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.
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.

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