

## Amplify Your Ally Score: Microsoft Word and PowerPoint

**Great For:**

Anyone who is responsible for developing Microsoft Word or PowerPoint files which will be scanned by Blackboard's Ally tool.

**Level:**

Intermediate

**Prerequisite:**

Basic understanding of Website Accessibility, Ally, and Microsoft Office Word & PowerPoint.

**Goals:**

To provide key personnel with the basic knowledge, skills and ability to understand potential document related errors reported in Ally and how to refine content in Microsoft Office Word and PowerPoint to improve overall document accessibility.

**Course Description:**

Participants will be guided through hands-on activities modifying Microsoft Word and PowerPoint sample files resulting in an increase in their Ally scoring. They will learn to evaluate and improve files based on interpreting Ally's instructor feedback reports based on the Web Content Accessibility Guidelines (WCAG 2.1 AA). Each attendee should have their own computer with Access to the internet (for downloading the sample files) Note: The presenter will conduct the workshop using Microsoft Office 365 Word and PowerPoint desktop applications.

**Topics Covered:**

- Review Common Accessibility Issues on Websites
- Analyze Common Office Document Issues reported in Ally
- Understand the scanning of MS Office Word and PowerPoint Files
- Demonstrate How to Access Instructor Feedback
- Evaluate and improve the Ally Score for a sample Microsoft Word Document
- Evaluate and improve the Ally Score for a sample Microsoft PowerPoint Presentation
- Compare and Contrast Instructor Feedback results

## Amplify Your Ally Score: Google Docs and Slides

**Great For:**

Anyone who is responsible for developing Google Docs and Slides which will be saved in a format scanned by Blackboard's Ally tool.

**Level:**

Intermediate

**Prerequisite:**

Basic understanding of Website Accessibility, Ally, Google Docs, and Google Slides.

**Goals:**

To provide key personnel with the basic knowledge, skills and ability to understand potential document related errors reported in Ally and how to refine content in Google Docs and Google Slides, saved in a format scannable by Ally, to improve overall accessibility.

**Course Description:**

Participants will be guided through hands-on activities modifying Google Doc and Google Slide sample files to be downloaded in a format scannable by Ally, resulting in an increase in their Ally scoring. They will learn to evaluate and improve files based on interpreting Ally's instructor feedback reports based on the Web Content Accessibility Guidelines (WCAG 2.1 AA). Each attendee should have their own computer with Access to the internet. Note: The presenter will conduct the workshop using Blackboard Collaborate, Google Docs and Google Slides. Attendees MUST have a Google account to fully participate.

**Topics Covered:**

- Review Common Accessibility Issues on Websites
- Analyze Common Office Document Issues reported in Ally
- Understand the scanning of .docx and .pptx files
- Demonstrate How to Access Instructor Feedback
- Evaluate and improve the Ally Score for a Google Doc
- Evaluate and improve the Ally Score for a Google Slide saved as a .ppt
- Compare and Contrast Instructor Feedback results

## Amplify Your Ally Score: Refining Your Adobe Pro Files

**Designed for:**

Content Creators using Ally

**Attendees:**

Sold for private sessions or by the Seat (Max 10 seats)

**Section Length:**

2 Hours Online via Bb Collaborate or Onsite as a workshop

**Required Technology:**

Internet Access, Adobe Pro DC, Audio Device (phone or Computer)

**Level/Prerequisite:**

Intermediate. Accessibility Training and a Basic understanding of Adobe

**Goals:**

Understand potential Document related errors reported in Ally and how to refine content in Adobe to improve overall document accessibility.

**Course Description:**

Participants will be guided through hands-on activities modifying a sample scanned file and a Pdf file in Adobe resulting in an increase in their Ally scoring. They will learn to evaluate and improve files based on interpreting Ally's instructor feedback reports based on the Web Content Accessibility Guidelines (WCAG 2.1 AA). Each attendee should have their own computer with Access to the internet (for downloading the sample files) Note: The presenter will conduct the workshop using Adobe Pro DC application.

**Topics Covered:**

- Review Common Accessibility Issues on websites
- Analyze Common PDF File Issues reported by Ally
- Demonstrate How to Access Instructor Feedback
- Evaluate and improve
  - a scanned Document
  - an existing pdf created from a .docx
- Compare and Contrast Instructor Feedback results