



PANORAMA - QUICK STARTER GUIDE

Panorama by Yuja

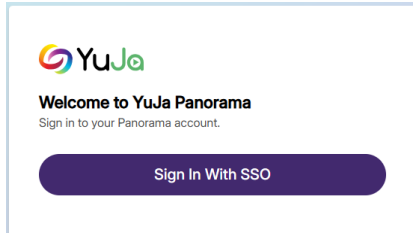
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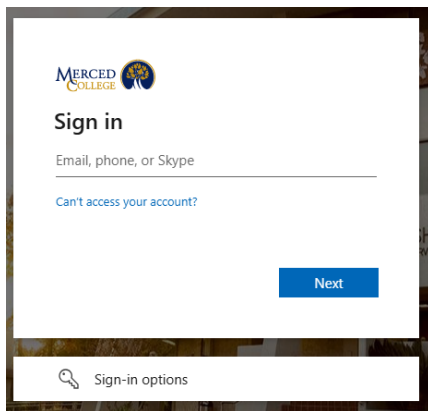
How to Log In

Click link: <https://mccd.panorama.yuja.com>

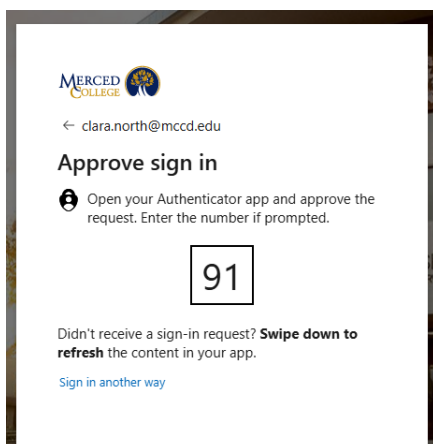
Click "Sign In With SSO"



Enter your MCCD Email



Authenticate with Microsoft Entra



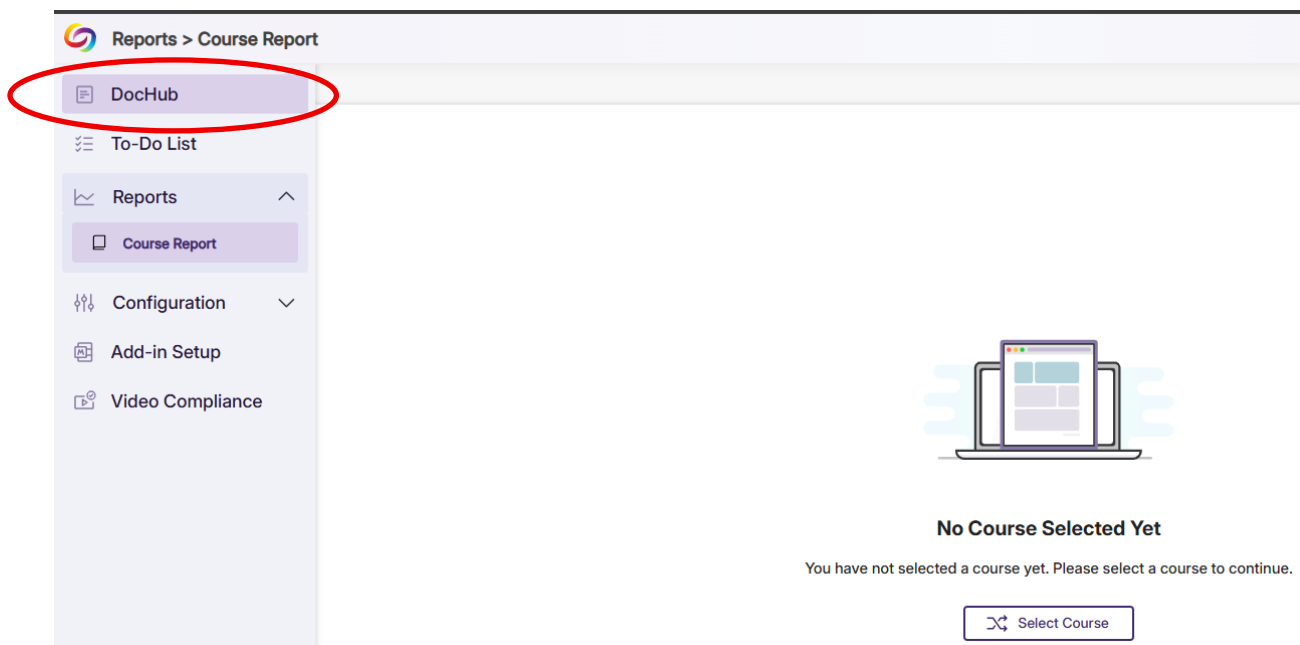
DocHub - Folder

Creating a folder in Doc Hub allows you to organize your documents and media into structured locations for easier access and management. After creating the folder, you can share it with others in your department by selecting the folder, choosing the “Share” option, and adding users or groups. Assign the appropriate permissions (such as view or edit) to control access.

DocHub – How to Create a Folder

On the left-hand side, hover over the icons to show the Navigation menu.

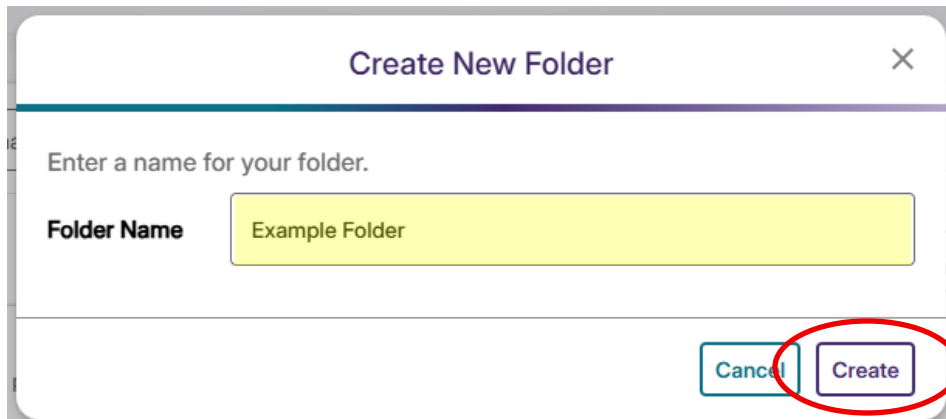
Select “DocHub”



Click “+ Create Folder”



Create folder name and click “Create”

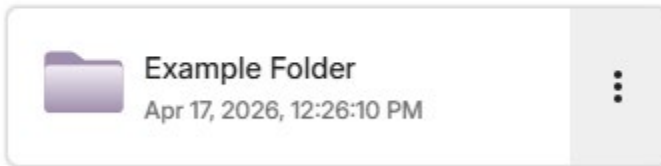


Enter a name for your folder.

Folder Name Example Folder

Cancel Create

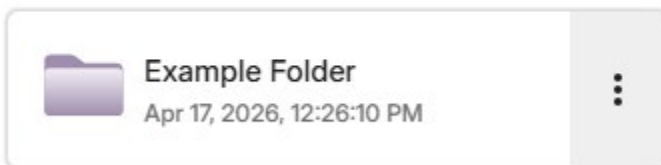
Folders



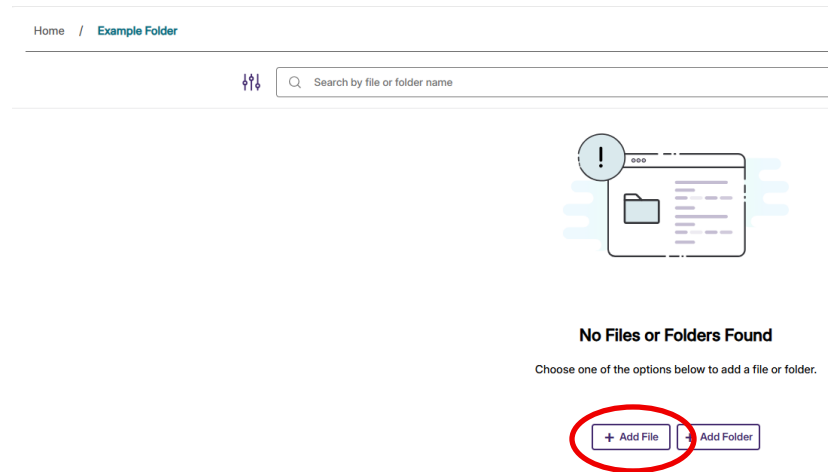
DocHub – How to Upload Documents to a Folder

Click the folder you would like to upload documents into

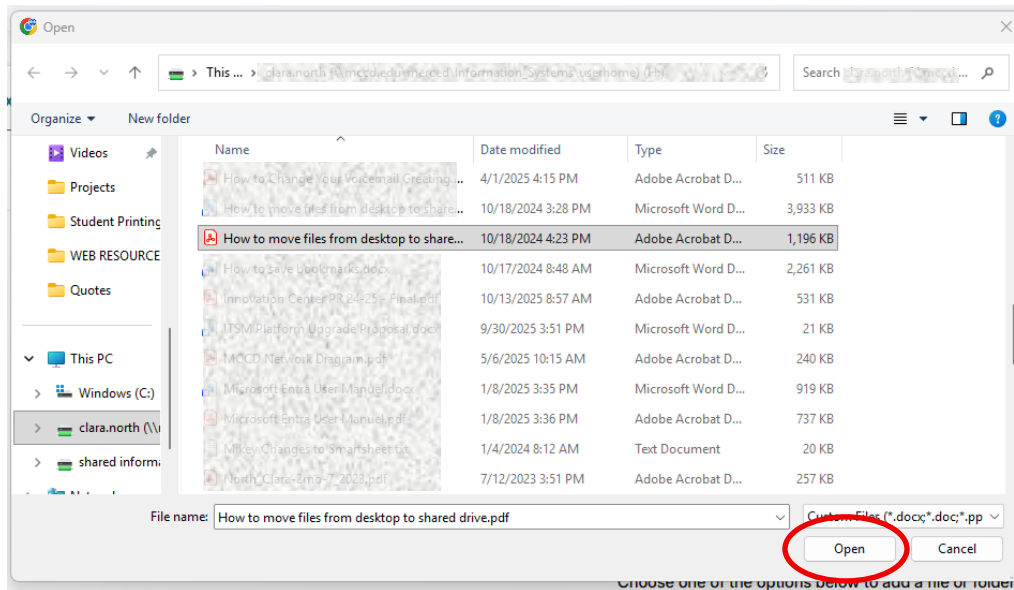
Folders



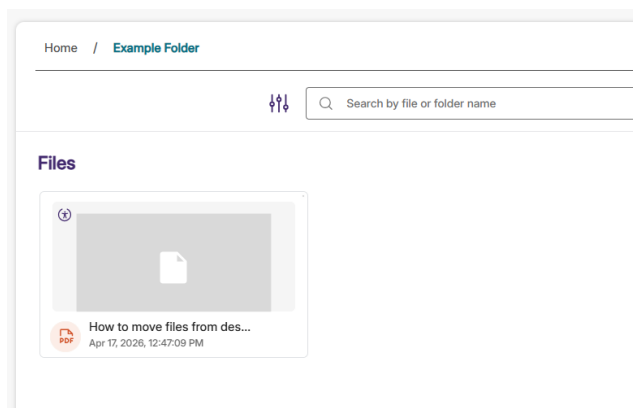
Click "+ Add File"



Select a file to upload and click "Open"



The file should now appear in the folder under "Files"

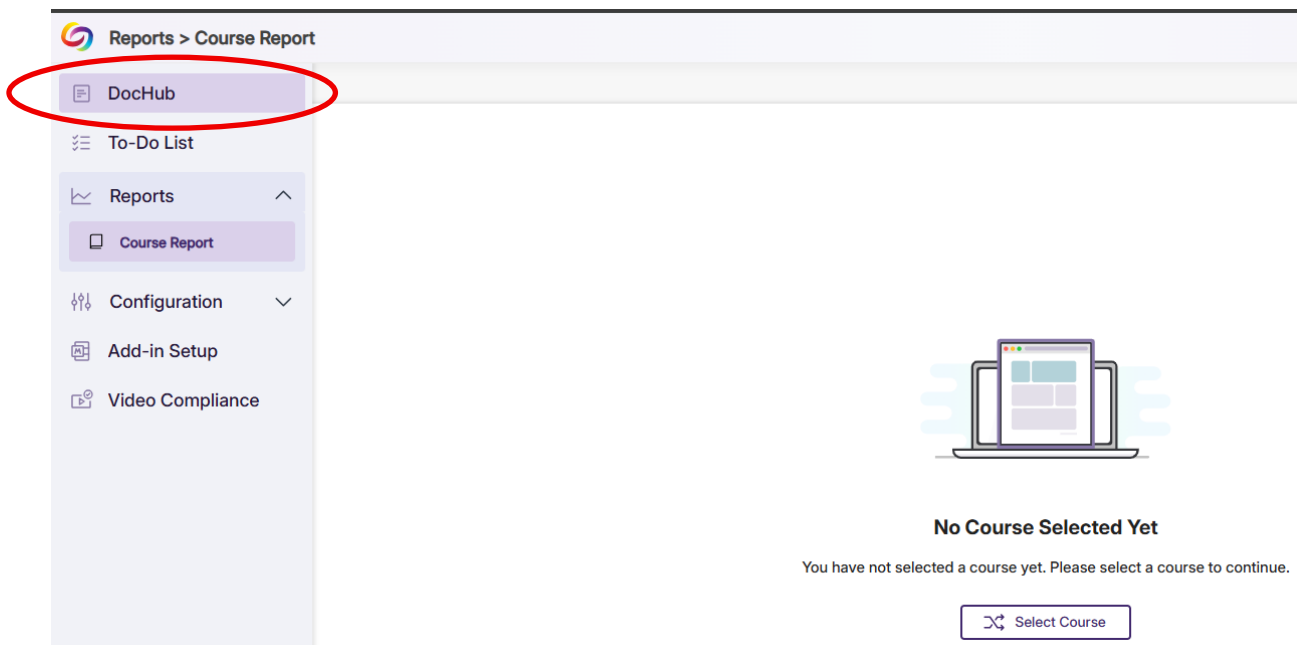


DocHub - How to Upload a Document without Creating a Folder

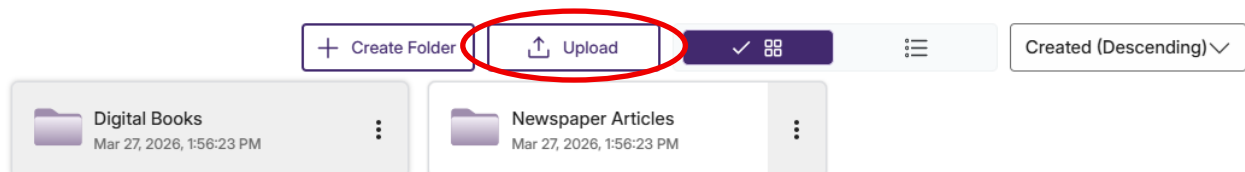
You can use Panorama to review and fix documents even if you don't teach a class in Canvas. The tool can scan your document, provide an accessibility score, and help you fix issues to make the document more accessible. This section explains how to access Panorama and upload files. Other sections will help you with fixing issues.

On the left-hand side, hover over the icons to show the Navigation menu.

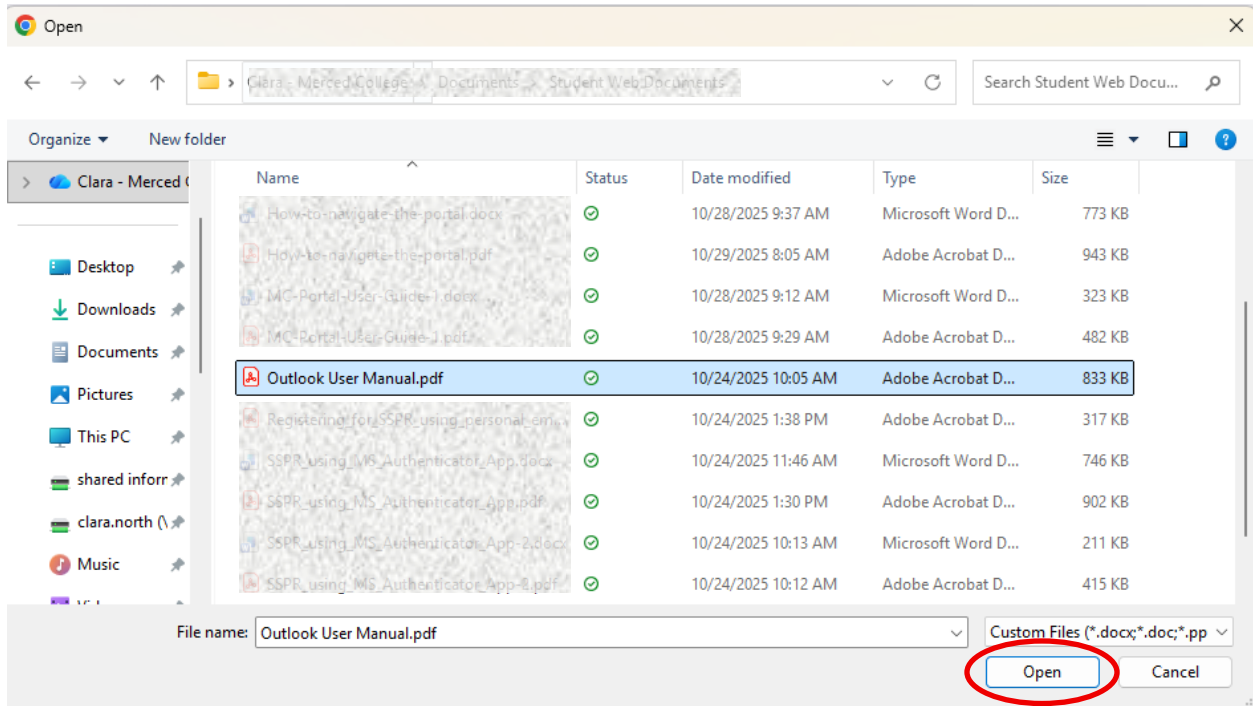
Select "DocHub"



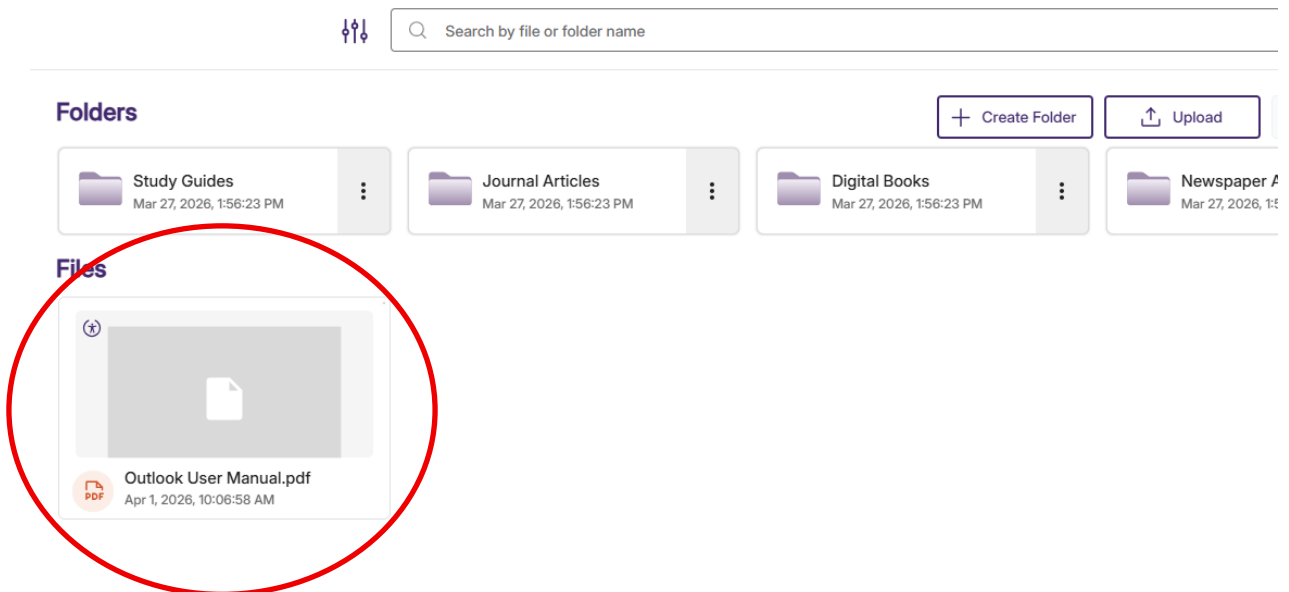
Click "Upload" button to select a file from your computer. You can also just drag a file onto the page and it should upload.



Select a file to upload and click “Open”

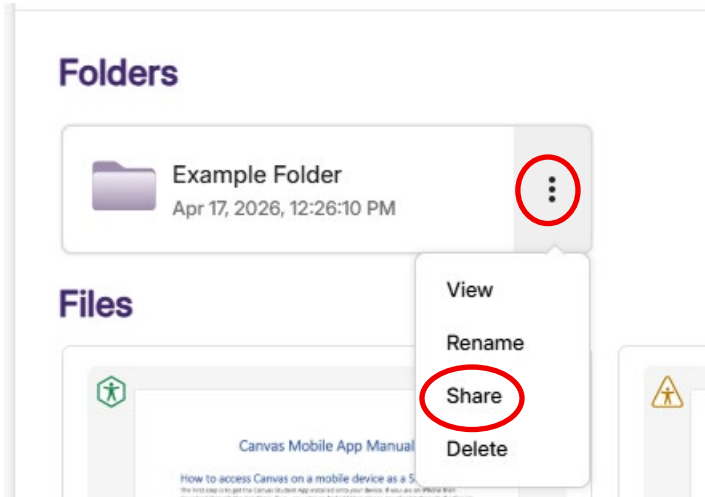


You should now see the document under “Files”



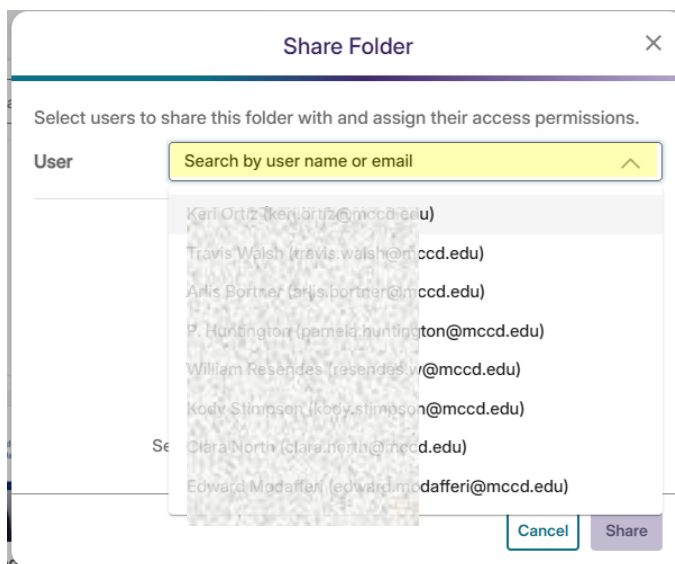
DocHub – How to Share a Folder / File

Click the three dots next to the folder you want to share and click “Share”



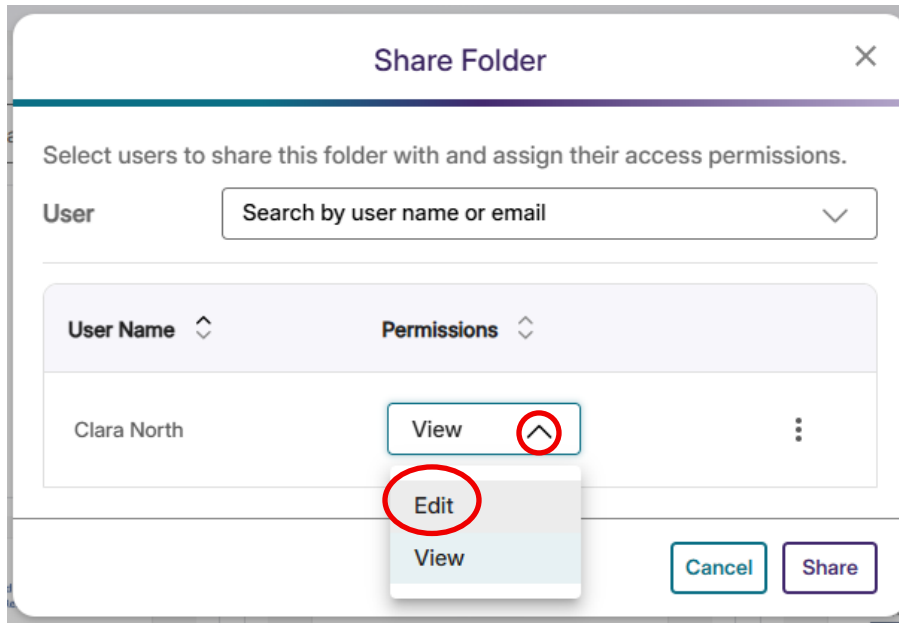
Enter the user name or email for the person(s) you would like to share the folder with.

Note: You can share with multiple people at one time.

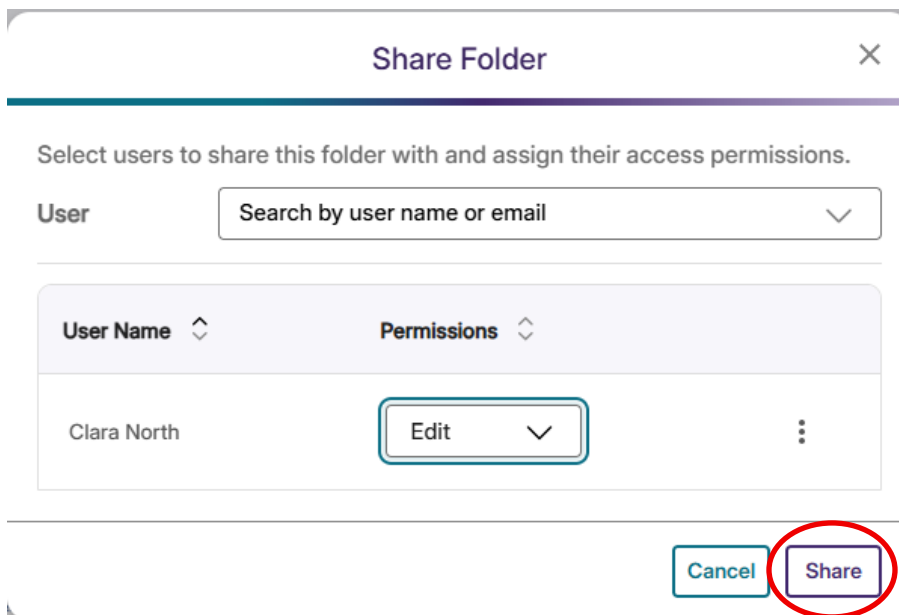


Permissions are defaulted to “View” only. If you would like people to edit (add, change, or delete files) within the folder, you will need to adjust the permissions.

Click the drop-down next to the person’s name and click “Edit”



Click “Share”



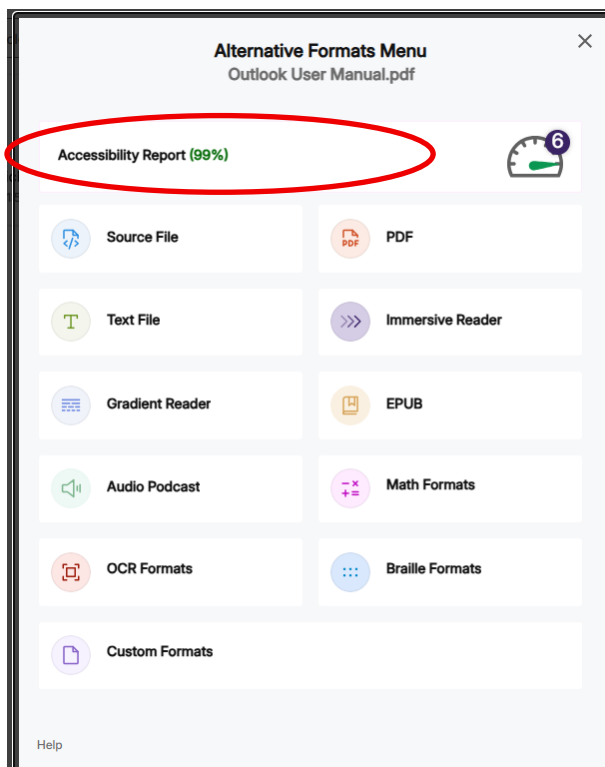
Note: To share a file, follow the same steps.

DocHub – Accessibility Report

The Accessibility Report is where you can view and fix issues with your content. It will function slightly different while editing content or for different types of content like HTML pages or PDF files, but these differences are small. The Accessibility report has up to three sections:

1. The Accessibility Report panel provides the user information about the score and list of issues found in the document.
2. The Review Issues section lists the issues identified in the content and allows users to fix the issue (Fix Issue button) or find more information on how to fix the issue if an automatic fix is not possible (How To Fix button).
3. The Update Document section provides a place to upload a new improved file that would replace the file with issues (Upload tab) and a place to view staged Fixes that are ready to be saved with the Apply Changes button (Fixes tab).
 - o Note: The Update Document section is not present when accessed while editing content since all changes are applied immediately after “Fix Issue” is clicked.

Hover over “Accessibility Report” and click “View”



The screenshot shows a document titled "Outlook User Manual" with the subtitle "How to Access Outlook as a Student". The main heading is "How to access your student email through office.com:". Below this, there is a link to "Microsoft Office Website" and instructions to click "Sign in" or go to the top right and click the circular person icon. A screenshot of the Microsoft Office website is shown, with a red line indicating the "Sign in" button. Below the screenshot, there is a text box with the instruction: "Sign in using your student email address and the password that you use to sign into the portal." The Microsoft logo is at the bottom left.

Accessibility Report for Outlook User Manual.pdf shows a score of 99% (6 Minor, 0 Major, 0 Severe, 6 Issues). The Structural Remediation box is highlighted with a red circle around the "Launch" button.

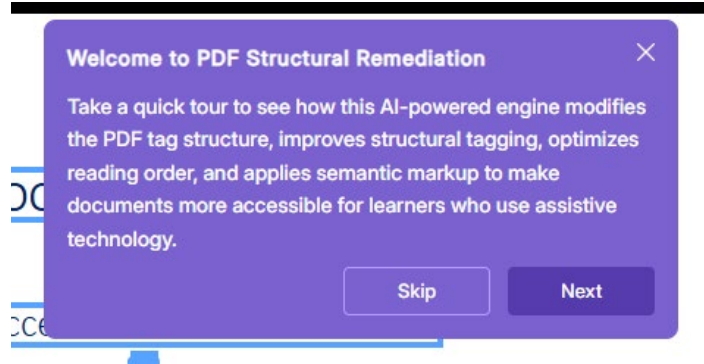
DocHub – PDF Remediation Tool

To find the PDF Remediation Tool, view the “Accessibility Report” of a PDF file.

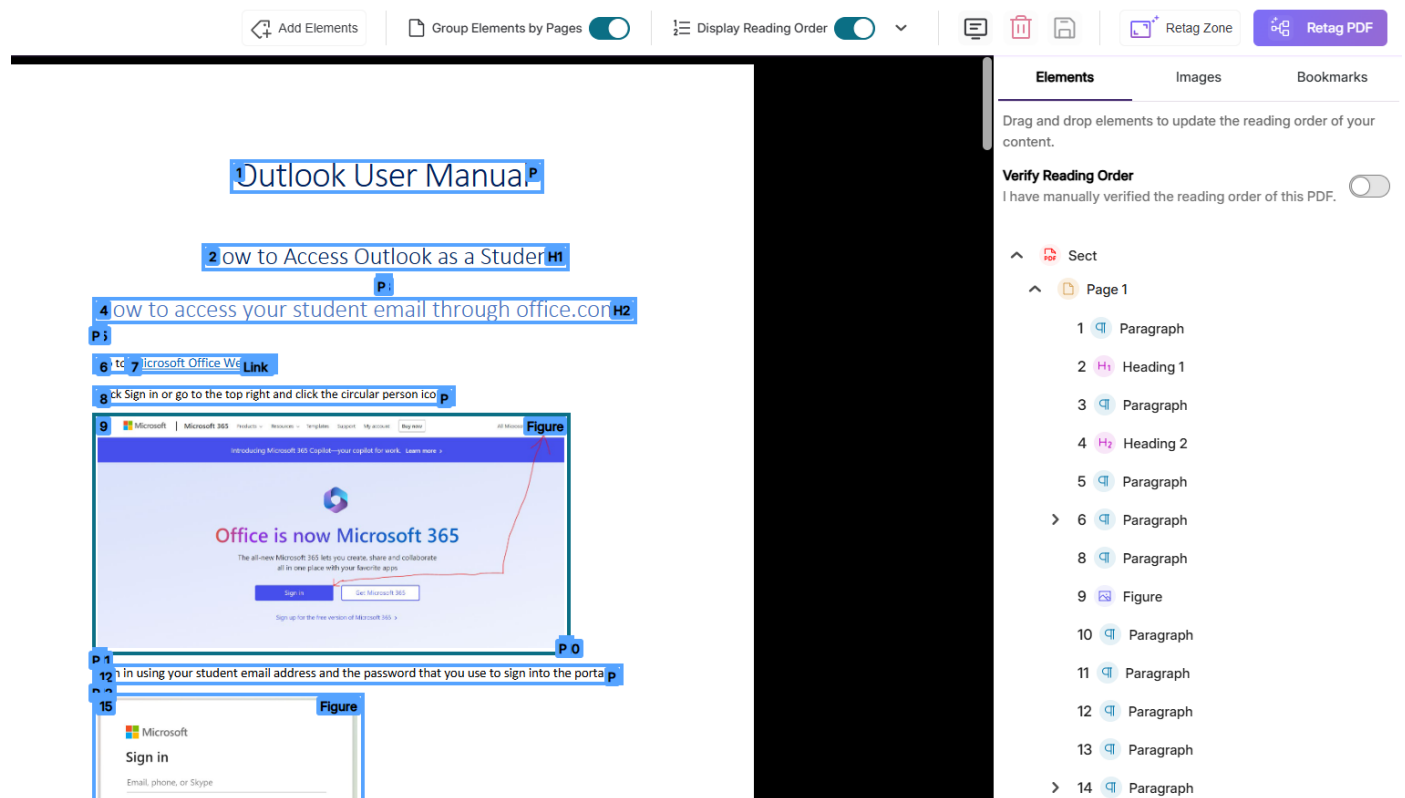
In the “Structural Remediation” box located on the left-hand side, click “Launch”

This screenshot is identical to the one above, but with a red circle around the "Launch" button in the "Structural Remediation" box of the Accessibility Report overlay.

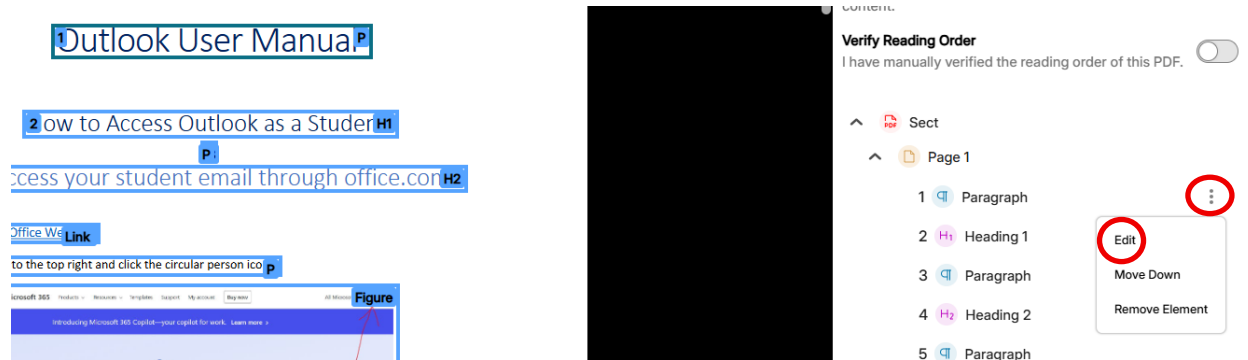
Note: First-time users, please take the time to take the quick tour.



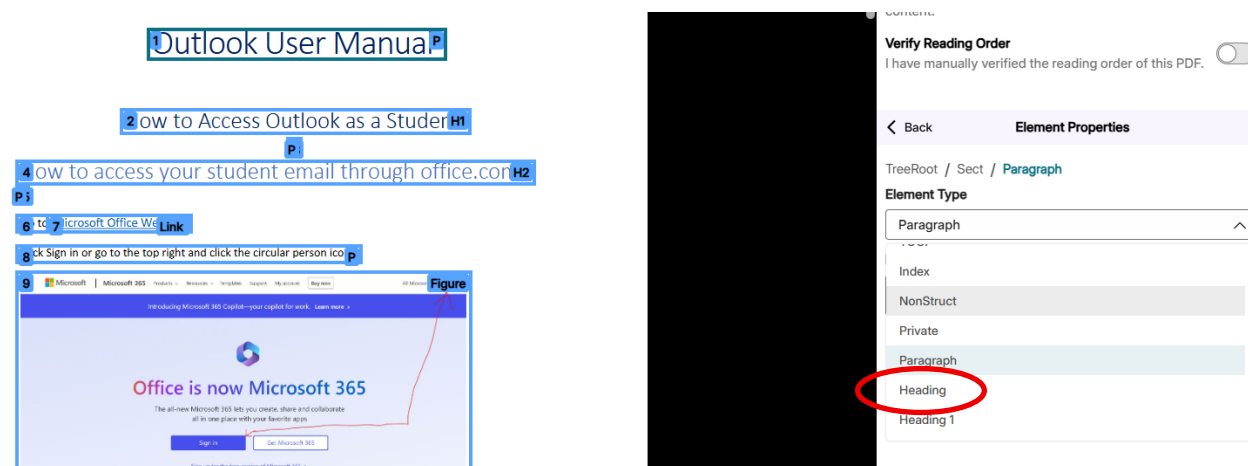
Boxes will appear around either selected elements or, as shown below, around all elements if the View Reading Order is toggled on.



To edit an element, hover over the element on the left-hand side. Three dots will appear. Click the three dots and then select “Edit”.

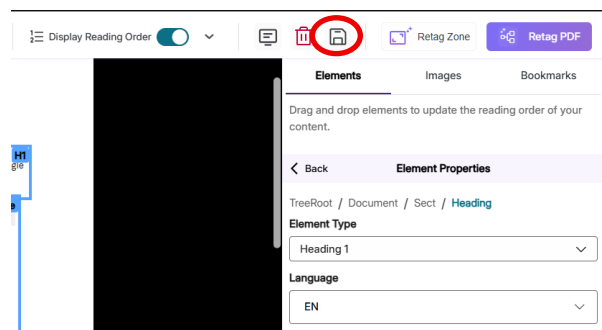


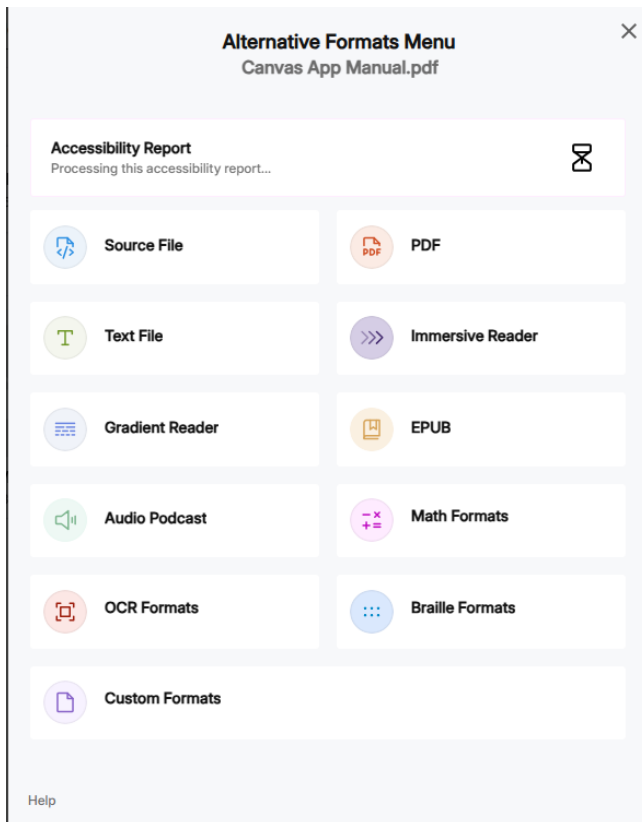
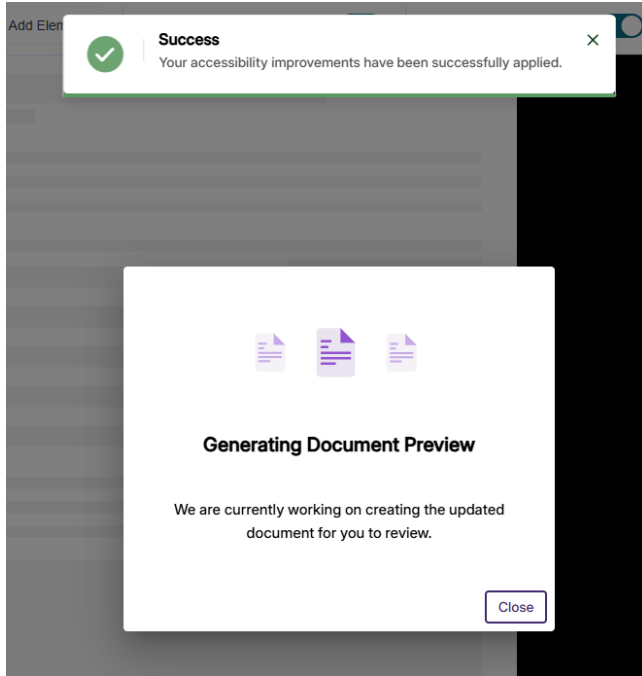
Select the proper element from the drop-down menu

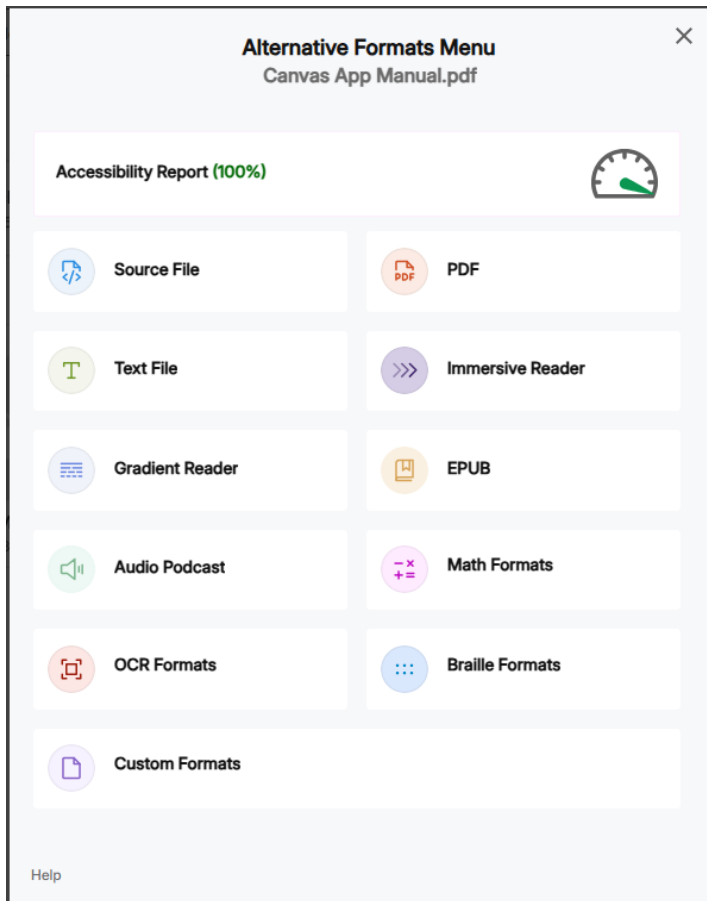


Note: Retag PDF button- While it is possible, and maybe even beneficial to retag your PDF using OCR, this button automatically uses only one type of OCR which often produces inferior results. It is not recommended to use this button.

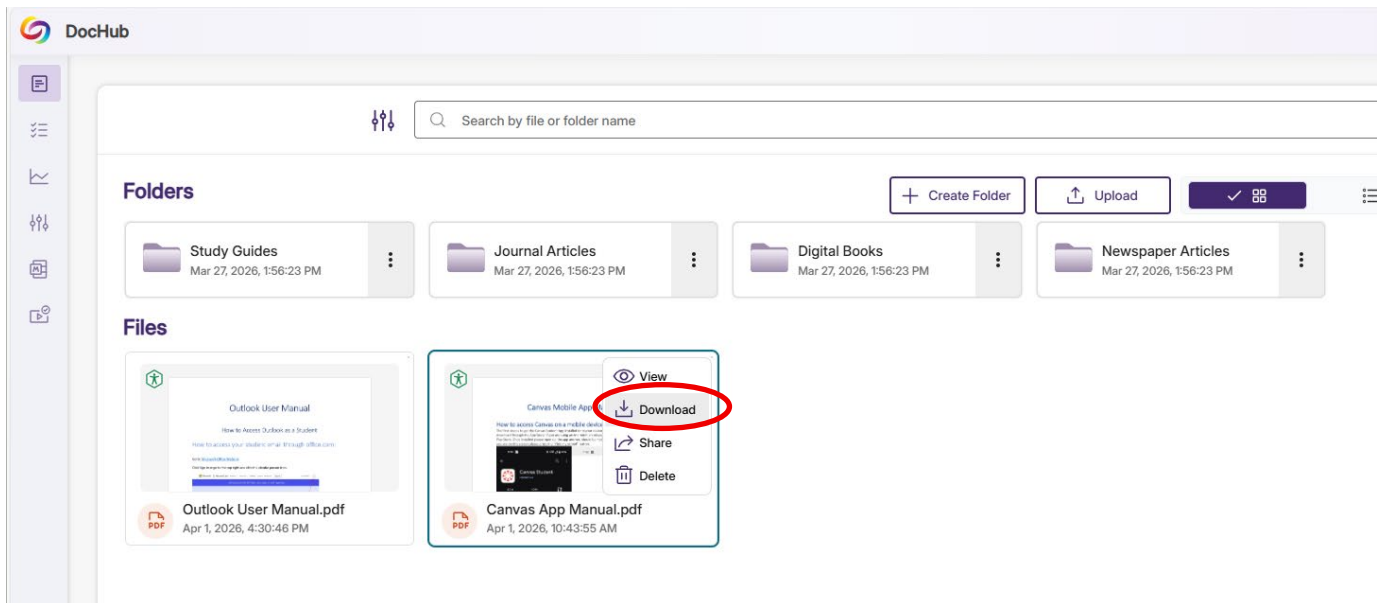
Once completed, click the save icon







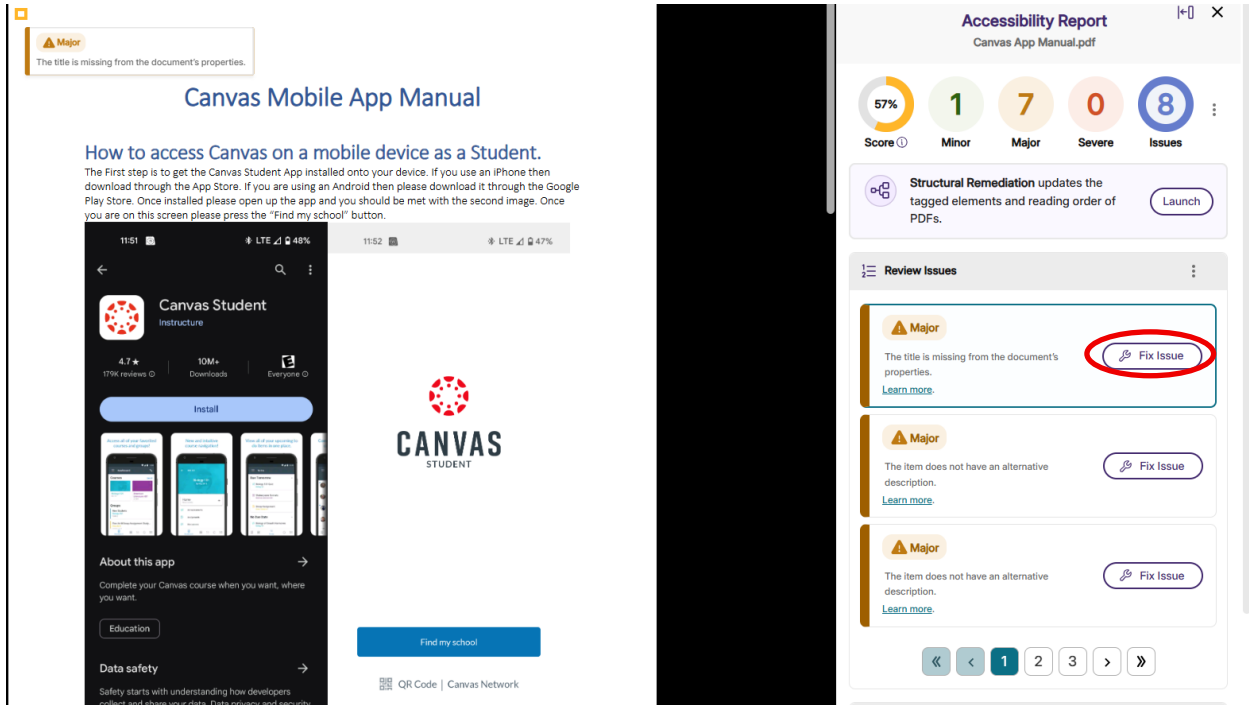
You can now download the accessible document. Hover over the document and click “Download”



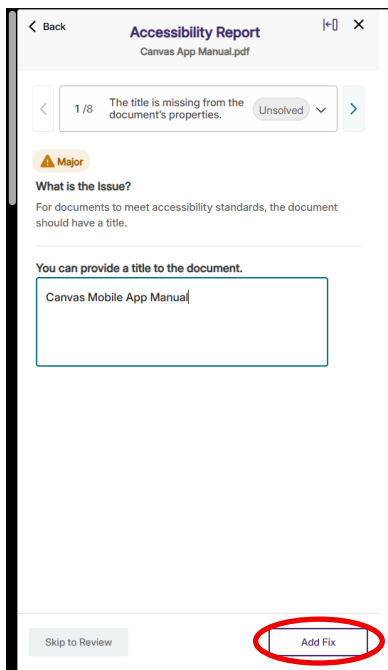
DocHub – Review Issues

Alternatively, you can click “Fix Issue” under the Review Issues section

Click “Fix Issue”



Enter the information, if required, in the dialog box and click “Add Fix”



For Alt Text click “Generate” and AI will enter an alt text for you

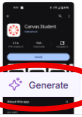
Note: Make sure the alt text that was generated makes sense for the image

3 / 8 The item does not have an alternative description. Unsolved

Major 6 Instances

What is the Issue?
For documents to meet accessibility standards, all images should have an alternative description.

You can provide an alternative description for this image.

 Enter alt text

[Generate](#)

[Learn more](#) about how YuJa uses AI to generate alternative text.

OR

This image is decorative.

[Skip to Review](#) [Add Fix](#)

Once you have checked the alt text provided click “Add Fix’

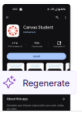
Back **Accessibility Report** Canvas App Manual.pdf

3 / 8 The item does not have an alternative description. Unsolved

Major 6 Instances

What is the Issue?
For documents to meet accessibility standards, all images should have an alternative description.

You can provide an alternative description for this image.

 Screenshot of the Canvas Student app page on a mobile device's app store.

[Regenerate](#)

[Learn more](#) about how YuJa uses AI to generate alternative text.

OR

This image is decorative.

[Skip to Review](#) [Add Fix](#)

Once you have completed fixing all the issues, click “Add Fix and Proceed to Review”

Accessibility Report
Canvas App Manual.pdf

8 / 8 The item does not have an alternative description. Unsolved

Major 6 Instances

What is the Issue?
For documents to meet accessibility standards, all images should have an alternative description.

You can provide an alternative description for this image.

Enter alt text

Generate

[Learn more](#) about how YuJa uses AI to generate alternative text.

OR

This image is decorative.

Add Fix and Proceed To Review

Review all the fixes you want to apply.

Note: If something is incorrect, click the three dots on the right-hand side of the issue and click edit.

Once reviewed, click “Apply Fixes”

Accessibility Report

Canvas App Manual.pdf


< Back to Accessibility Report

You have completed 8 / 8 issues.

Review all accessibility changes and apply them to your document.

Issue Description	Fix	Action
The title is missing from the document's properties.	Canvas Mobile App Manual	⋮
The item does not have an alternative description.	Canvas Student app splash screen with logo and 'Find my school' button.	⋮
The item does not have an alternative description.	Screenshot of the Canvas Student app page on a mobile device's app store.	⋮
The item does not have an alternative description.	A mobile phone screen displaying a school name input form with	⋮

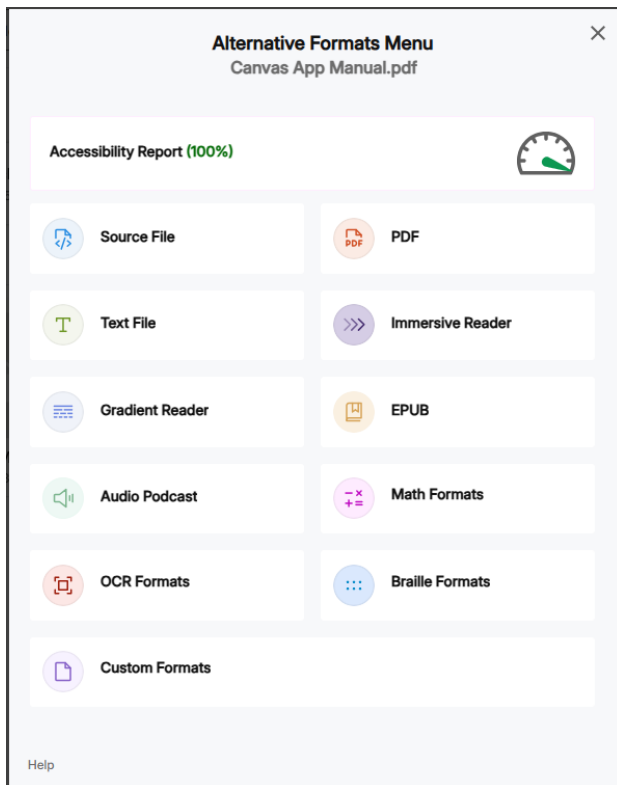
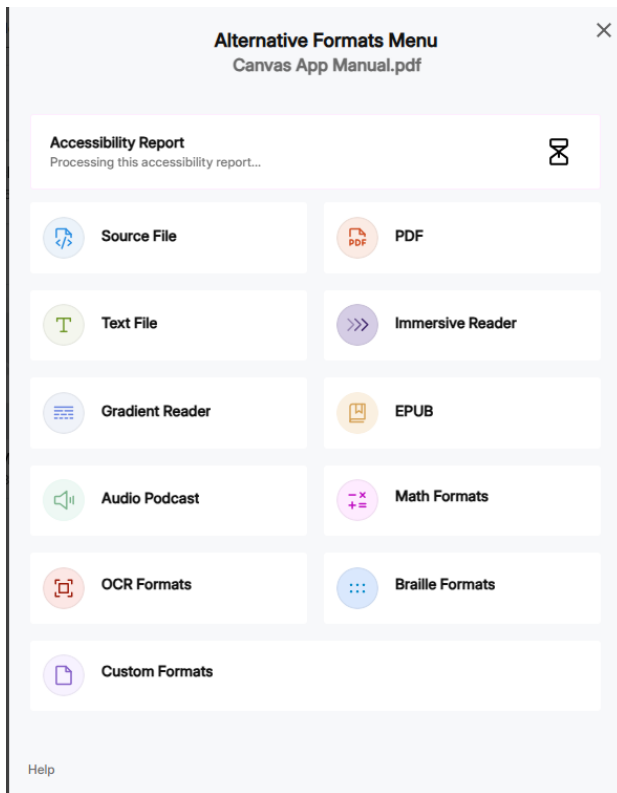
Apply Fixes



Generating Document Preview

We are currently working on creating the updated document for you to review.

Close



You can now download the accessible document. Hover over the document and click “Download”

