Getting started with Blackboard Ally
My PDF is low accessibility "This PDF is scanned", what should I do?

Scanned text in a PDF is not an accessible format

Start by looking at your PDF file. What is it?
You need to make a judgement call about this PDF:

a. If it is an article or scan from a book, you need to contact the library. The library will help you to provide the PDF via your reading list in a machine-readable format (OCR). Please do not ignore the document. Keeping this content in your module is a copyright violation and it is inaccessible.

b. If it is a hand drawn piece of working or a diagram. Can you add any written description to the file to help make it more accessible? You may choose to add to this file and then upload a new version or leave it as-is.

The rest of this guide assumes that your PDF fits the description in point 'a' above and explains how to remove copyright protected content from your module.

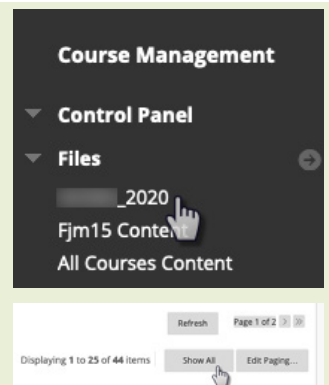**The Ally Indicator Dials**

Needs help!

A little better

"...Ally is a diagnostic tool...you will also need to use your own best judgement"

The content is in your reading list...Now what?

Once the content is in your reading list you need to remove it from your module. There are two steps in this process due to way that files are stored in your module area. We **do not** expect you to go back to historical module areas and complete these steps.

Step 1: Delete the PDF from your module's File storage area

1. Click on Course Management > Files > Module Code.
2. Scroll down to the bottom-right of your files page and click on 'Show All'.
3. If you are having trouble finding the file use ctrl and f on your computer keyboard (cmd and f on Mac) and search for the file by name.
4. Click the chevron next to the file name and select 'Delete'.

Step 2: Delete the 'file' or 'item' from Study Materials

5. Go back to Study Materials and click on the chevron to delete the 'file' or 'item'. The file or item will be red with a warning message as the attached file no longer exists.
6. If the file or item is difficult to find. Go to Course Management > Packages and Utilities > Check course links. This will any broken links and their folder location within your module.