

ALLY | Providing Students with Access to Alternative File Formats in D2L

ALLY is a tool we have added to D2L Brightspace; it is available in the **Content** section of all D2L courses. Using **ALLY**, you can access and download alternative formats of the text-based files your instructor has uploaded to Content. When downloading alternative formats of posted files, please respect **copyright guidelines**.

Where do I find ALLY? What can ALLY do for me?

ALLY's support is available in the **Content** section of D2L courses. Look for the ALLY icon beside all Word, PowerPoint, PDF, or HTML files in the course Content; click on this icon to access alternative formats for that file:



ALLY icon

ALLY can only provide alternative formats for files that have been uploaded to Content; it cannot create alternative formats of content on external websites that are linked from the Content.

The Alternative Formats menu includes options for such formats as HTML (web page), MP3 (audio file), ePub (for e-readers), or Tagged PDF. The menu of available Alternative Formats will vary, depending on what type of file the original is. For example, the alternative formats for a Word document include the following options:

Alternative File Formats available

1. **Tagged PDF.**

“Tagging” means components of the file (e.g. headings, bullets, form-fields, etc.) are clearly labelled as such and will be identified by assistive technologies like screen-readers.

2. **HTML.**

Provides a web-based version of the document for easier access on mobile devices.

3. **ePub.**

A format designed for access on e-book readers.

4. **Electronic braille.**

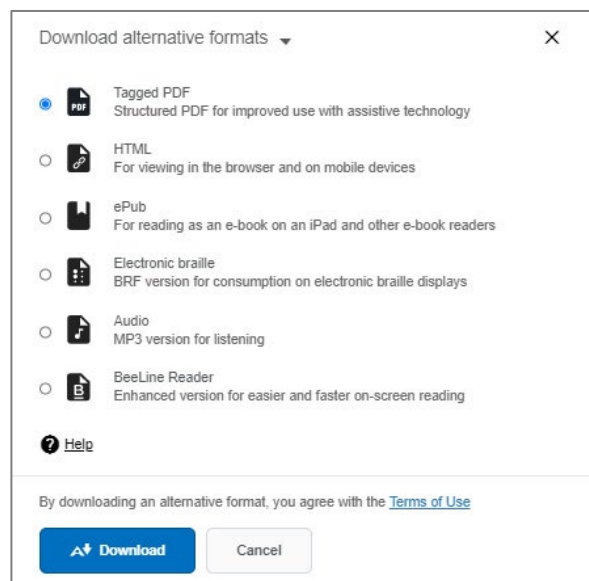
Also known as “refreshable braille”

5. **Audio.**

Download the text material as an MP3 (audio) file for off-line listening.

6. **BeeLine Reader.**

Adds colour at start/end of lines to guide reader’s eyes through text more easily.

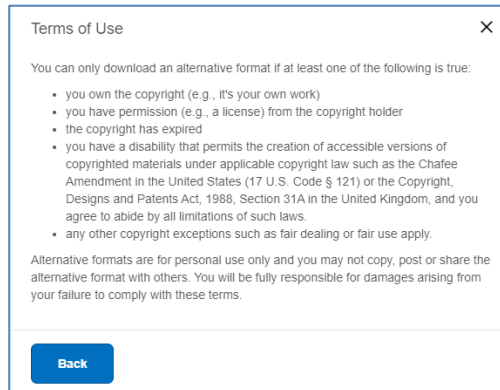


View of ALLY's list of Alternative Formats for Word docs

ALLY and Copyright

If you do choose to download an alternative format of a file, you are expected to follow the posted **Terms of Use** (which you will find at the bottom of the list of available *Alternative Formats for a selected file*). These Terms are primarily related to copyright and Canadian Copyright laws apply to any of the Alternative Formats you choose.

ALLY's Terms of Use



View of ALLY's Terms of Use window
(plain text below)

You can only download an alternative format if at least one of the following is true:

- you own the copyright (e.g., it's your own work)
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- you have a disability that permits the creation of accessible versions of copyrighted materials under applicable copyright law ..., and you agree to abide by all limitations of such laws.
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