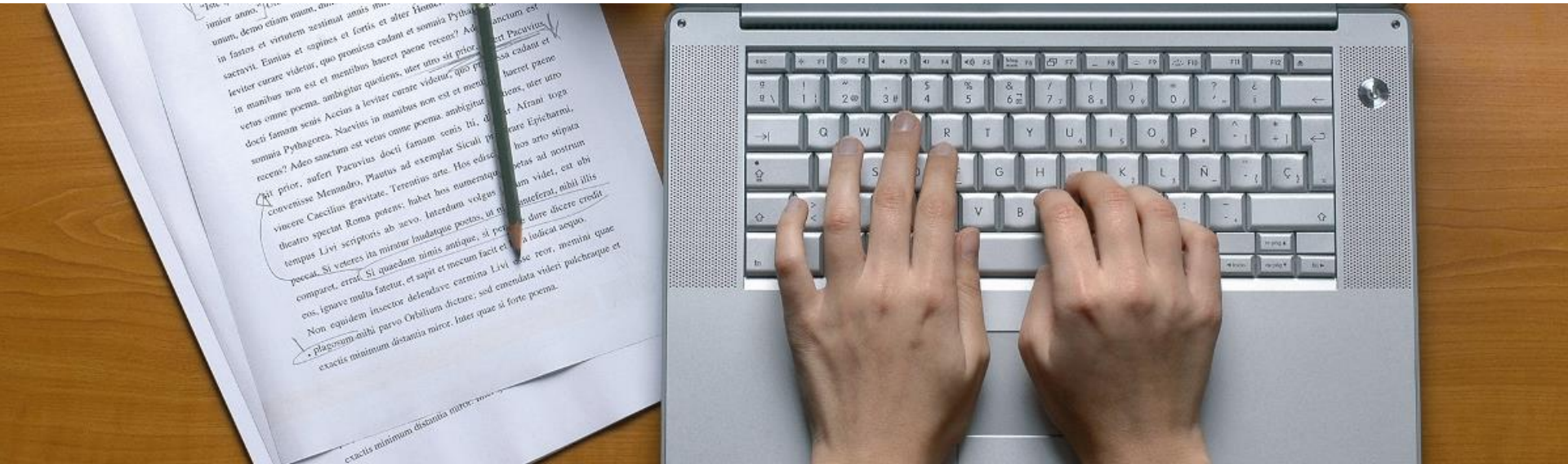


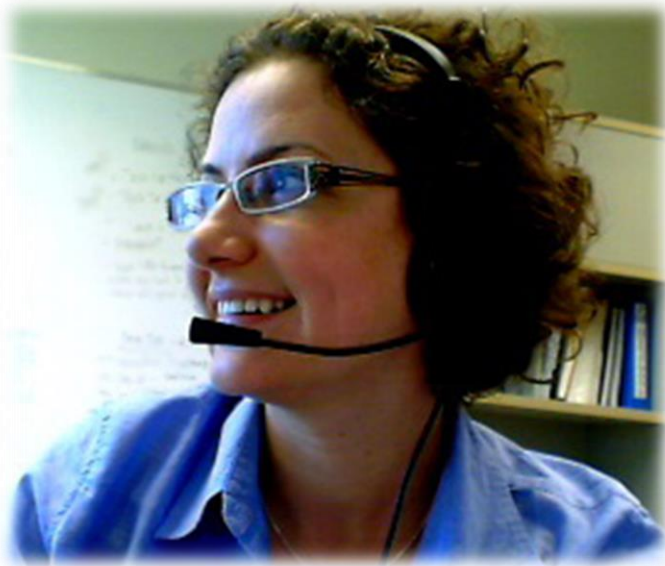
# Reading & Writing with Google



AlphaPlus #TechTuesdays webinars  
[techtuesdays.alphaplus.ca](http://techtuesdays.alphaplus.ca)



# ABOUT THE PRESENTERS



- In the field for over 15 years
- Lately focusing on tech coaching
- Facilitates presentations and workshops
- Loves meeting new people and sharing tech tips and ideas

**Monika Jankowska-Pacyna**  
***Projects Coordinator at AlphaPlus***  
[mjankowska-pacyna@alphaplus.ca](mailto:mjankowska-pacyna@alphaplus.ca)



# ABOUT THE PRESENTERS

- In the field for over 10 years
- Coordinates assistive technology training at 2 local schools boards
- Teaches a technology course for future Educational Assistants
- Loves talking about assistive technology and education technology



**Danielle Gignac**  
***Resource Manager***  
***Learning Disabilities Association of Windsor – Essex County***  
[dgignac@LDAWE.ca](mailto:dgignac@LDAWE.ca)



# WEBINAR OVERVIEW

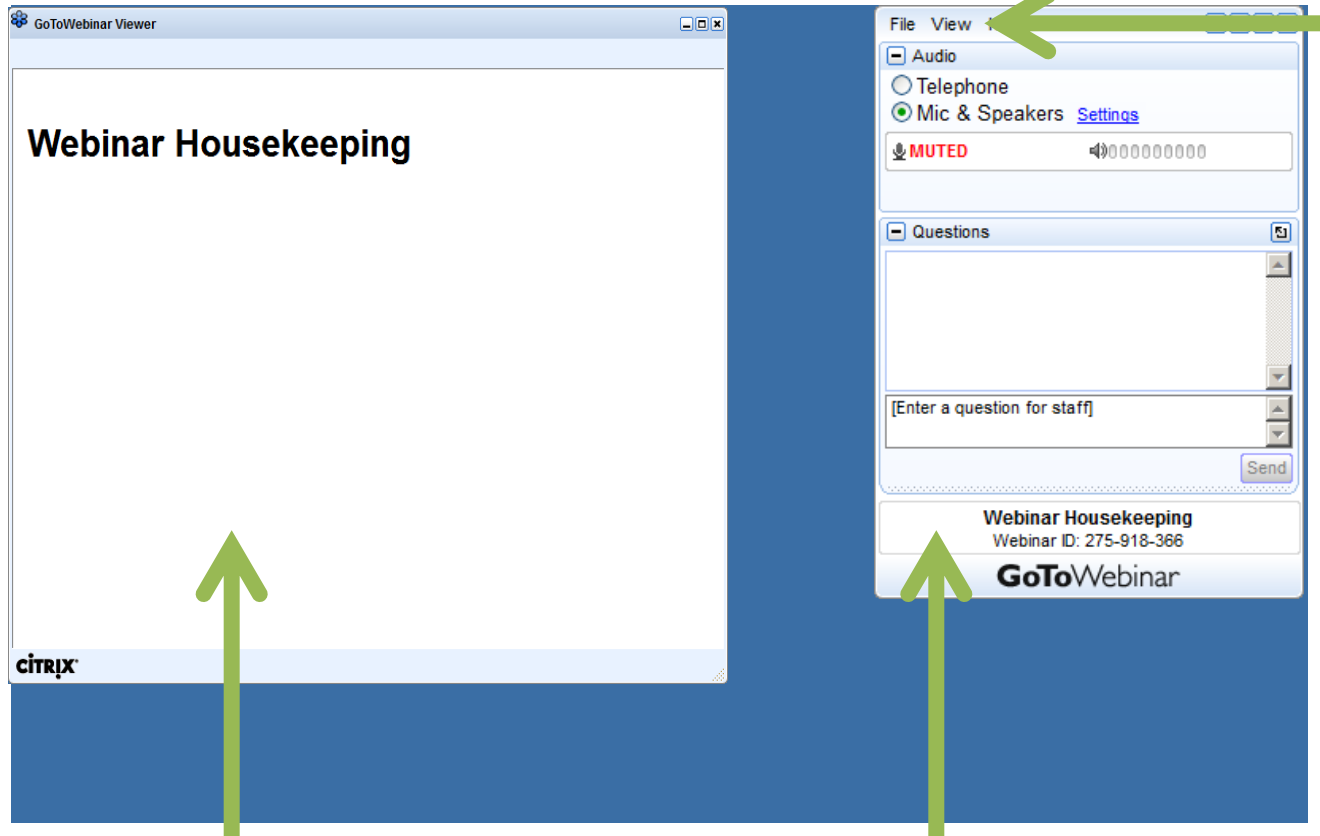
- Housekeeping tips
- Questions for attendees
- Create a Google account
- Introduction to the Chrome Web Store
- VoiceNote II, SpeakIt!, and Google Dictionary extensions
- Lesson plan activities
- Feedback and upcoming webinars
- Other resources

## **Main objective:**

**To get you to try these Google extensions with your students!**



# WEBINAR HOUSEKEEPING TIPS



Your control panel may collapse automatically when you don't use it.

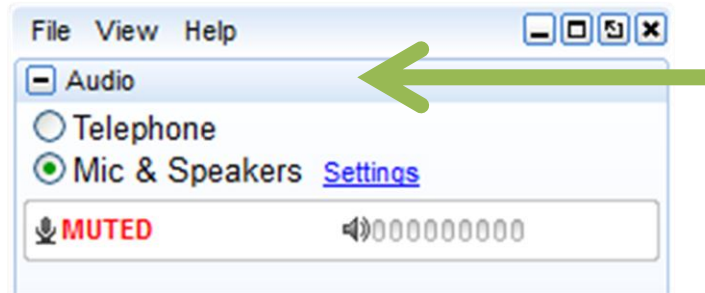
To keep it open, click the "View" menu and uncheck "Auto-hide Control Panel".

Webinar viewer

Your control panel

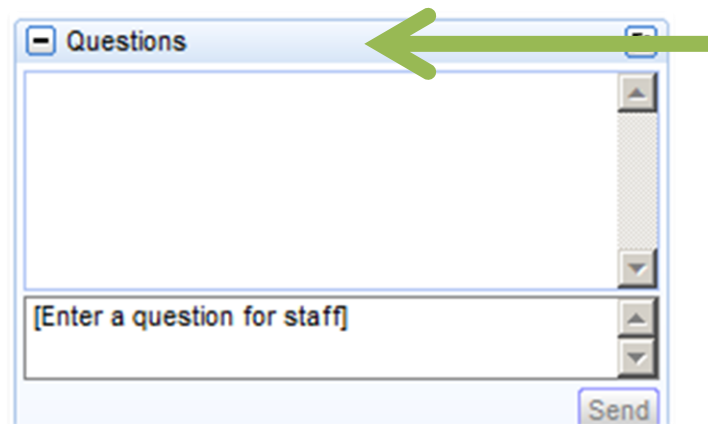


# WEBINAR HOUSEKEEPING TIPS



For audio, we choose “Mic & Speakers”. If you don’t have microphone you can simply listen in. The “Telephone” option is disabled.

**Note: Your audio will be muted during the session.**



You can submit questions and comments via the Questions panel or you can ‘raise your hand’ to be unmuted for verbal questions. There is no option to chat between participants.

**Note: Today’s presentation will be recorded.**



# A FEW QUESTIONS FOR YOU

1. Do you have a Google account (i.e. Gmail)?
2. Which web browser(s) do you commonly use?  
(Internet Explorer, Google Chrome, Mozilla Firefox, Apple Safari)
3. Do you currently assist your students/learners to setup a Gmail account?



# What is a Google Account?

**Google Accounts** allow users to access several commonly used Google apps such as: Gmail, Calendar, Drive, Docs, etc... Some apps can be used in any web browser; however, the majority of them will only work in Google Chrome.

## The Google Apps for Education Suite

Tools that your entire school can use, together



Classroom



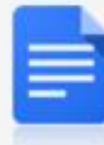
Gmail



Drive



Calendar



Docs



Sheets



Slides



Sites



# Creating / Accessing a Google Account

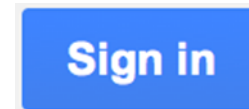
1. Open the Google Chrome web browser



2. Go to the Google Search page  
([www.google.ca](http://www.google.ca))

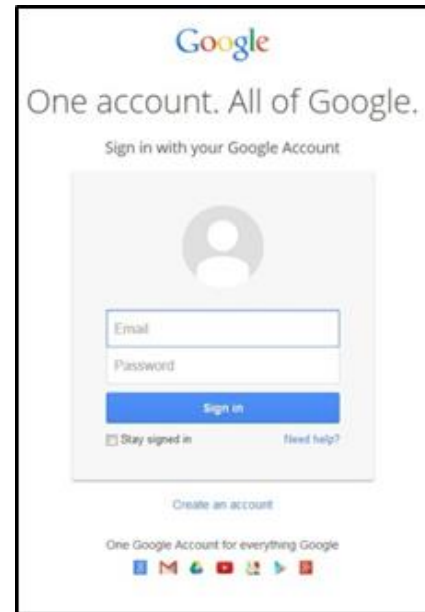


3. Click on the Sign In button



# Creating / Accessing a Google Account

4. Create or enter your Google Account address and password



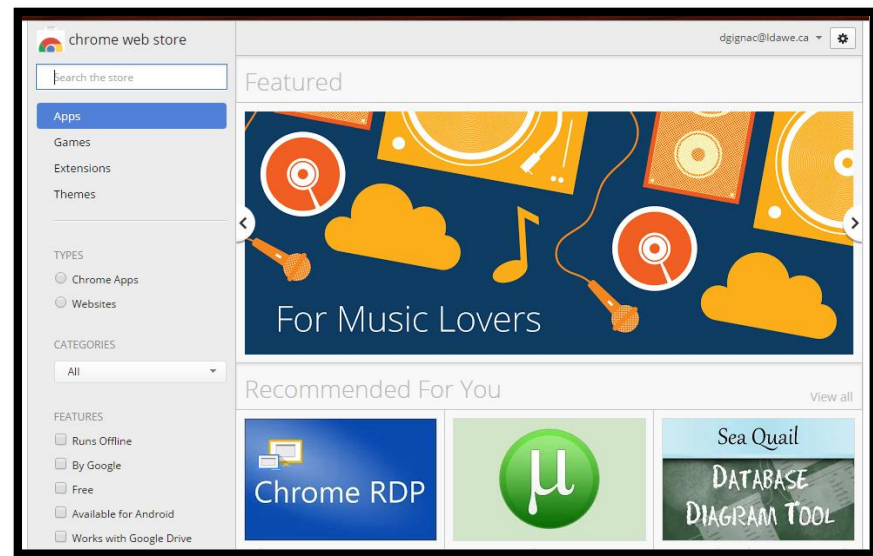
5. Click on the App Launcher or Show Apps icon to launch a Google app (if desired)



# What is the Chrome Web Store?

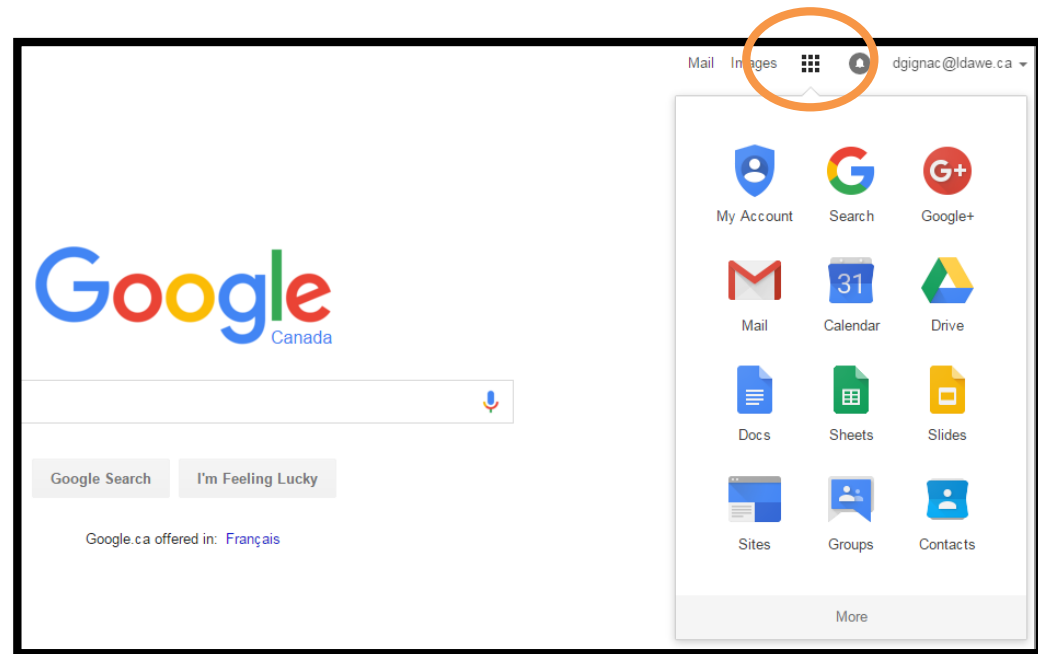
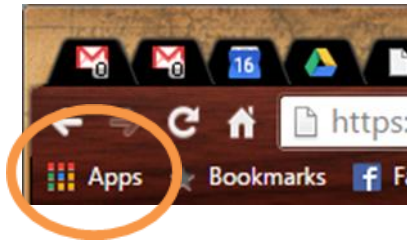
The **Chrome Web Store** is where users can go to add apps or extensions to their Google account. There are thousands of apps and extensions and many of them are free.

Do a google search for Chrome Web Store or type in <https://chrome.google.com/webstore> to access the store.



# What are Google Apps?

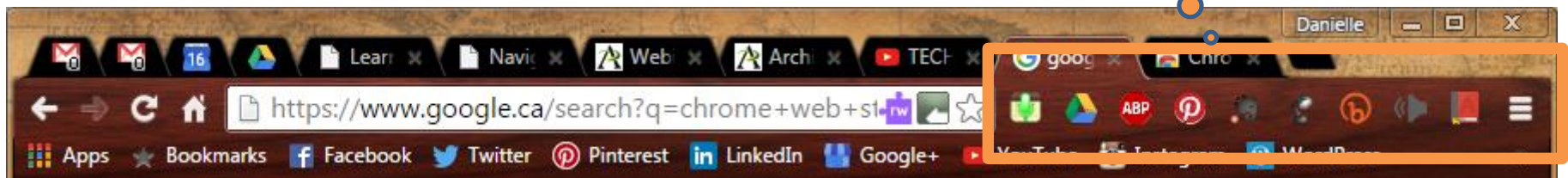
**Google Apps** are programs that can be added to your Google account that only work within the Chrome browser. Once installed, the app can be accessed by pressing the “Show Apps” button that appears at the beginning of the bookmarks toolbar. The app may also appear in the App Launcher.



# What are Google Extensions?

**Google Extensions** are small programs that can change or improve the functionality of the Chrome browser. Once installed, they often appear to the right of the address bar in the Chrome browser.

Extension Icons



# Some Notes on Google Apps & Extensions

Depending on the app or extension, a dialog box may appear where the learner has to give permission for the app or extension to run and / or they may have to restart their Chrome browser in order for the program to work.

## To **Remove** an App:

1. Press “Show Apps” button (appears at the beginning of the Bookmarks toolbar)
2. Right mouse click on the desired app icon
3. Select “Remove from Chrome...”
4. Confirm removal by clicking on the “Remove” button

## To **Remove** an Extension:

1. Right mouse click on the desired extension icon (appears to the right of the address bar)
2. Select “Remove from Chrome...”
3. Confirm removal by clicking on the “Remove” button



## A QUICK DISCUSSION:

What would you say has the greatest impact on your student / learner's motivation to learn?

*Time, money, progress shown to date, achieving goals, etc...?*

*Post your thoughts in the question box.*






# Student / Learner Motivation

Many students / learners lose motivation to attend literacy programs when they do not see a lot of progress (or at least functional gains) happen very quickly.

Keep your students / learners motivated by introducing free tools that will allow them to read and write online, while still learning literacy basics in your program.



# Reading & Writing with Google

Extension	Name	What it Does
	VoiceNote II	While on the Internet, open VoiceNote II and then speak into your computer (or microphone) and it will type what you are saying
	SpeakIt!	While on the Internet, select the text you want read, press the icon and it will read the selected text out loud
	Google Dictionary	Double click on any word while on the Internet, and a definition of the word will appear





## VoiceNote II

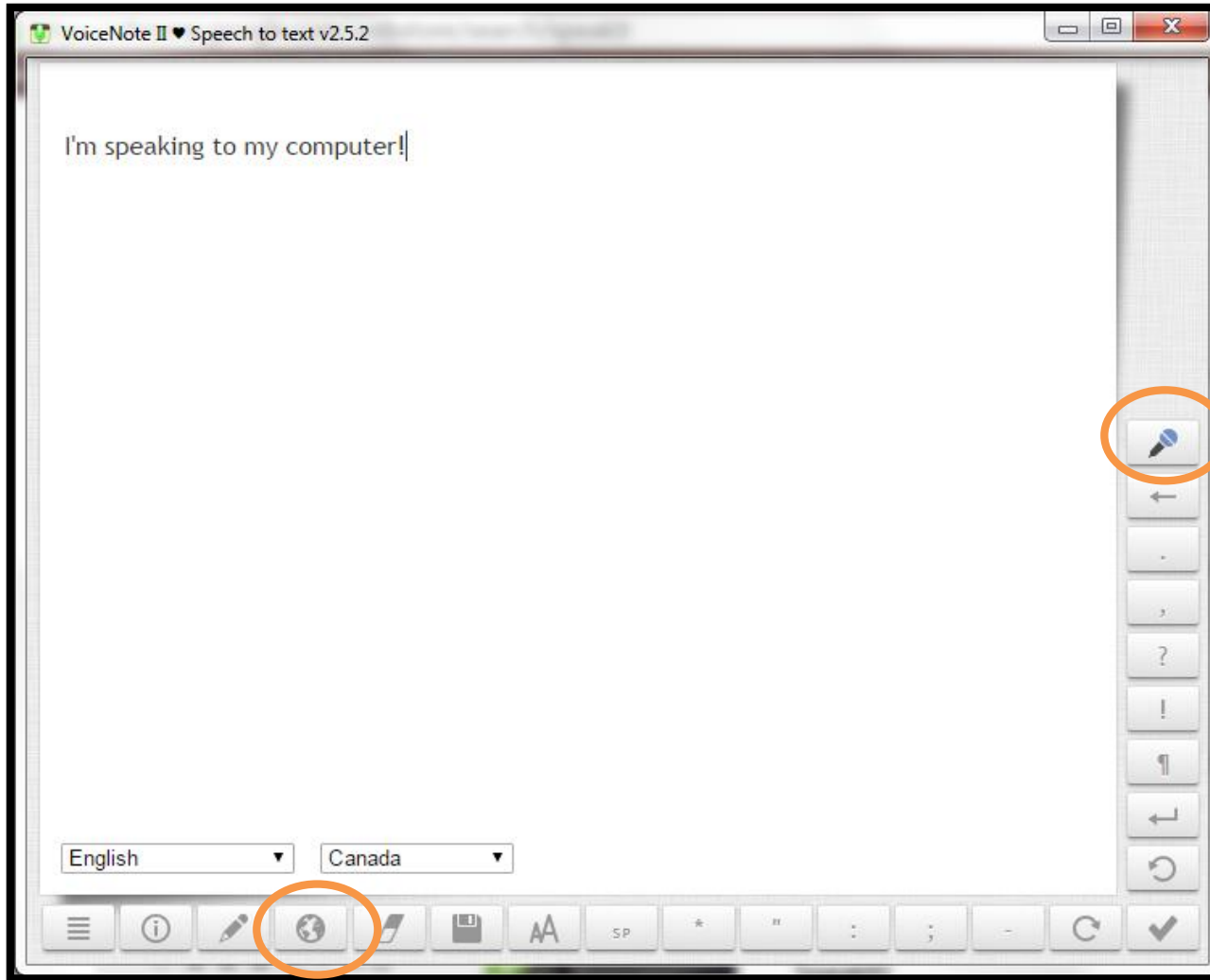
VoiceNote II is an example of voice recognition (or voice-to-text software). The user speaks aloud and the extension converts their speech to text. Typically the user will require a headset with a microphone in order to have accurate speech recognition. The user can then copy and paste their text to wherever they desire.

There are many different language options available.

Note: VoiceNote II is available as an app and as an extension. For ease of use, it is recommended to add it as an extension.



# VoiceNote II



Select your desired language and country by pressing the Globe icon.

Then press the Mic icon and start dictating!

Play around with the extension to discover more advanced features.



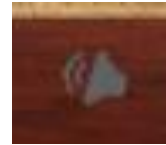


# SpeakIt!

SpeakIt! is an example of text-to-voice software. There are many different language options available. To use this extension:

1. Select the desired text (while on the Internet)

2. Press the SpeakIt! extension icon



3. Listen to the selected text be read aloud. Pause and stop buttons are available. The red number icon indicates the number of sentences still to be read.




# SpeakIt!

Select iSpeech as the Text to Speech engine.

Adjust the Speaking Rate as desired using the sliding bar.

Select a Voice and use the Testing area to hear your selections.

SpeakIt! was successfully installed v0.2.984 

**Playback Settings**

Text to Speech engine: iSpeech

Default Volume Level:  50 %

Speaking rate:  x-3 ~ 240 words/minute

Voice: US English Female

**Testing**

**Shortcuts Settings**

Keyboard shortcut:

Enable SpeakIt context menu shortcut.

**Speech Input Settings**

Enable Speech to Text feature.

**PopUp layout**

Show iSpeech logo

**Make SpeakIt! better**

Automatically send anonymous usage data, to improve SpeakIt! functionality. [Read More?](#)



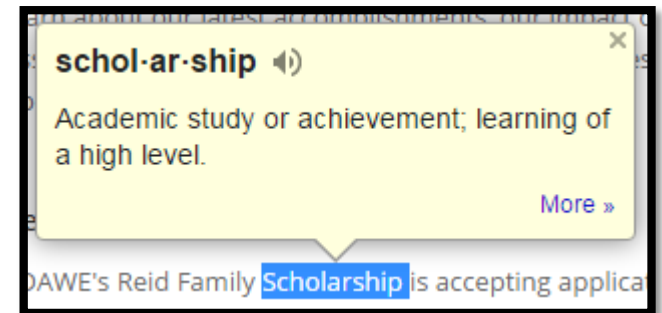


# Google Dictionary

Google Dictionary is an example of an online dictionary. The user can double click or select the word (depending on the user's preferences) and a Google Dictionary pop-up will automatically open with the word's definition. Alternatively, the user can press the Google Dictionary extension icon and type (or paste) a word for which a definition is desired.

There are many different language options available.

Note: The user can use the SpeakIt! extension to have the definitions read aloud.



# Google Dictionary



The screenshot shows the 'Google dictionary Extension Options' dialog box. It is titled 'Google dictionary' in the Google logo font, with 'Extension Options' below it. The settings are organized into three sections: 'My language:', 'Pop-up definitions:', and 'Word history:'. 'My language:' has a dropdown menu set to 'English'. 'Pop-up definitions:' has two options: the first is checked and has a 'Trigger key' dropdown set to 'None'; the second is unchecked and has a 'Trigger key' dropdown set to 'Ctrl'. 'Word history:' has two unchecked options, one of which includes 'Number of words stored in history: 0'. At the bottom of the 'Word history:' section are two buttons: 'Download history' and 'Clear history'. At the very bottom of the dialog are two buttons: 'Save' (in blue) and 'Reset' (in grey).

Select the desired language.

Select how the pop-up definitions will appear.

Select whether or not to store the words that are looked up.



## A QUICK DISCUSSION:

What kind of activities could you add to your lesson plans utilizing these tools?

*Sending and receiving emails*

*Conducting online research*

*Write a paragraph based on the online research performed*

*Building vocabulary*

*Effectively using social media*

***Post your thoughts in the question box.***



# YOUR FEEDBACK

<http://fluidsurveys.com/s/googletools/>



## UPCOMING WEBINARS

**Lots of exciting things coming up soon – including webinars with special guest speakers!**

<http://alphaplus.ca/en/training/webinarsgroup1/webinars-schedule.html>



# Other Resources

- [Bookshare: An Accessible Online Library](#)
- [Free Technology Toolkit for UDL in All Classrooms](#)
- [Goodwill Community Foundation](#)
- [Google Apps for Education – Training Lessons](#)
- [Mindomo](#)
- [TextHelp Read&Write for Google Chrome](#)
- [Wikipedia in Simple English](#)

I will stay around for a bit longer to answer any questions you might have...

You can also contact me after the webinar at:  
[dgignac@LDAWE.ca](mailto:dgignac@LDAWE.ca) | 519-252-7889, ext. 103  
Checkout our website at: [www.LDAWE.ca](http://www.LDAWE.ca)

