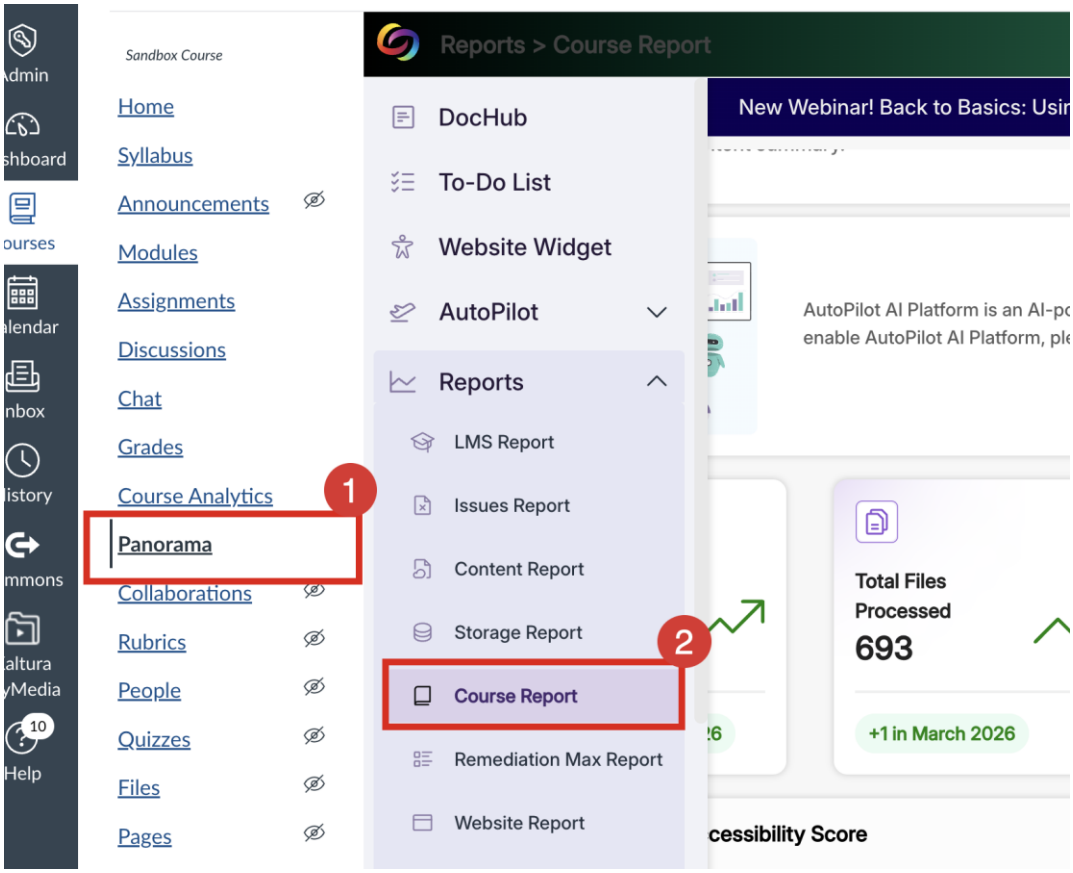
Accessing Course, Program, and College/School Reports in Panorama

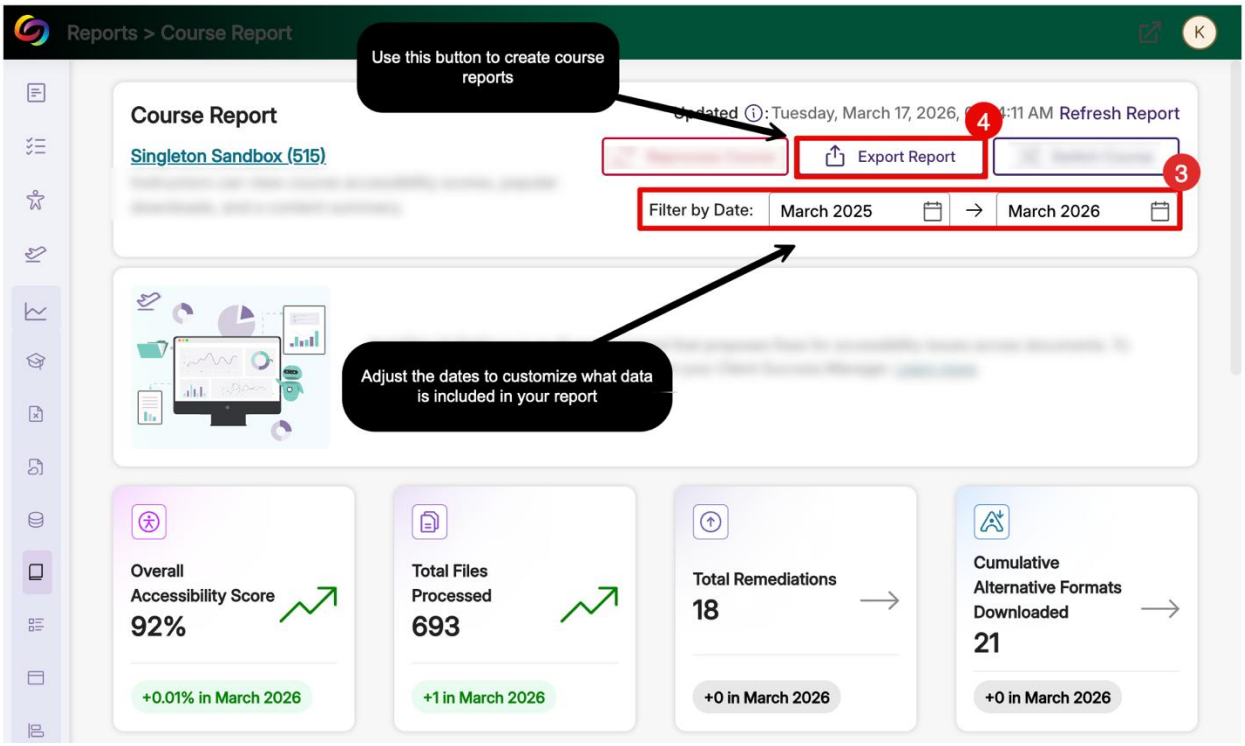
Downloading Course Reports (Instructors)

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

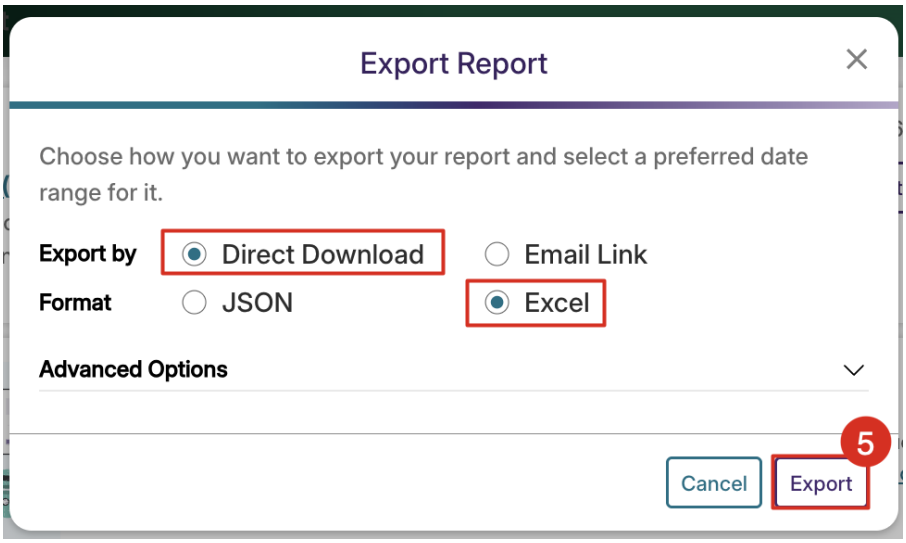
1. Select **Panorama** from your course's navigation menu.
2. Next, select **Course Report**.



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.

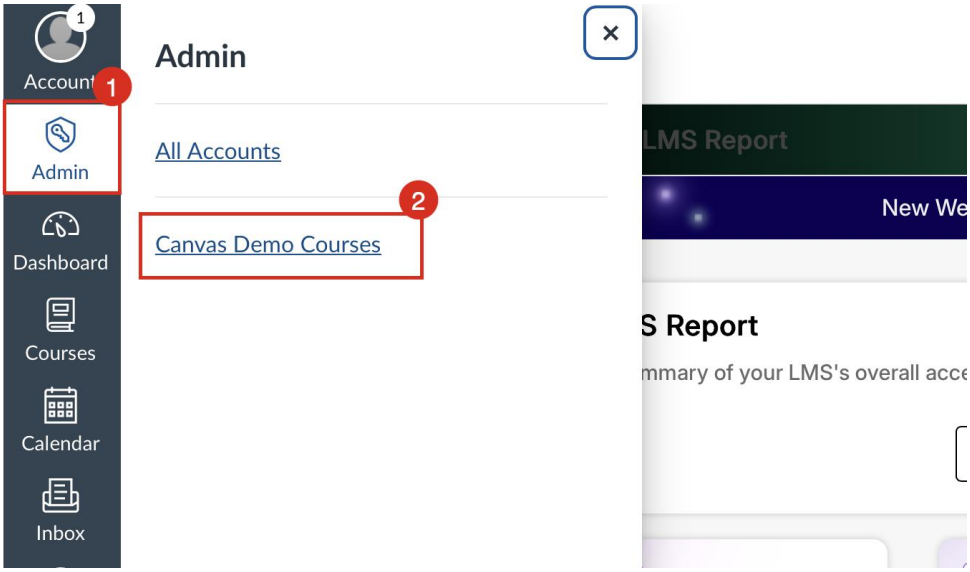
6. The Excel spreadsheet will provide information on the following:

    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

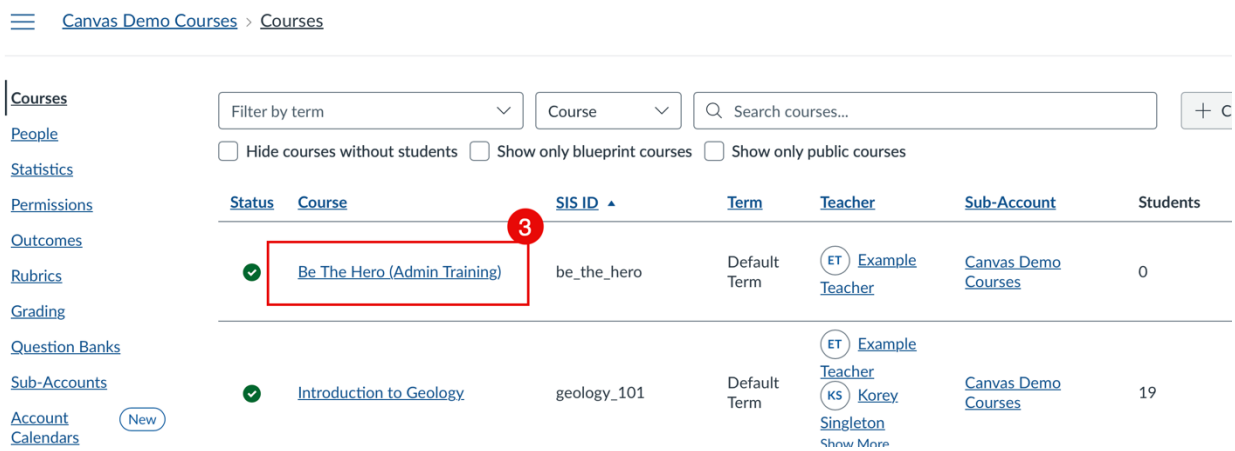
Downloading Course Reports (Program Coordinators & Sub-Admins)

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:

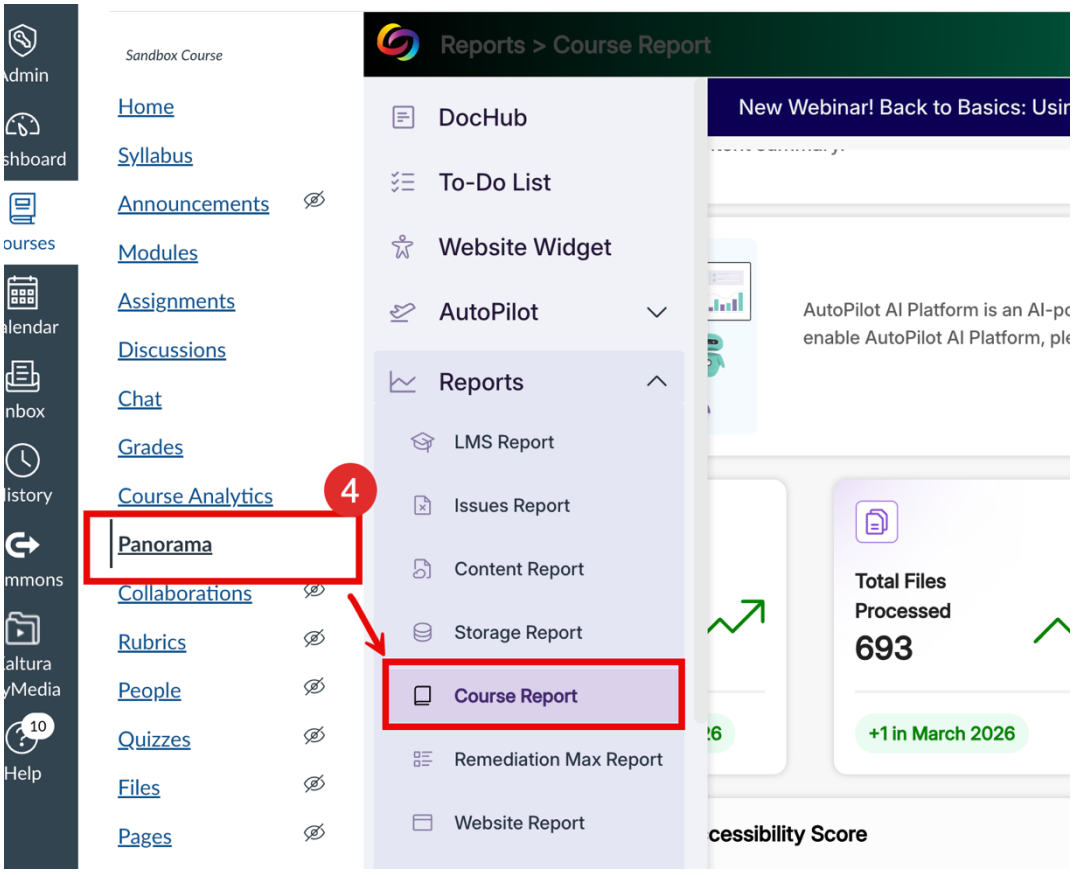
1. Select **Admin** in the Canvas navigation menu.
2. Select one of the courses or sections in your list.



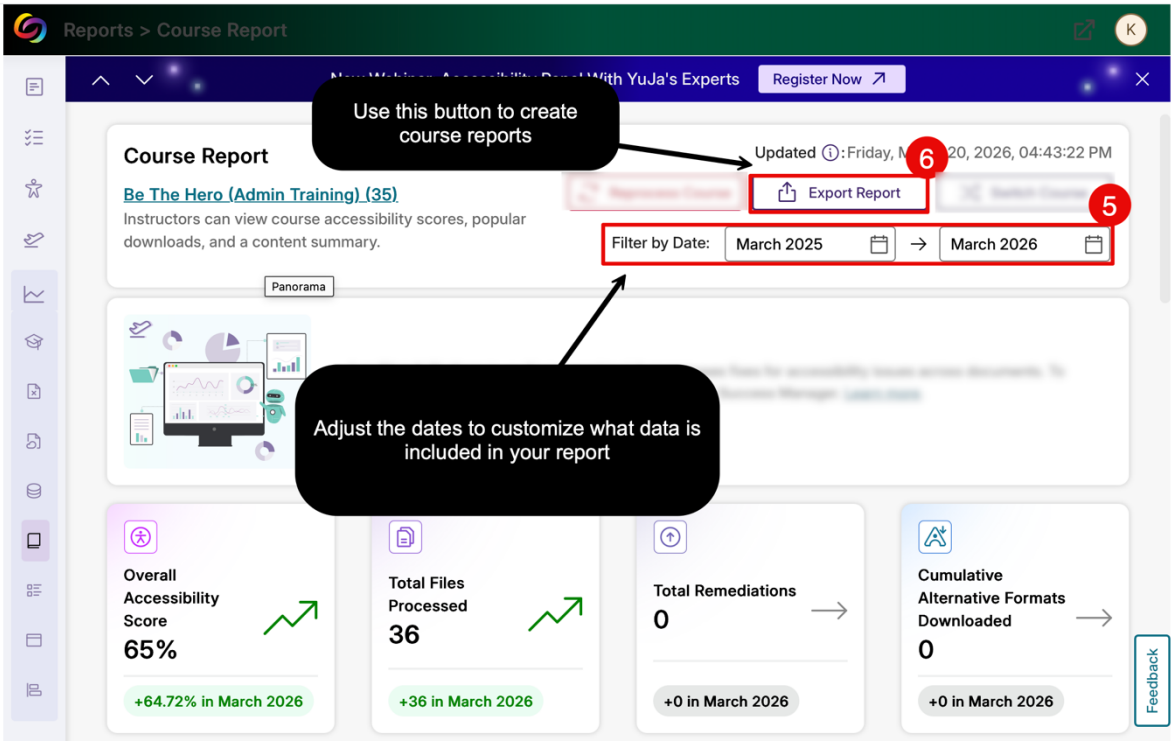
3. In the *Courses* list, select the course you would like to review.



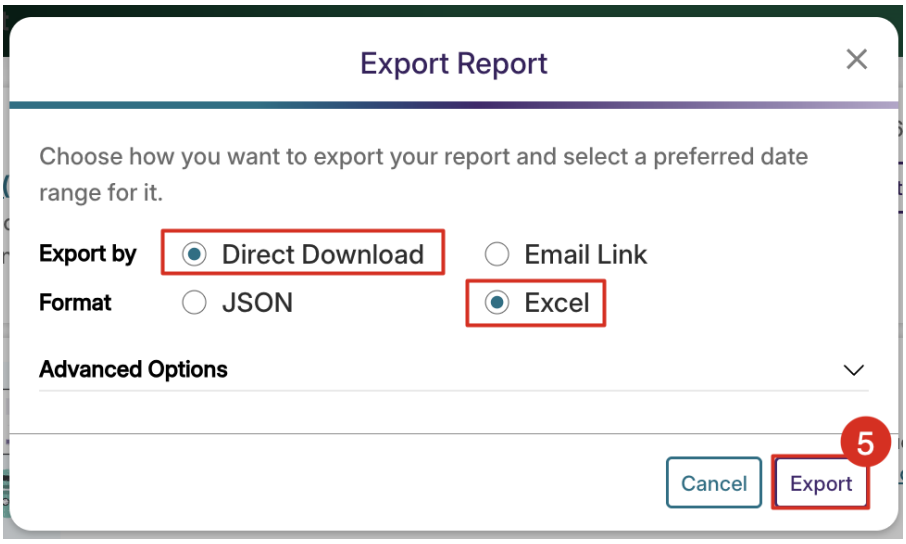
4. Next, open the course menu, select **Panorama,** and then select ***Course Report***.



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.

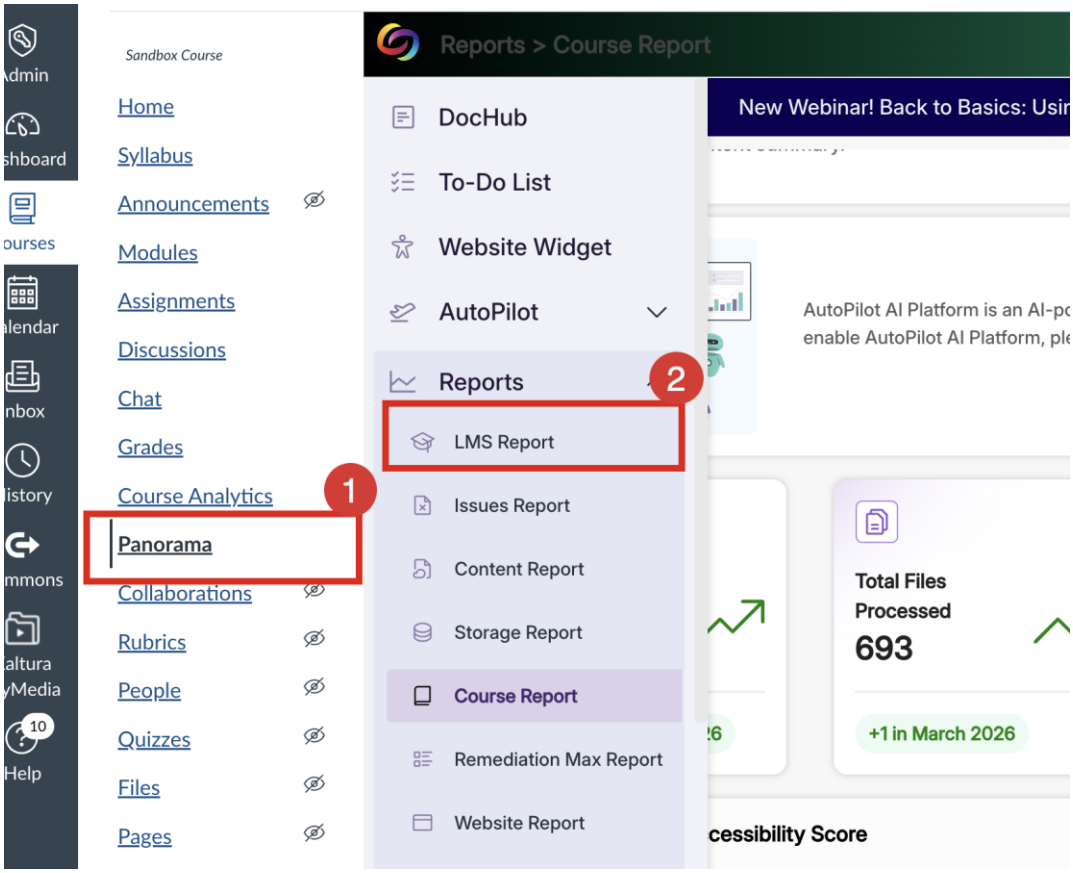
8. The Excel spreadsheet will provide information on the following:

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

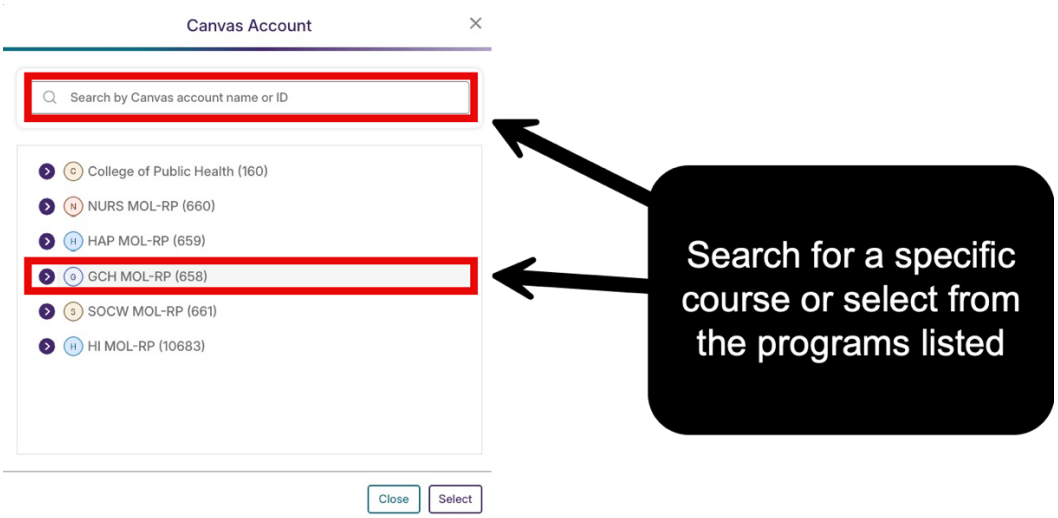
Downloading Program, College, and School Reports

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

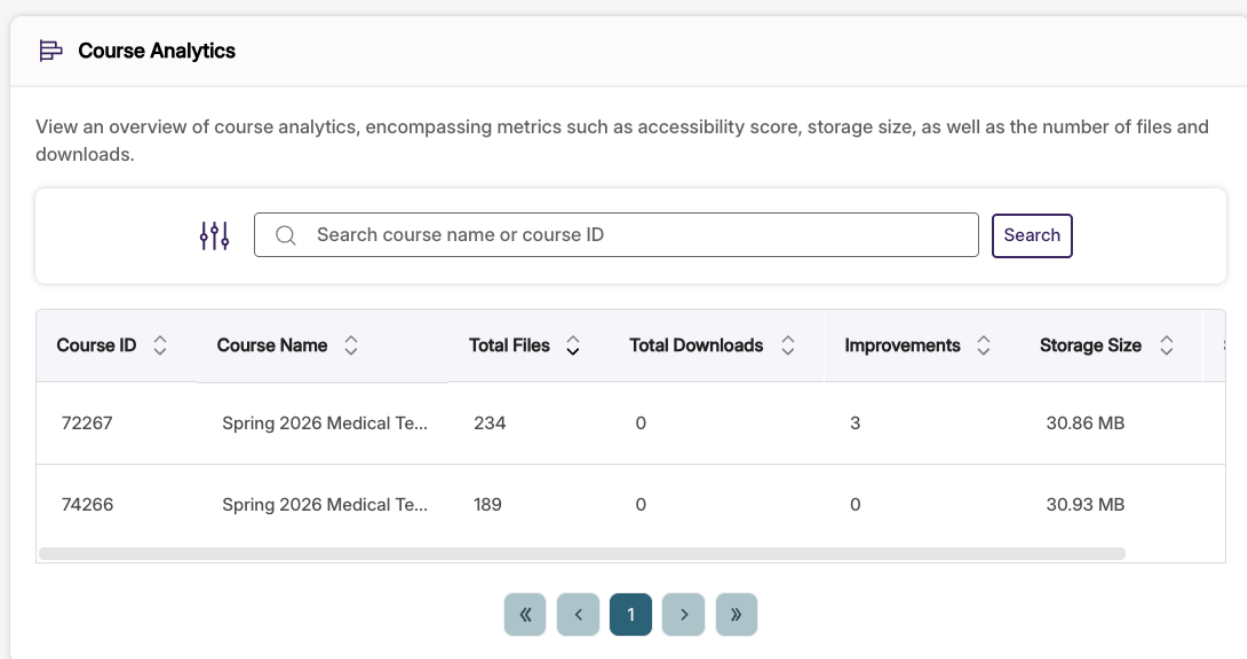
1. Select the **Panorama** link in your Course's Navigation menu.
2. Next, select **LMS Report**.



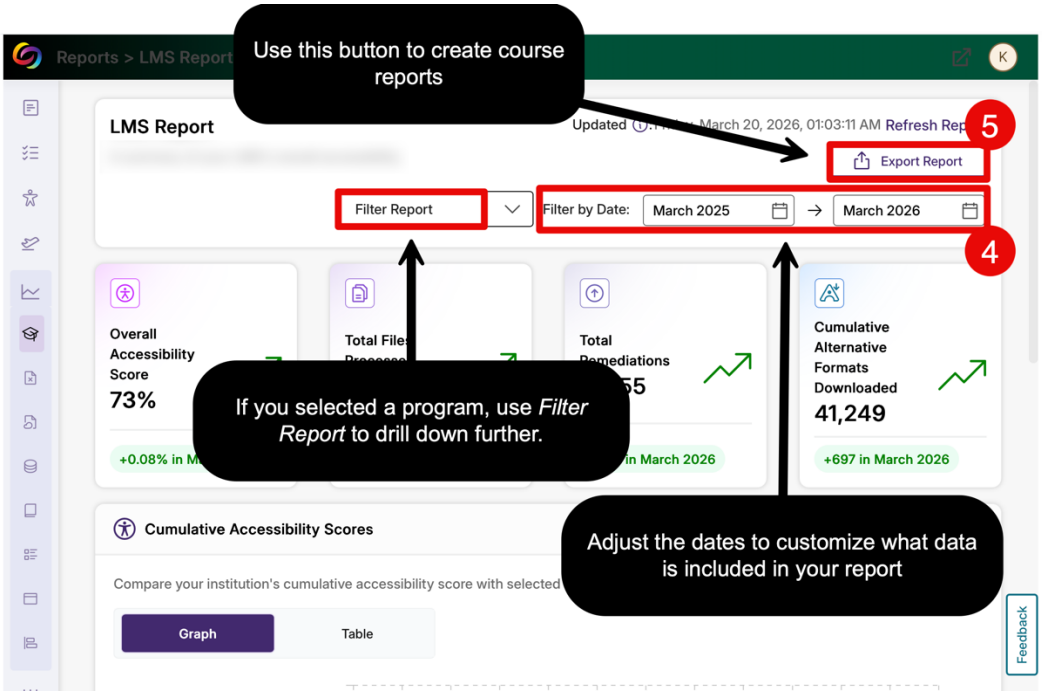
3. The Canvas Account window will show which accounts you have access to. You can also search for a specific account or course. Select the option that you would like to pull data for.



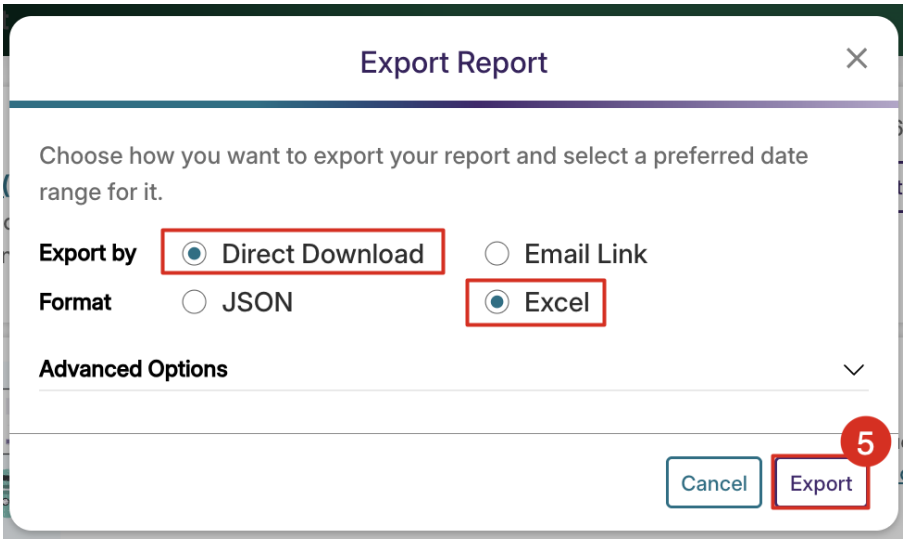
4. Once selected, the LMS Report window will open, displaying the *Overall Accessibility Score*, *Total Files Processed*, *Total Remediations*, etc., for that specific program.
5. Scroll to the bottom of the LMS Report page to drill down into the individual sections.



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



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



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