



eLearning & Faculty Development



YuJa Panorama Accessibility Checker: **A Basic Guide for Instructors**

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About:

YuJa Panorama is a software platform that scans, scores, and remediates digital files in accordance with Web Content Accessibility Guidelines (WCAG), providing educational institutions the ability to monitor and improve digital accessibility—a crucial component of ADA and Section 508 compliance—across LMS instances (e.g. Canvas) and broader online footprints.

This Guide provides instructors with a basic overview of the initial setup of Panorama in Canvas, as well as basic use of the platform's Accessibility Rating Icons/Reports, Autopilot AI Remediation, Guided Remediation, Structural Remediation, DocHub, Version History, and Microsoft Office Add-In features.

Initial Setup of Panorama in Canvas:

If it is your first time using Panorama in Canvas, you'll need to click the **Panorama** link in your course navigation menu. As HC has enabled Single Sign-On, doing so will automatically generate your Panorama account. Once your account is created, you will have access to the full suite of Panorama features.

If you do not see the Panorama link in the course navigation, you may need to enable it by managing your course navigation settings. A helpful guide is available here:

[How do I manage Course Navigation links?](#)

Accessibility Rating Icons & Reports:

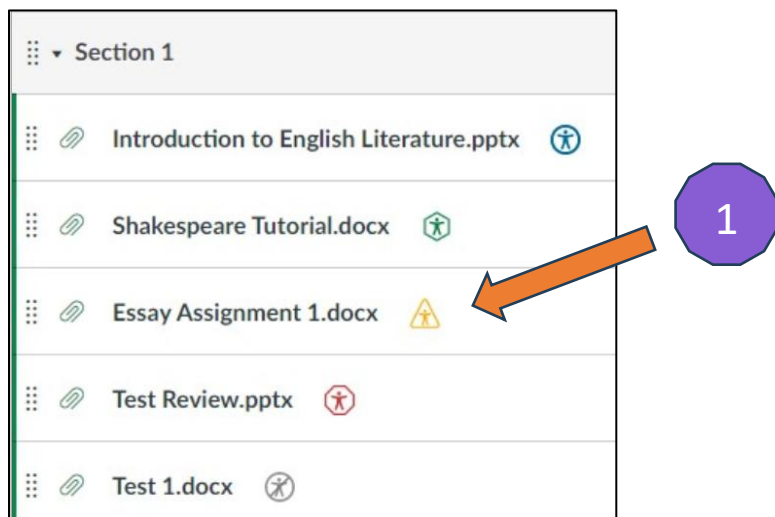
Panorama generates Accessibility Scores for all DOC, DOCX, PPT, PPTX, PDF, HTML, GIF, XLS, XLSX, ODT, ODP, ODS, and RTF file types.

Following Panorama account activation, all course content pages within your Canvas portal will feature color-coded icons to the right of each file. These icons indicate varying accessibility ratings, with green indicating high accessibility scores, yellow indicating medium accessibility scores, and red indicating low accessibility scores. It should be noted that, currently within HC's Canvas instance, only the green icon meets the threshold for Title II ADA regulations.



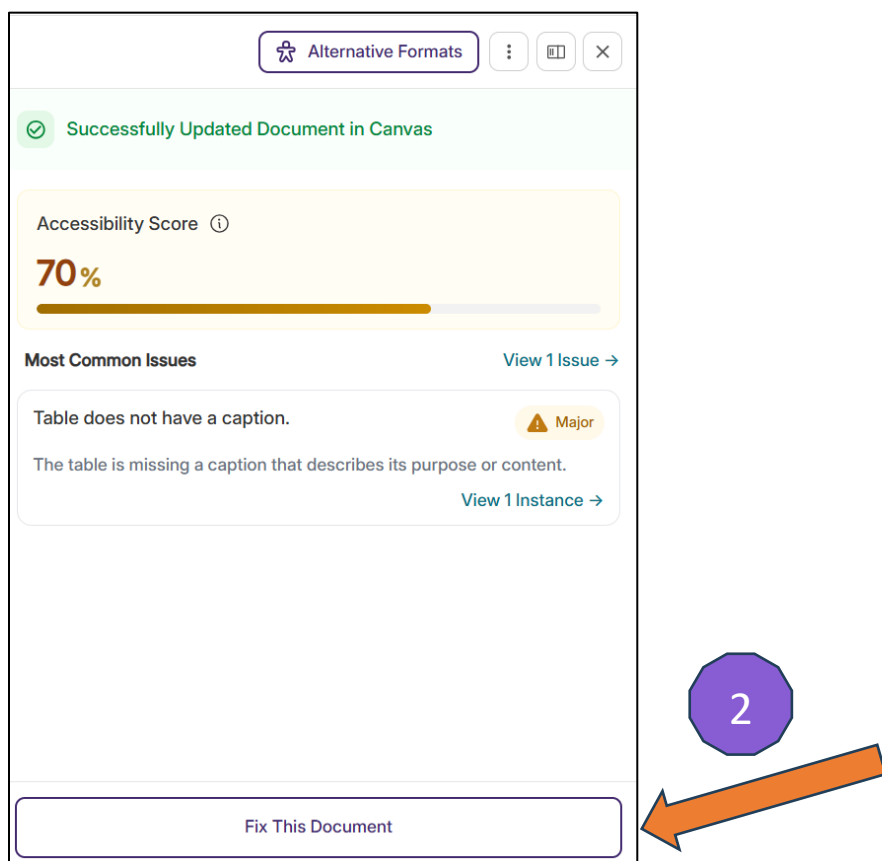
In addition to these Accessibility Rating Icons, instructors should also be aware of two additional Panorama icons: The grey prohibition icon, which indicates that alternative formats are not available for a given file type; and the blue circular icon, which is the student view icon for Panorama (that students can click to view alternative file formats, but which does not display accessibility ratings).

Notice below each of the aforementioned icons as they appear within Canvas course content pages.



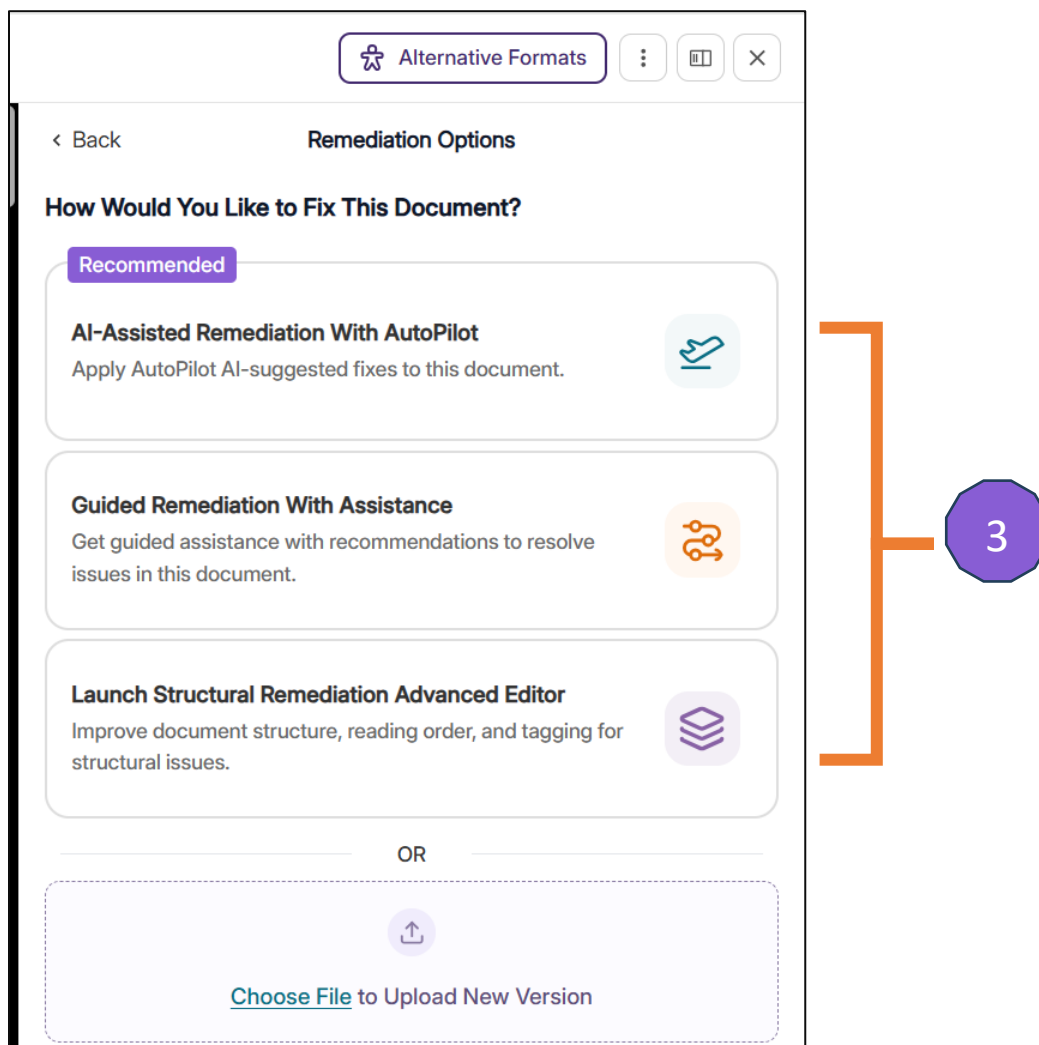
To view the accessibility report of a given file within Canvas, click on the icon next to the file (Step 1).

Upon opening a file's accessibility report page (displayed below), instructor's will see the file's accessibility score as well as a list of the specific accessibility issues flagged (with details and options available for each issue).



At the bottom of the accessibility report page, you will see a button that reads “Fix This Document”. Clicking on this option (Step 2) will open a new page displaying various remediation options to choose from (Step 3).

Note that, depending on the specific file type and issues detected, not all documents will display the same remediation options.



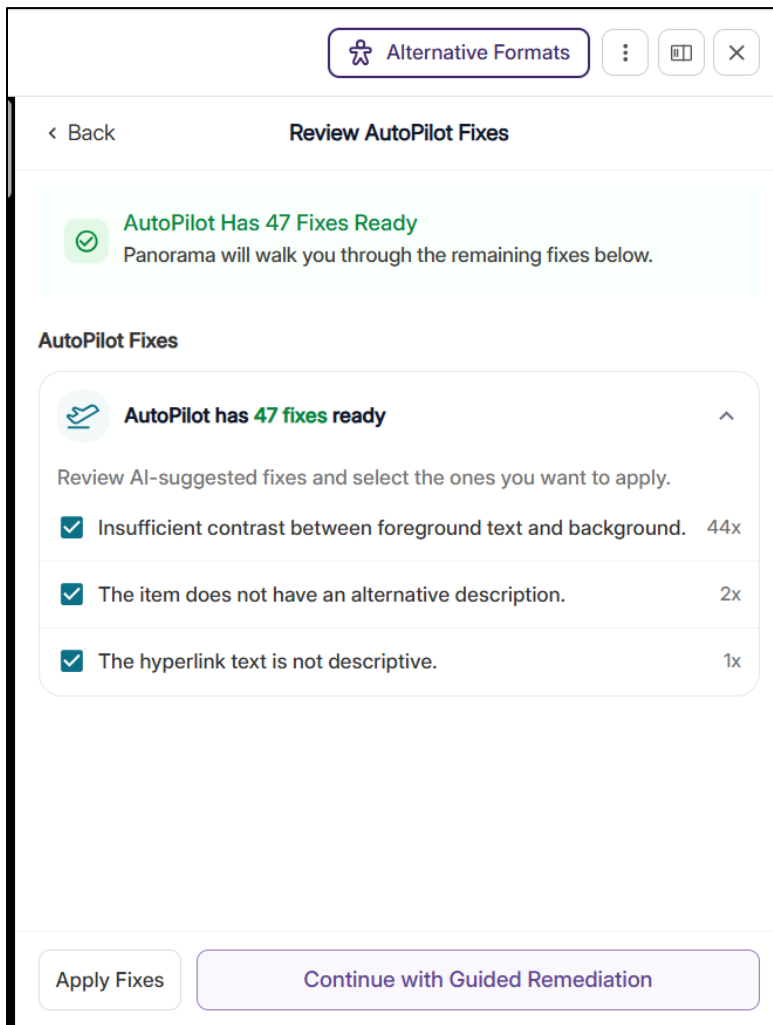
Autopilot AI Remediation:

The first option that you may see is “AI-Assisted Remediation With Autopilot”. It is generally recommended that instructors begin with this remediation tool if available.

Panorama's AI-Assisted Remediation with Autopilot uses advanced Generative AI technology alongside automated rules-based scanning engines to detect and resolve digital accessibility barriers.

Autopilot automatically proposes and implements corrections for specific criteria based on WCAG standards, including color contrast adjustments, font size corrections, missing document titles, table captions, and missing alt-text

Upon clicking the Autopilot AI Remediation option, a new page will open displaying a list of all AI-suggested fixes for your review.



You can toggle any fixes on or off to apply or not apply automatic fixes for that issue.

Once you've decided on all the fixes you wish to apply, click “Apply Fixes”. Conversely, you can choose the “Continue with Guided Remediation” option instead.

If you do choose to “Apply Fixes”, once Autopilot has finished processing, you will then be given the option to proceed with any manual remediations, if required.

To view YuJa’s step by step guide to using Panorama’s Autopilot function, go to the following link:
<https://support.yuja.com/hc/en-us/articles/21131489953559-Using-Panorama-s-AutoPilot-remediation-for-proposing-accessibility-fixes>

Guided Remediation:

Guided Remediation with Assistance in YuJa Panorama allows you to manually review, address, or skip individual accessibility issues using recommendations and tools inside the Accessibility Report.

Use Guided Remediation to manually handle each flagged item with system guidance.

Navigate through highlighted issues using menu arrows, read the suggestions or "Learn More" tips, and input or generate your fixes (such as adding alt text or document titles).

Check options to apply repeated fixes across all matching instances if desired, then click Update Fix or Apply Fixes to Document to reprocess the file.

Alternative Formats

< Back

< 1 / 55 Insufficient contrast between foreground text and background. >

What Is the Issue? ! Minor

For documents to meet accessibility standards, all text should have sufficient contrast to their background.

You can provide a new font color. [Help guide →](#)

Text Color

#000000 

Contrast Ratio

21.00:1 Pass

☐ Add change to all instances of this issue. (5 Instances)

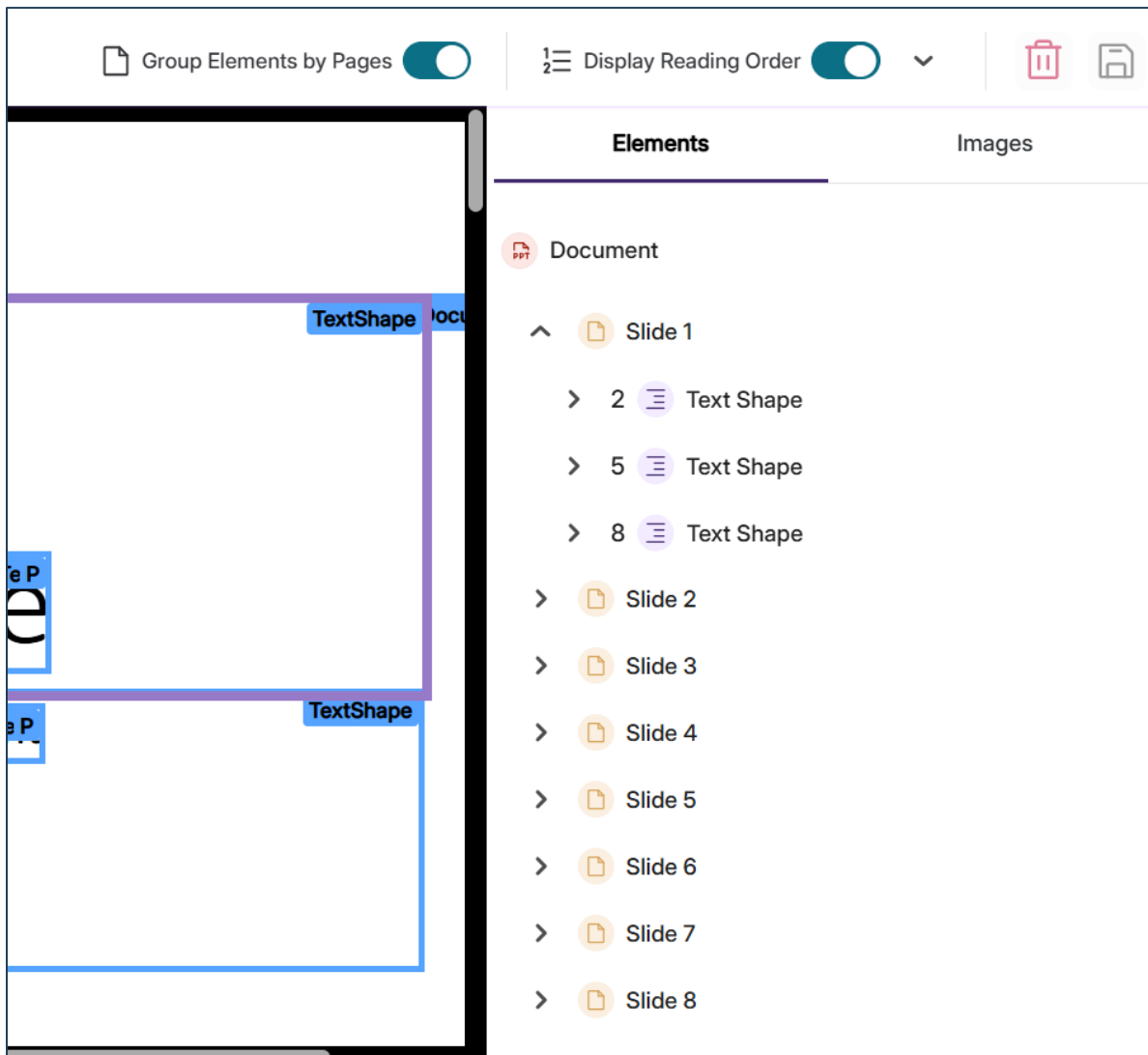
Skip This Issue

Select Fix

Structural Remediation:

The Structural Remediation Advanced Editor in YuJa Panorama works as an interactive interface similar to Adobe Acrobat Pro that lets you manually inspect, tag, add, merge, and reorder document elements.

This tool is particularly useful for PDF files.



Select the Elements tab in the interface to view and manage the underlying tag structure of your document. You can hover over any specific element or tag that you need to change, edit, or group.

Click the Add/Merge Elements button to combine or group related document content.

Click and drag across multiple elements in the document workspace if you need to merge them together.

Choose the appropriate tag from the Element Type drop-down menu to assign correct semantic meaning (like headings or paragraphs).

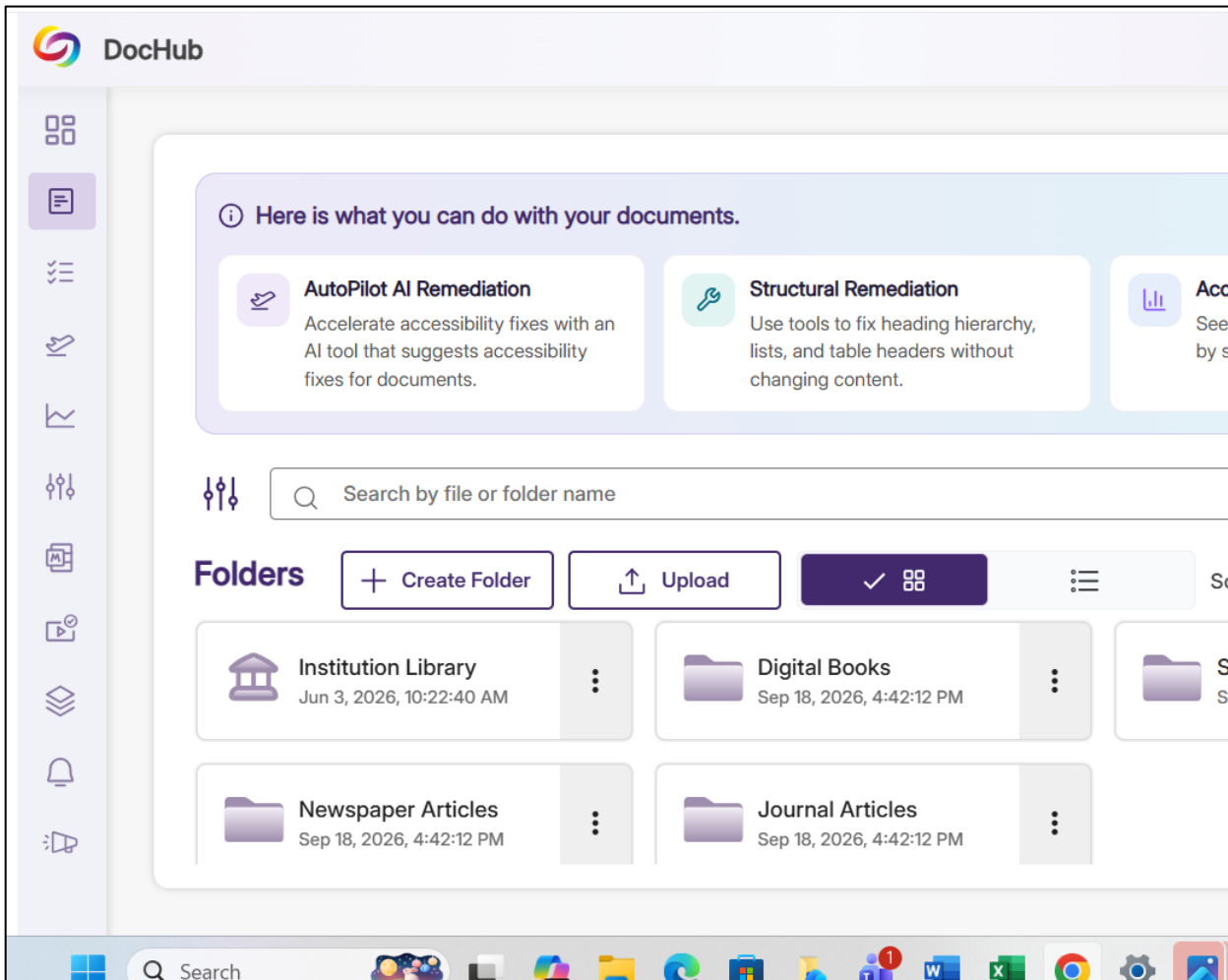
Select the correct language configuration using the Language drop-down menu.

Click Save to apply your structural changes to the document.

DocHub:

The DocHub in Panorama is a centralized media repository and accessibility remediation tool that allows users to upload, store, organize, and fix digital documents en masse. It is a particularly useful feature if you use certain files for multiple courses/semesters or share files across the institution's wider online footprint (i.e. beyond Canvas).

Instructors can access their DocHub within Canvas by clicking on the Panorama tab within their course navigation menu.



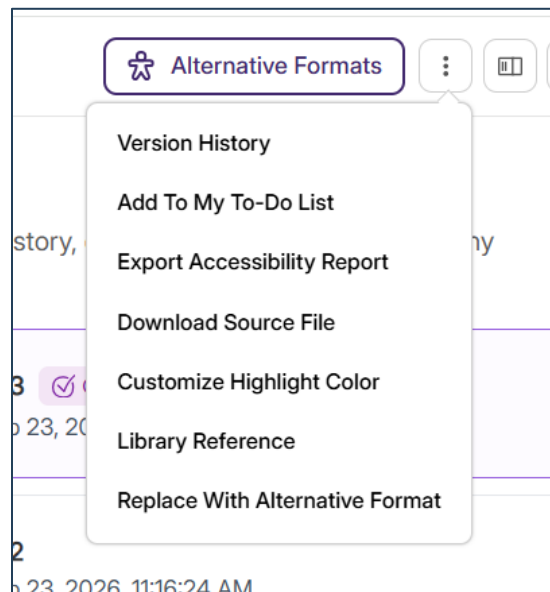
In addition to providing access to all of the standard Panorama functionalities (i.e. Accessibility scoring/reports, remediation tools, and alt formats), the DocHub allows users to securely share files and links with others, including external recipients, and it also gives you access to another remediation tool, namely Bulk Remediation. Using the AI-Autopilot, Bulk Remediation allows you to scan files across selected LMS courses or localized folders within your YuJa DocHub library and fix them in bulk (while filtering by specific issue type if preferred).

Restoring Your Document to a Previous Version:

Because Panorama's remediation tools update and replace files directly within Canvas or your cloud workspace (i.e. DocHub or Microsoft Office), the platform features a robust Version History feature.

If, after applying remediations, you decide you would prefer to have a previous version of your document, simply open the file's Accessibility Report and click the “More Actions” button (appearing as a box with three dots) in the top, right corner, just to the right of the “Alternative Formats” button.

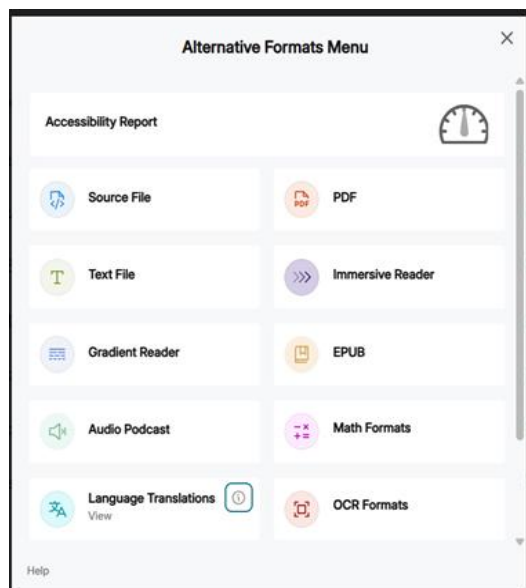
Upon clicking this option, a drop-down menu will appear and “Version History” will be the first option.



Alternative Formats:

The alternative formats function in Panorama automatically converts digital documents and content into a variety of accessible, user-preferred file types to support diverse learning needs.

To access this function, simply click on the “Alternative Formats” button in the upper right-hand corner of the Accessibility Report page.

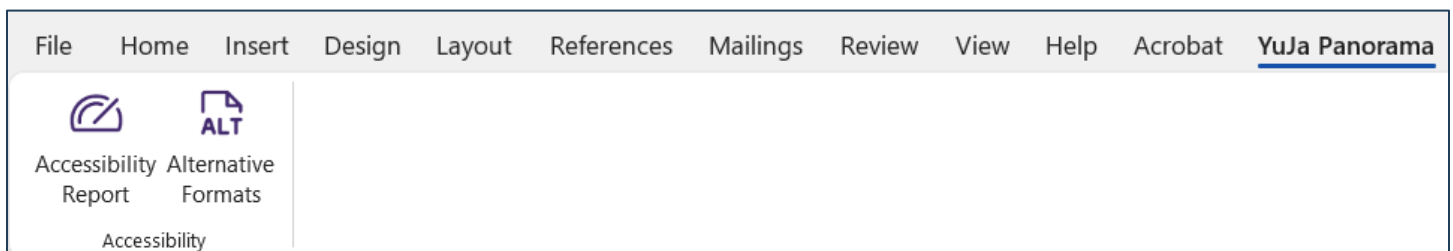


For more information on each of the Alternative Format options available, please visit the following link:
<https://www.yuja.com/panorama/alternative-formats/>

Microsoft Office Add-In:

This feature allows you to utilize all the major remediation tools found within the Panorama platform, but directly inside Microsoft Word and PowerPoint.

This enables users to check for accessibility standards as they create rather than editing documents for accessibility retroactively.



This Add-In is extremely easy to install, and step-by-step instructions can be found through the link below:
[Guide to Adding the Panorama Office Add-In to Microsoft Word and PowerPoint](#)