

Quick Guide – Alternative Formats on MyAberdeen (Ally for Students)

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Ally allows students to download some course materials in several alternative formats (including Tagged PDF, audio, HTML, ePub and electronic braille).

Where alternative formats are available, you can either click the Ally icon, or click the ellipses and select 'Download Alternative Formats' on the Course Content page. This will open a menu showing the available alternative formats.

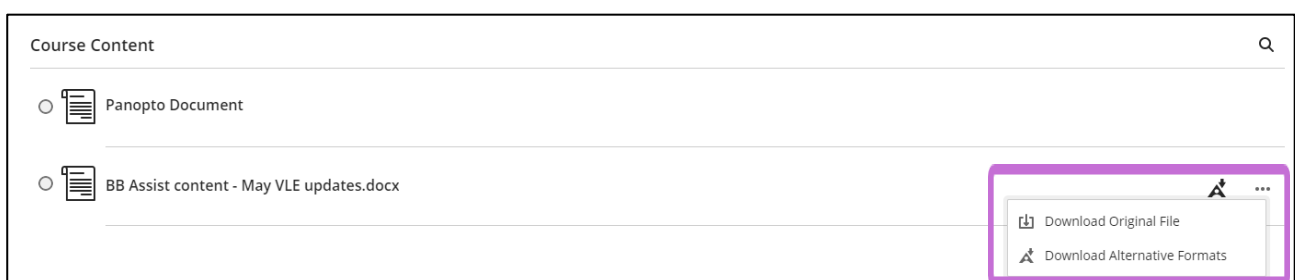


Figure 1 Accessing the 'Download Alternative Formats' menu.

To select an alternative format, click the radio button next to your chosen format and then click the "Download" button.

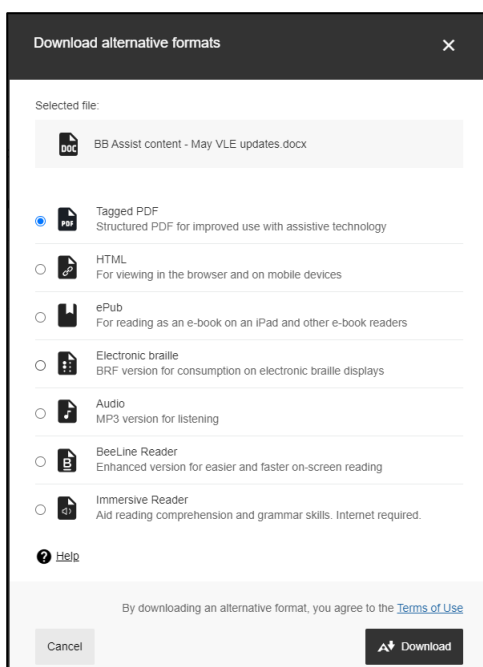


Figure 2 The 'Download Alternative Formats' menu.

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Where course content is provided in an Ultra document (a page that you click through to from the course content area that may contain several media types and files), you can access the available alternative formats through the Ally icon at the top right of the page:

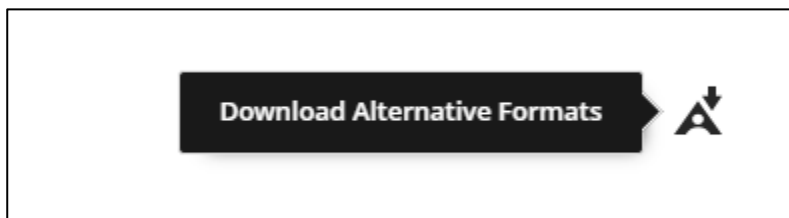


Figure 3 The 'Download Alternative Formats' icon in an Ultra document.

Ally uses innovative technology and is continuously under development to add new features.

However, there are some instances of content that Ally cannot yet process. Students should be aware of when to use Ally or when to access the original file.

Text

Ally works very well with text. For example, the audio version can be listened to on a computer or mobile device. ePub works well on iPad, Windows or Android tablet devices (not Kindle). The HTML version is compatible with most devices. Students should be aware that the layout of documents will change in the ePub and HTML formats – this will change the page numbering and the visual design of the document.

Images

If an image has alternative text, Ally will use this description in the audio version or display the image as normal in the text formats. Courses with many images may provide those descriptions elsewhere (e.g., lecture recording).

Equations and Formulae

Ally cannot convert some forms of Mathematical/Chemical notation in equations or formulae. Students are advised to use the original document and not the Alternative Formats.

Languages

Ally can process text in many different languages. However, if the document language settings and the content do not match, Ally will not be as effective. For documents written in more than one language, Ally also might not be as effective.

Music

If music notation is shown in a document using images, then any Alternative Text would be read out in the audio version. Images would be shown in text alternative formats. Courses with music notation may provide the description elsewhere (e.g., lecture recording).

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Copyright

Ally should only be used with learning material generated by the university. Any materials used under the CLA licence must not be converted into an Alternative Format as this may breach the CLA Licence. Alternative formats can only be downloaded by agreeing to the Terms of Use, which state that “alternative formats are for personal use only and you may not copy, post or share the alternative format with others. You will be fully responsible for damages arising from your failure to comply with these terms.”

Disclaimer: Ally can automatically generate material in various formats for use by students. However, students should be aware of the strengths and weakness of the system and use judgement to decide when to use it.

Further Resources

- [Blackboard: Alternative Formats](#)

If in doubt, please contact your course coordinator for advice or [IT Service Desk](#) for technical support.