

Integrating SensusAccess in a Canvas Course

SensusAccess can be integrated in a Canvas course through 'external tools' in an assignment or directly in a module. To do so, please follow the below steps:

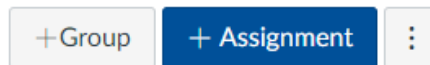
Note: Please upload the files that need to be converted into accessible format in advance under **Files** in the Canvas course

IN ASSIGNMENT:

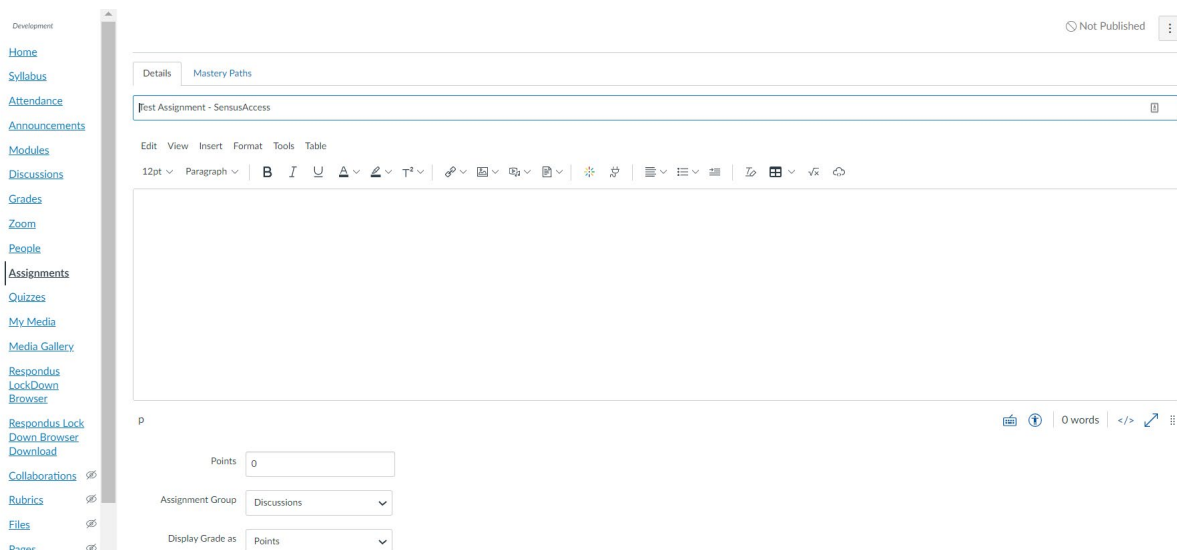
1. Go to **Assignments** tab from the left course navigation bar on your Canvas course



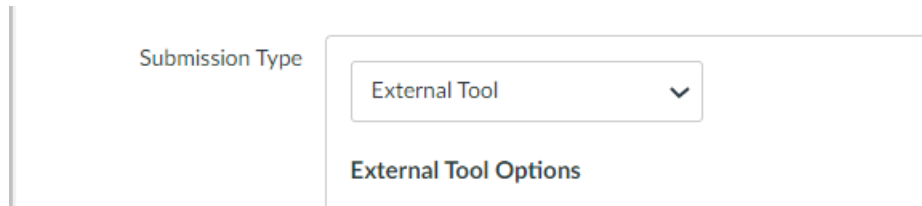
2. Create a new assignment by clicking on the blue **+Assignment** button on top right corner



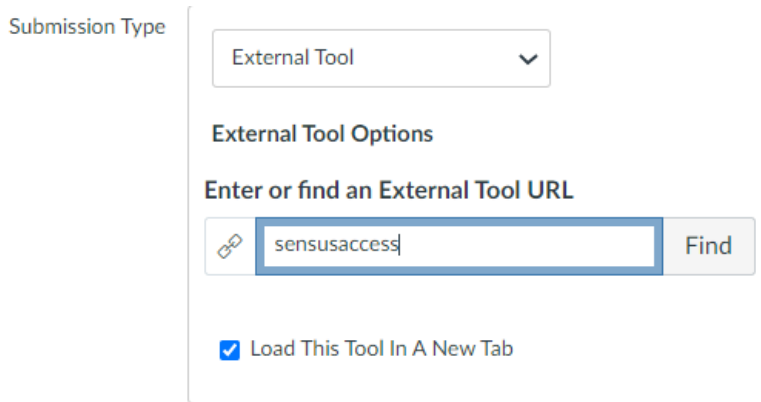
3. Start setting up the assignment by providing the assignment details as required



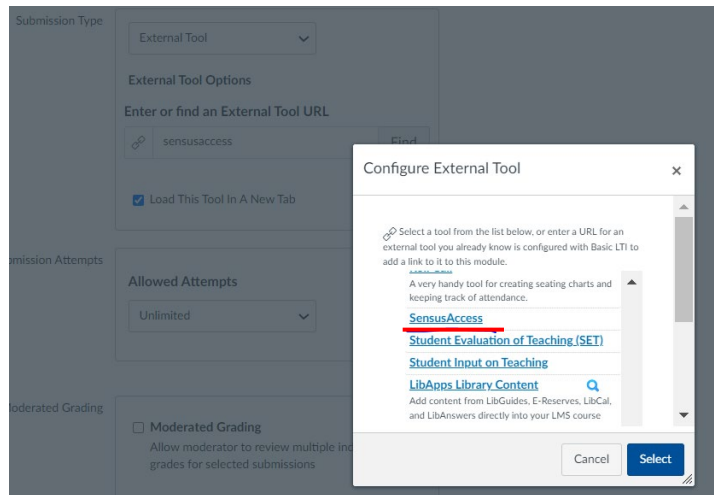
4. In this window, under **Submission Type**, select **External Tool** from the drop-down menu.



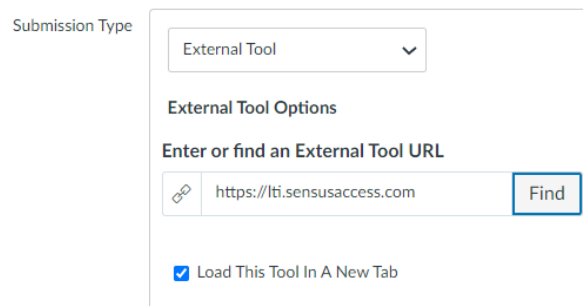
5. Under External Tool Options, type **SensusAccess** in the **Enter or find an External Tool URL** and click **Find**



6. A new window called **Configure External Tool** will open with a list of all the external tools. Choose **SensusAccess** from this list and click on the blue **Select** button



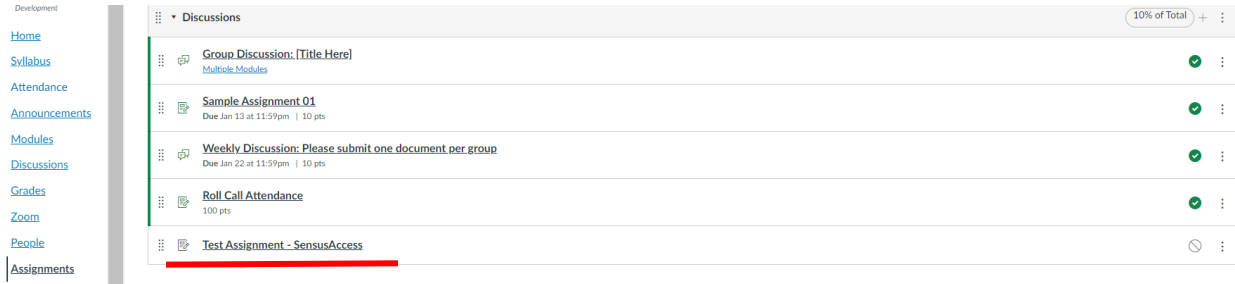
7. Now, the SensusAccess URL will be linked to the assignment. Check **Load This Tool in a New Tab** option to open the SensusAccess webpage in a new tab on the browser.



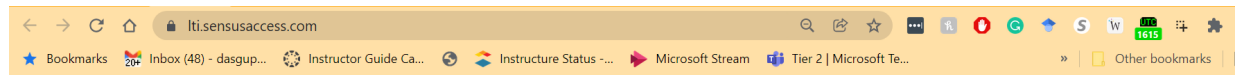
8. Once, all other assignment settings are filled in, click on **Save** or **Save & Publish** to make the assignment available for students



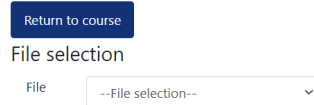
9. Once the assignment is set up, it will appear on Assignments tab



10. By clicking on it, the SensusAccess will open up in a new browser tab.

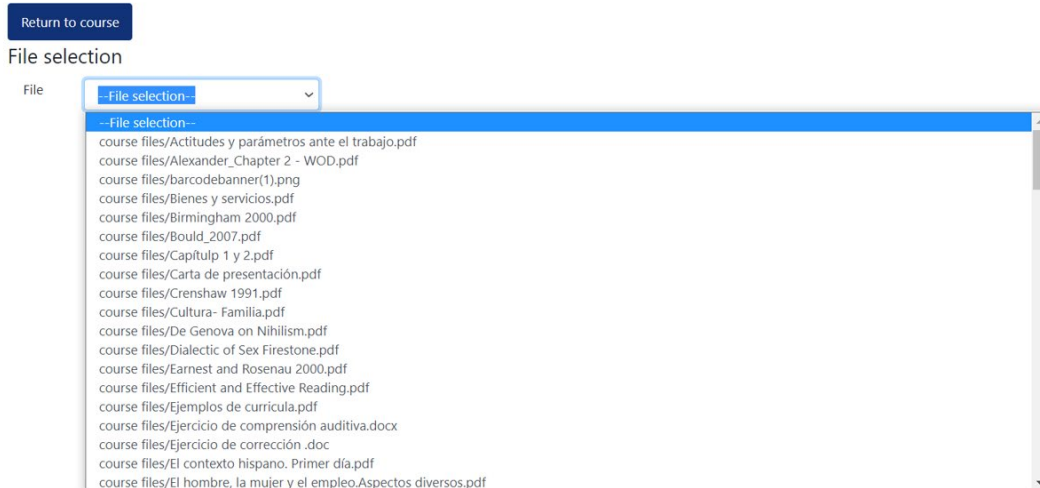


Follow the steps below to have your document converted into an alternative, accessible format. Please note that only documents from the current course are available for conversion. The conversion will start automatically after selecting the desired delivery method.



11. From the file selection dropdown, select the file that needs to be converted to accessible format.

Follow the steps below to have your document converted into an alternative, accessible format. Please note that only documents from the current course are available for conversion. The conversion will start automatically after selecting the desired delivery method.



- Once the file is selected, several accessible format options will pop up. Select the option as required and the file will be converted accordingly.

Follow the steps below to have your document converted into an alternative, accessible format. Please note that only documents from the current course are available for conversion. The conversion will start automatically after selecting the desired delivery method.

[Return to course](#)

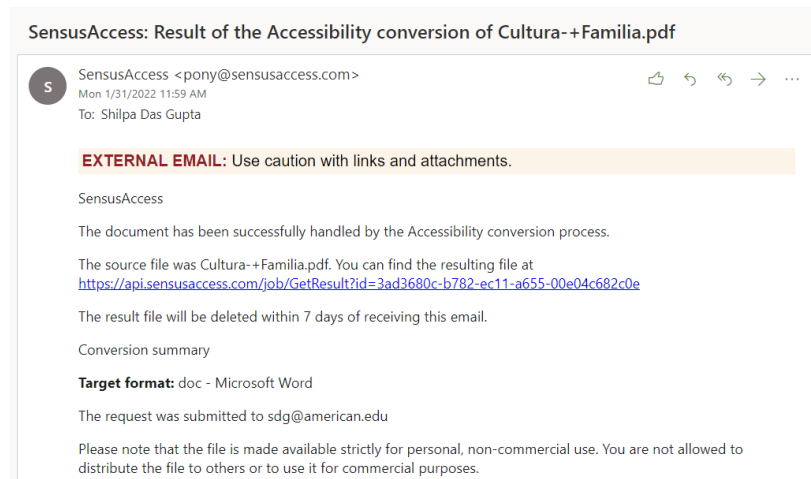
File selection

File:

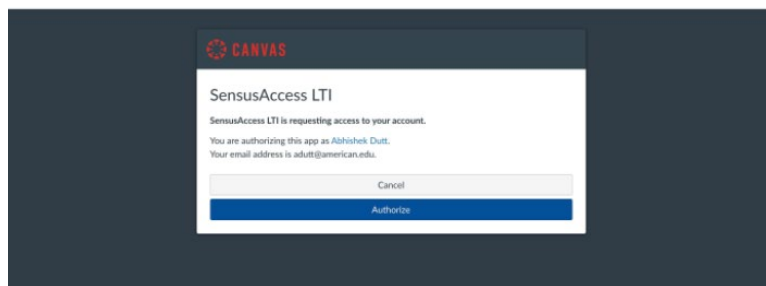
Requested conversion

Accessibility conversion	MP3
E-book	Braille

- Once the conversion is complete, an email confirmation with a downloadable link will come in the user inbox.



Note: When using the first time from Canvas, SensusAccess will request to authorize. Click on the blue authorize button to proceed.



IN MODULE:

- Go to **Modules** tab from the left course navigation bar on your Canvas course and click on the grey + button on the right side corner of the module title.

Development

- Home
- Syllabus
- Attendance
- Announcements
- Modules**
- Discussions

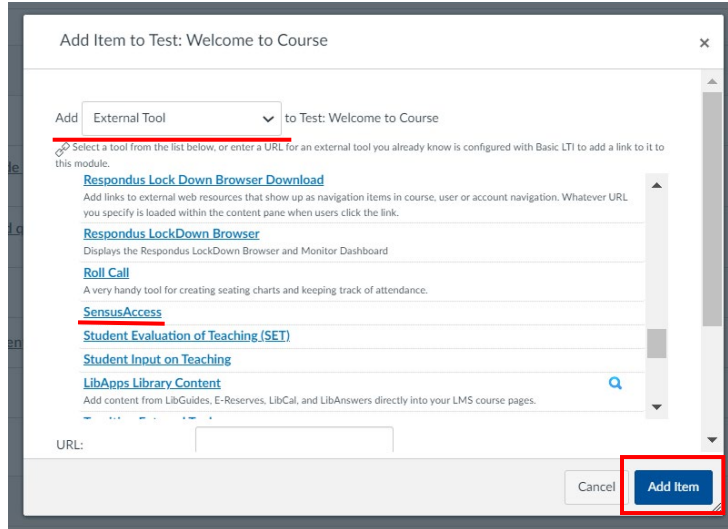
Test: Welcome to Course Complete One Item +

- Hi Everyone!!
- Canvas Quick Start Guide | Canvas | Instructure
- Share your concerns and questions

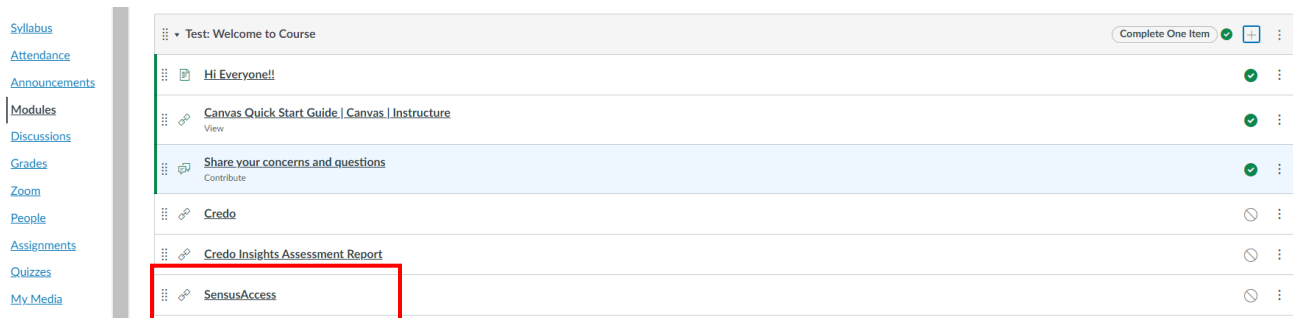
Note: If there is no module present already, a new module can be created by clicking on the blue + Module button



15. Click on the grey + button and from the **Add** drop-down menu, select **External Tool**. A new window will open with a list of all the external tools. Choose **SensusAccess** from this list and click on the blue **Add Item** button



Once selected, SensusAccess will link to the module directly. Click on it and follow steps 10 – 13 to work on converting a file to an accessible format.



If there are any additional question, please feel free to contact AU E-learning Support at 202-885-3904 or canvas@american.edu