

# Using Ally in Canvas (Student Guide)


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Ally is a tool embedded into your Canvas courses that gives you alternatives to download course files in a format that is best suited for how you like to learn. Alternate formats include readable text, pictures with captions, and audio files.

## Alternative Formats Available in Canvas:

Alternative Format	Description	Use If . . .
Audio	Reads the text out loud. May include descriptions for images. This is saved as an MP3.	<ul style="list-style-type: none"><li>You're an auditory learner</li><li>You have a lot of material to read and your eyes get tired</li><li>You can't carry print materials for any length of time</li></ul>
BeeLine Reader	Has options for changing the color of text and background.	<ul style="list-style-type: none"><li>You have a lot of material to read and your eyes get tired</li><li>You read a lot on screen and wish you could read more easily and quickly</li><li>You experience dyslexia, ADHD, or low vision</li><li>You have difficulty with visual tracking or focus</li></ul>
Electronic Braille	Creates a file that can be read on a refreshable Braille display, Braille reading devices, or Braille software.	<ul style="list-style-type: none"><li>You have a visual impairment</li></ul>
ePub	Creates a format that is supported by mobile devices and e-readers. Works with Apple, Android, Windows, and Linux apps.	<ul style="list-style-type: none"><li>You want to highlight content, take notes, and bookmark pages</li><li>You want to use text-to-speech</li></ul>
HTML	Uses tags, blockquotes, paragraphs, and headings to provide structure and is viewed in a browser that adapts to your device. Designed for onscreen viewing and interaction.	<ul style="list-style-type: none"><li>You want to highlight content, take notes, and bookmark important pages</li><li>Your content has complex layouts</li><li>You want to use text-to-speech</li></ul>
ORCed PDF	Creates a searchable text when the original content uploaded is a scannable PDF image. Helpful format if content is a scanned article or chapter.	<ul style="list-style-type: none"><li>You want to be able to copy, paste, and search text</li><li>You want to use text-to-speech and adjust the speed of the speech</li><li>You prefer to read or use a screen reader</li></ul>
Tagged PDF	Uses tags, blockquotes, paragraphs, and headings to provide content structure and for improved use with assistive technology.	<ul style="list-style-type: none"><li>You want to highlight content, take notes, and bookmark important pages</li><li>You want to use text-to-speech</li></ul>
Translated Version	Provides a machine-translated version of the original document in 50 different possible languages. Supports PDF, Word, PowerPoint, and HTML documents.	<ul style="list-style-type: none"><li>You have a primary language other than English</li><li>You prefer to read in a language other than English</li></ul>

## How to Access Alternative Formats:

- Within your Canvas modules or assignments, click on the file you want to view.
  - Click on the arrow to the right of the link to your file and choose “Alternative formats.” 
  - Read the description of each option and choose the format you need.
  - Download the file in your preferred alternative format.
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## Video Instructions and Information

- Brief overview of all formats (2:57):  
<https://www.youtube.com/watch?v=lmLx-yamjPA>
- How to access alternative formats (1:00):  
<https://www.youtube.com/watch?v=ByB6kawQg8k>
- Video demonstration for BeeLine Reader (0:32):  
<https://www.youtube.com/watch?v=tM9otx-XOQU>
- Instructors looking for assistance with Ally can contact the Academic Commons via [email](#) or [website](#)

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To learn more about the GOALS<sup>2</sup> Program, please visit  
<https://eastfalls.jefferson.edu/accessibilityservices/goals.html>