

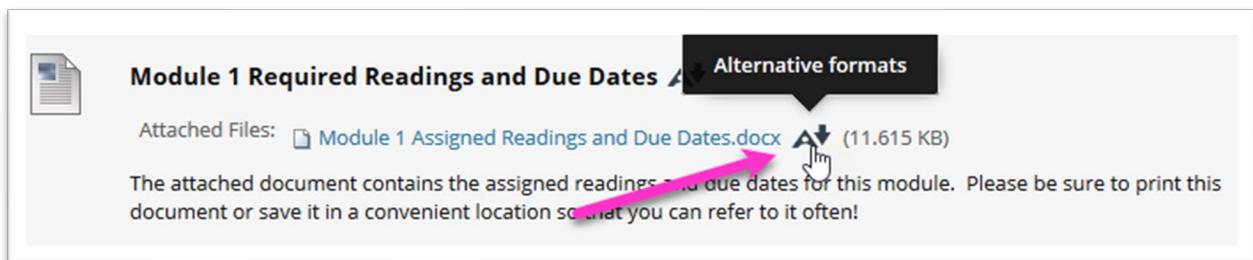
Blackboard courses at SUNY Broome use a tool, called Ally, which automatically creates different versions of the files that your instructor upload so that they are easier to use by all students. These different versions (called “Alternative Formats”) work within your online course so they are conveniently available right where you need them. While Alternative Formats are not available for all content types, they are available for those where you see the icon to the right:



Alternative formats provide greater opportunity for everyone to access the information they need in the way they need or want it. For example, Blackboard Ally creates audio and electronic braille alternatives for students with visual impairments. Alternative Formats can be used by anyone, not just by those in need of an accommodation. If you are an auditory learner, try listening to the audio format of the content. If you are on the go, try the download to the ePub. It is best to take a look at all of the formats (including the original version) of your content to determine which is best for you!

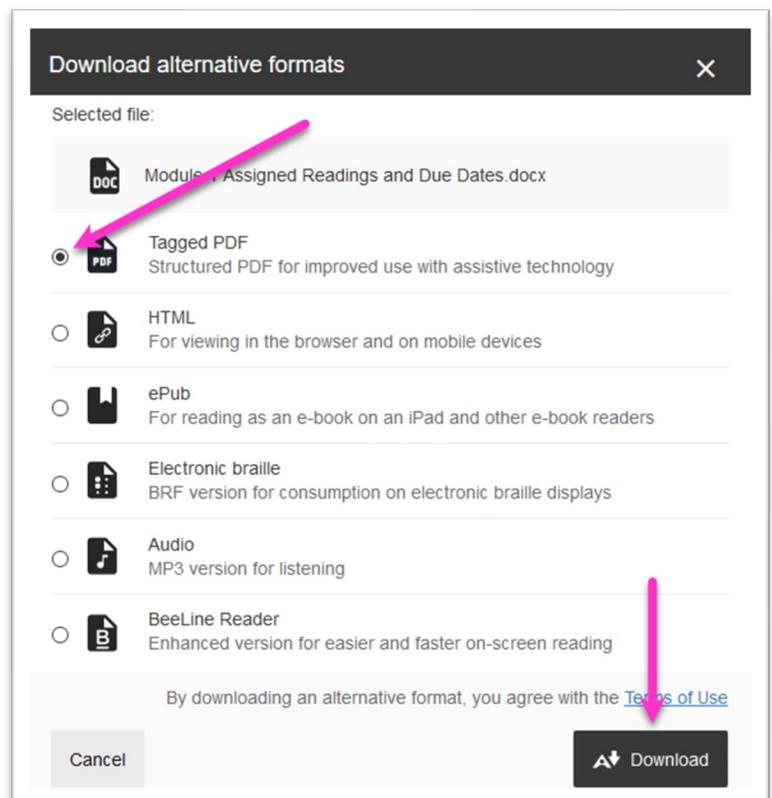
## ACCESSING ALTERNATIVE FORMATS OF CONTENT

Files that are uploaded by your instructor will automatically have Alternative Formats associate with it. To access these alternative formats, simply click on the icon next to the file.



This will bring up the available listing of Alternative Formats. We will describe each of these on the next page.

Select the format you would like to use and click the **Download** button.



## ALTERNATIVE FORMAT DESCRIPTIONS

Full descriptions for each of the Alternative Formats generated by Blackboard Ally can be found on their website help at: [https://help.blackboard.com/Ally/Ally\\_for\\_LMS/Student/Alternative\\_Formats](https://help.blackboard.com/Ally/Ally_for_LMS/Student/Alternative_Formats). Abbreviated descriptions from this site are below:

### **Tagged PDF**

A Tagged PDF alternative uses tags and elements—such as blockquote, paragraph, and headings—to add meaning to a page. It aids screen reader users with good content structure.

### **HTML**

Tags and elements—such as blockquote, paragraph, and headings—are added to give meaning to a page. These tag and elements aid screen reader users with good content structure. HTML is viewed in a browser and adapts to the device you are viewing it on.

### **ePub**

The ePub alternative creates a digital publishing file that can be viewed on mobile devices. ePub files are reflowable. Reflowable means that the content displayed automatically adapts to the device it is viewed on.

### **Electronic braille**

The electronic braille alternative creates a BRF file that can be read on a refreshable Braille display (RBD), other Braille reading devices, or within a Braille software like Duxbury.

### **Audio**

The audio alternative reads aloud the text in the original content. This also includes alternative descriptions for images, if they are provided. The audio format is saved as an MP3. MP3s are compressed, high-quality sound files that can be played on any computer or mobile device. Note: Audio formats fail, if the original document contains more than 100,000 characters.

### **BeeLine Reader**

BeeLine Reader makes reading on screen easier and faster. Instead of using plain black text, BeeLine Reader displays text using a subtle color gradient that helps pull your eye through your readings. This new display format has been honored by the United Nations and is used by readers in 120 countries around the world.

## ONLINE@SUNYBROOME

Please visit the Student Resources area of the Online@SUNYBroome website for additional information pertaining to online, blended, and web-supplemented courses that use the Blackboard Learning Management System at SUNY Broome. (<http://www3.sunybroome.edu/online/students/>)

