

# **Blackboard Ally**

An accessible document  
resource

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# What is Blackboard Ally?

Blackboard Ally is a software plugin integrated with QMPlus that checks our documents and gives them an accessibility score.

## What does Blackboard Ally check?

- HTML files/content
- MS PowerPoint files
- MS Word files
- OpenOffice files
- Page content and introduction
- PDF files
- Images

## Why is accessibility important?

At Queen Mary, we have a legal obligation to ensure our online platforms are accessible. This includes any documents and PDFs that we host on our webpages. Our commitment to ensuring all online documents are accessible is outlined in the [Queen Mary accessibility statement](#).

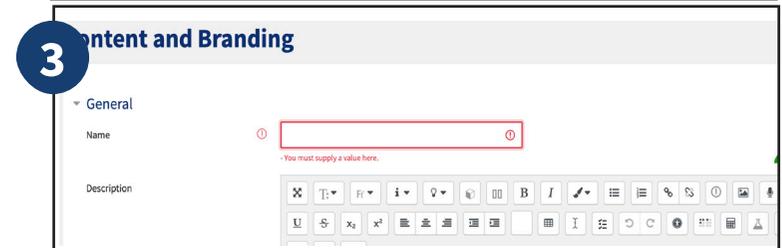
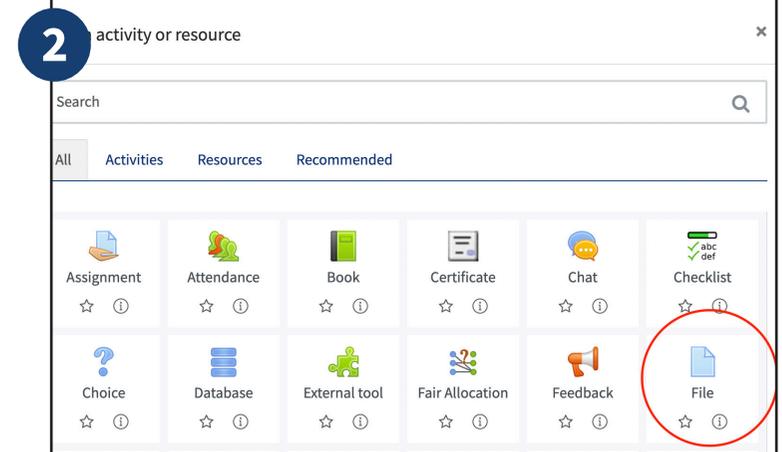
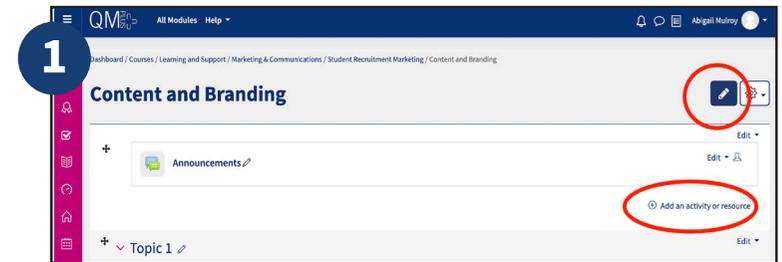


# How do I use Ally?

You need to upload your document to QMPlus before Ally can check it. Anybody with a Queen Mary login can use the [‘Blackboard Ally - check your documents’](#) module to do this.

If you need any assistance, contact the elearning team at [servicedesk@qmul.ac.uk](mailto:servicedesk@qmul.ac.uk).

- 1 Click the pencil icon in the top right-hand side then click where it says ‘Add an activity or resource’ (see figure 1 on the right)
- 2 The following pop-up should then appear (figure 2)
- 3 Click on the File option to take you to the following page where you should add your file name at the top (figure 3)
- 4 Next, scroll down the page to upload the document you want checked where prompted



## 5 Hit the the first button, ‘Save and return to course’

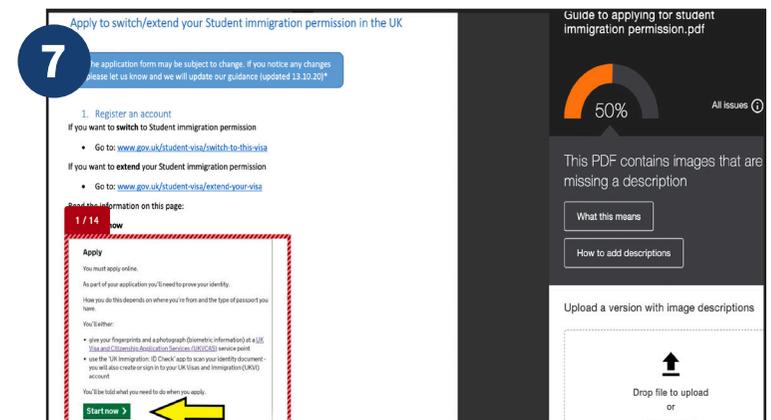
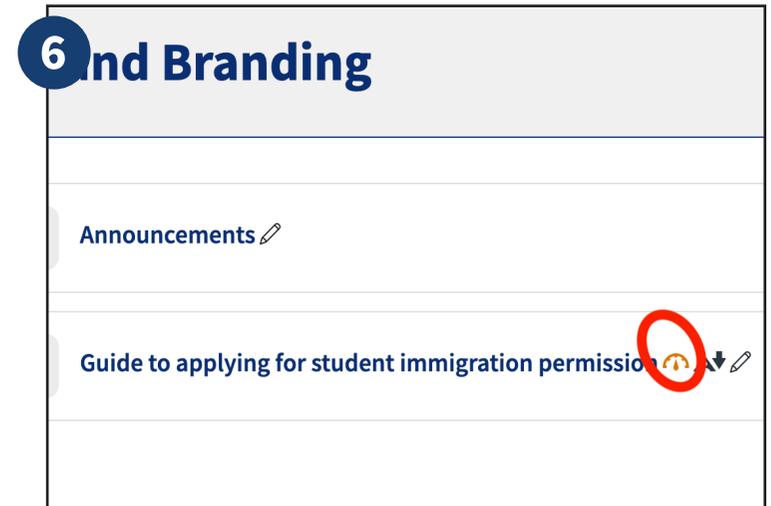
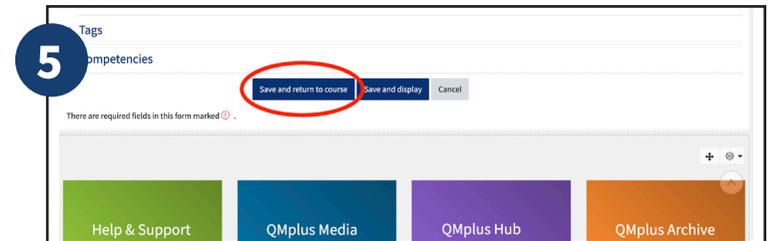
This takes you back to the module homepage that you opened originally (figure 1). If you hit another button by mistake, you can use the breadcrumbs at the top of the page to navigate back to the homepage.

## 6 Wait for the Ally score icon to appear

It might take a couple of minutes for this to show up. Refreshing the page may help.

## 7 Click on the Ally icon

Once you click on this, you’ll be taken to the Ally view of your document, complete with a score and feedback. On the right-hand side, if you click ‘What this means’, you’ll be able to click through an explainer on what your score means, and how you can improve it.



## Additional resources

Select a box below to be taken to the relevant page with further Blackboard Ally information.

**Blackboard Ally  
overview**

**Blackboard  
guides**

**Microsoft  
accessibility guides**

**Reports**

