

QUICK TIPS FOR ALLY

[Page on Distance Education website about Ally](#)

ON CANVAS PAGES, NOT IN EDIT MODE

Click on the Accessibility Indicators



- On images: Alternative text needs help - fix in Ally interface
- Next to linked Documents: Click on *All Issues* if more than one
 - If "The document is scanned but not OCR'd" or untagged - [fix using CCC Document Converter](#)
 - Contact the [Instructional Accessibility Specialist](#) for assistance with things you can't fix

ON CANVAS PAGES, IN EDIT MODE

Click on the dial above the editing box.  78%

In the interface, click on *All Issues* if more than one:

Fix the following things in Ally interface if they are listed:

- *Images need description*
- *Tables missing headers*
- *Text with insufficient contrast*
- *Empty headings*
- *Headings that don't follow a logical order*
- *Links with missing text*

USING THE COURSE ACCESSIBILITY REPORT

Click on *Ally Course Accessibility Report* link in Course navigation

Look for these issues:

- *The document is scanned but not OCR'd* - [fix using CCC Document Converter](#)
- *Document is untagged* - [fix using CCC Document Converter](#)
- Image Alternative Text:
 - *The image does not have a description* - do NOT fix here, go to the page to fix
 - *The document contains images without a description* - go back to your documents to fix, or contact the [Instructional Accessibility Specialist](#) for assistance.
- Contrast Errors

- *The HTML content contains text with insufficient contrast* - Choose one of the colors offered, or go back to the page and use one of the built-in accessibility checkers
- *The document has contrast issues* - go back to your documents to fix, or contact the **Instructional Accessibility Specialist** for assistance.
- *The image has contrast issues* - if there is text in the image, consider adding that text to the page
- Headings
 - *The HTML content does not have an appropriate heading structure* - go back to the page to fix