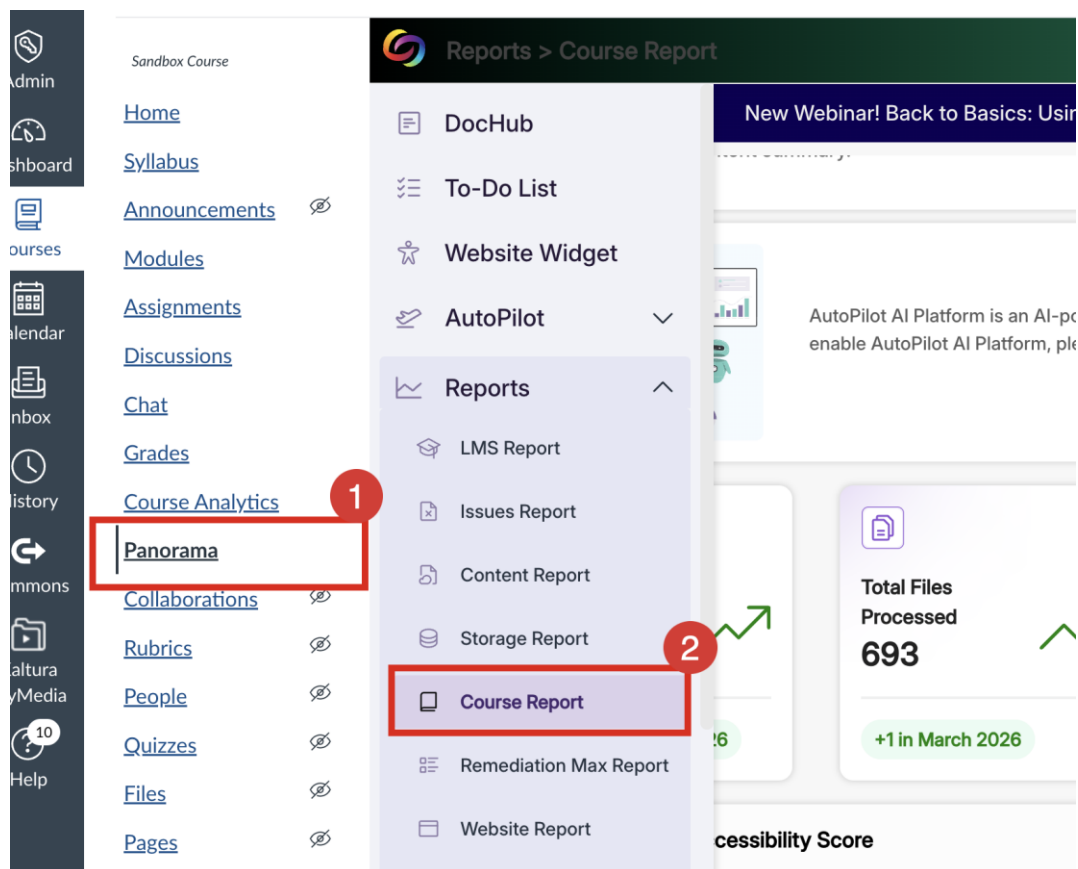


## Accessing Course, Program, and College/School Reports in Panorama

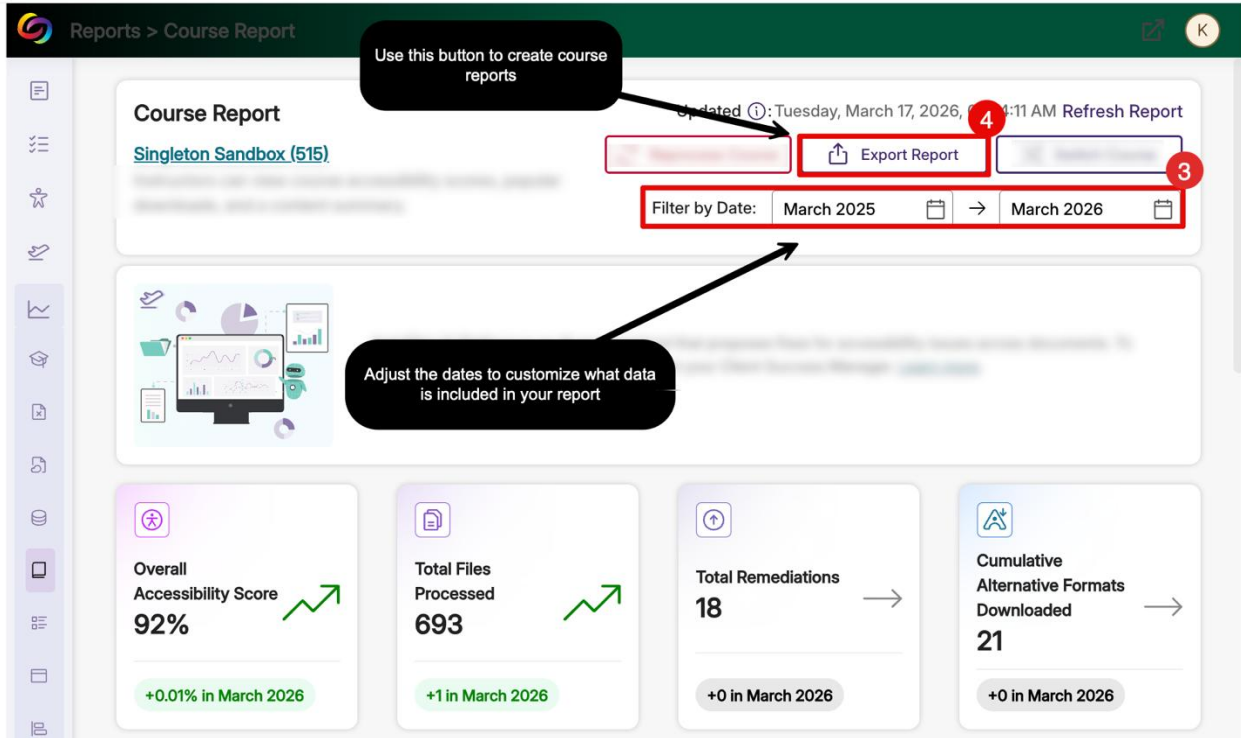
### Downloading Course Reports (Instructors)

This is the best method for faculty to access the accessibility information in their courses. Do the following:

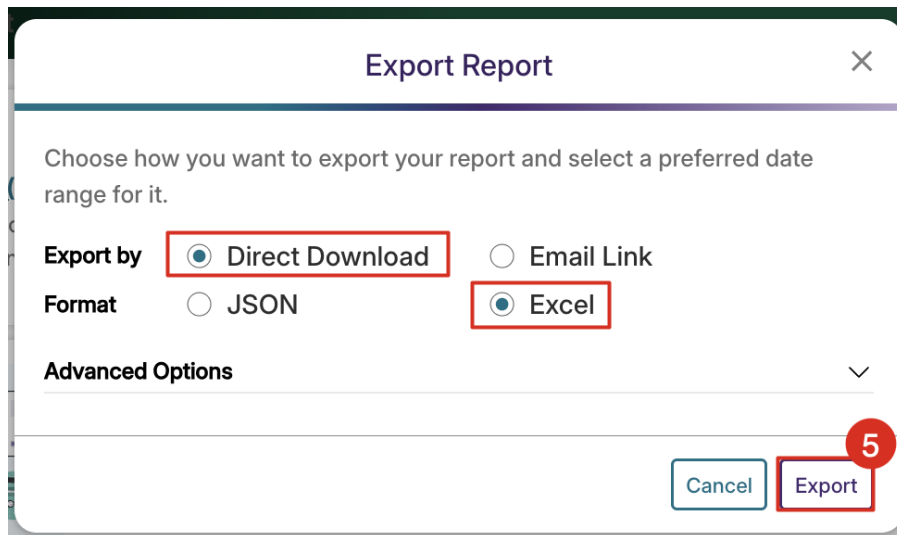
1. Select **Panorama** from your course's navigation menu.
2. Next, select **Course Report**.



3. Adjust the *Date Filter* to determine what information you would like to pull.



4. Next, select the **Export Report** button.



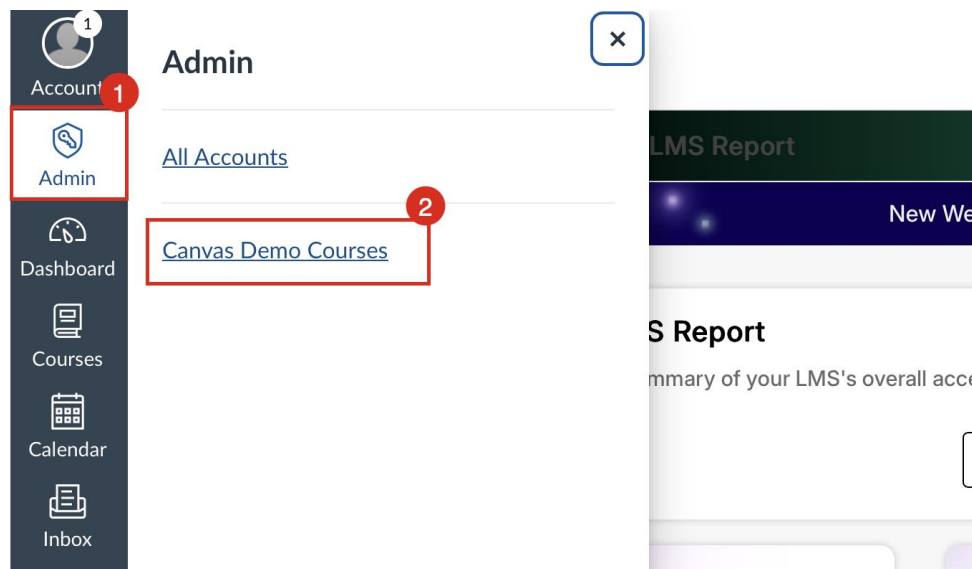
5. In the *Export Report* window, the default options are *Export by* **Direct Download** and *Format* **Excel**, select the **Export** button to download an Excel spreadsheet highlighting your course’s accessibility information.

6. The Excel spreadsheet will provide information on the following:
  - a. *Overall Totals* (i.e., Overall accessibility score, number of files processed, total file remediated, and total alternative format downloads)
  - b. *Cumulative Accessibility Scores* (i.e., Overall and by File Type) over the date range selected.
  - c. Number of files by document type
  - d. Number of downloads by alternative format type, and
  - e. A breakdown of severe, major, and minor accessibility issues in your course

### *Downloading Course Reports (Program Coordinators & Sub-Admins)*

If you are **set up as a Sub-Admin in Canvas**, but do not have **Sub-Admin privileges in Panorama**, you can still access accessibility reports for the courses you oversee by doing the following:

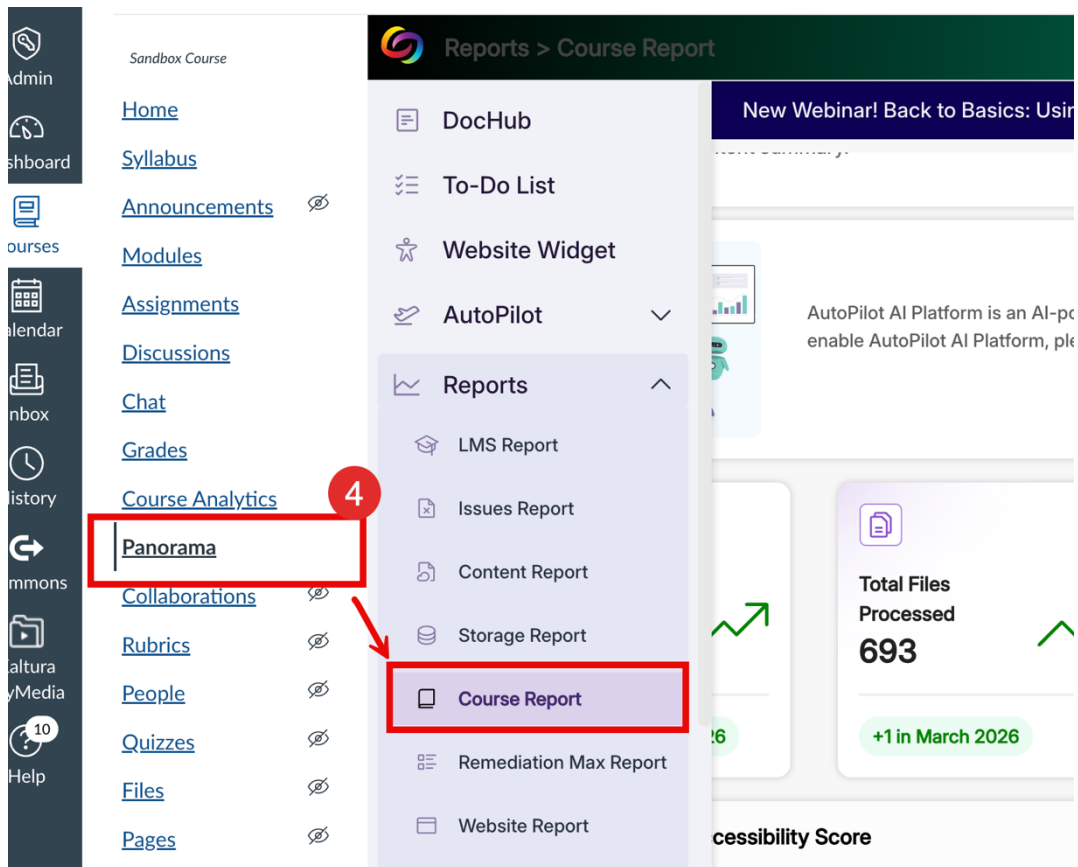
1. Select **Admin** in the Canvas navigation menu.
2. Select one of the courses or sections in your list.



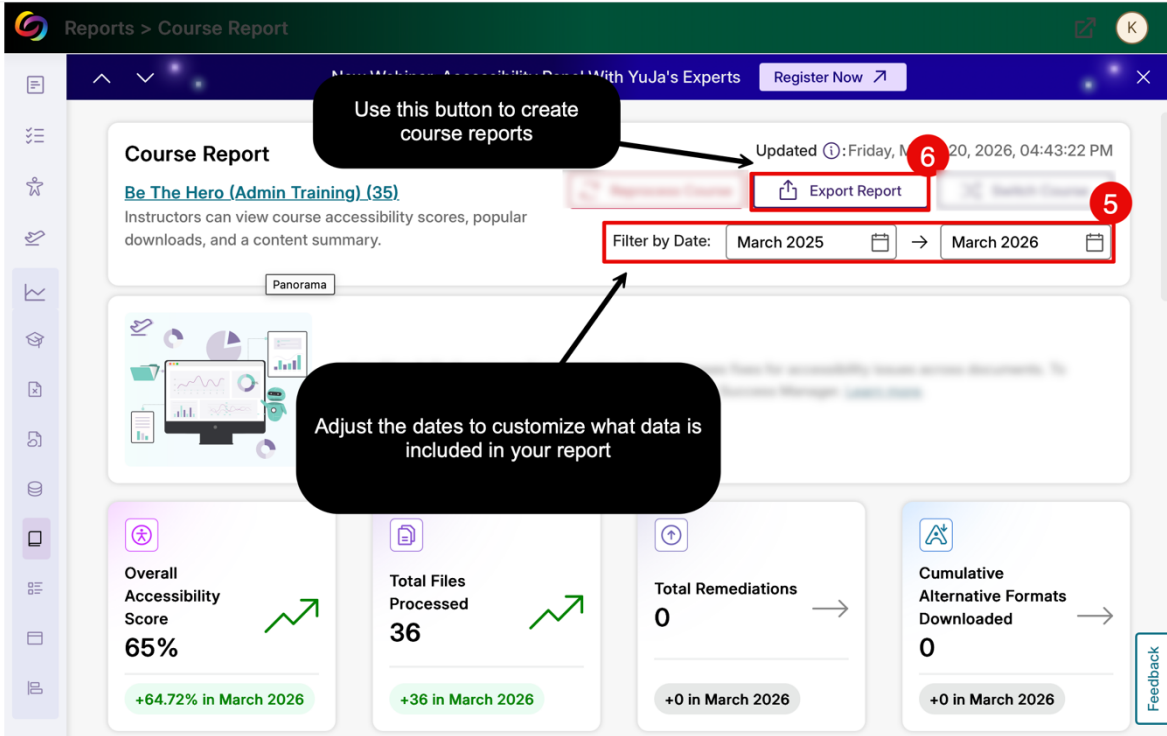
3. In the *Courses* list, select the course you would like to review.

Status	Course	SIS ID	Term	Teacher	Sub-Account	Students
✓	Be The Hero (Admin Training)	be_the_hero	Default Term	ET Example Teacher	Canvas Demo Courses	0
✓	Introduction to Geology	geology_101	Default Term	ET Example Teacher KS Korey Singleton Show More	Canvas Demo Courses	19

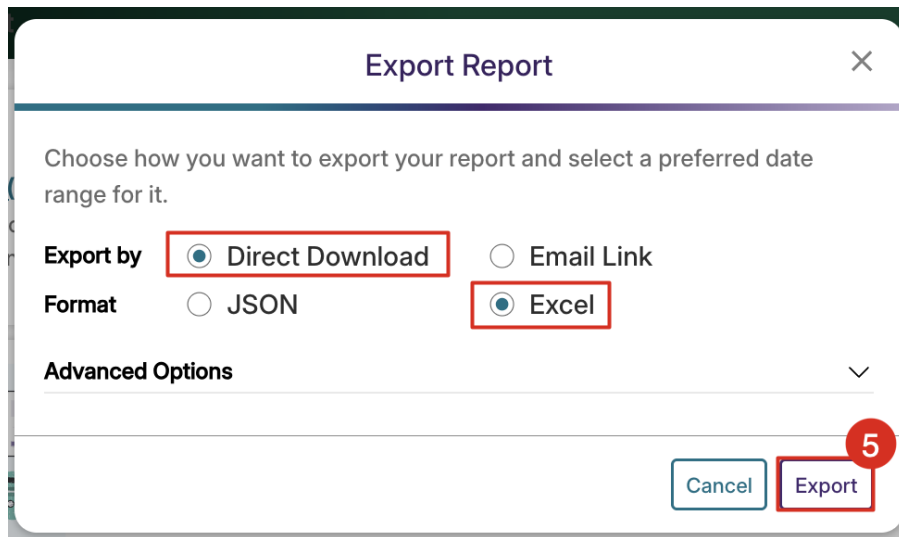
4. Next, open the course menu, select **Panorama**, and then select **Course Report**.



5. Adjust the *Date Filter* to determine what information you would like to pull.



6. Next, select the **Export Report** button.



7. The default options are *Export by* **Direct Download** and *Format* **Excel**. Select the **Export** button to download an Excel spreadsheet highlighting course information.

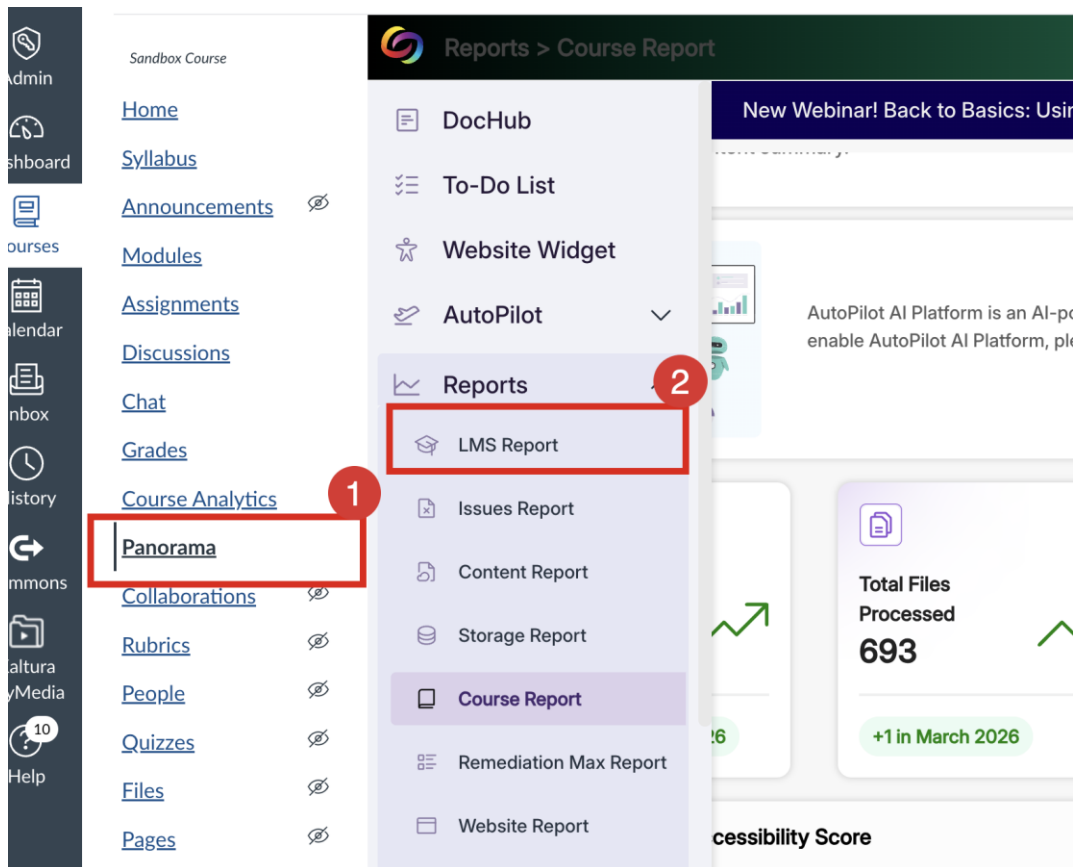
8. The Excel spreadsheet will provide information on the following:

- a. Overall Totals (i.e., Overall accessibility score, number of files processed, total file remediated, and total alternative format downloads)
- b. Cumulative Accessibility Scores (i.e., Overall and by File Type) over the date range selected.
- c. Number of files by document type
- d. Number of downloads by alternative format type, and
- e. A breakdown of severe, major, and minor accessibility issues in your course

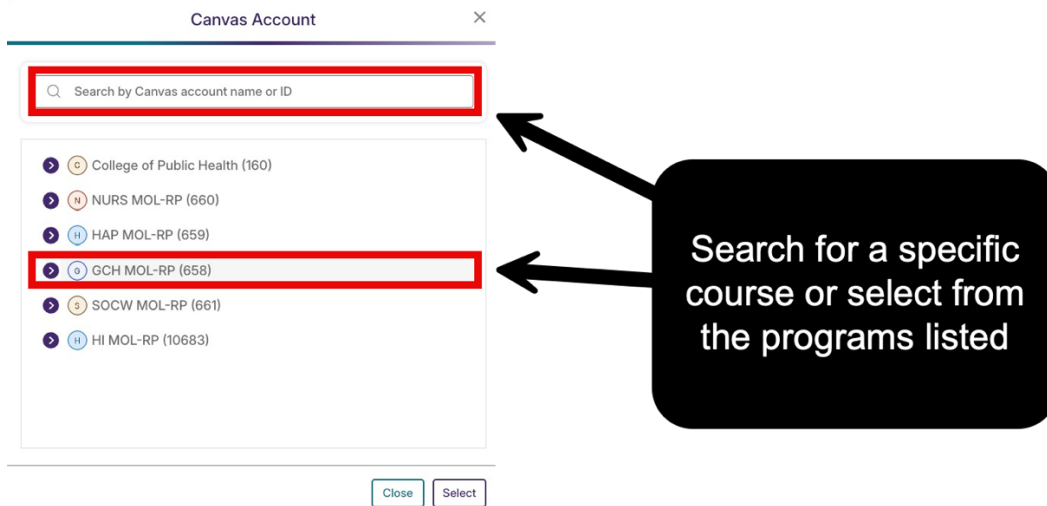
### Downloading Program, College, and School Reports

If you have been **set up as a Sub-Admin within Panorama**, you can access your reports by doing the following:

1. Select the **Panorama** link in your Course's Navigation menu.
2. Next, select **LMS Report**.



- The Canvas Account window will show which accounts you have access to. You can also search for a specific account or course. Select the option that you would like to pull data for.



- Once selected, the LMS Report window will open, displaying the *Overall Accessibility Score, Total Files Processed, Total Remediations, etc.*, for that specific program.
- Scroll to the bottom of the LMS Report page to drill down into the individual sections.

**Course Analytics**

View an overview of course analytics, encompassing metrics such as accessibility score, storage size, as well as the number of files and downloads.

Search course name or course ID

Course ID	Course Name	Total Files	Total Downloads	Improvements	Storage Size
72267	Spring 2026 Medical Te...	234	0	3	30.86 MB
74266	Spring 2026 Medical Te...	189	0	0	30.93 MB

« < 1 > »

6. Adjust the *Date Filter* to determine what information you would like to pull.

Reports > LMS Report

Use this button to create course reports

LMS Report

Updated March 20, 2026, 01:03:11 AM Refresh Report

Export Report

Filter Report

Filter by Date: March 2025 → March 2026

If you selected a program, use *Filter Report* to drill down further.

Adjust the dates to customize what data is included in your report

Overall Accessibility Score: 73%

Total Files Processed: 155

Total Remediations: 55

Cumulative Alternative Formats Downloaded: 41,249

Cumulative Accessibility Scores

Compare your institution's cumulative accessibility score with selected

Graph Table

Feedback

7. Next, select the **Export Report** button.

Export Report

Choose how you want to export your report and select a preferred date range for it.

Export by  Direct Download  Email Link

Format  JSON  Excel

Advanced Options

Cancel Export

8. The default options are *Export by* **Direct Download** and *Format* **Excel**. Select the **Export** button to download an Excel spreadsheet highlighting course information.
9. The Excel spreadsheet will provide information on the following:
  - a. *Overall Totals* (i.e., *Overall accessibility score, number of files processed, total file remediated, and total alternative format downloads*)
  - b. *Cumulative Accessibility Scores* (i.e., *Overall and by File Type*) over the date range selected.
  - c. *Course Accessibility* – This is a breakdown of all courses in the program, the total files processed, overall accessibility score, total files remediated, alternative formats downloaded, the course URL, and the course instructor, if listed