Blackboard Ally How-to: Add Alt-Text to Images

This document shows how to use BB Ally to identify documents missing alt-text and how to rectify this issue.

BB Ally will flag images without alt-text. If the image is standalone, then the alt-text can be added directly within BB Ally. For images within a document, the document needs to be updated separately and reuploaded.

This document uses examples of Word documents, but the process may differ for other document formats.

# Opening BB Ally

* All uploaded documents are given a rating by BB Ally, according to the following scale:



* Click on the indicator icon to open BB Ally



# Selecting Issues to Correct

* When you open BB Ally, the original document is shown on the left and the most prominent issue is shown on the right. Click on **All issues** (1)to see everything flagged in the document.
* Click on the individual issues for specific details and instructions (2)



# Adding Missing Alt-Text

* Images needing Alt-text are highlighted on the left (1)
* If you have a document with containing the images with alt-text, you can replace the existing one by uploading the new document directly (2), or
* Follow the instructions by clicking on **How to add descriptions** (3)



# Choosing the Right Instructions in BB Ally

* In Step 1, choose the right instructions based on the software you are using – probably Microsoft Office 365 (1)
* In Step 2, you can print out the instructions if you like (2)



# Further Resources

* Microsoft Support – General
	+ [Improve accessibility with the Accessibility Checker](https://support.microsoft.com/en-us/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f)
	+ [Make your Word documents accessible to people with disabilities](https://support.microsoft.com/en-us/office/make-your-word-documents-accessible-to-people-with-disabilities-d9bf3683-87ac-47ea-b91a-78dcacb3c66d)
	+ [Make your PowerPoint presentations accessible to people with disabilities](https://support.microsoft.com/en-us/office/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25)
* Microsoft Support – Alt-text
	+ [Improve accessibility with alt text in Word](https://support.microsoft.com/en-us/office/video-improve-accessibility-with-alt-text-9c57ee44-bb48-40e3-aad4-7647fc1dba51) (Video)
	+ [Adding Alt-Text in Word, PowerPoint, and Excel](https://support.microsoft.com/en-us/office/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669#bkmk_o365)
	+ [Everything you need to know to write effective alt text](https://support.microsoft.com/en-us/topic/everything-you-need-to-know-to-write-effective-alt-text-df98f884-ca3d-456c-807b-1a1fa82f5dc2)
* [Blackboard Ally Quick Start](https://help.blackboard.com/Ally/Ally_for_LMS/Instructor/Quick_Start)
* TEL@CoSS: [Blackboard Ally](https://www.gla.ac.uk/colleges/socialsciences/staffinfo/technologyenhancedlearningcoss/moodle/moodleresources/#blackboardally)
* University of Glasgow:
	+ [Accessible Moodle Courses](https://www.gla.ac.uk/myglasgow/digitalaccessibility/moodle/)
	+ [Accessibility- What is it and How can I Create Accessible Content?](https://sway.office.com/a685kyNBRAAe5cU1)

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