

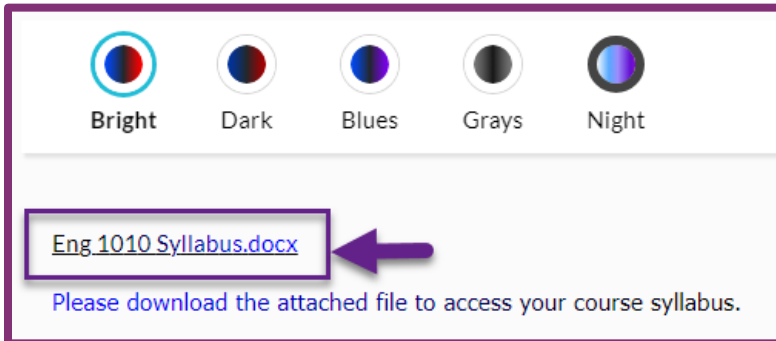
Upload File(s) in Brightspace to Provide Alternative Formats

Alternative formats of files make your content accessible to students in a variety of ways, from more readable versions and audio versions to electronic braille. Alternative formats meet the digital accessibility needs for accommodations and benefit all students.

To make alternative formats of your Word, PowerPoint, or other files available in Brightspace, do **not** add files within a webpage. Brightspace creates a webpage when you use the “Create a File” option. An alternative format icon

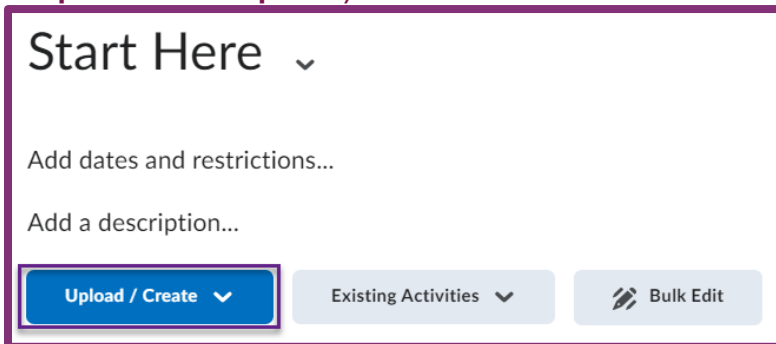


appears; however, the downloaded alternative format includes a link to the file, not the alternative format of the file content. The example below is the BeeLine Reader, an enhanced version for easier and faster on-screen reading. The link to the syllabus is shown rather than the content of the syllabus.

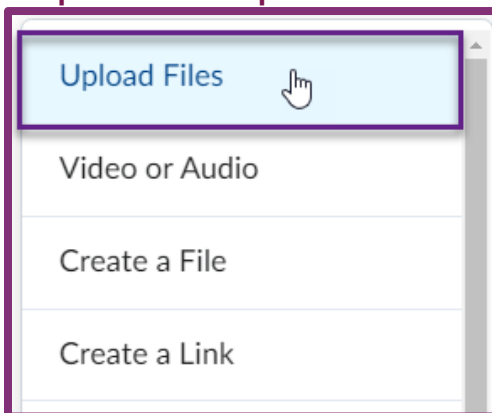


How to Upload Files to Provide Alternative Formats

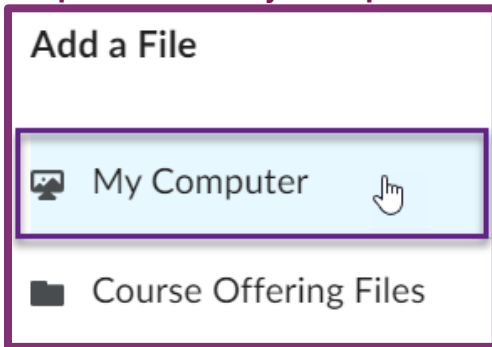
Step 1: Select Upload/Create within the desired module or submodule



Step 2: Select Upload Files

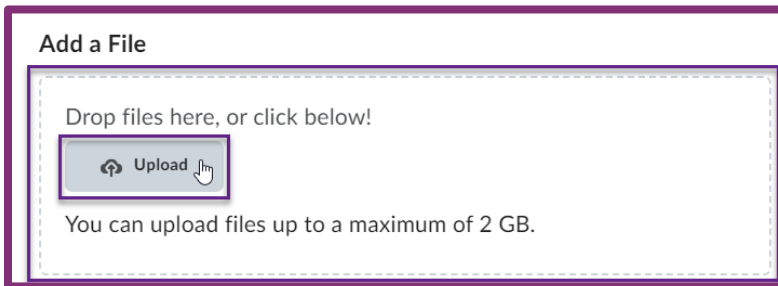


Step 3: Select My Computer to upload new file(s)

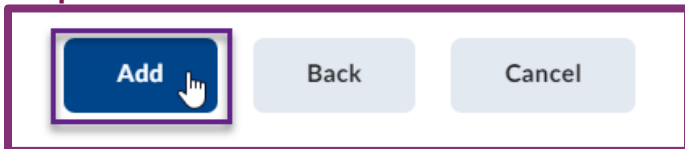


Step 4: Choose File(s) to upload

Either drag and drop one or more files from your computer into the dotted rectangle or use the Upload button to navigate to the desired file(s) on your computer, choose the file(s), and select Open.



Step 5: Select Add



Once the file is uploaded to Brightspace, the correct Alternative Formats will be available. In contrast to the example shown at the beginning of the document, the example of the BeeLine Reader when the file is uploaded following these directions shows the syllabus content.

