Ally v1.12.1 Access Token Update Instructions

In v1.12.1, Ally has added the ability to add alternative text directly into the HTML content of Announcements.

To facilitate this, it is necessary to provide the Ally access token with more broad permissions so that the content of the announcements can be read and updated on behalf of the instructor.

Please follow these instructions to enable this functionality for your institution.

Step 1: Provide access to read and update the new WYSIWYG content areas

1. Sign into your Canvas installation with an administrator account
2. Navigate to the account management (click on the "Admin" icon in the left hand navigation and then select your account in the window that slides open)
3. Navigate to the "Permissions" page
4. Select the "Account Roles" tab

Screenshot 1: Standard permissions page, located under account management

5. In the "Ally" column, scroll down to the "COURSE & ACCOUNT PERMISSIONS" section of the table and enable the following permissions in addition to the existing set of enabled permissions:
   - View announcements

Screenshot 2: The permissions page with the Ally column

Step 2: Clear the "Ally" user's permissions cache

Sometimes Canvas can cache user permissions, persisting them even after they've been changed. To immediately clear the permission cache, please temporarily remove the Ally user from the "Ally" role, then immediately add it back.

1. From the Account Settings page, click the "Admins" tab to view a list of admins. Under this tab you should find the Ally user.
2. Copy down the email address (or SIS ID, if your Canvas instance uses an external SIS system), we will need to use this ID to add the user back later
3. Click the "X" icon next to the Ally user to remove it
4. Click the "+ Account Admins" button to open the "Add Account Admins" form
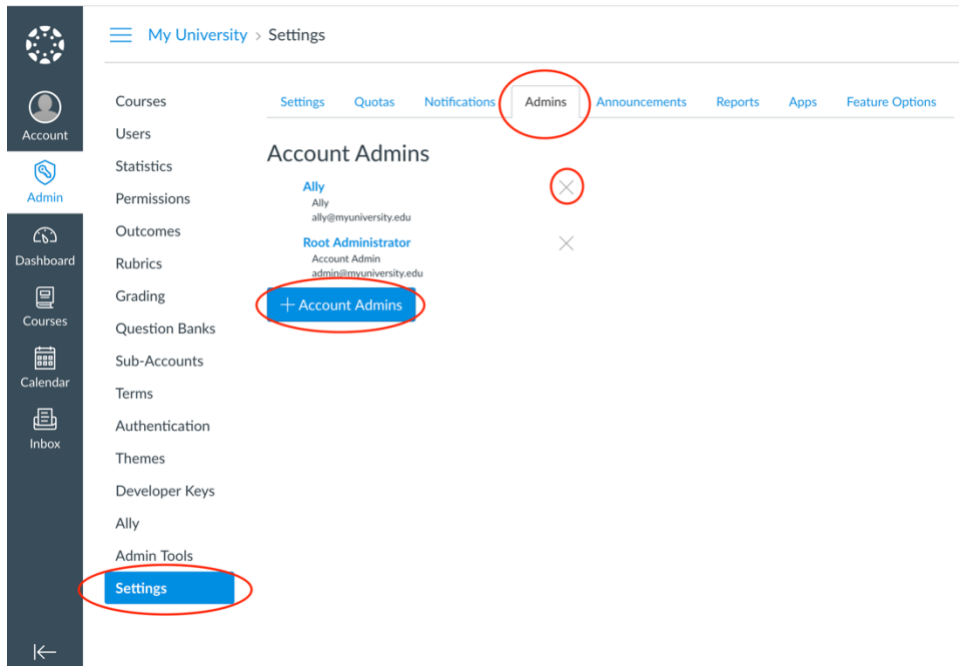
Screenshot 3: The Account Settings page under the "Admins" tab

5. Select the "Ally" role from the roles dropdown box, then paste the email address (or SIS ID) that was copied previously from point number 2. Select "Continue..."

Screenshot 4: "Add Account Admins" form with Ally user information populated

6. If the user was found, click the "OK Looks Good" button
7. Ensure the "Ally" user was added back to the list
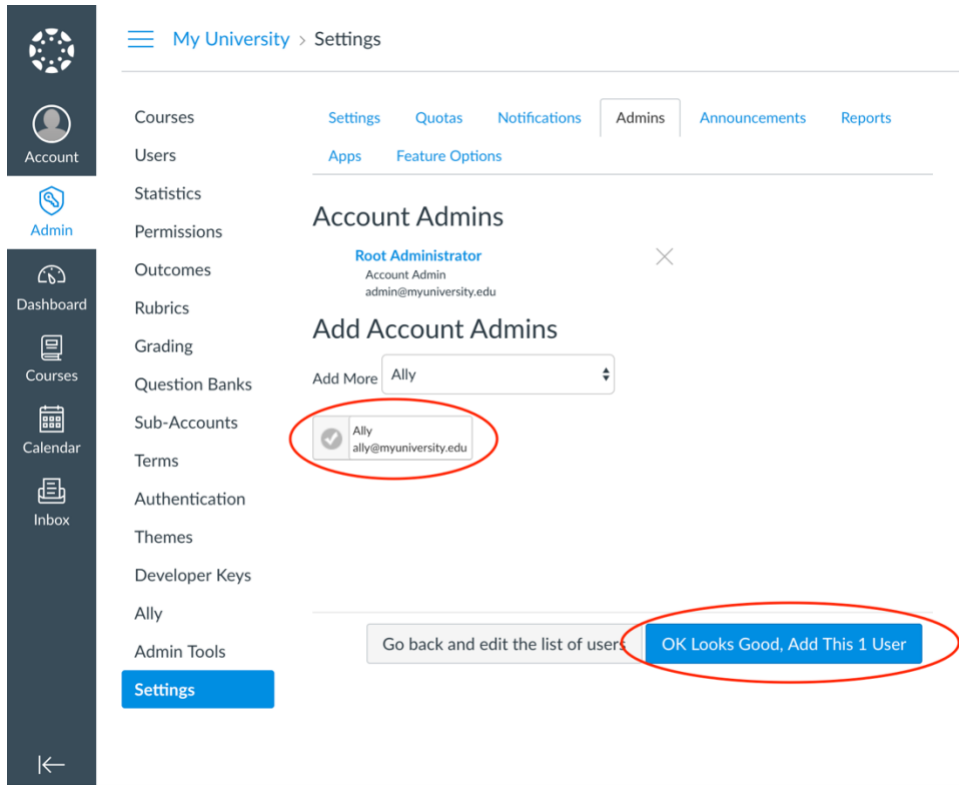
Screenshot 5: Confirmation of Ally user being added as an Admin

At this point, the Ally user should now have the necessary permissions to update all supported HTML rich content items.