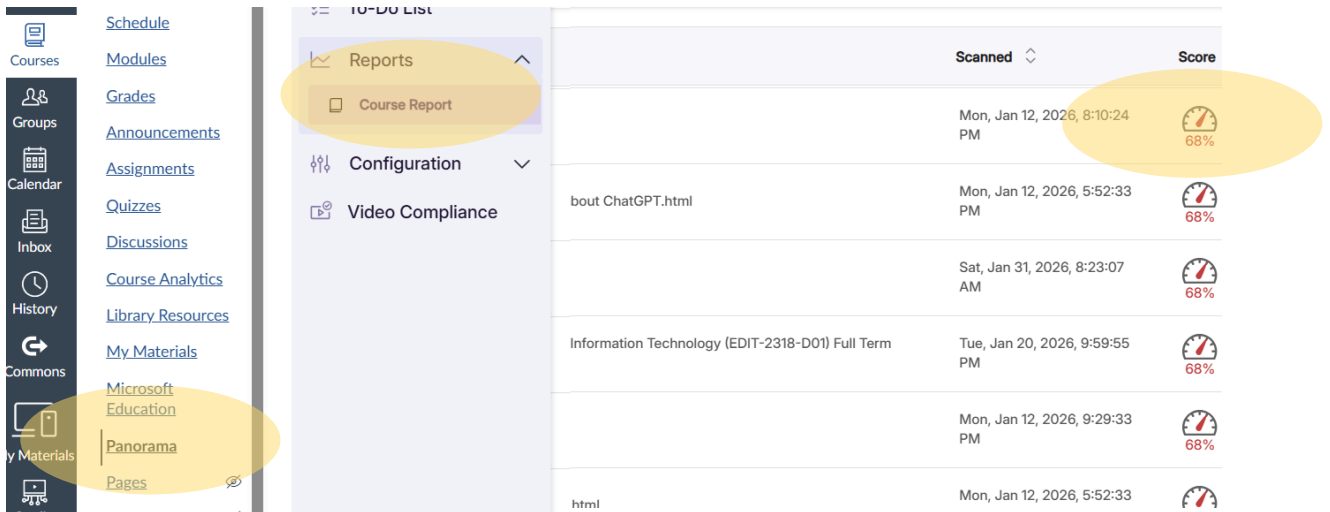


CANVAS PDF ACCESSIBILITY JOB-AID

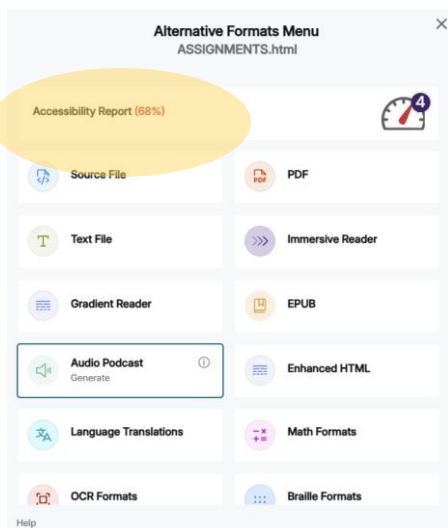
Before You Start

- Check **student-facing PDFs first** (those in Modules)
- In Canvas, open **Panorama** to see which files are flagged
 - If you do not know where the original PDF is stored, download it from Canvas using **Download source file**

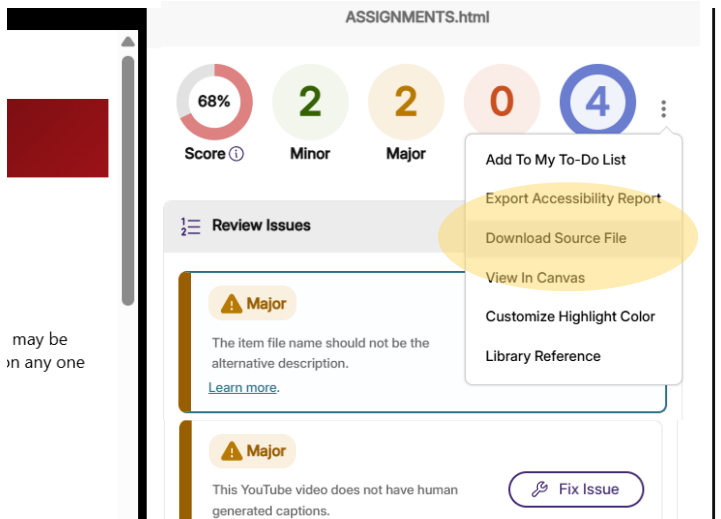


The screenshot shows the Canvas interface. On the left, the 'Panorama' option is highlighted in the 'My Materials' section. In the center, the 'Reports' menu is open, with 'Course Report' selected. On the right, a table displays scanned files with their respective accessibility scores:

Scanned	Score
Mon, Jan 12, 2026, 8:10:24 PM	68%
bout ChatGPT.html Mon, Jan 12, 2026, 5:52:33 PM	68%
Sat, Jan 31, 2026, 8:23:07 AM	68%
Information Technology (EDIT-2318-D01) Full Term Tue, Jan 20, 2026, 9:59:55 PM	68%
Mon, Jan 12, 2026, 9:29:33 PM	68%
html Mon, Jan 12, 2026, 5:52:33	68%



The screenshot shows the 'Alternative Formats Menu' for 'ASSIGNMENTS.html'. The 'Accessibility Report (68%)' is highlighted. Other options include Source File, PDF, Text File, Immersive Reader, Gradient Reader, EPUB, Audio Podcast, Enhanced HTML, Language Translations, Math Formats, OCR Formats, and Braille Formats.



The screenshot shows the 'ASSIGNMENTS.html' page. A 'Review Issues' dropdown menu is open, with 'Download Source File' highlighted. The page also displays a score of 68%, 2 Minor issues, 2 Major issues, and 0 Critical issues. A 'Fix Issue' button is visible at the bottom.

may be on any one

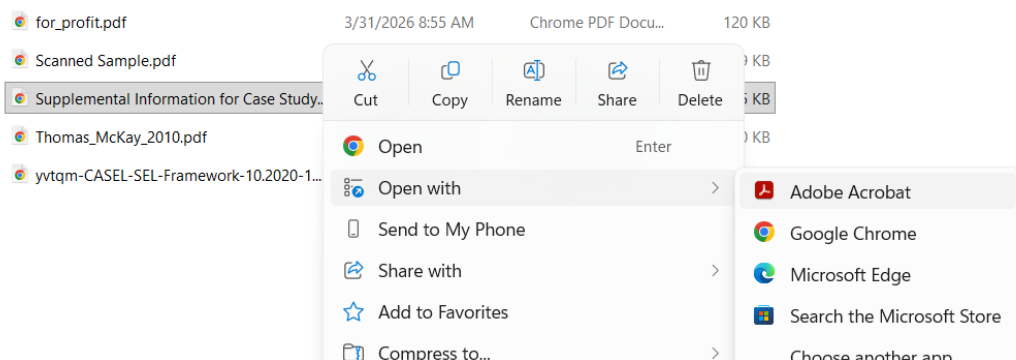
For more information about accessible material, visit the [Digital Accessibility Webpage](#).



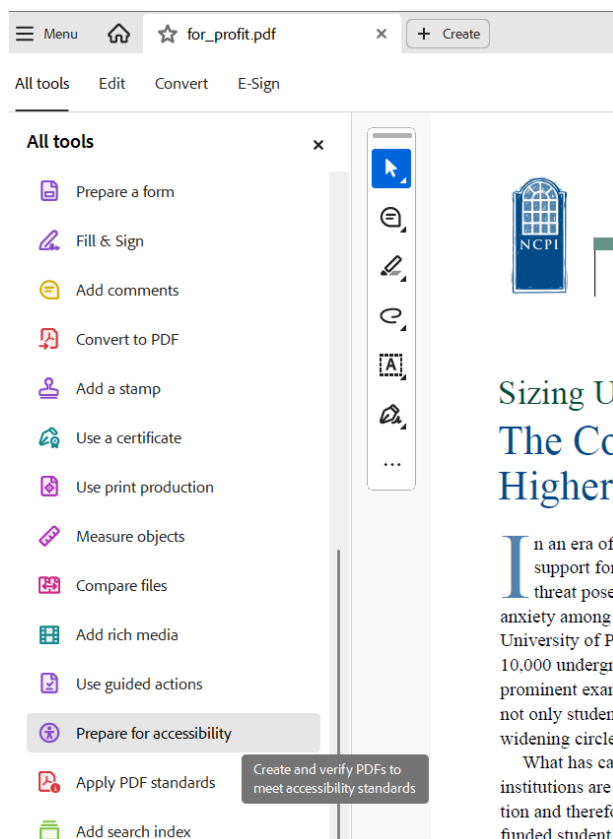
CANVAS PDF ACCESSIBILITY JOB-AID

Adobe PDF Pro and Accessibility Tool

Right-click the PDF and open it with Adobe Acrobat Pro.
Then open the file you want to fix.



Go to All Tools. Click “View More” and then choose **Prepare for accessibility**. This opens the accessibility tools panel. *In some older guidance, the path appears under Tools or Action Wizard, but the goal is the same: open Acrobat’s accessibility workflow.*



For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CANVAS PDF ACCESSIBILITY JOB-AID

Check for Accessibility

Run the guided accessibility setup. In the left panel, choose **Check for accessibility**, then click **Start Checking**.

Note: Uncheck “Create accessibility report” to avoid extra files

Prepare for accessibility

- Automatically tag PDF
- Automatically tag form fields
- Change reading options
- Check for accessibility**
- Open accessibility report
- Identify form fields
- Add alternate text
- Use setup assistant
- Fix reading order

Accessibility Checker Options

Report Options

- Create accessibility report
- Attach report to document

Page Range

- All pages in document
- Pages from [] to []

Checking Options (31 of 32 in all categories)

Category: Document

- Accessibility permission flag is set
- Document is not image-only PDF
- Document is tagged PDF
- Document structure provides a logical reading order
- Text language is specified
- Document title is showing in title bar
- Bookmarks are present in large documents
- Document has appropriate color contrast

Select All Clear All

Show this dialog when the Checker starts

Help Start Checking Cancel



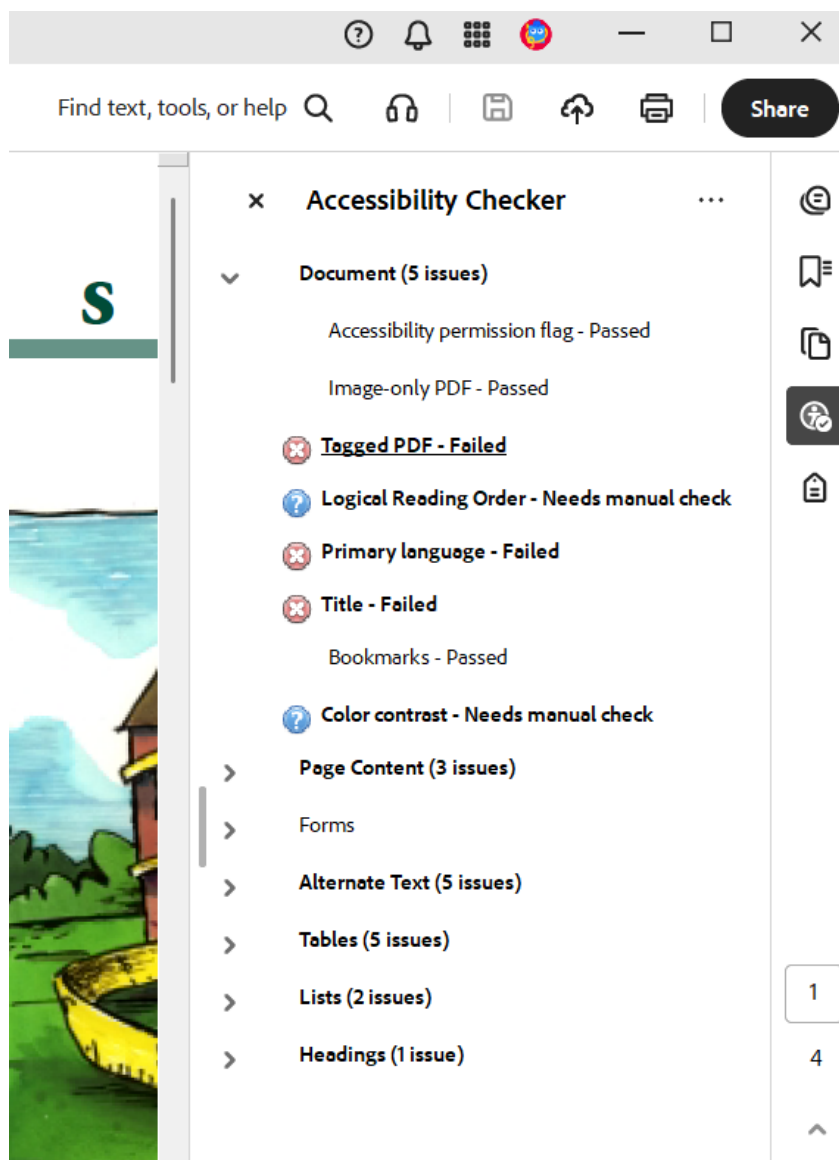
CANVAS PDF ACCESSIBILITY JOB-AID

Run Accessibility Check

Review Issues

Check results in the Accessibility Checker panel (right side)

Start from the top and work your way down to fix issues.



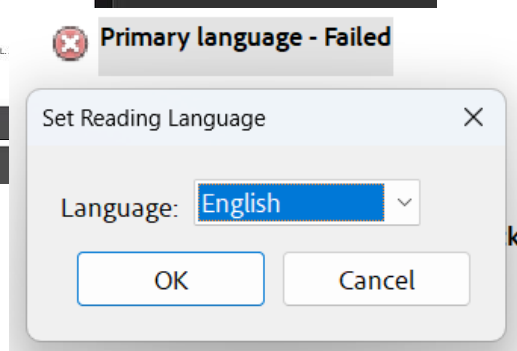
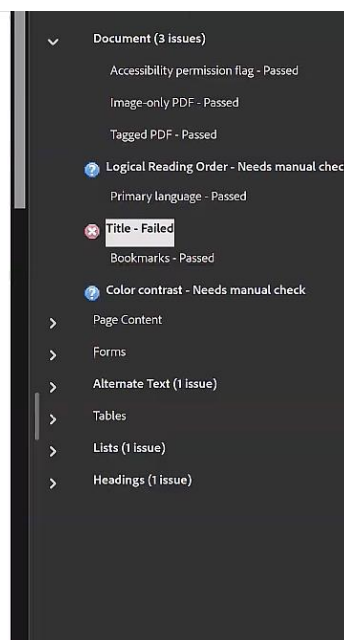
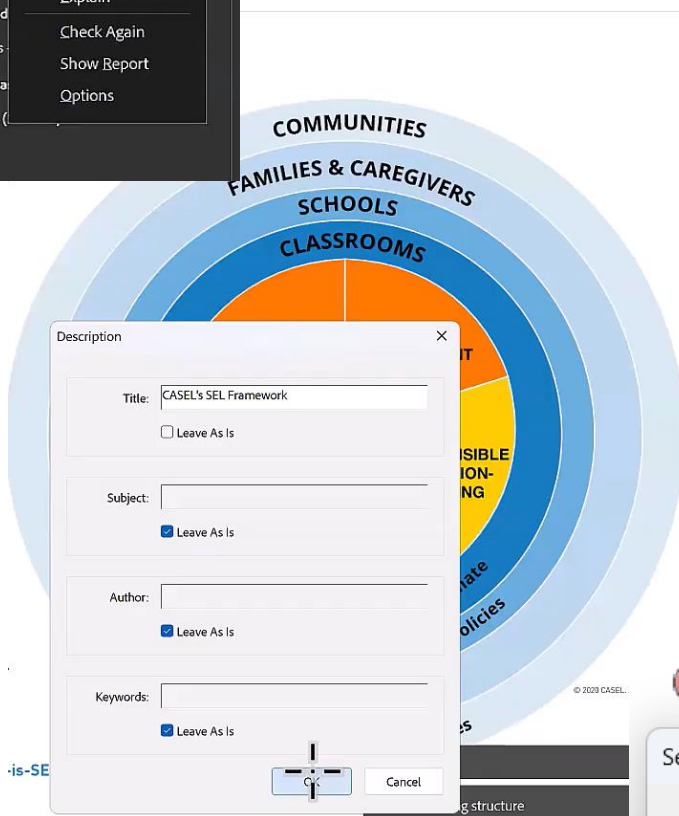
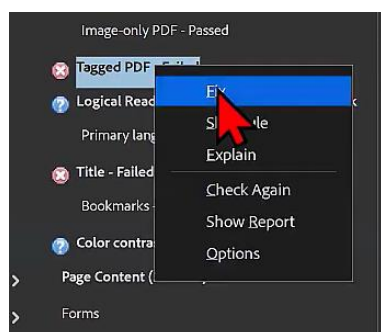
For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CANVAS PDF ACCESSIBILITY JOB-AID

Fix the Most Common Errors First

- **Tagged PDF – Failed:** Right-click and choose Fix
- **Title – Failed:** Right-click and add a clear title
- **Primary Language – Failed:** Set the document language, usually English

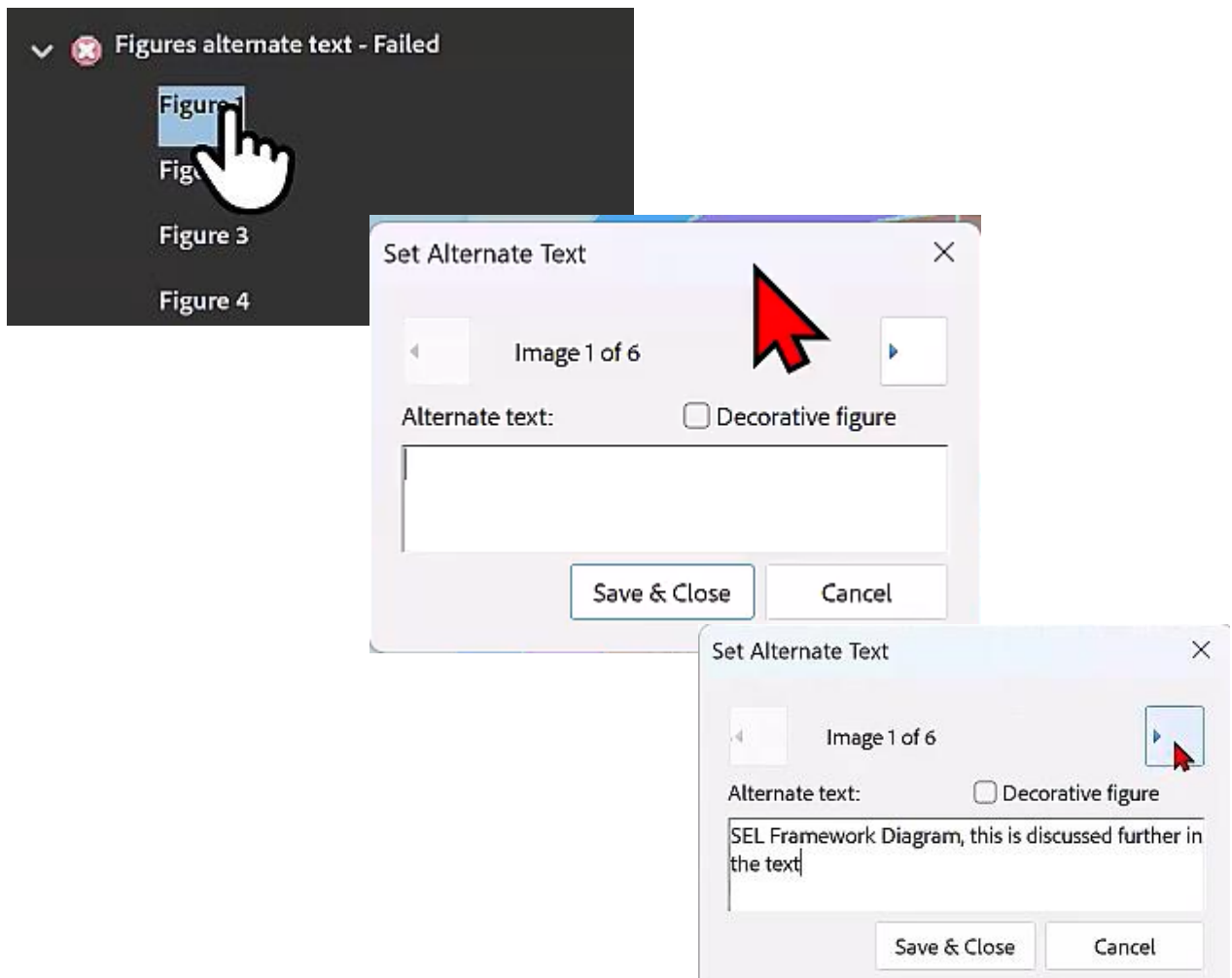


For more information about accessible material, visit the [Digital Accessibility Webpage](#).

CANVAS PDF ACCESSIBILITY JOB-AID

Alternative Text for Images

- Add **alt text** to ALL images (right-click and select “Fix”)
 - Mark images as **decorative** if they do not support learning
 - If a figure or table is explained in the text, note that in the alt text
 - Use the **Alt Text Decision Tree guide** when needed





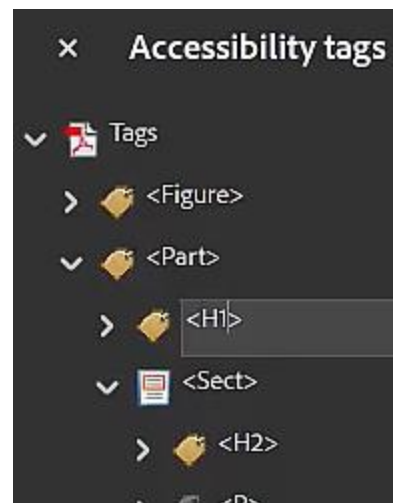
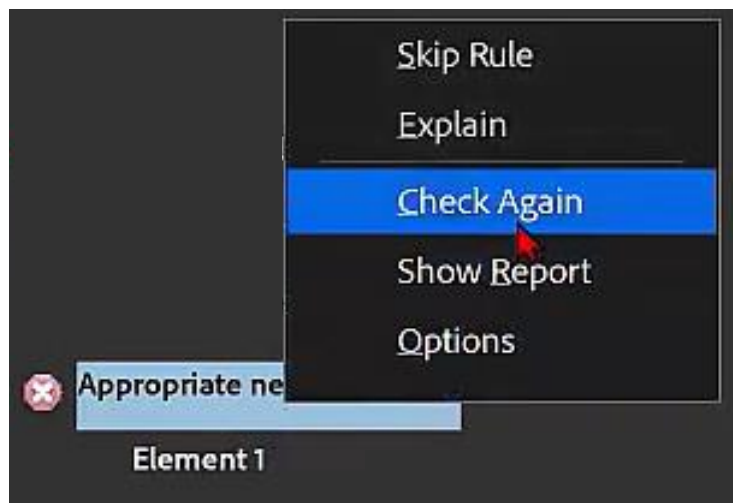
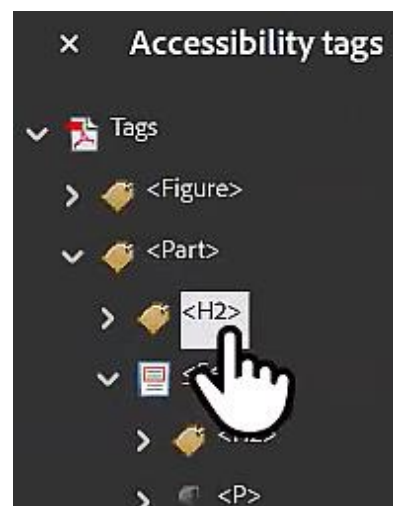
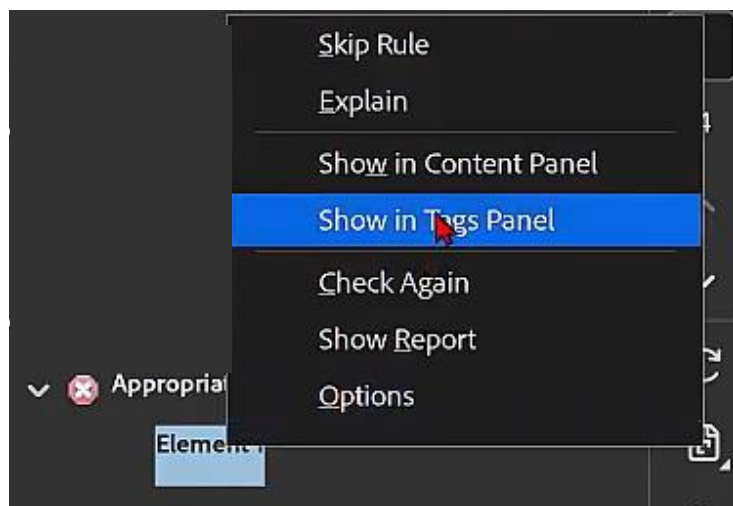
CANVAS PDF ACCESSIBILITY JOB-AID

Fix Headings

Keep headings in **logical order** such as H1, H2, H3

Use **Show in Tags Panel** to edit heading levels

Once edited, go back to Accessibility tab and click Check Again



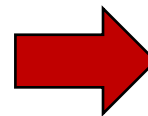
For more information about accessible material, visit the [Digital Accessibility Webpage](#).

CANVAS PDF ACCESSIBILITY JOB-AID

Fix Headings

PDFs often mark headings incorrectly, especially as **H4**

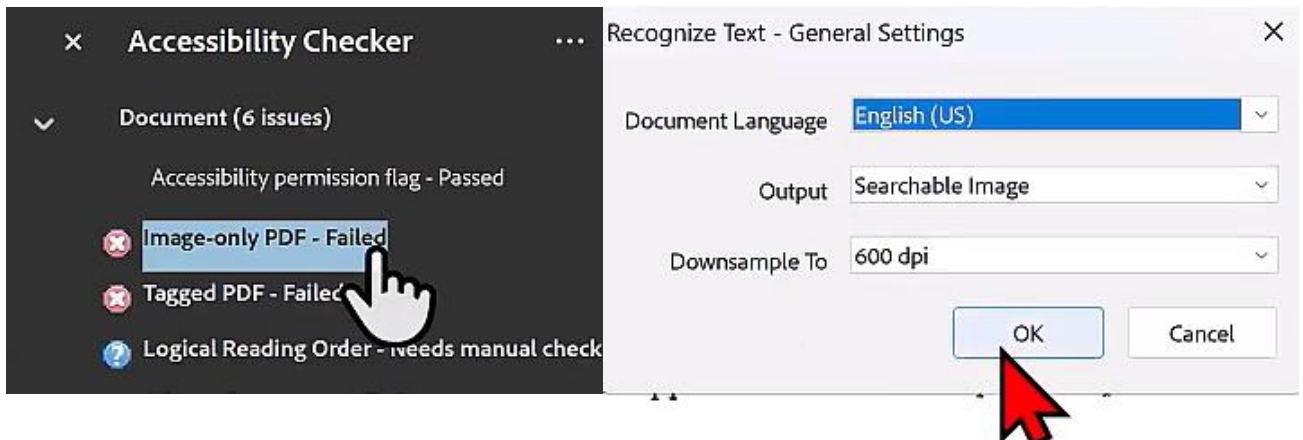
The main title should ALWAYS start as **Heading 1**



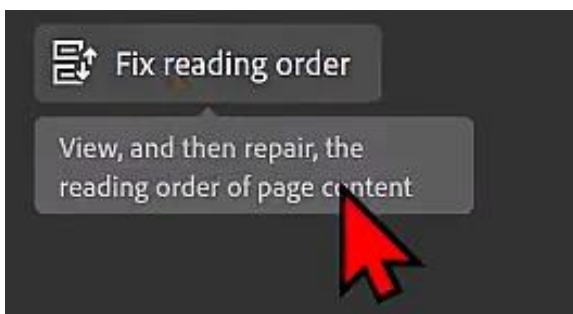
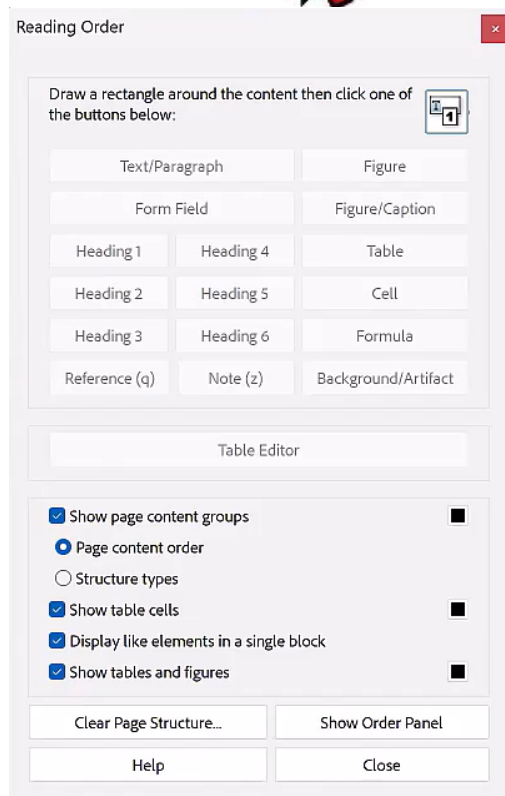
CANVAS PDF ACCESSIBILITY JOB-AID

Fix Scanned PDFs

If the file is image-only, run **OCR (Optical Character Recognition)**
 OCR converts scanned text into readable text for screen readers
 After OCR, go through the Tagged PDF fix steps



Check Reading Order
 Use **Fix Reading Order**
 Make sure content reads in
 the correct sequence
 If the order is correct, mark it
 as passed

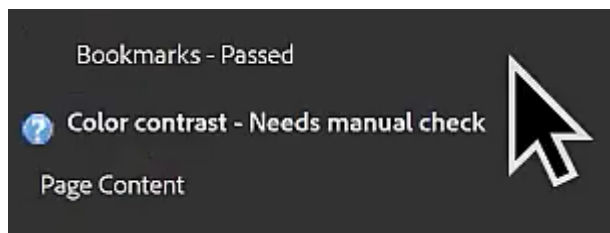


CANVAS PDF ACCESSIBILITY JOB-AID

Color Contrast

Some contrast issues come from the original Word or PowerPoint file

These may not be fully fixable in the PDF itself
Canvas/Panorama may help apply some fixes

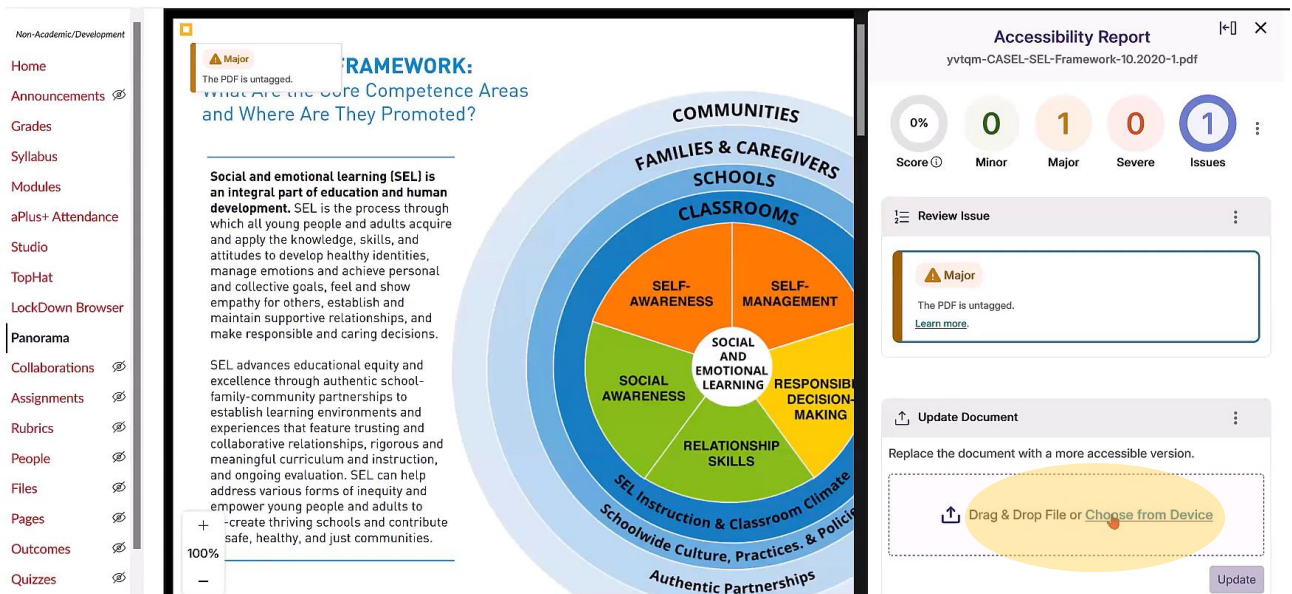


Save and Re-upload

Save the corrected PDF

Go back to Canvas and upload it using **Choose from device**

Amanda Training Course (Solis) DEV > Panorama



The screenshot shows the Canvas Panorama interface. On the left is a navigation menu with items like Home, Announcements, Grades, Syllabus, Modules, aPlus+ Attendance, Studio, TopHat, LockDown Browser, Panorama, Collaborations, Assignments, Rubrics, People, Files, Pages, Outcomes, and Quizzes. The main content area displays a PDF document titled 'FRAMEWORK: Social and emotional learning (SEL) is an integral part of education and human development...'. The PDF content includes a circular diagram of SEL components and a text block about SEL's role in educational equity. An accessibility report overlay is visible on the right side of the PDF, showing a score of 0% and one major issue. The report details the issue: 'The PDF is untagged.' Below the report, there is an 'Update Document' section with a button that says 'Drag & Drop File or Choose from Device'.

For more information about accessible material, visit the [Digital Accessibility Webpage](#).

CANVAS PDF ACCESSIBILITY JOB-AID

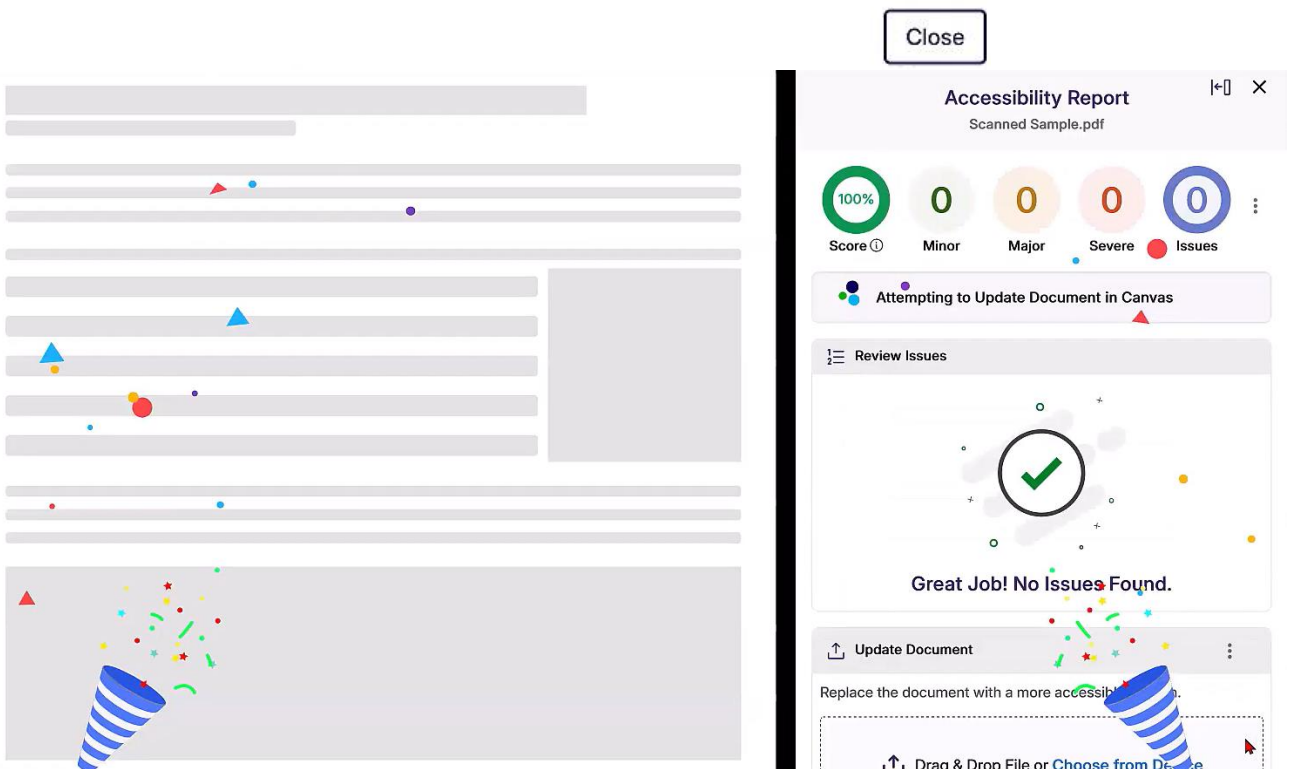
Save and Re-upload

Wait for the process to finish, and your screen should look like this:



Updating Accessibility Report

Your document is currently being updated with accessibility improvements. You can close this window and check back soon.



Close

Accessibility Report
Scanned Sample.pdf

Score 100% 0 Minor 0 Major 0 Severe 0 Issues

Attempting to Update Document in Canvas

Review Issues

Great Job! No Issues Found.

Update Document

Replace the document with a more accessible document.

Drag & Drop File or Choose from Desktop

For more information about accessible material, visit the [Digital Accessibility Webpage](#).



CANVAS PDF ACCESSIBILITY JOB-AID

Refresh the Score

After fixing several files, use **Refresh report** in Panorama
Do not refresh after every single file. The score may take some time to update

The screenshot displays the 'Course Report' for 'Amanda Training Course (Solis) DEV (61540)'. It includes a 'Reprocess Course' button, an 'Export Report' button, and a 'Filter by Date' dropdown set to 'March 2025'. A tooltip for 'Refresh Report' explains that it updates the report with the latest data from Panorama. Below this, there is a section for 'AutoPilot AI Platform' and a dashboard with four metrics: Overall Accessibility Score (80%, -14.75% in March 2026), Total Files Processed (19, +4 in March 2026), Total Remediations (2, +2 in March 2026), and Cumulative Alternative Formats Downloaded (0, +0 in March 2026). A 'Feedback' button is visible on the right side of the dashboard.

Important Reminders

- Minor issues like **font smaller than 9 pt** may be ignored for now if they are not the current priority
- If a file is not used, remove it from the course because Panorama checks **all files**
- If the score does not update correctly, there may be a **Panorama lag**

For more information about accessible material, visit the [Digital Accessibility Webpage](#).