

Panorama Accessibility Workflow Guide

Welcome to the Panorama Accessibility tool for your Canvas course. It might be helpful to go over the [Panorama Accessibility Introductory Guide](#) first.

This guide offers a workflow to help you to learn how to use the Panorama accessibility tool and access the reports to help you bring your Canvas course to a level of accessibility that will benefit all your students' needs.

Let's start with learning how Panorama can be used throughout your course to improve accessibility.

Using Panorama Throughout Your Course









Accessibility Score Icons

Modified from [YuJa's Panorama Digital Accessibility Platform Overview guide](#).

Panorama will calculate Accessibility Scores for files and editable HTML pages in Canvas and show the score threshold with these colored icons.

Accessibility Score icons appear next to each file type or on the top of HTML content and give a brief overview of the Accessibility Score based on their color and shape.

Two additional score thresholds were recently added to better define Very High Accessibility Scores and Very Low Accessibility Scores for documents and HTML content. UVU has assigned the following score to each of the thresholds represented by the following icons.

	Dark-Green Diamond	Very High Accessibility Scores greater than 90.
	Green Hexagon	High Accessibility Scores between 75 and 90.
	Yellow Triangle	Medium Accessibility Scores between 50 and 75.
	Red octagon	Low Accessibility Scores between 25 and 50.
	Dark-Red Rounded Octagon	Very Low Accessibility Scores from 0 to 25.
	No Accessibility Score	Click to open the Accessibility report to reprocess.
	Blue circle for students	Opens the Alternative Formats Menu.
	Grey Prohibition Sign	Documents with disabled alternative formats.

Accessibility Score Icons appear throughout your course in several locations: Modules, Pages, Assignments, Quizzes, Discussions, and Files.

Alt Text Icon

The Alt Text Icon is another accessibility icon that you will see only in the Files section of your course next to an image file.



Clicking the icon will open the Add Alternative Description window. This feature allows you to enter the Alternative Description for all instances of the image throughout the course.

You have the option of selecting to have the alternative description populate all instances of the image, or all instances that do not currently have an alternative description.

Add Alternative Description ✕

Add an alternative description to this image and choose whether to apply it to all instances of the image, which will replace existing descriptions, or only to instances of the image that do not have a description. The image will be searched for in all HTML areas of the course.

Type description here

How would you like to apply the alternative description to the image?

All instances of this image All instances of this image without an alternative description

Cancel Save

For additional instruction on this feature see the [Adding Alt-Text to Images in Canvas Using Panorama](#) guide.

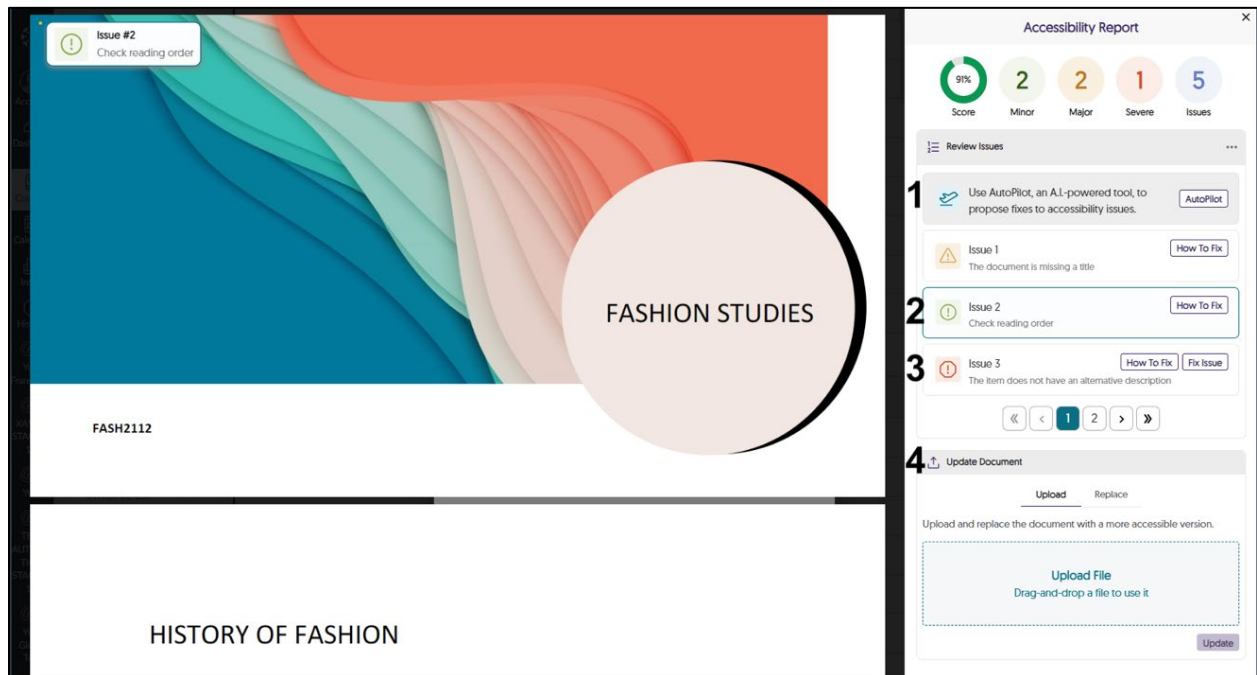
Accessibility Report

Accessibility Reports offer a comprehensive list of accessibility issues detected within files and provide actionable options to address and resolve issues for content within your Canvas course.

Select the Accessibility Score icon next to each document file to open the Alternative Formats Menu and click the Accessibility Dial icon at the top.

The screenshot shows the 'Alternative Formats Menu' for a document titled 'Welcome+to+Chemistry.html'. At the top, it displays an 'Accessibility Report (94%)' with a green arrow pointing to a gauge icon representing the score. Below this, a grid of 12 alternative format options is presented, each with a distinct icon: Source File (blue document), PDF (orange PDF icon), Text File (green T), Immersive Reader (purple >>>), Gradient Reader (blue list), EPUB (orange book), Braille (blue dots), Audio Podcast (green speaker), Enhanced HTML (blue list), OCR (red square with X), Math Formats (pink math symbols), and Language Translations (teal text and A). At the bottom, a toggle switch is set to 'on', with the text 'Alternative formats are visible to students. To hide, toggle to the left.' and a 'Help' link.

The Accessibility Report offers various ways in which to resolve accessibility issues that have been identified under the **Reviewed Issues** list.

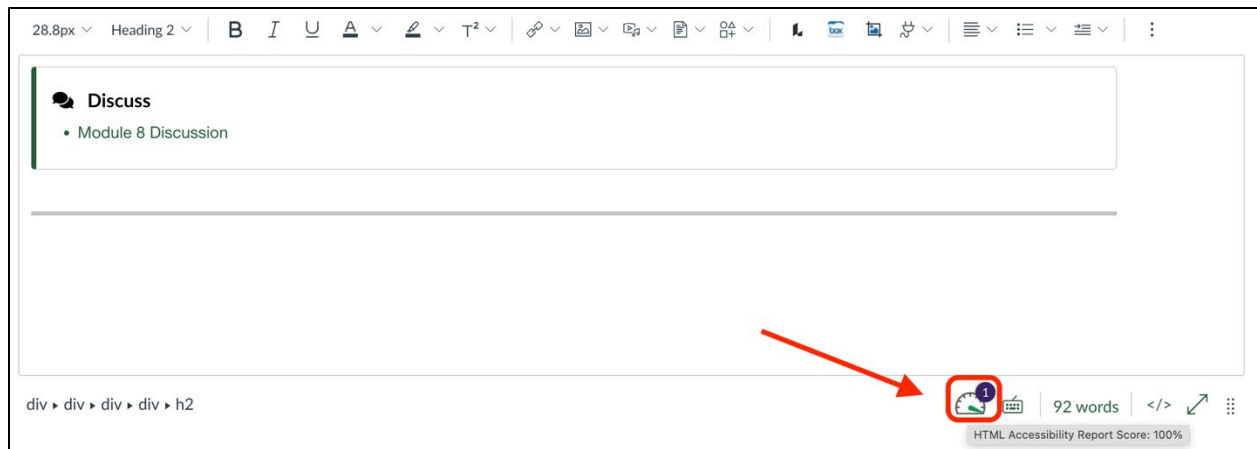


- 1) **AutoPilot:** Automatically proposes fixes for accessibility issues, which can be applied to your document immediately using the Panorama Remediation Engine.
- 2) **How To Fix:** Provides manual steps for updating the original document.
- 3) **Fix Issue (Panorama's Remediation Engine):** Manually add fixes for accessibility issues within the report, and then apply those changes to your document.
- 4) **Update Document:** After you have applied the updates to an original document, you can upload it and replace the document in the course easily through this feature.

WYSIWYG Editor Icon

When you open a Canvas page to edit the content, you will also see an Accessibility Dial icon at the bottom of the edit field. Click on the dial to open the Accessibility Report to resolve any accessibility issues within the WYSIWYG Editor.

The index number on the dial displays the number of issues with this page. Hovering over that icon will show the current accessibility score in %.



For additional instruction on Accessibility Reports and resolving issues see these two guides:

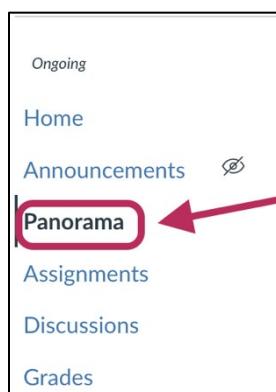
- [Understanding Accessibility Reports](#)
- [Improving the Accessibility Score](#)

You have learned how to use the Accessibility Score icons and dials in your course and how to open the Accessibility Report to correct any problems on a page or file. Now, you can check the Course Report to find out the total score of your course and to fix any remaining accessibility issues.

Using Panorama Course Report

Modified from YuJa Panorama's [Overview of the Panorama LTI App for Instructors](#)

To access the Course Report, find Panorama in the left side navigation menu of your course and click on it.



Course Report allows instructors to switch between courses and view the course accessibility scores, popular downloads, and content summary. Course Report may be formatted slightly different in your course.

YuJa Panorama
Reprocess Course

Classical Literature

Instructors can view accessibility scores on top and worst courses. View content summary and popular downloads.

[Switch Course](#)

Overall Accessibility Score

89%

Total Files Processed

276

Files Improved Using Panorama

59

Alternative Formats Downloaded

167

Accessibility Score

89%

Your organizations average accessibility score in a month to month basis.

Month	Score
JAN	50
FEB	150
MAR	200
APR	300

Files Processed By Document Type

View the number of files processed by Panorama aggregated by document type.

Document Type	Count
Microsoft Word	188
PowerPoint	101
PDF	91
Web	-

Total: 408

Alternative Formats Downloaded by Format Type

View the number of alternative formats downloaded by students aggregated by format type.

Format Type	Count
PDF	24
Web	10
Text	10
EPUB	-
Math	-
Braille	-
MP3	-

Total: 64

Search Issues and Content

Instructors can search issues and content within the course. Learn more on how to fix these issue

Content
Issues

	File Name	Score	
	hasNoTitleDOCOoffice.docx	99%	
	withColumnsAndPicturesPPTOffice.ppt	91%	
	lowContrastDOCOoffice.docx	85%	
	7_headingsDOCOoffice.docx	94%	
	fontSevenPPTOffice.ppt	91%	
	hasNoTitlePPTOffice.ppt	70%	
	startsAllHeading1DOCOoffice.docx	98%	

- **Overall Accessibility Score:** The overall accessibility score for the selected course.
- **Total Files Processed:** The total number of files processed for the selected course.
- **Files Improved Using Panorama:** The total number of files improved when using Panorama's Accessibility Reports for the selected course.
- **Alternative Formats Downloaded:** The total number of alternative formats downloaded for the selected course.
- **Files Processed by Document Type:** The total number of documents processed by Panorama for the selected course.
- **Alternative Formats Downloaded by Format Type:** The total number of alternative formats downloaded by students for the selected course.
- **Content:** View all files and their accessibility score processed by Panorama.
- **Issues:** View accessibility issues and the number of occurrences for individual file types.

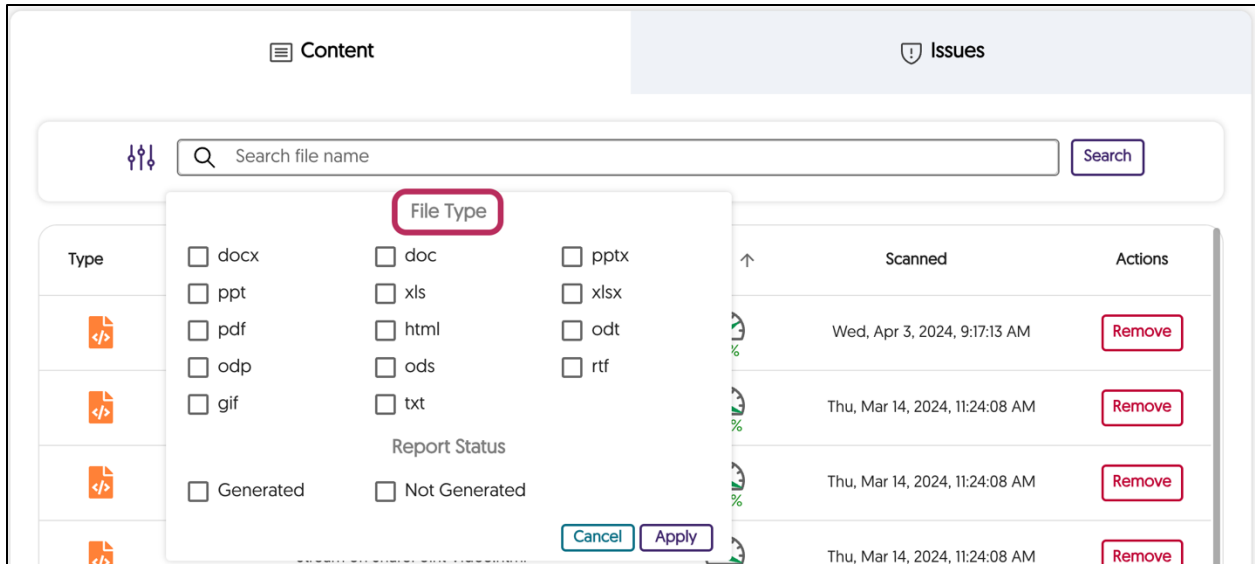
Search Issues and Content

In this section of Course Report you can view the Accessibility Score of all your files together and resolve any remaining issues. You may choose to resolve all accessibility issues for your course from this feature of Panorama.

Content Section

Type	File Name	Score ↑	Scanned	Actions
	Instructions to set up an ePortfolio.html	85%	Wed, Apr 3, 2024, 9:17:13 AM	Remove
	All About Me.html	100%	Thu, Mar 14, 2024, 11:24:08 AM	Remove
	Ready, Set, Learn Online! Student Readiness Survey.html	100%	Thu, Mar 14, 2024, 11:24:08 AM	Remove
	Stream on SharePoint Video.html	100%	Thu, Mar 14, 2024, 11:24:08 AM	Remove
	ePortfolio Assignment.html	100%	Thu, Mar 14, 2024, 11:24:08 AM	Remove

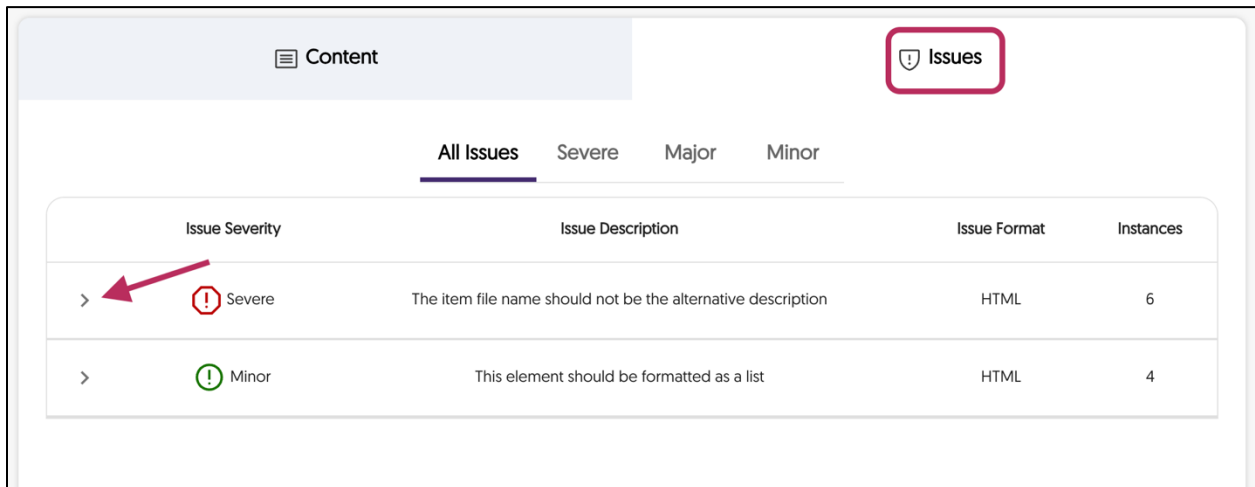
- 1) **Filter:** Click on the filter to select specific file types to review.



- 2) **Score:** This column can be sorted to show highest or lowest scores at the top.
- 3) **Scanned:** This column will show the last date the file was scanned for accessibility.
- 4) **Actions:** Clicking the Remove button will permanently remove the file from the course.

Issues Section

This section groups the accessibility issues by severity and is sorted by tabs. Expand the issue by clicking on the > to the left of the Issue Severity icon.



Click on the accessibility dial to open the Accessibility Report to fix the issue(s).

Issue Severity	Issue Description	Issue Format	Instances
Severe	The item file name should not be the alternative description	HTML	6

Type	File Name	Score	Instances	Scanned	Actions
	Instructions to set up an ePortfolio.html		6	Wed, Apr 3, 2024, 9:17:13 AM	Remove

Conclusion

This is the end of the Panorama Accessibility Workflow Guide plus two additional sections. Please contact the [Office of Teaching and Learning](#) for additional guidance in using the Panorama tool to improve the accessibility of your course for All students.

Website Accessibility Widget

A new accessibility feature in Canvas available through Panorama is the Website Accessibility Widget. This tool allows the user to make personalized adjustments to the content and color of the website they are currently viewing. These adjustments can be saved as a profile for future use. The user can also install the Panorama browser extension to use the Widget on websites outside of Canvas.

For further information, review the [Overview of Panorama's Website Accessibility Widget](#) guide from the YuJa Help Center.

Panorama for Students

YuJa provides some additional guides that will be helpful for students. Please make them available for your students.

[Getting Started with Panorama for Students in Canvas](#)

[Overview of Panorama's Website Accessibility Widget](#)