Adding Panorama to your Brightspace Course Site

Panorama needs to be activated within the administrative panel for the tool to begin functioning on your course site. You also must enable the tool to be accessed both for yourself, and for your students. This is done by copying the URL of your course site and sending to the LMS Team to activate (steps listed below).
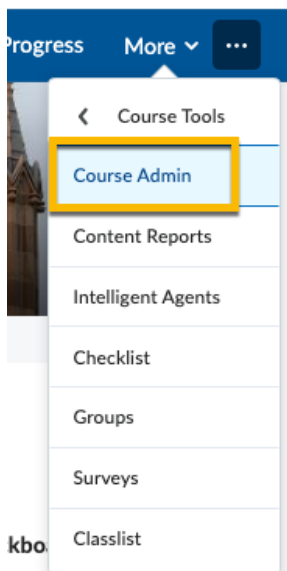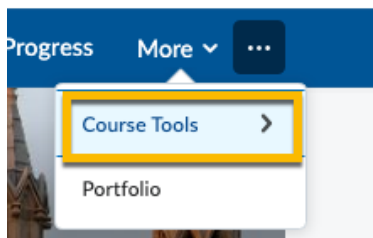
Further, you will need to enable the browser plug-in for the tool to work. You should be prompted when first accessing the site with your browser, but the activation process is listed below as well.

Adding the Tool to the Navbar

Step 1 – Access the More option on your course site

Next, click **Course Tools -> Course Admin**

Locate and click the **Navigation & Themes** option
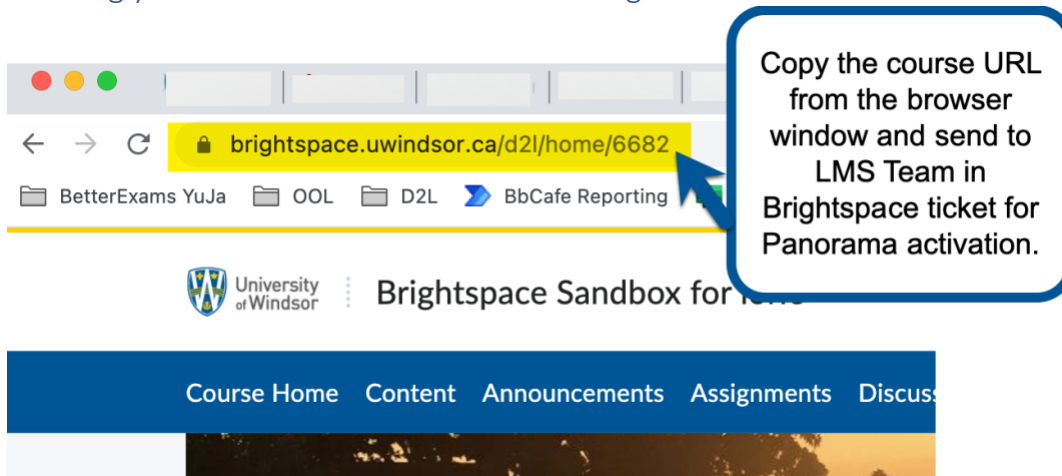
Course Administration

Select the global Navigation bar which includes Panorama in the title and click **Apply.**
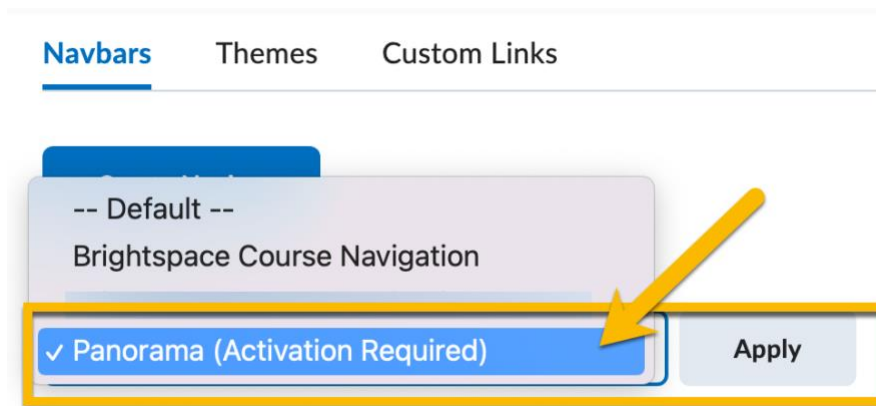
Once selected, instructors need to pass along their course code found in their course URL to LMS Team to activate the Panorama tool for their course.

Activating your Course Site

### Locating your Course Site URL and Submitting a Ticket

Copy the course URL from the browser window and send to LMS Team in Brightspace ticket for Panorama activation.

Open a ticket at http://www.uwindsor.ca/brightspace/ticket/ and include the URL you have above, and your course code and the LMS Team will activate the Panorama tool in your site.

Browser Plug-in

After Your Site has been Activated by the LMS Team in Panorama, click on the **Panorama** Tool once the Navbar is visible in your course site

1. Click on the menu option titled **User Setup.**
2. This will display the official browser plugin instructions to download, install, and refresh that will identify and scan your documents (see image below).
3. **Instructors need to advise their students on downloading the plugin also for the tool to work for students.**
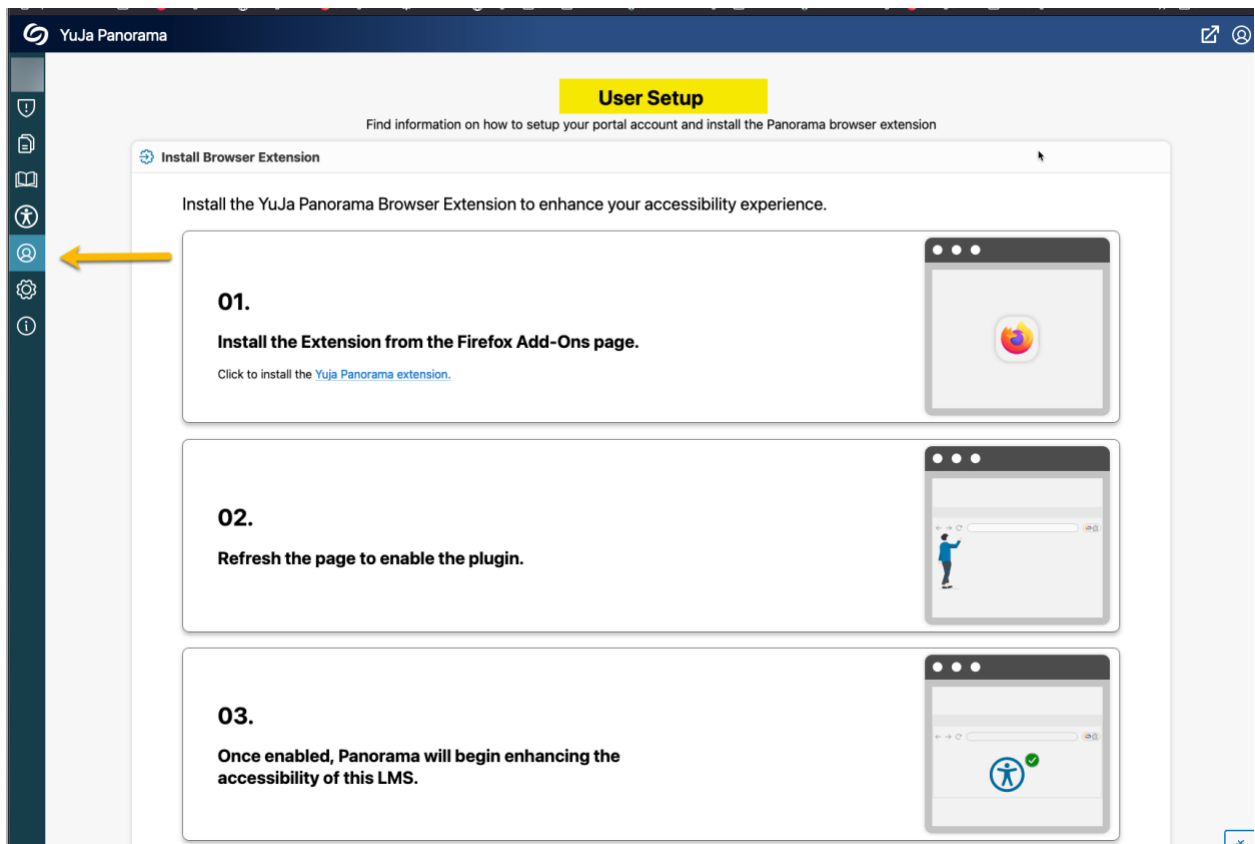
4. Once the plugin is installed, the setup is complete! All eligible documents currently attached to D2L will scan and produce official Accessibility Reports and Alternative

Formats within 15-20 minutes after installation. You may have to generate a report or format by clicking in the alternative formats option

Note: Disregard the option – Authentication Token. That is only for working outside of Brightspace in Panorama and requires a separate password other than the one you need for signing into UWindsor sites.

For best performance, we recommend installing the extension only on **Chrome, Firefox, and Edge** browsers.

More information on using Panorama in Brightspace is available at
https://support.yuja.com/hc/en-us/articles/5373002025879-Getting-Started-with-Panorama-for-Instructors-in-D2L
If you experience problems with Panorama, you can open a ticket with YuJa at
[support@yuja.com.](mailto:support@yuja.com)
If the problem is related to your account (getting setup or viewing in Brightspace), submit a
[Service Request.](#)