

# Getting Started With



## **Division** **Accessibility**

**UofA**  
DIVISION OF AGRICULTURE  
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# What is Accessibility?

When we talk about ‘accessibility’ in this context, we are referring to ‘digital accessibility’.

If a website or document is ‘digitally accessible’ it means that **the resource has been built with the features needed to make it available to people who have a disability.** These disabilities could include those who have hearing disabilities, visual disabilities, cognitive disabilities, or motor disabilities.

Many people with disabilities access the internet using assistive technology. **Assistive technologies are any tools that make it easier for someone to do something.** In this case: access the internet. Assistive technologies can include tools like screen readers, keyboard shortcuts, and talk-to-text devices, among many others.

If we don’t make sure that our information is digitally accessible, people who use these assistive technologies may not be able to access the information online.

## What is ‘Ally’ ?

‘Ally’ is a software created by the makers of Blackboard, a popular university LMS system. This software allows us to scan all our digital content for accessibility errors. **This tool is automated, scans every day, and gives us a report on the different accessibility issues it finds.**

From these reports, we can get a better understanding of our current accessibility issues, make a plan to correct these issues, and learn how we can prevent future errors.

Ally is one of the many tools in our accessibility toolkit that help us improve our resources.

## Why do I need to use Ally?

Improving the accessibility of your digital content is all about **improvement – not perfection.**

Ally helps us identify ways we can improve the accessibility of our digital content. By tracking our scores, our errors, and our corrections, **we can measure and improve our accessibility over time.** Ally is a powerful tool to better understand how we may be falling short in our accessibility journey and how we can make a course correction.

## What will Ally tell me?

Once a day, Ally will scan all your content and report any accessibility errors it finds. This is automated software, so it does not necessarily tell us all the accessibility errors present or the best way to correct them. It does, however, give us valuable information about some of the most common accessibility concerns and where we can find them.

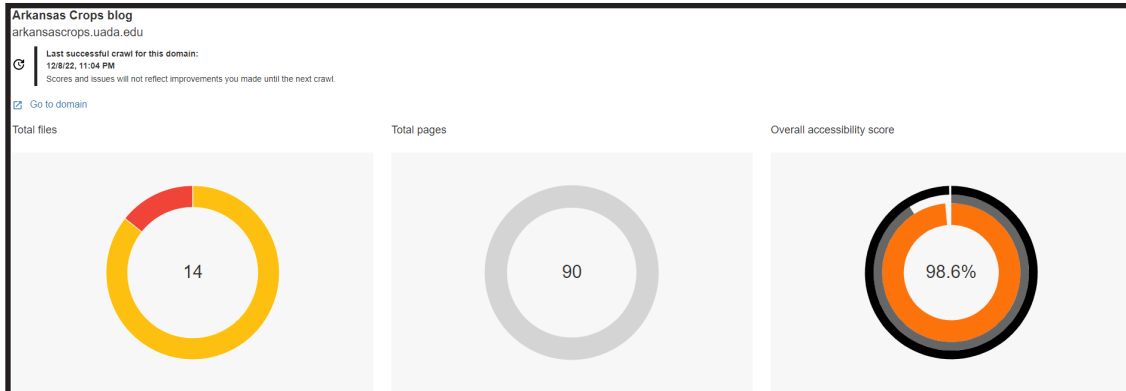
Ally will report on document accessibility issues that include any untagged PDFs, skipped header levels, missing alt-text, missing titles, color contrast errors, and non-OCR'd content. Ally will also report on some website accessibility errors, including broken links, missing header levels, videos without closed captioning, and incorrect form elements.

After these scans, **Ally will give all of your content with errors an 'accessibility score' and a report on how any accessibility errors can be corrected.** These scores can be improved if the accessibility errors are corrected.

## How do I get access to Ally?

Please contact your IT administrator for more information on how to have an Ally account set up for your web content.

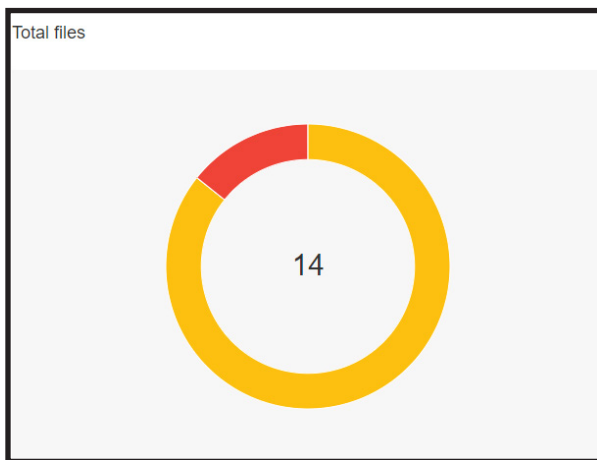
# Understanding your Dashboard



A screenshot of the Ally dashboard for the Arkansas Crops Blog. This site has 14 total files, 90 total pages, and an overall accessibility score of 98.6%. This report was completed on December 8th at 11:04pm.

Your Ally dashboard shows **a quick snapshot of the accessibility information for your site**. This dashboard will display the total number of files you have loaded on your site, the total number of pages on your site, and the overall accessibility score.

## Total Files

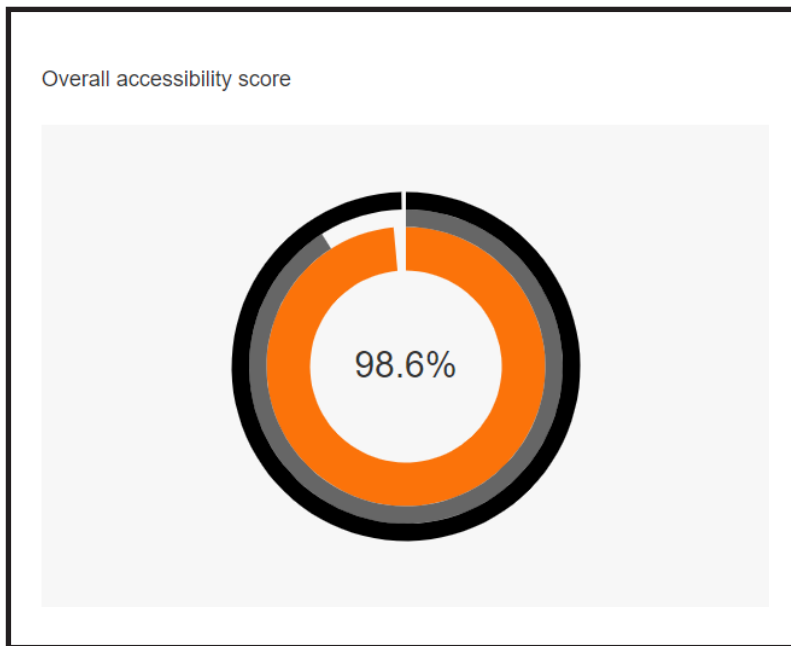


*This webpage has 14 total files.*

The 'Total files' circle will display a breakdown of the types of documents present on the webpage you are viewing. By hovering over the circles, you can see what these types of files are. In this example, the webpage has 14 total files. 12 are PDF's (shown in yellow) and 2 are categorized as 'other' (shown in red).

**Different file types are represented in different colors.**

## Overall Accessibility Score



*This webpage has an overall accessibility score of 98.6%.*

The 'Overall accessibility score' circle will display a breakdown of the two types of scores calculated by Ally - file accessibility, and webpage accessibility. These scores are averaged together to get an overall accessibility score for the page.

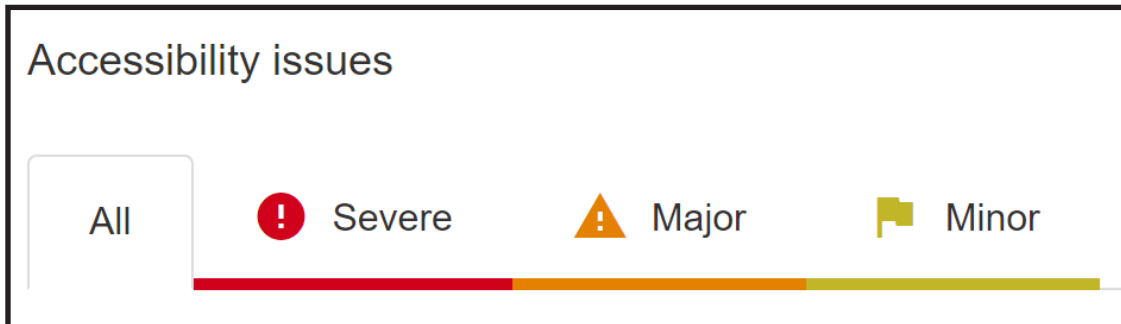
- **Outer circle = Webpage accessibility score**
- **Middle circle = File accessibility score**
- **Inner circle = Overall accessibility score**



**Your Ally scores only update once a day.**

*Don't be surprised when your scores don't improve once you fix an accessibility issue! Any errors you correct will be reflected in the next day's Ally score.*

# Understanding your Accessibility Issues



*All Ally pages will have space to report Severe, Major, and Minor accessibility errors.*

After you explore your dashboard, you can investigate any flagged errors that Ally found. Your Accessibility Issues can be found under your dashboard.

These issues are divided into three categories: **Severe, Major, and Minor.**

## **Severe errors are the highest priority.**

These are typically PDF documents that have not been OCR'd.

## **Major errors are the second highest priority.**

These tend to be the most common errors found in Ally. These errors can include low color contrast, no alternative text with an image, or no tags in a PDF.

## **Minor errors are important to correct, but are the lowest priority.**

Many Minor errors can be corrected the same time a Severe or Major errors are corrected. These errors can include heading levels that are out of order or missing titles in a document.

# Understanding your Accessibility Score



## Low (0-33%)

Your content has some severe accessibility concerns. The errors are a top priority to fix.



## Medium (34-66%)

Your content likely has some accessibility features added, but still needs some work. Investigate further to see how you can improve your resources.



## High (67-99%)

Your content has many important accessibility features, but you are missing a few key things. Some minor improvements likely means you could have a perfect score.



## Perfect! (100%)

Ally found no accessibility issues in your content!



**A perfect Ally score does not necessarily mean perfect accessibility.**

*Some accessibility features - like logical reading order and accurate captions - require a 'manual' accessibility check and can't be automated with Ally.*

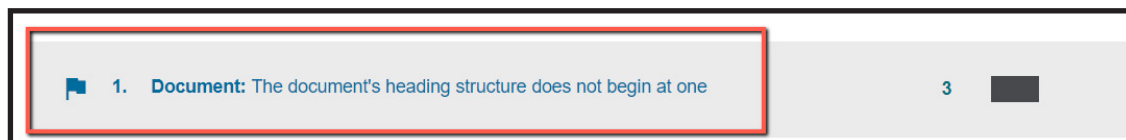
# Investigating your Accessibility Issues

All of the accessibility errors found in your content will be listed by severity and type under the 'Accessibility issues' tab. This is found below your Ally Dashboard.



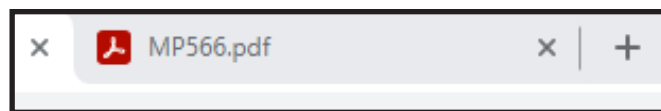
In this example, the webpage being viewed has document's with a heading structure that does not begin at one. Ally found three documents with this error.

By selecting a type of accessibility error, you will be taken to a new page. This new page will list each document or page that the specific accessibility error is found on.

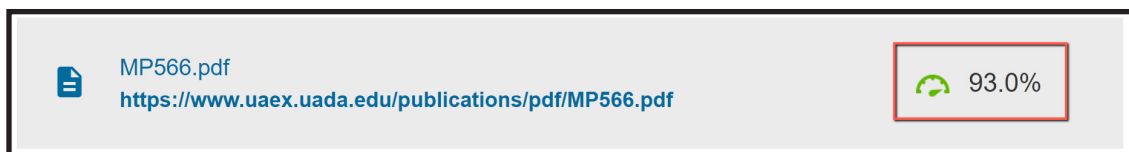




If you select the title of the document with an accessibility error, the document will open in a new tab.



If you select the Score Icon on the right-hand side of the screen, a short accessibility report will appear.



Page 1 of 4

Accessibility score for: MP566.pdf

93%

All issues

The headings in this PDF do not begin at level 1

Guidance is coming soon

We are working hard on extending this guidance.

HERBICIDE	CUT-OFF TIMINGS						
	COTTON	FIELD CORN	GRAIN SORGHUM	PEANUT	RICE	SOYBEAN	WHEAT
Accent Q		20' or 9x					
Accent							
Affinia	2.5 w/A - 30 days prior to planting >2.5 w/A - 60 days prior to planting	Minimum No Till - 14 days prior to planting Conventional Till - 20 days prior to planting		45 days prior to planting	2.5 w/A - 30 days prior to planting >2.5 w/A - 60 days prior to planting	7 days prior to planting to crop emergence	2.5 w/A - 30 days prior to planting >2.5 w/A - 60 days prior to planting
Alm	POST direct apply with PFI 7 days	V14	Pre boot	PFI 7 days	PFI 60 days	V10	boot
Aurum		V4				V3	
Aurum AZZ		V4					
Aurum Flex	POST direct apply with PFI 7 days	V4		Beginning pod		Before cooking	4th tiller
Aurum Maxx		V4				PFI 60 days	

After selecting the Score Icon, your accessibility report will appear.

**This report will show where the selected accessibility error is located within the document.** This makes it much easier to fix the error in your document.

Accessibility score for: MP566.pdf

93%

All Issues ⓘ

The headings in this PDF do not begin at level 1

Guidance is coming soon

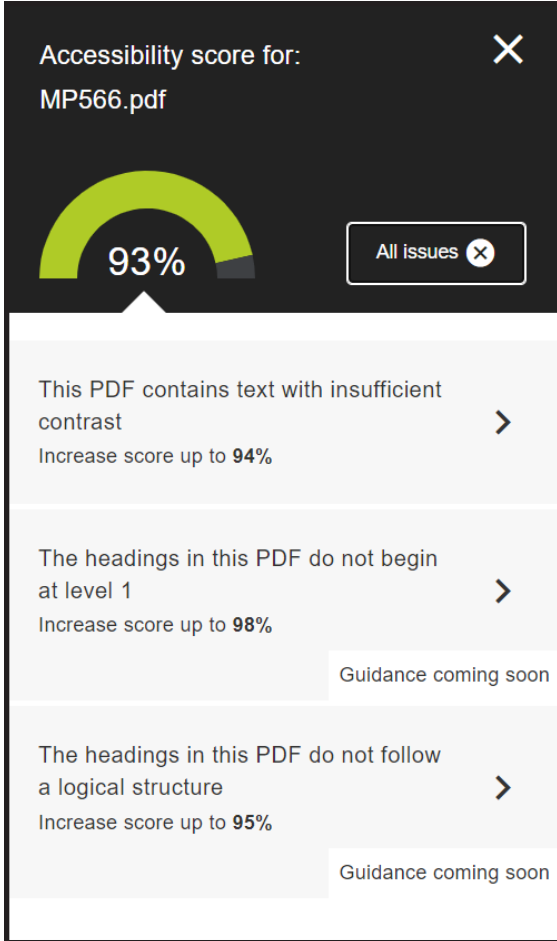
We are working hard on extending this guidance.

Last successful crawl for this domain: 1/3/23, 11:09 PM

Scores and issues will not reflect improvements you made until the next crawl.

HERBICIDE	CUT-OFF TIMINGS						
	COTTON	FIELD CORN	GRAIN SORGHUM	PEANUT	RICE	SOYBEAN	WHEAT
Accent Q		20" or V6					
Acaron		12"					
Affaria	2.5 oz/A - 30 days prior to planting >2.5 oz/A - 60 days prior to planting	Minimum No-Till - 14 days prior to planting Conventional Till - 28 days prior to planting	30 days prior to planting	45 days prior to planting	2.5 oz/A - 30 days prior to planting >2.5 oz/A - 60 days prior to planting	7 days prior to planting to crop emergence	2.5 oz/A - 30 days prior to planting >2.5 oz/A - 60 days prior to planting
Aim	POST-direct layby with PHI 7 days	V4	Pre-boot	PHI 7 days	PHI 60 days	V10	boot
Anthem		V4				V3	
Anthem ATZ		V4					
Anthem Flex	POST-direct layby with PHI 7 days	V4		Beginning pod		Before cracking	4th tiller
Anthem Maxx		V4				PHI 60 days	
Armezon		V8 or PHI 45 days					
Assure II	PHI 80 days					PHI 80 days	

*The Accessibility Score report for MP566.pdf. This document has a score of 93%. This score is good, but could be better with some additional remediation.*



By selecting 'All Issues', the report will expand and show you all of the accessibility issues found in this specific document.

From here, you can further investigate what needs to be corrected in your document.

*After selecting All Issues, the accessibility report expanded to show two additional accessibility errors in MP566.pdf.*