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## Introducing “ALLY” (and alternative formats for Course Content)

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JULY 2020.

We are excited to introduce you to a new tool called **ALLY**, now available in the **Content** section of every D2L course. Using **ALLY**, you can access and download alternative formats of the text-based files your instructor has uploaded to Content.

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

**ALLY's** support is available in the **Content** section of D2L courses. Beside every Word, PowerPoint, PDF, or HTML file your instructor adds to the Course Content, you will find a link to

a menu of alternative formats for that file: .

**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:

**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.**

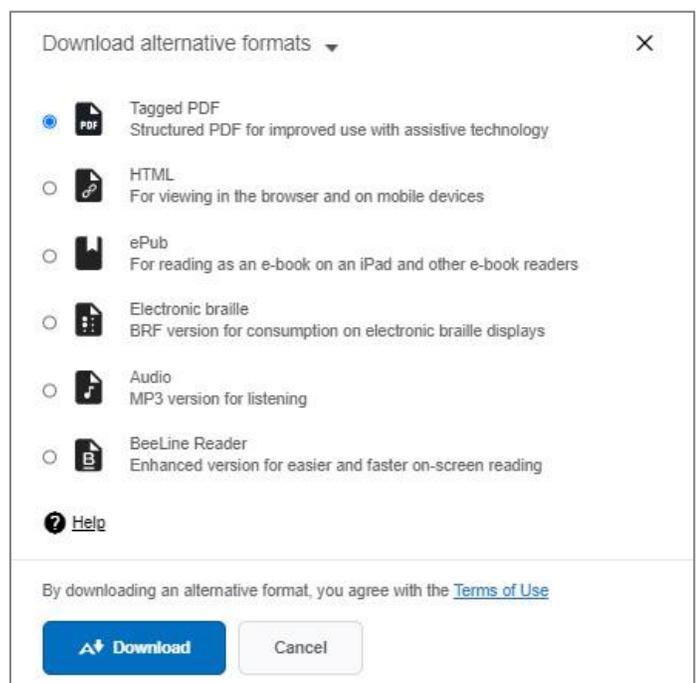
Also known as “refreshable braille”

**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.



### *Do I have to use ALLY?*

You are not obliged or required to use **ALLY** at all. We are introducing this tool in order to provide more options for students to access course content, when they need or would prefer an alternative format to the original file.

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

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)
- you have permission (e.g., a license) from the copyright holder
- the copyright has expired
- 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.
- any other copyright exceptions such as fair dealing or fair use apply.

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