

# UB Learns Ally Accessibility Checklist

## Using the Ally Course Report

- ☐ Run the Ally Course Report in UB Learns.
  - ☐ From the Blue NAV Bar – Select Instructor Only
  - ☐ Scroll and Select Ally Course Report
- ☐ Review the Course Accessibility Score located in the top-left corner.
- ☐ Review content with the easiest issues to fix (right-hand side)
  - ☐ Select Start.
- ☐ Select a file that needs to be fixed on the left-hand side under 'Name'.
- ☐ Select 'What this means' to learn more about the issue.
- ☐ Select 'How to fix' for guidance on resolving accessibility issues.
- ☐ Select 'All issues' to review all accessibility issues for a file.
- ☐ Locate the original file or Download from the course
- ☐ Re-upload the fixed file and check that the gauge color improves (moves toward green).
- ☐ Keep a running log of remediated files and track overall course score improvements.

## Using the Accessibility Checker in the UB Learns Editor

- ☐ Create a Content Page in UB Learns (HTML page): Upload/Create → Create a File.
- ☐ Use UB Learns templates which are already accessible: Upload/Create → Create a File → Select Document Template.
- ☐ Use the recommended font (Lato) and size (19pt).
- ☐ Use the Editor Accessibility Checker button (circle with person icon to the right of the paintbrush icon).
- ☐ Address flagged issues: headings, alt text, color contrast, link text, and tables.
- ☐ Preview the page across devices (desktop, tablet, mobile) to check readability.
- ☐ Save and publish the page, confirming the accessibility features are active.

## Accessing the Accessibility Score on UB Learns Files

- ☐ Locate files in your UB Learns course content area.
- ☐ Observe the color-coded gauge (red = low, orange = moderate, green = good).



- ☐ Click the gauge for instructor feedback on accessibility issues.
- ☐ Review the Course Accessibility Score located in the top-left corner.
- ☐ Review content with the easiest issues to fix (right-hand side)
  - ☐ Select Start.
- ☐ Select a file that needs to be fixed on the left-hand side under 'Name'.
- ☐ Select 'What this means' to learn more about the issue.
- ☐ Select 'How to fix' for guidance on resolving accessibility issues.
- ☐ Select 'All issues' to review all accessibility issues for a file.
- ☐ Locate the original file or Download from the course
- ☐ Re-upload the fixed file and check that the gauge color improves (moves toward green).
- ☐ Keep a running log of remediated files and track overall course score improvements.