

- Web version and built into your canvas shells.

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

Steps:

1. Once logged into Canvas go into your Course that you would like to convert the file in.

**Please note that only files that are in the files for this class will show up to convert. If you are not sure if the file is in the class you can Search for the file name.*

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

3. You will then need to [Authorize SensusAccess](#). This will only happen when setting this up.

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

[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 giving out to students.*

If you need help in choosing a file or if you need help with fixing the converted file please contact Distance Education:

(661) 763-7894 or (661) 763-7917

The screenshot shows the Canvas interface for the SensusAccess LTI. It starts with a file selection screen where a search bar and a list of files are visible. The 'SensusAccess' link in the left-hand toolbar is highlighted. The authorization screen shows the user's name (Rebekah Morales) and email (rmorales@taftcollege.edu), with the 'Authorize' button highlighted. The conversion screen shows a list of files, with 'course files/Similarity-Report_Students-with alt text.pdf' selected. The 'Requested conversion' screen shows four options: Accessibility conversion, MP3, E-book, and Braille. The 'Conversion parameters' screen shows options for Target format (doc - Microsoft Word), Delivery method (Campus email), Language (American English), and Speed (Normal). The 'Conversion parameters' screen shows options for Format (EPUB), Base font size (Normal), Language (British English), Contraction level (Grade1), Format (Sixdot), Export (Unicode), Lines per page (32), Characters per line (29), and Pagination (None). The 'Delivery method' screen shows two options: Campus email and Download, with the 'Download' button highlighted. The final screen shows the converted file 'Similarity-Report_...html' and a 'Downloading a file. Please Wait...' message.