

Using SensusAccess in a Blackboard Course

SensusAccess allows instructors to automatically convert documents in their Blackboard courses into a range of accessible media types. It is extremely useful to use to convert your PDF's and Word files into accessible PDF's and word files.

Following these instructions will allow an instructor to deploy SensusAccess in their Blackboard course, which can then be used to convert files into accessible versions.

STEP 1: Adding the SensusAccess tool to your course

- A. Log into Blackboard and navigate to the course that you plan on adding content into.
- B. Once you are in the course, create or navigate to a content section where you will create the SensusAccess link. This link is only for instructors and will give you access to the SensusAccess tool. In this example, we're navigating to Week 2 in our test course.

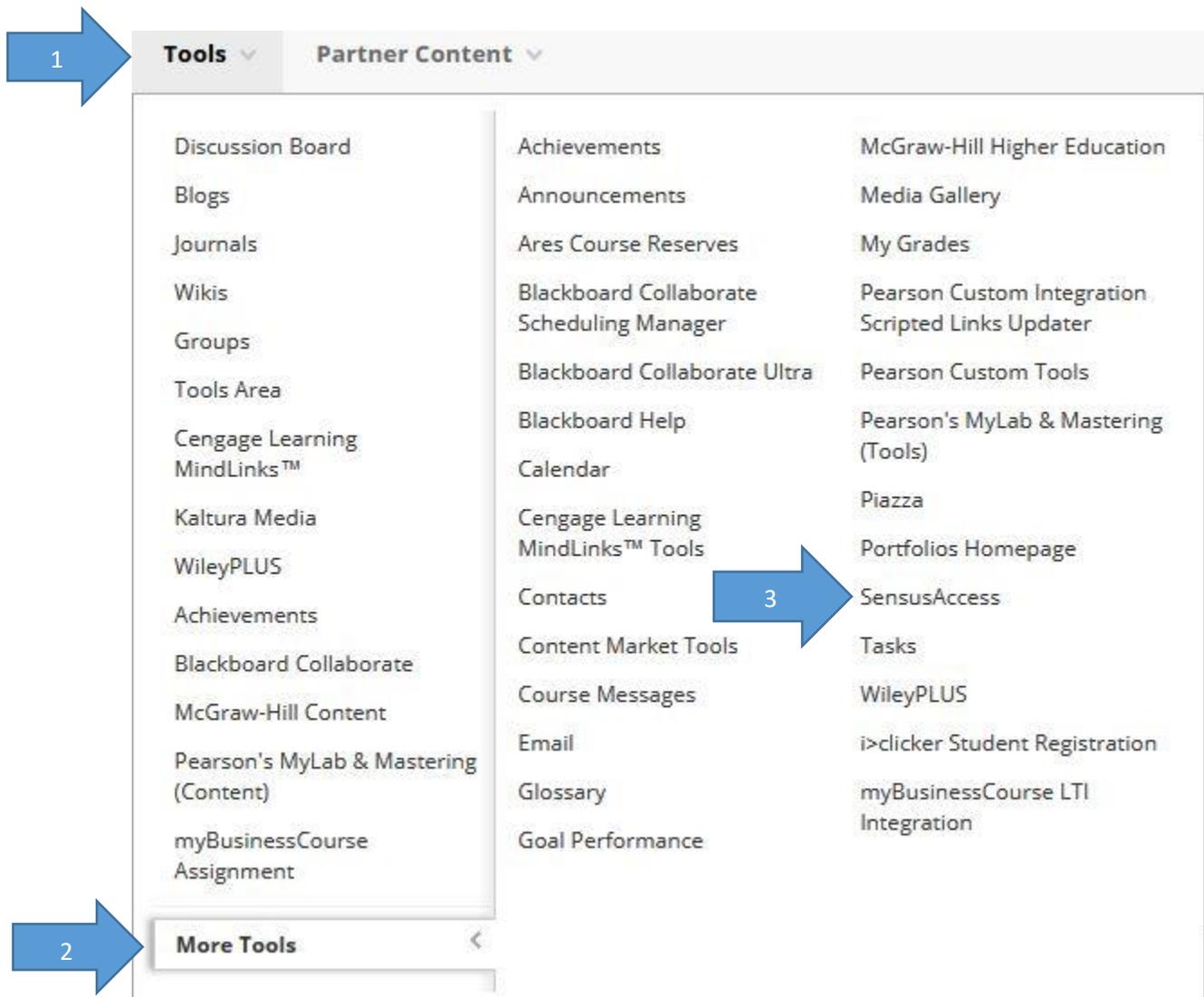


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C. Once on the content page, click on **Tools** and then under the expanded **More Tools** menu you can find the SensusAccess tool link. Click on this link.



D. Insert a name for the link. Scroll to the bottom of the page. Under the **Options** section of the page, click the **No** option next to **Available** to prevent students from viewing this content (unless you want students to access the tool). Click the **Submit** button on the bottom of the page. The link will now be available to you, and not your students.

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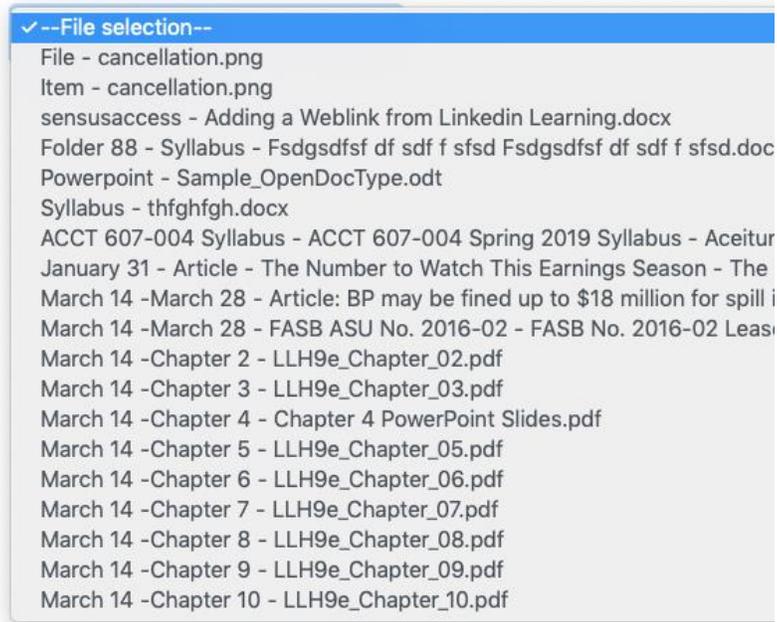
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STEP 2: Uploading and Converting the Content

- E. Click on the link you created to be taken to the SensusAccess tool. An icon will appear and up to a minute may pass before the next screen loads. This is normal. You will see a dropdown menu, where you can select the file you wish to convert. These are the files in your course.

File selection

File



- F. Once you choose the correct file, you will see the conversion menu options. You can choose the format you wish to convert your file to. If you are concerned about accessibility, choose Accessibility Conversion. You can then choose the format to convert your file to*.

*The files you convert will be downloaded to your computer. You will need to reupload them to Blackboard.

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- G. You can access SensusAccess outside of Blackboard by going to https://americanuniversity.service-now.com/sp?id=wcag_sensus

Contact us for support or to schedule a one-on-one consultation. We are available from 9:00 am until 5:30 pm, Monday through Friday, in Room 321 of AU's Bender Library

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