Add a Library Reference
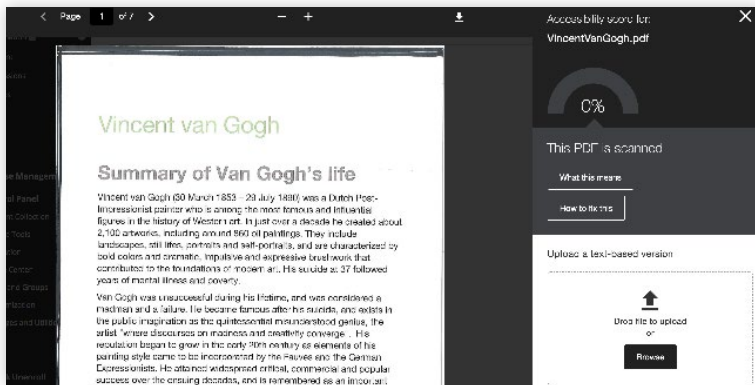
When all else fails, add bibliographic info to help students

There may be times when you simply cannot find a fully accessible version of your course file. As a last best effort, Ally will allow you to add some more bibliographic information to the file. Adding this info will help students work with your campus office to find or create an accessible version of the file.
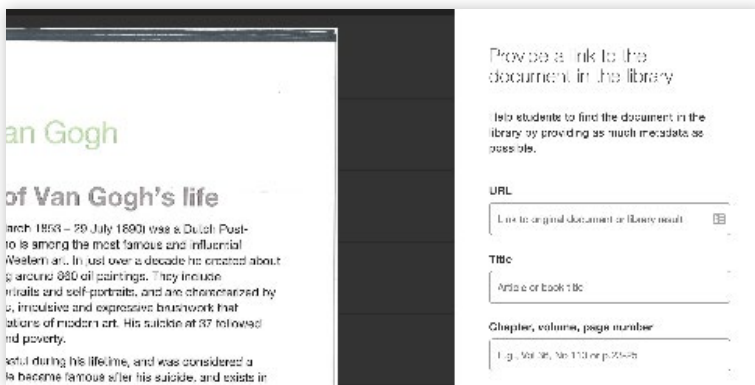
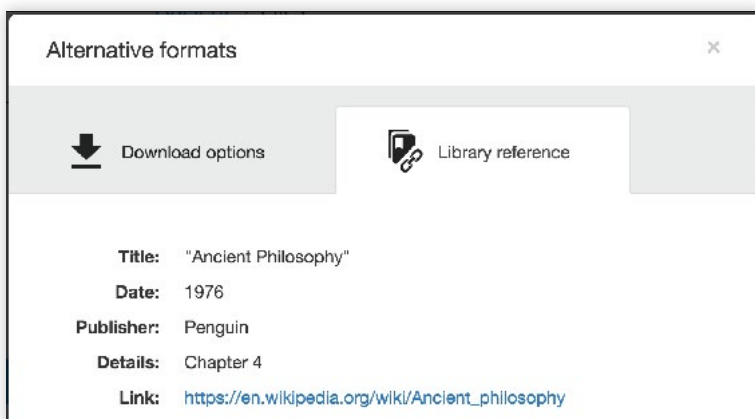## Scenario: About to launch your course and Ally flags a file

1

While embedding a PDF link in your course Discussion, a red Ally indicator appears. You click the indicator, and realize the PDF is scanned. You see the option to upload a digital text version, but you do not know where to access a digital text version.

2

Ally will ask you if the document can be found in the library. If you think it can be, click "Yes" and add whatever info you have about the document in the form, including a link to the document in your library catalogue. This will help students work with the accessibility office to find a suitable version.

3

Once you add the Library Reference, students can access the document info by going to the file, and selecting "alternative formats" from the drop-down next to the file name. This will open the Ally alternative formats window, where students can access the library reference info from the "Library Reference" tab.

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