

Last Resort to make a PDF Accessible in Ally

You have placed your pdf document in Ally and you have edited to make accessible but still unable to get the 100%.

- Click the red Ally icon. It will say click to improve score. Example - My score on one is 6%.
 - Then choose **How to tag a PDF.**
 - Answer: Can you get a copy of an original, editable version of this file? **No**
 - Answer: Can this document be found in the library? **Yes**
 - Go to the Title box and type in the following, but using your course name/number: **POLS 1101 KMS State Standard. Contact onlinelearning@southeasterntech.edu if a more accessible version is needed.**
- Note: This verbiage only applies to the KMS standard pdf document you need to edit to meet the needs of your document.
- Leave all other spaces blank.
 - Click Add reference.
 - It will turn to 100% because your Blackboard POC's will be able to get a Word Version of the KMS State Standard from TCSG that is more accessible in the rare chance a student will need it or edit your original document to 100%.
 - Click Close. You have a green Ally icon that accurately tells them what to do if another format is needed.