How to download content in an alternative format using Blackboard ALLY

ALLY allows you to download most content on Blackboard in an alternative format. Most content that is uploaded to a module will automatically be assessed by Blackboard Ally and available as an alternative format for you to use.

1  Login to your module and locate the content you would like to download in an alternative format.

Click on the ellipsis (three dots) to the right of the content.

2  A dropdown menu will appear. Click Alternative Formats.

3  Use the tickbox to choose the format you want.

Click Download.

Large files will take longer to convert.

You are only able to download one file at a time.

Click on Help for more detailed information.
4 Your downloaded file will be available in your Downloads folder.

You will now be able to open the file to review.

Please note: Some documents will not be available as an alternative format. The following document types are supported as alternative formats:

- PDF files.
- Microsoft® Word files.
- Microsoft® PowerPoint files.
- OpenOffice/LibreOffice files.
- Uploaded HTML files.

IT Support - open 24 hours, 365 days a year

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