

Google Read/Write Help

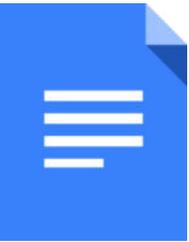
# Writing Set Up



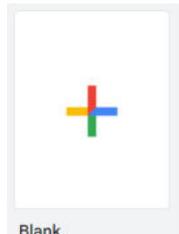
Open Google Chrome



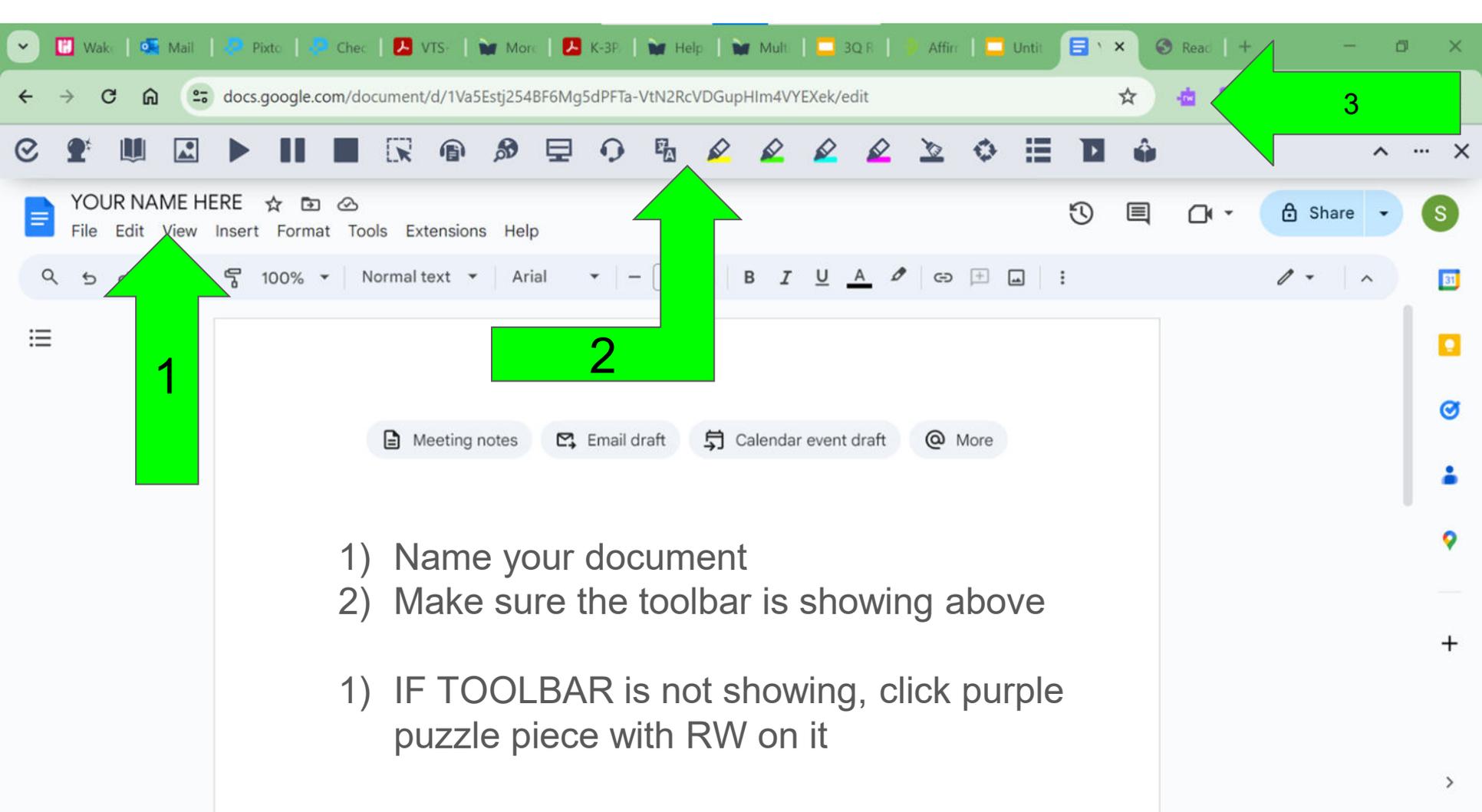
Click on the 9 dots/waffle in the upper right corner



Click on docs in upper right corner of menu



Click on blank in upper left corner of row



- 1) Name your document
- 2) Make sure the toolbar is showing above
- 1) IF TOOLBAR is not showing, click purple puzzle piece with RW on it

## Speech to Text set up

1) Take your computer to a quiet spot in the classroom.



Click purple puzzle piece and make sure Read/Write toolbar is showing.



Click headset when you are ready to record.



Click headset again to stop recording.

# Translator set up

1) Take your computer to a quiet spot in the classroom.

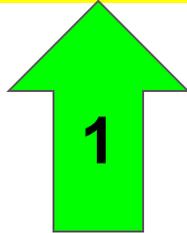


Click purple puzzle piece and make sure Read/Write toolbar is showing.



I want to be a good listener.

1) Highlight word



2) Click translate button

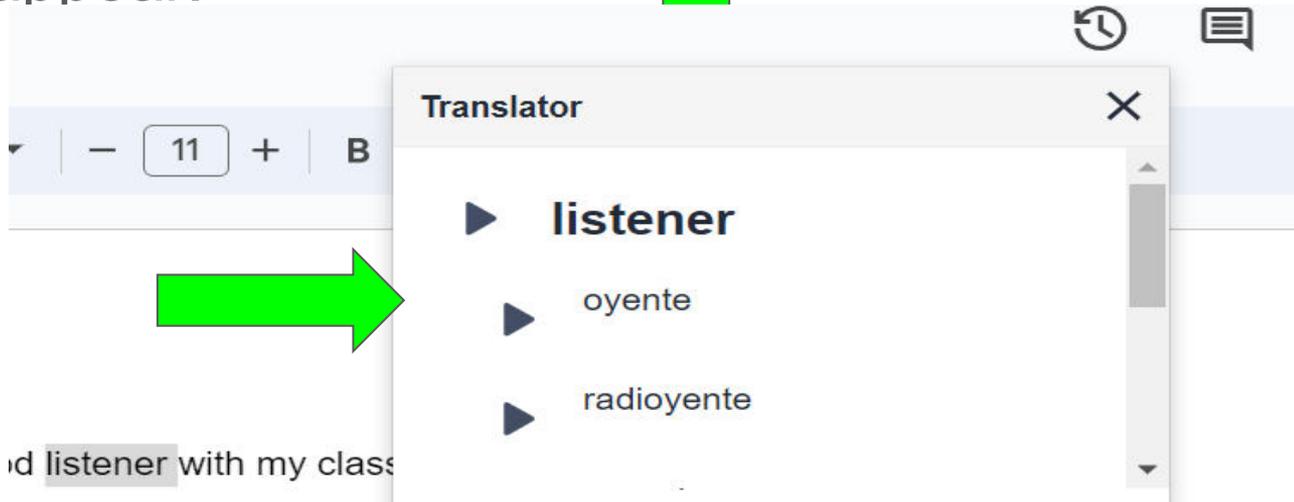
## Translator set up

1) Take your computer to a quiet spot in the classroom.

2) Click purple puzzle piece and make sure Read/Write toolbar is showing.



A pop up will appear.



Click to listen.

## Read Aloud set up

1) Take your computer to a quiet spot in the classroom.



Click purple puzzle piece and make sure Read/Write toolbar is showing.



1) Click black arrow when you are ready to record.

1) Click **||** to stop recording.

## Word Prediction set up

1) Take your computer to a quiet spot in the classroom.



Click purple puzzle piece and make sure Read/Write toolbar is showing.



Click prediction “crystal ball” when you are ready

As you type, it will suggest words for you to spell.

## Highlights set up

1) Take your computer to a quiet spot in the classroom.



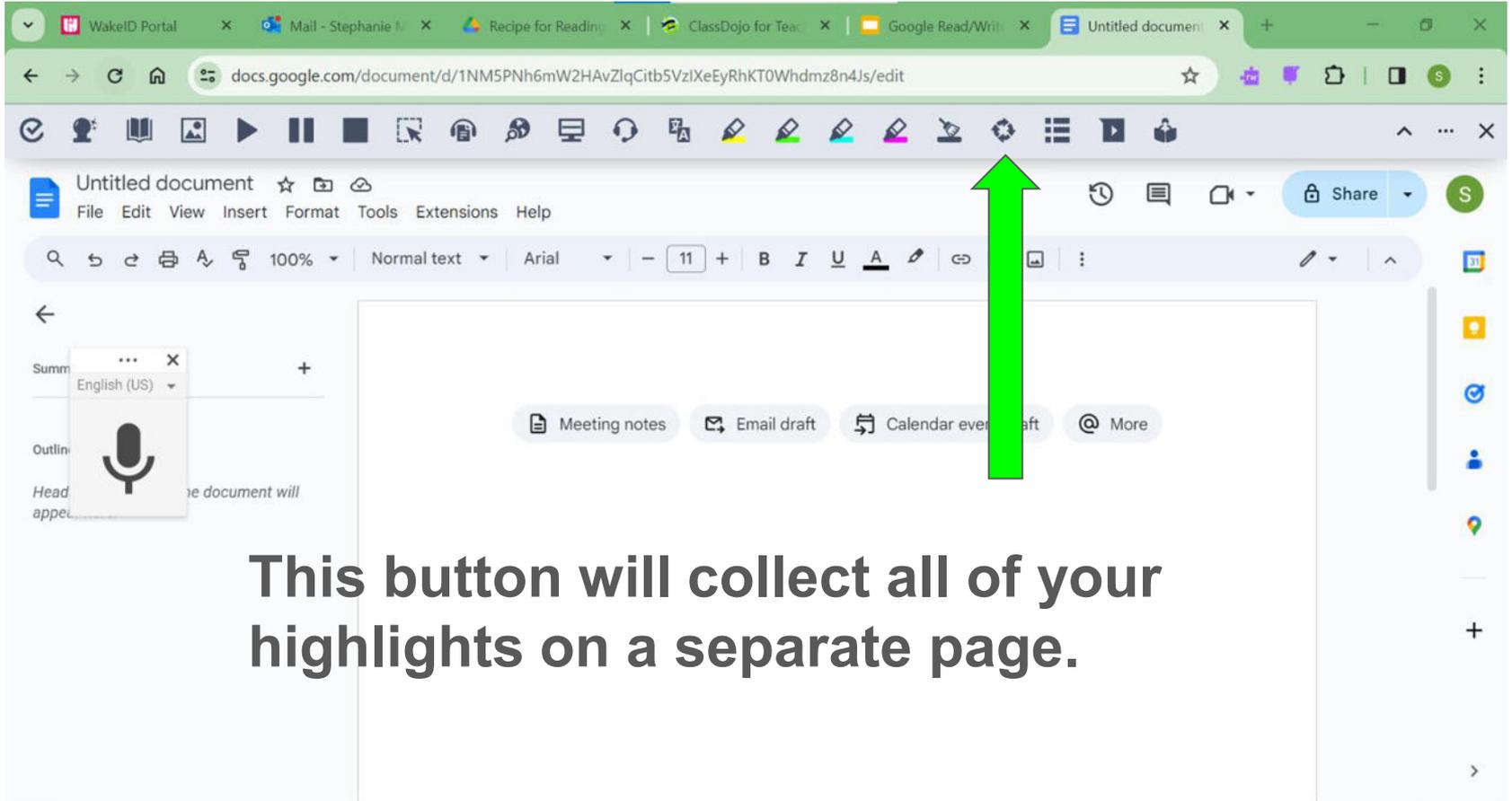
Click purple puzzle piece and make sure Read/Write toolbar is showing.



1) Click color of highlighter to use.

1) This will erase ALL of your highlighted text.

# Highlights set up



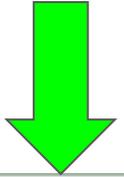
The screenshot shows the Google Docs web interface. At the top, there are several browser tabs including 'WaketID Portal', 'Mail - Stephanie', 'Recipe for Reading', 'ClassDojo for Teachers', 'Google Read/Write', and 'Untitled document'. The address bar shows the document URL: docs.google.com/document/d/1NM5PNh6mW2HAvZlqCitb5VzIXeEyRhKT0Whdmz8n4Js/edit. The toolbar contains various editing tools, and a green arrow points to the 'Highlights' icon, which is a circular arrow with a document icon inside. Below the toolbar, the document title 'Untitled document' and menu options 'File Edit View Insert Format Tools Extensions Help' are visible. The main editing area shows a search bar, font settings (Arial, size 11), and text formatting options (bold, italic, underline, text color). A 'Share' button is on the right. At the bottom of the editing area, there are buttons for 'Meeting notes', 'Email draft', 'Calendar event draft', and '@ More'. The Windows taskbar is visible at the very bottom of the image.

**This button will collect all of your highlights on a separate page.**

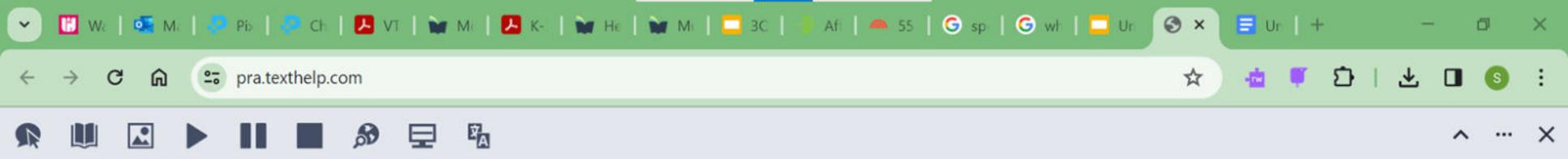
## Recording set up



- 1) Take your computer to a quiet spot in the classroom.
- 2) Click purple puzzle piece and make sure Read/Write toolbar is showing.

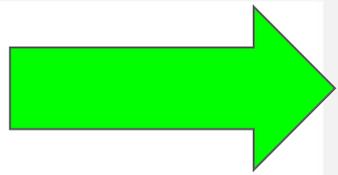


Click “Practice Reading Aloud” button when you are ready to record.



Untitled presentation - Google Slides

1) Click the microphone to record.



MICROPHONE WILL TURN RED  
WHEN IT IS RECORDING.

If it does not turn red, see if there are pop up  
messages or questions on the screen, hit dismiss.  
Then try again.

- Ready to practice reading?
1. Click the **Record** button to get started
  2. Click **Stop** when you're finished
  3. Use the **Play** button to listen to how you did
  4. Re-record as much as you want
  5. Click the **Send to Teacher** button to share your awesomeness with your teacher!





## Untitled presentation - Google Slides

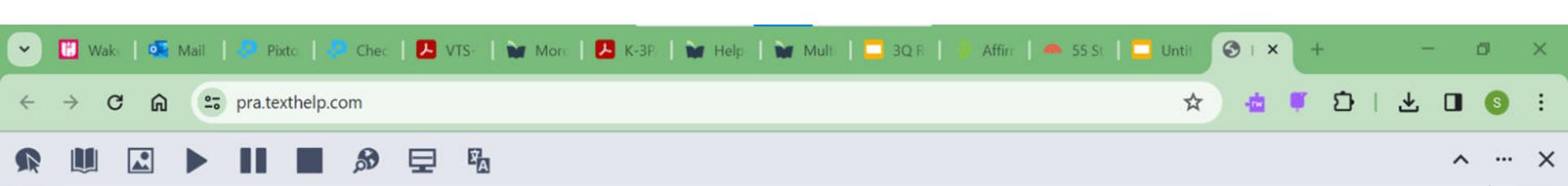
1) Click black square that will appear next to the microphone during recording when you are done.



Ready to practice reading?

1. Click the **Start** button to get started
2. Click **Stop** when you're finished
3. Use the **Play** button to listen to how you did
4. Re-record as many times as you want
5. Click the **Share with teacher** button to share your reading fluency with your teacher!





## Untitled presentation - Google Slides

- 1) Click on the paper airplane to send the document
- 2) Add an email and click send



### Ready to practice reading?

1. Click the **Record** button to get started
2. Click **Stop** when you're finished
3. Use the **Play** button to listen to how you did
4. Re-record as much as you want
5. Click the **Send to Teacher** button to share your awesomeness with your teacher!

