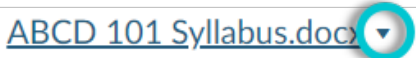## Alternative File Formats
Access files in formats convenient to you

Your instructor probably has many different files uploaded in your Canvas course. Ally creates alternative formats for those files, such as tagged PDFs, audio, or HTML. You can download the alternative formats anywhere that files are used in Canvas. For example, HTML formatting offers improved reading on mobile phones, Electronic Braille is ideal for the visually impaired, and audio allows for learning on the go.

The alternative formats available to download will vary depending on the original file type. If you do not see an option to download alternative formats, the file may not be an Ally supported content type.

1. Log in to Canvas at canvas.case.edu

2. Locate a file. This could be in the Modules area, posted on the Syllabus page, or included in assignment instructions: there are a lot of options depending on how your instructor uses Canvas!

3. Once you've located a file, select the three dots or the small arrow next to its name and select "Alternative formats."

Location in Canvas	How to Find Alternative Files Menu
Syllabus, Assignments, Quizzes, Pages, Discussion Boards	Select the small arrow next to the file's name. ABCD 101 Syllabus.docx ▼
Modules	After selecting the file on the Modules page, select the small arrow next to the file download link. Download Bobcats.docx (686 KB) ▼
Files	Select the three dots next to the file's name. Instructions for Assig... Jun 7, 2017 Jun 7, 2017 Css Tester 12 KB ⋮

4. Select the file format you would like to download, then select "Download."

When an alternative format for a particular content item is requested for the first time, Ally generates this on demand. In most cases, this completes within 1-2 minutes. Once the alternative format is available, it will download to your computer or device for you to open.

Need Help?

If you need assistance with Blackboard Ally for Canvas, please contact the [U]Tech Service Desk at help.case.edu or (216) 368-HELP.

More information available at Ally's Help Site for Students