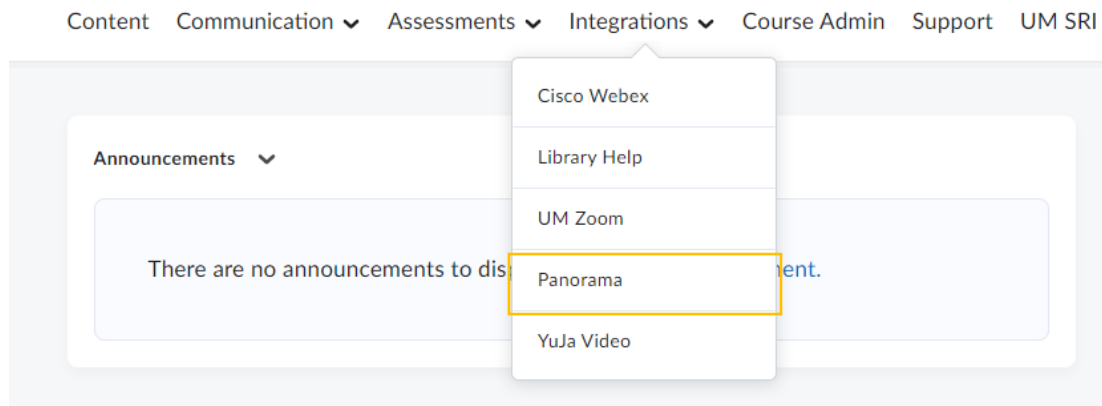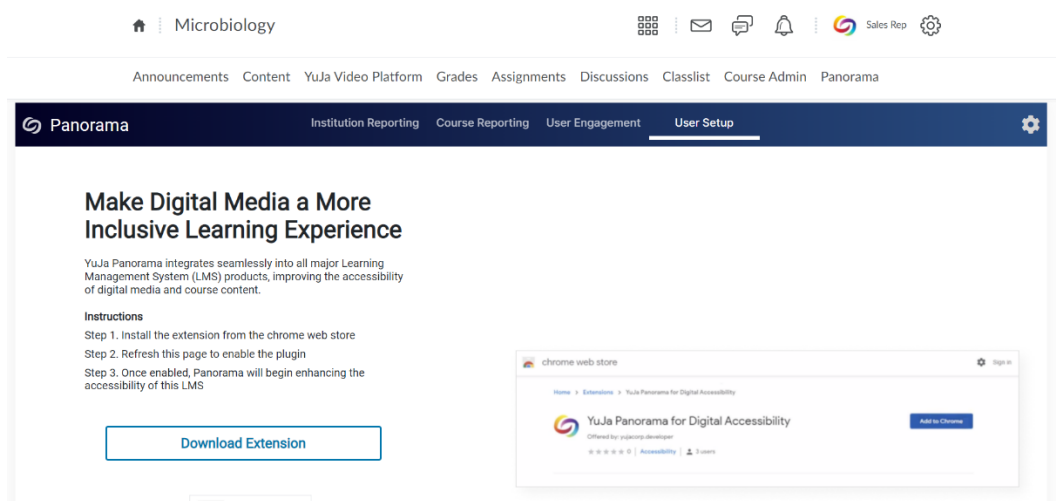# Overview of Panorama for Instructors

Section One – Getting Started for Instructors

The first step to ensure that your course documents are processed through Panorama, you will need to install the Browser plugin. The browser plugin is free and designed only to scan documents attached to your courses in UM Learn.

1) From the UM Learn course navigation bar, find and click on the menu item titled Panorama under "Integrations."

2) On the next page, you will find the Panorama console. Click on the tab titled User Setup.

3) This will display the official browser plugin that will identify and scan your documents. **Note:** For best performance, we recommend installing the extension only on Chrome, Firefox, and Edge browsers.
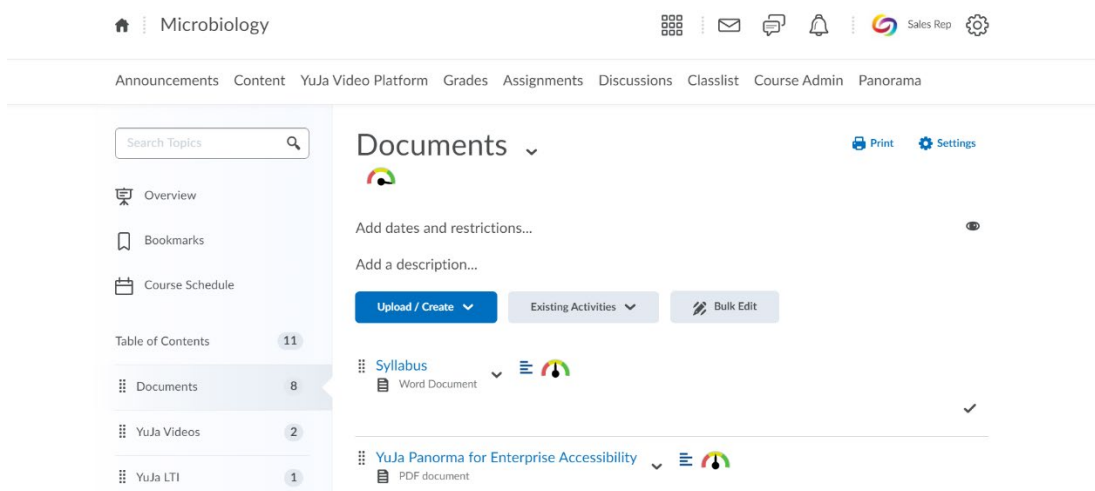
4) Once the plugin is installed, the setup is complete! All documents currently attached to UM Learn will scan and produce official Accessibility Reports and Alternative Formats within 15-20 minutes after install.
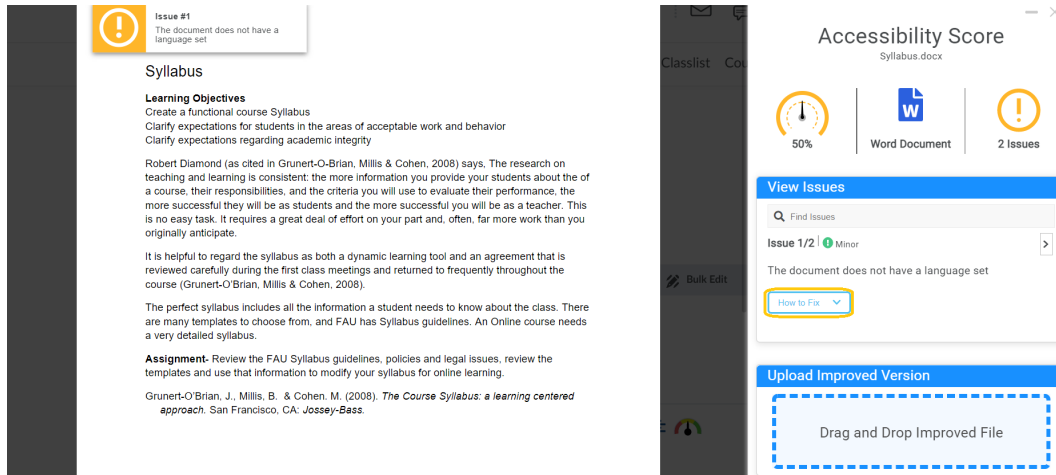
Section Two – Understanding Accessibility Reports

Once Panorama has finished scanning all documents, the Accessibility Reports will be displayed as colorful gauges as official scores to your documents.

1) For a more detailed breakdown of the accessibility score, click on the meter icon to open the full Accessibility Report.

2) Under the View Issues section, the content owner can scroll through the summary of issues. The View Issues section will summarize all missing accessibility components from missing page numbers, missing titles, or issues with color contrasts.

3) Every issue found will include a summary of how to resolve the matter under the How to Fix drop-down menu.

Section Three – Improving the Accessibility Score

Once you have read through the Accessibility Report, the content can go through and fix the highlighted issues directly on your document. Once all of the improvements have been made, the content owner can drag and drop their corrected document into the Accessibility Report window under the Upload Improved Version section.

Accessibility Score
Lesson_-_Response.docx

✕

67%

View Issues

Panorama Improved Version

Upload Improved Version

Fix the issues and upload an improved document here
This would recalculate accessibility scores and regenerate
alternative formats.

Drag & Drop Improved Document

PDF

+ Copy

Section Four – Accessing Alternative Formats

Due to the variety of viewer needs today, students can now retrieve alternative file formats to meet their individual needs. Whether a visually impaired viewer requires text to speech narration for easier access to digital content, or if they prefer to read the document in a more convenient web format, Panorama's Alternative Formats is a great resource available directly within the LMS course section.

Alternative Formats are generated on your documents automatically and does not require any extra configuration or editing in UM Learn on your behalf.

1) Once the user finds the course document, there will be an Alternative Formats icon to the right of the document title.

2) Click on the Alternative Formats icon to display the list of available resources.