Mastering UDOIT

Your Guide to Accessible Course Content

What is UDOIT?

UDOIT (pronounced "You Do It," stands for the Universal Design Online Inspection Tool. It is a course-level accessibility checker integrated directly into Canvas courses, identifying possible accessibility issues, and reporting them issues using inclusive design principles, all from within the UDOIT interface. UDOIT scans your Canvas course and assigns a score based on weighted accessibility issues found. It provides suggestions for how to resolve issues, but not alternate, the need for consideration or recommendations, so some exceptions may still require attention. UDOIT runs this scan periodically (all accessibility issues reporting) approaches may change over time, and students may have different accessibility needs.

Enabling UDOIT in a course

Before you can begin to scan, UDOIT needs to be enabled in your Canvas course navigation.

Enabling UDOIT in a course

If UDOIT doesn't appear in your course navigation, follow these steps.

1. **Open Settings**
In your Canvas course, click **Settings** at the bottom of the left-hand course navigation menu.
2. **Click the Navigation tab**
At the top of the Settings page, select the **Navigation** tab to manage what appears in your course menu.
3. **Find UDOIT in the disabled list**
Scroll down past the active items to the "Drag items here to hide them" section. Find UDOIT and click the three-dot menu to its right.
4. **Click + Enable**
A small dropdown appears — select + Enable. UDOIT will move up into the active navigation list.
5. **Save**
Scroll to the bottom and click the **Save** button. UDOIT now appears in your course navigation — only visible to instructors and admins, not students.

Image 1 — Course Settings > Navigation tab > open a UDOIT-specific > Enable

Step 1 — Front Door

Cleaning up duplicates before scanning

Because UDOIT scans everything in your course, duplicate content will cost those grade course imports will collect your score count and make remediation harder than it needs to be. We recommend tidying up your course before running a scan.

What to look for and remove:

- **Check your Pages for duplicates.**
Go to Pages in your course and sort by name. Look for pages with the same or very similar titles — a common type of imported mistakes. Delete old versions, keeping only the most recent, published version of each page.
- **Review your Files.**
Go to Files and look for multiple versions of the same document (e.g., `Syllabus.pdf`, `Syllabus (1).pdf`, `Syllabus (2).pdf`). Delete the outdated copies and keep only the one you want students to see.
- **Audit your Modules.**
Open Modules and check for any that are unpublished, empty, or clearly from a past term. Remove unused modules and any unused items inside them — those still count in the course and get scanned by UDOIT.

Step 2 — Scan It

Scanning your course

1. **Open UDOIT**
Click UDOIT in the left-hand course navigation. You may be prompted to authorize the tool — click Authorize.
2. **Let the scan begin**
UDOIT automatically scans your entire course. The typically take a minute or two depending on course size. A progress indicator at the top will show while the scan runs.

UDOIT welcome screen — scanning begins automatically. Don't close or navigate away.

3. **Review your results**
Once complete, you'll land on the UDOIT Home Page with a Course Accessibility Score, scorecard, and a content summary.

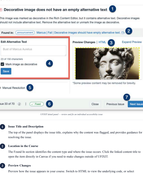
Navigating UDOIT home page

After a scan, the UDOIT Home Page gives you an at-a-glance view of your course's accessibility health.

83%
Course Accessibility Score
Needs Work — Aim for a score of 90% or higher

Scorecard
Accessibility overview
Categories you can fix (High, Medium, and Low Priority) and those that are already passing

Get Started
Begin Fixing Issues
Click on the Get Started button to start resolving accessibility issues



UDOIT Home Page — 83% Course Accessibility Score with Scorecard showing High, Medium, and Low Issues categorized

Navigating UFIXIT

After running a scan, click the UFIXIT tab at any time to be Surveyed to open the UFIXIT panel. This page displays all accessibility issues found in your course and provides tools to help you review and remediate them.

UFIXIT page — annotated screenshot of the overall UFIXIT interface

1. **Accessibility Summary**
Displays your Course Accessibility Score and the number of Errors, Suggestions, Fixed Issues, and Marked Resolved items. Use this to monitor your progress as you improve your course accessibility.
2. **Filters**
Narrow the list of issues by content type, impact type, issue status, or severity to focus on specific types of accessibility issues.
3. **Search**
Search for a specific page, assignment, discussion, or other course content to quickly locate related accessibility issues.
4. **Status**
The Status column indicates whether an issue is an Error, Suggestion, or Fixed issue, helping you quickly identify which issues need attention.
5. **Rerun The Page**
Select the number of issues displayed on each page to make reviewing large numbers of issues easier.
6. **Export Results**
Generate a CSV file containing all identified issues for documentation or further review.
7. **Review**
Click Review next to any issue to open its detail panel, where you can examine the issue and, in many cases, make corrections directly within UFIXIT.

Image 2 — Filters

Fixing Issues in UFIXIT

Selecting Review opens a detail panel containing information and tools for resolving a specific issue. Depending on the issue type, many accessibility issues can be corrected directly within UFIXIT without leaving Canvas.

UFIXIT Suggestions — review and edit an accessibility issue

1. **Issue Title and Description**
The top of the panel displays the issue title, explains why the content was flagged, and provides guidance for resolving the issue.
2. **Location in the Course**
The Found In section identifies the content type and where the issue exists. Click the linked content title to open the item directly in Canvas if you need to make changes outside of UFIXIT.
3. **Preview Changes**
Preview how the issue appears in your content. Switch to HTML to view the underlying code, or select Expand Preview for a larger view.
4. **Make Corrections Directly in UFIXIT**
Many issues can be fixed directly within the detail panel. Enter the updated information or select the appropriate option, then click Save to apply your changes.
5. **Mark as Resolved**
Use this option if you want to fix directly in Canvas. After making the change, expand Manual Resolution to mark the issue resolved in UFIXIT.
6. **Verify Issue Status**
Once an issue has been fixed, a green Fixed indicator appears at the bottom of the panel, confirming the issue has been addressed.
7. **Continue to the Next Issue**
Use **Previous Issue** and **Next Issue** to move through your issues without returning to the main UFIXIT page.

Common Issues UDOIT Catches

Color
- Insufficient Text Color Contrast With the Background
- Potential Use of Color Alone to Communicate Information

Video Captions
- Video Captions Are Missing

Images
- Alternative Text Uses Filename Rather Than a Descriptive Label

Links
- Link Has Nondescript Text

Table Headers
- Table does not include headers on rows or columns

Examples of Common UDOIT Fixes

Non-Descriptive Text

For most Canvas content issues, you can fix problems without leaving UDOIT.

1. **Open the Issue**
Click Review to open the detail panel.
2. **Replace the link text**
Replace vague labels such as "click here" or full URLs with descriptive text that tells readers where the link goes. The link itself will be preserved.

UFIXIT Suggestions — review and edit an accessibility issue

3. **Save and continue**
Click Save, then use Next Issue to continue.

Manual Resolution — Video Captions Are Missing

Some issues can't be auto-corrected. If UFIXIT 3.0 reminds, video captions issues may need to be corrected where the video is hosted, such as YouTube or Yuja. In those cases, you can use Manual Resolution to indicate that the issue is resolved or addressed in Canvas.

1. **Open Manual Resolution**
Add options on YouTube or Yuja if you have permissions.
2. **Mark the issue as resolved**
Select **Mark as Resolved** and check **I confirm this content has been reviewed and is accessible.** This removes the issue from your active list.

The Manual Resolution checkbox is used to confirm that issues have been addressed outside of UFIXIT.

Making your files more accessible

UDOIT can scan and remediate uploaded files — PDFs, Word documents, PowerPoints, and more.

Reviewing course files

Click Review Course Files on the UDOIT Home Page to see a list of all files in your course. Issues UDOIT may flag on a file include:

- Image Should Be Tagged
- File Is Missing a Title Element
- File Looks Tags Needed For Navigation By Assistive Technologies
- File Is Password-Protected And Could Not Be Scanned
- An Error Occurred While Checking This File

Converting PDFs to Canvas Pages

One of UDOIT's most powerful features is converting inaccessible PDF files into accessible Canvas pages at the click of a button.

1. **Select the PDF in File Review**
Find the PDF in your file list and click on it to open the file detail view.
2. **Choose "Convert to Canvas Page"**
Click the conversion option. UDOIT will extract the text and structure from the PDF and create a new Canvas Page from it.
3. **Review and publish the page**
The new page is created as a draft. Review it for accuracy, make any necessary edits, and publish it. You can then update your course links to point to the new accessible page.

Generating alternate formats for students

UDOIT also can generate alternate formats directly from the file detail panel. Available formats include:

- **Canvas Page** (included) HTML file — best for text-heavy documents
- **HTML File**
- **ePub Digital Book**
- **Plain Text**
- **Audio File (MP3)** (includes HTML file)
- **Auto-Tagged PDF**

Alternate Formats panel — generate accessible versions of any file in UDOIT's file review

Step 3 — Review

Verifying Your Fixes

After making fixes in UDOIT, run a new scan to confirm your changes have resolved the flagged accessibility issues and to track your progress.

How to verify your work:

1. **Run a new scan**
In UDOIT, click **Scan** in the top-right corner to rescan all course content and update your Course Accessibility Score.
2. **Review your updated score**
Check your Course Accessibility Score on the Home Page. Each resolved issue raises your score — aim to get your score above 90%.
3. **Address any remaining issues**
If your is remaining, review updates, issue in UFIXIT and continue working through them. Repeat the Fix → Verify cycle until your course reaches an acceptable accessibility level.

Frequently asked questions

Can students use UDOIT?
No. UDOIT is only visible in the course navigation to instructors and administrators. Students will not see the UDOIT link. However, with UDOIT's Student Access feature enabled by your institution, students can access alternate file formats.

How often does UDOIT scan my course?
UDOIT scans your content each time you open it. It runs an incremental scan — checking content that has changed since the last scan — unless you select "Full Rescan" when it is a scan of content from scratch.

Does UDOIT store any questions?
UDOIT scans the descriptions and instructions of quizzes but does not use individual quiz question content. See How Discovery UDOIT does not store questions or store them at this time.

What happens when I copy a course — do my UDOIT fixes transfer?
Yes. When you import a course content, fixes all your content remains with the copied course.

What Score Should I Aim For?
While there is no required minimum score, a score of 90% or higher is a good target and indicates that most common accessibility issues have been addressed. Keep in mind that a high score reduces - but does not eliminate - the need for manual review. Recommendations, as UDOIT cannot detect every accessibility issue and makes issues that affect accessibility results.

Need More Help with UDOIT?
If you need additional assistance with UDOIT or accessibility issues, please contact Sue Kwon at sue.kwon@sjsu.edu. You can also visit the UDOIT Documentation Site for more detailed information. Please be happy to answer questions, provide guidance, and help you resolve accessibility issues in your courses.