

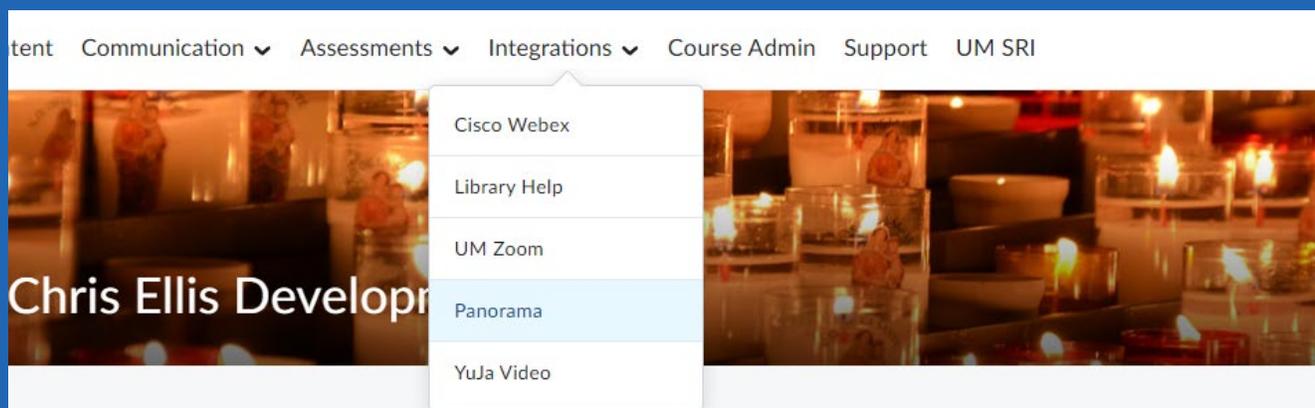
Panorama digital accessibility for instructors

Section One: Getting started

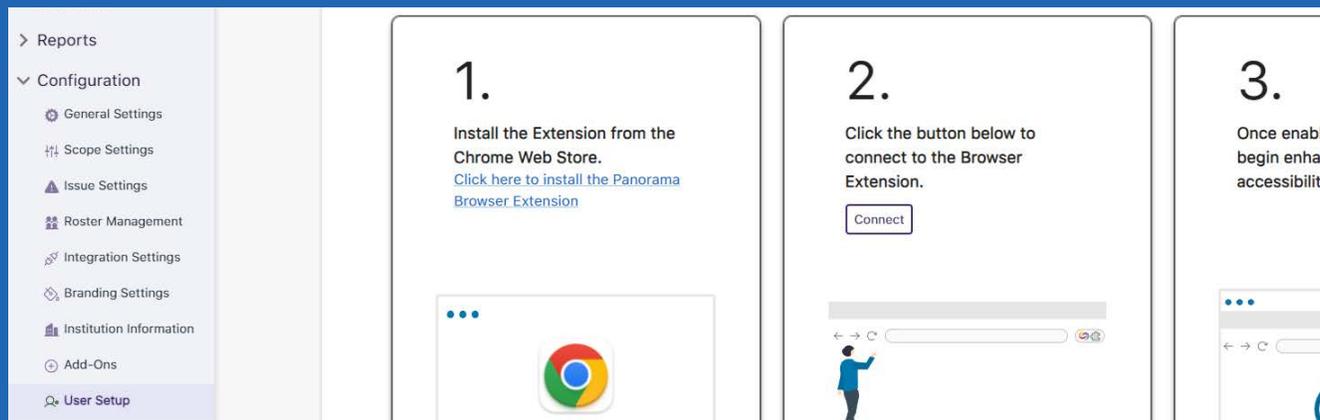
Panorama is a digital accessibility tool that automatically improves the accessibility of digital media and course content in UM Learn.

To ensure that your course documents are processed through Panorama, you will first need to install the browser plugin. The browser plugin is free and designed only to scan documents attached to your courses in UM Learn.

1. From the UM Learn course navigation bar, find and click on the menu item titled Panorama under "Integrations".



2. On the next page, you will find the Panorama console. Click on the tab titled User Setup.
3. This will display the official browser plugin that will identify and scan your documents. Note: For best performance, we recommend installing the extension only on Chrome, Firefox, and Edge browsers.

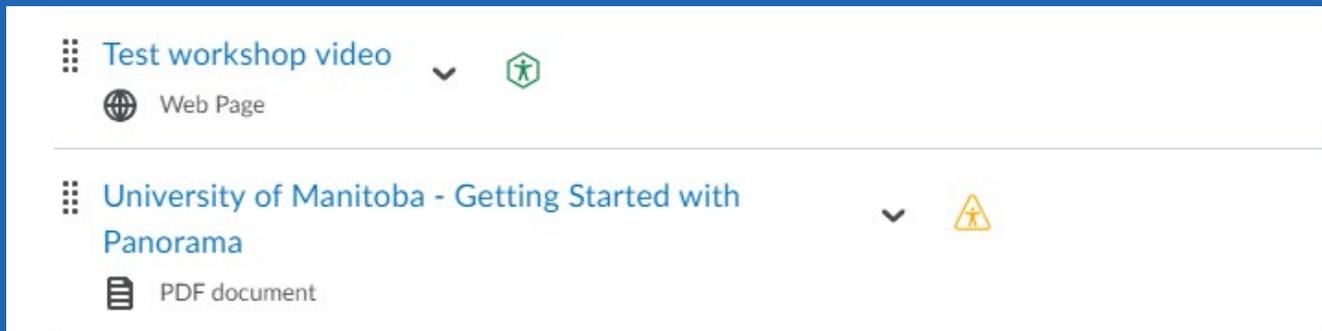


4. Once the plugin is installed, all documents currently attached to UM Learn will scan and produce official Accessibility Reports and Alternative Formats within 15-20 minutes.

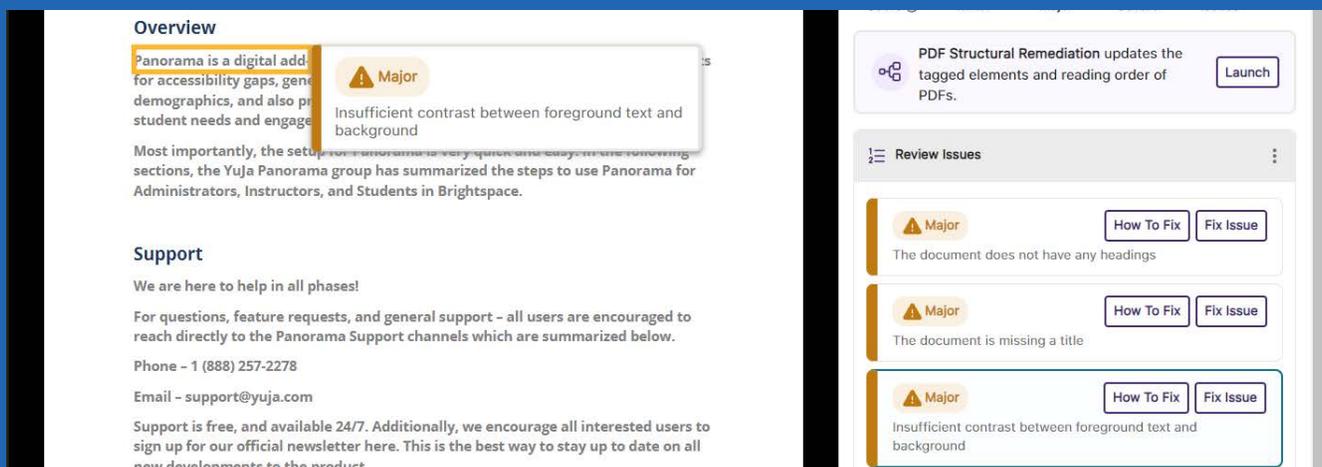
Section Two: Understanding accessibility reports

Once Panorama has finished scanning all documents, the Accessibility Reports will be displayed as colorful gauges as official scores to your documents.

1. For a more detailed breakdown of the accessibility score, click on the accessibility icon then Accessibility Report.



2. Under Review Issues, you can scroll through the summary of issues. This will list all missing accessibility components such as missing alternate tags, missing titles, contrast issues, structure, and more. Click on the Apply Changes button at the lower left when you have resolved your issues.
3. Every issue found will include either a Fix Issue button to resolve the issue within Panorama, or a How To Fix button which will show a video of how to resolve the issue outside of Panorama.



Section Three: Improving the accessibility score

Once you have read through the Accessibility Report, you can go through and fix the flagged issues directly in Panorama. Once all of the improvements have been made, click Apply Changes at the lower right to save the new document.

The screenshot shows a document editor interface. On the left, a portion of a document is visible with text including "rs, and Students in Brightspace.", "phases!", "quests, and general support - all users are encouraged to", "orama Support channels which are summarized below.", "n", "able 24/7. Additionally, we encourage all interested users to", "wsletter here. This is the best way to stay up to date on all", "e product.", "ma for Instructors", "rted for Instructors", "hat your course documents are processed through", "to install the Browser plugin. The browser plugin is free and", "uments attached to your courses in Brightspace.", "ace course navigation bar, find and click on the menu item".

On the right, the accessibility issue panel is displayed. It features a "Major" issue icon and a warning triangle. The issue description is "Insufficient contrast between foreground text and background". There are buttons for "How To Fix" and "Fix Issue". Below the issue description is a navigation bar with numbered tabs (1-5) and arrows. The "Update Document" section includes an "Upload" button and a "Fixes" button. A text prompt reads: "Review all accessibility changes and apply them to your document." Below this is a table with two columns: "Issue Description" and "Fixed Value".

Issue Description	Fixed Value
The document is missing a title	Panorama overview
Insufficient contrast between foreground text and background	#000000

At the bottom right of the panel is an "Apply Changes" button.

Here, you can also drag and drop to upload a new version of the document to replace the current one in UM Learn. Panorama will rescan the new document and then generate a new accessibility score soon afterwards.

The screenshot shows a document editor interface. On the left, a portion of a document is visible with text including "Email - support@yuja.com", "Support is free, and available 24/7. Additionally, we encourage all interested users to sign up for our official newsletter here. This is the best way to stay up to date on all new developments to the product.", "Overview of Panorama for Instructors", "Section One - Getting Started for Instructors", "The first step to ensure that your course documents are processed through Panorama, you will need to install the Browser plugin. The browser plugin is free and designed only to scan documents attached to your courses in Brightspace.", "1) From the Brightspace course navigation bar, find and click on the menu item titled Panorama.".

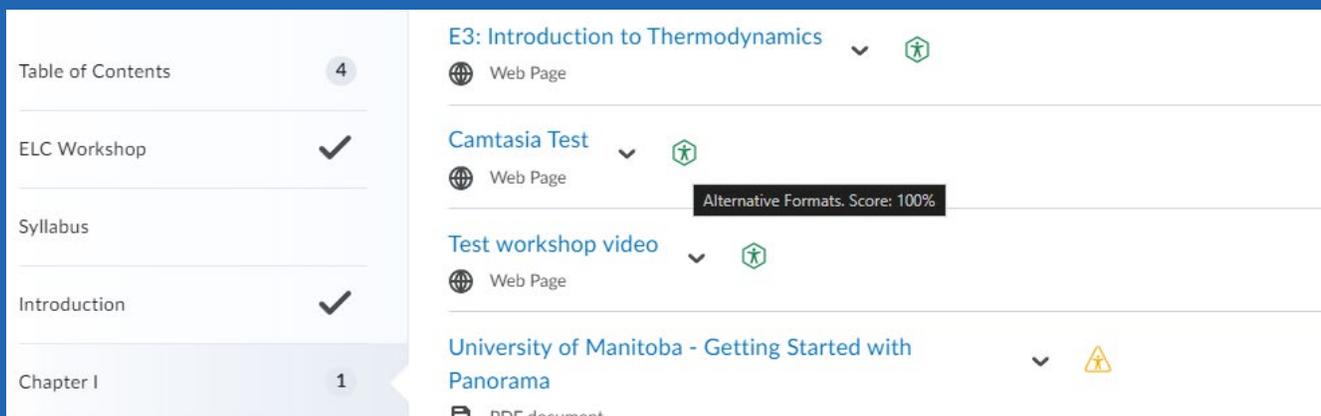
On the right, the accessibility issue panel is displayed. It features a "Major" issue icon and a warning triangle. The issue description is "Insufficient contrast between foreground text and background". There are buttons for "How To Fix" and "Fix Issue". Below the issue description is a navigation bar with numbered tabs (1-5) and arrows. The "Update Document" section includes an "Update" button and a text prompt: "Replace the document with a more accessible version." Below this is a dashed box containing an upload icon and the text: "Drag & Drop Or [Choose Media](#) to upload".

Section Four: Accessing alternative formats

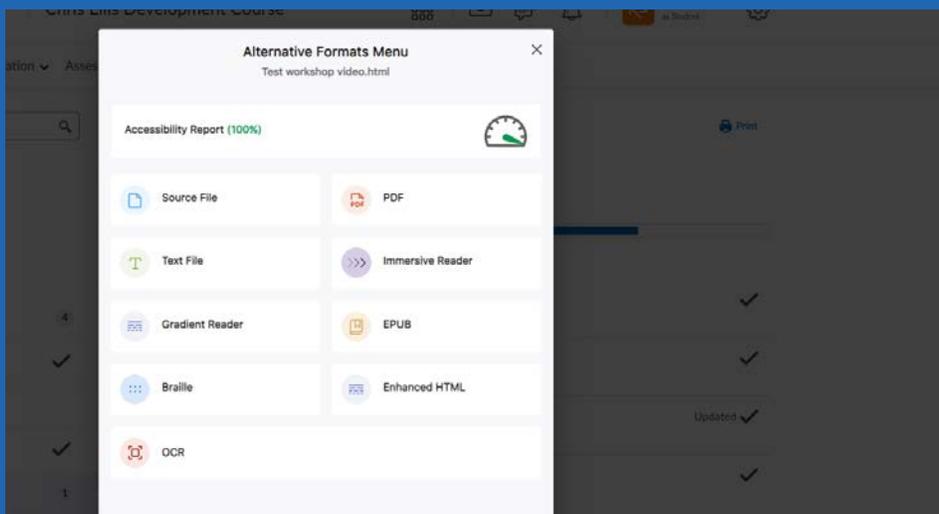
Due to the variety of viewer needs today, students can now retrieve alternative file formats to meet their individual needs. Whether a visually impaired viewer requires text to speech narration for easier access to digital content, or if they prefer to read the document in a more convenient web format, Panorama's Alternative Formats is a great resource available directly within the LMS course section.

Alternative Formats are generated on your documents automatically and does not require any extra configuration or editing in UM Learn on your behalf.

1. Once the student finds the course document, they can just click on the accessibility icon next to it.

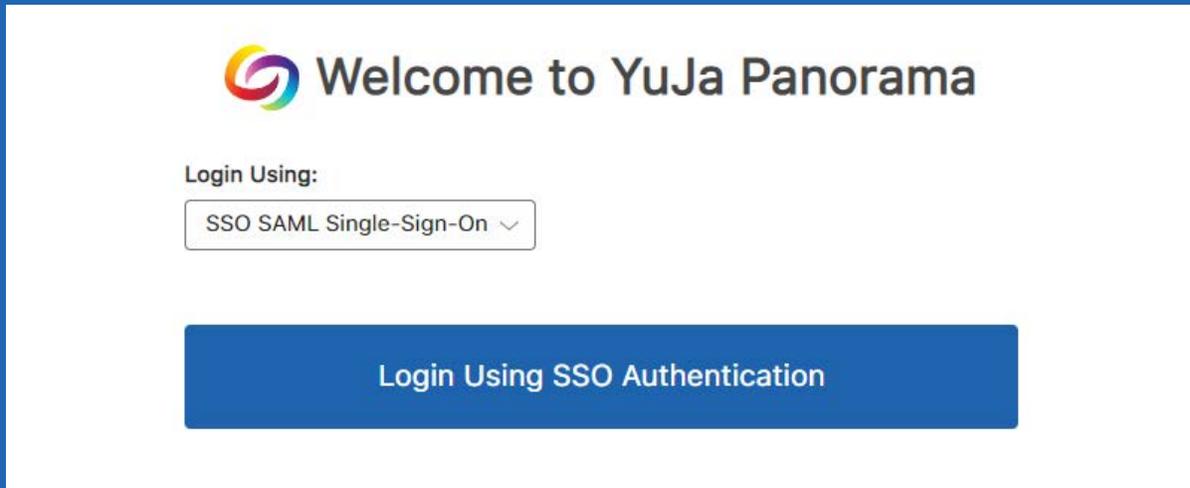


2. Here, they will be presented with a list of alternative formats that they can click on to generate and download.



Section Five: Accessing Panorama out of UM Learn

Panorama can also be accessed outside of UM Learn using the Panorama portal. Go to umanitoba.panorama.yuja.com in your browser and login with your UM email and password.



Navigate to the My Content tab at the top left, and here you can drag your documents and generate Accessibility Reports. You can also fix the issues in your browser here, exactly the same as you would via the UM Learn integration.

You can then download the modified document for your own use.

