



- Web version and built into your canvas shells.

Canvas Version - Start by logging into [Canvas](#)

Steps:

1. Once logged into Canvas go into your Files. Click Upload and select your file. Then go to the course that you would like to convert the file in.

**Please note that only files you have uploaded will show up to convert. If you are not sure if the file is uploaded you can search for the file name in your files.*

2. Go down to [SensusAccess](#) on the left hand toolbar.

3. You will then need to [Authorize SensusAccess](#). This will only happen once.

4. You will then be given directions on how to convert your course files. To search for your document click the drop down arrow by [-File Selection-](#)

5. A list of all of your files will be listed here. Click on the file you want to convert to see your options.

6. Four general conversions will then be given. Accessibility conversion, MP3, E-book, and Braille. Each of these conversions have more options.

a) [Accessibility Conversion](#) will give you the option to format your document into a Word Document, Rich Text Format, PDF, Excel File, Windows Text, and even HTML.

b) [MP3](#) will let you select your Language and Speed.

c) [E-books](#) can be modified by the Format (EPUB, EPUB3, and MOBI-Kindle), and you can also change the Font Size.

d) [Braille](#) has many options: Language, Contraction Level, Format, Export, Lines per page, Characters per line, Pagination, and the chose to make it a Duplex.

7. Once you have selected your formatting you can then chose how you would like to receive your converted document.

[Campus email-](#) will email the file to your primary email on file with Canvas. This is suggested for any larger files.

[Download](#) will generate a document that will appear at the bottom of your screen once completed. Click to open it.

***Please note conversions will change the formatting and they may not turn out how you would like. Please open up your document and view/listen to it prior to submitting.*

If you need more help please contact
DSPS or Distance Education:
(661) 763-7799 or (661) 763-7894

