

# Make KMS Standard Accessible for Blackboard

**Here are the steps to correct low ally scores for KMS Standards. This is a requirement for all hybrid and online courses at this time.**

As many of you already know, the red Ally icon on our KMS standards is causing many courses to have low accessibility scores. We have a two ways to fix your KMS Standards Ally Score for your BB Courses. **It only takes about 1 minute each if your current standard is already in your course. It would not be a bad idea to quickly do this in your courses if you still have red/orange icons or low scores.**

## Step 1:

**PAVE Free pdf accessibility checker.** <http://pave-pdf.org/index.en.html>

Attach your kms pdf file and let it correct the problems. It will correct Language issues as well. It is very slow so you may have to click the link and wait a bit before it will work.

Due to Pave being really slow or non-accessible at time.

## Step 2:

- Place your **current** KMS PDF document in your Blackboard Master Course if it is not already there.
- Click the down arrow next to the file and choose Alternative Formats.
- Then choose Html, click download and then open.
- Copy the entire document and paste into Word.
- Make all the corrections needed and save as pdf.
- Reload the file into your blackboard.

## Step 3:

- Place your **current** KMS PDF document in your Blackboard Master Course if it is not already there.
- Click the red Ally icon. It will say click to improve score. 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](mailto:onlinelearning@southeasterntech.edu) if a more accessible version is needed.** Note: This verbiage only applies to the KMS standard pdf 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.
- Click Close. You have a green Ally icon that accurately tells them what to do if another format is needed.

## How to check how it will look to the student.

1. Click the gray arrow to the right of the document.
2. Click Alternative Formats and you will see that the original document has HTML, ePub, Electronic braille, and Audio formats. You will also see Library Reference at the top. Select it to read what you put. If you realize you made a typing mistake, go back to the green icon to edit.

## How does this apply to other pdf documents?

1. A pdf that can be corrected, should be corrected.
2. A pdf that you have permission to use, and it can be located from a quality website/text that offers an accessible version, more boxes in the library reference should be filled in that documents how you or the student can obtain the accessible version.
3. Note that Open Stax chapters can be fixed by finding the URL for each chapter.

Please contact your Blackboard POC's if you have questions about other PDF's. (Gina, Sonya, Stephanie, or [onlinelearning@southeasterntech.edu](mailto:onlinelearning@southeasterntech.edu) )

BB = Blackboard