Help Desk request](#).
- For one-on-one assistance, book an appointment with an expert by using our team's [Appointment Scheduler](#).
- For more info on Accessibility at FAU, visit the [FAU Student Accessibility Services website](#).