

Guide to SensusAccess – Convert a File

What is Convert a File?

SensusAccess Convert a File is a tool within Canvas that converts course materials into alternative formats. Students and staff can convert files housed on the Canvas site, as well as entire Canvas pages including assignments, announcements, and any other content created using the Rich Content Editor.

The following materials can be converted:

Canvas pages, .DOC, .DOCX, .PDF, .PPT, .PPTX, .TXT, .XML, .HTML, .HTM, .RTF, .EPUB, .MOBI, .TIFF, .TIF, .GIF, .JPG, .JPEG, .BMP, .PNG, .PCX, .DCX, .J2K, .JP2, .JPX, .DJV, .TEX, .ZIP and .ASC

These materials can be converted into the following, and some conversions have optional parameters for accessibility:

- .docx file (Word Document).
- Tagged PDF.
- .txt file.
- MP3 (Multiple languages and speeds).
- E-book (EPUB or MOBI).
- Digital Braille.

⚠ Please note that Convert a File is not a document accessibility remediation tool. While conversion may offer certain accessibility benefits, the tool cannot generate fully remediated documents that meet accessibility standards.

S icon in modules

You will see the SensusAccess Convert a File “S-icon” next to all content created with the Rich Content Editor (pages, announcements, assignments, etc.), as well as file attachments (PDFs, images, etc.).

Content Item	Accessibility Status	Convert a File Icon
Week 1: Origin of Earth and Oceans	✓	+
Week 1 Intro & Agenda	✓	S
Downloading a lecture video	✓	S
viewing notes in Zoom	✓	
Video Lectures	✓	
Blue Planet Lecture 1 (Edwin Schauble - UCLA)	✓	
Blue Planet Lecture 2 (Edwin Schauble - UCLA)	✓	

S icon near title

The SensusAccess Convert a File “S-icon” will appear next to the title on all content items created with the Rich Content Editor.

Week 1 Intro & Agenda S

Week 1 Intro and Agenda

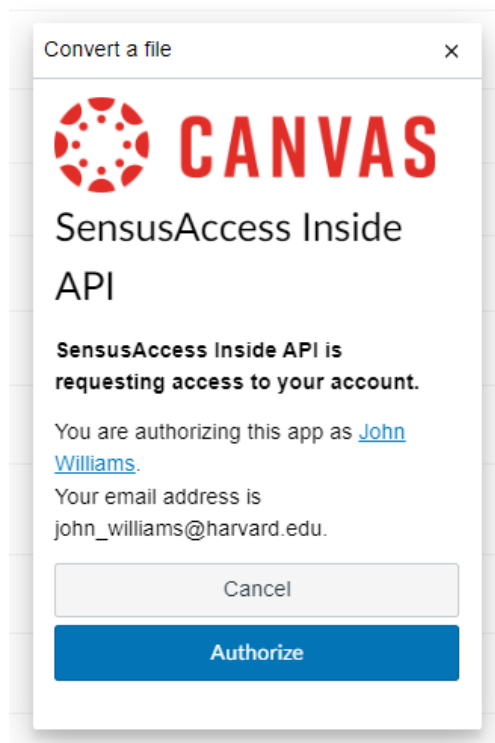
Half of Earth's water originated from the planet's inception. The other half was deposited by comets. National Geographic explains how:

[National Geographic's Origins of Ocean](#) 

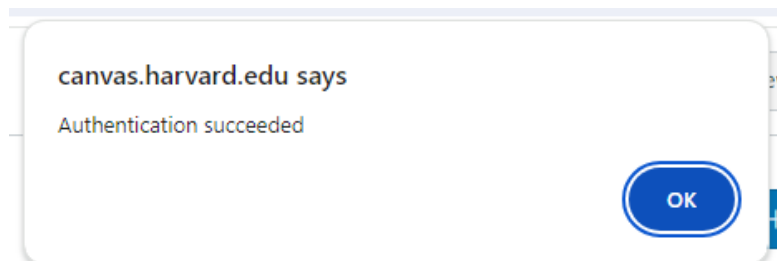


API authorization

The first time you click the “S-icon”, you will need to authorize the API. You should only need to do this once.

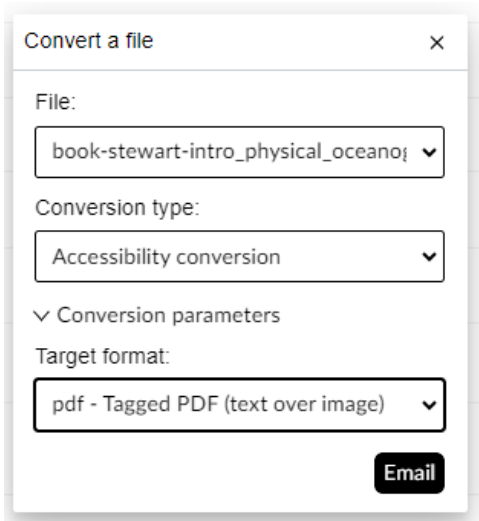


After authorizing, you will see a confirmation message. Dismiss it by clicking OK.



Clicking the S icon to Convert a file

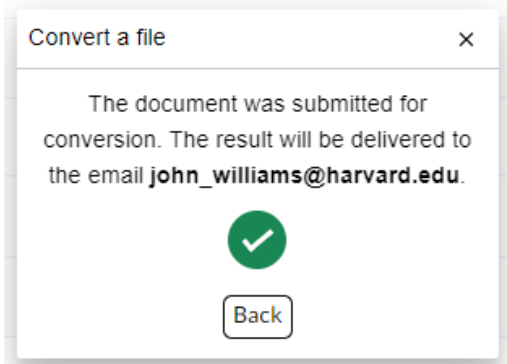
After authorizing the SensusAccess API, click the “S icon” again to open the Convert a File dialogue. Select the content/file you’d like to convert, as well as the conversion type and any applicable parameters, then click Email.



The screenshot shows a dialog box titled "Convert a file" with a close button (X) in the top right corner. It contains the following fields and options:

- File:** A dropdown menu with the selected item "book-stewart-intro_physical_oceano".
- Conversion type:** A dropdown menu with the selected item "Accessibility conversion".
- Conversion parameters:** A section header with a downward arrow.
- Target format:** A dropdown menu with the selected item "pdf - Tagged PDF (text over image)".
- Email:** A black button with white text.

You will receive a message confirming that your conversion request was submitted. You will receive an email with a link to download the converted file.



The screenshot shows the same dialog box after submission. The text reads: "The document was submitted for conversion. The result will be delivered to the email **john_williams@harvard.edu**." Below the text is a green checkmark icon and a "Back" button.

Convert a File Sidebar Application

You may see Convert a File as an independent application on the sidebar. You can show or hide the application in your Canvas course site’s Settings (under Navigation). It is *hidden* by default in the 2024-25 course template.

Using the application, you can see the entire list of available documents to you in the course to convert.

Follow the steps below to have your document converted into an alternative, accessible format. Please note that only documents from the current course are available for conversion. The conversion will start automatically after selecting the desired delivery method.

[Return to course](#)

File selection

File

Show available documents