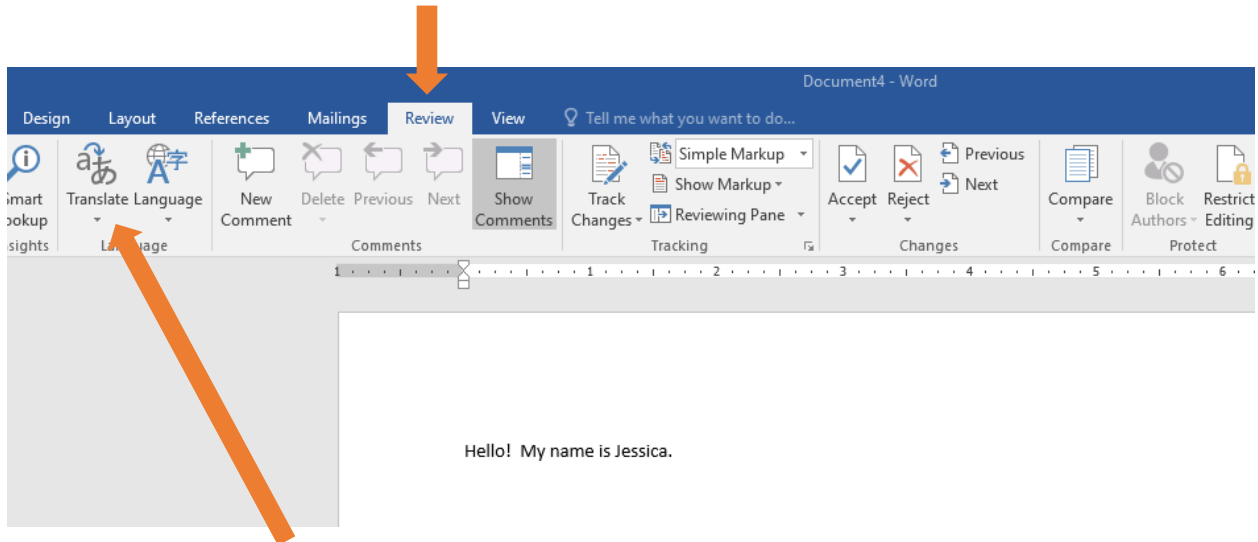


# Easy Translation Options for ESOL Students

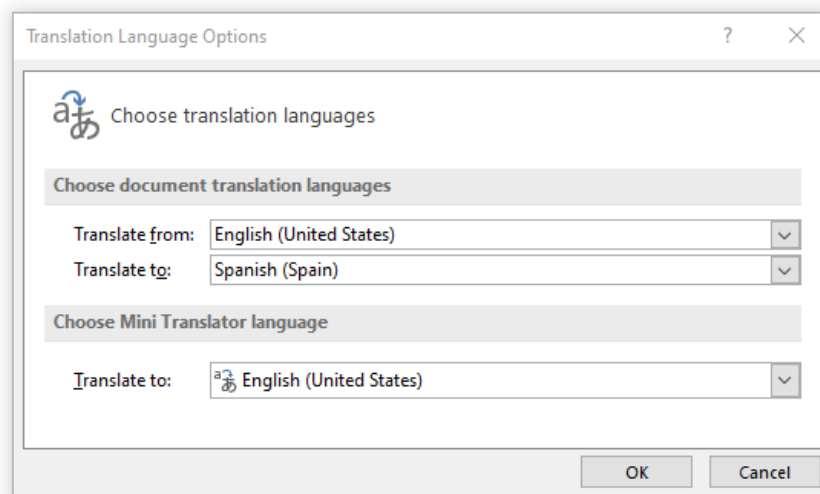
\*Please allow students to use their personal devices for translation purposes. \*

## 1. Microsoft Translate in Microsoft Word

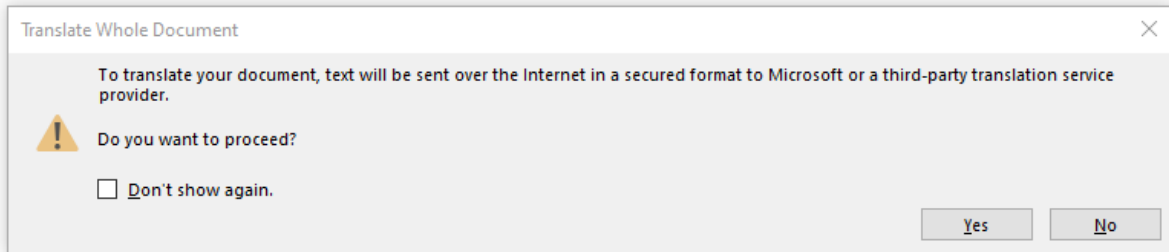
- Microsoft Translate in Microsoft Word is especially helpful for documents that you have created.
- Step 1: Type a document.
- Step 2: Click the “Review” tab at the top of the screen.



- Step 3: Click the “Translate” button.
- Step 4: Click “Choose Translation Language” and select your language from the dropdown menu and click “OK”.



- Step 5: Click the “Translate” button again.
- Step 6: Click “Translate Document”. A window will pop up asking if you want to send it over the internet to translate. Click “Yes”.



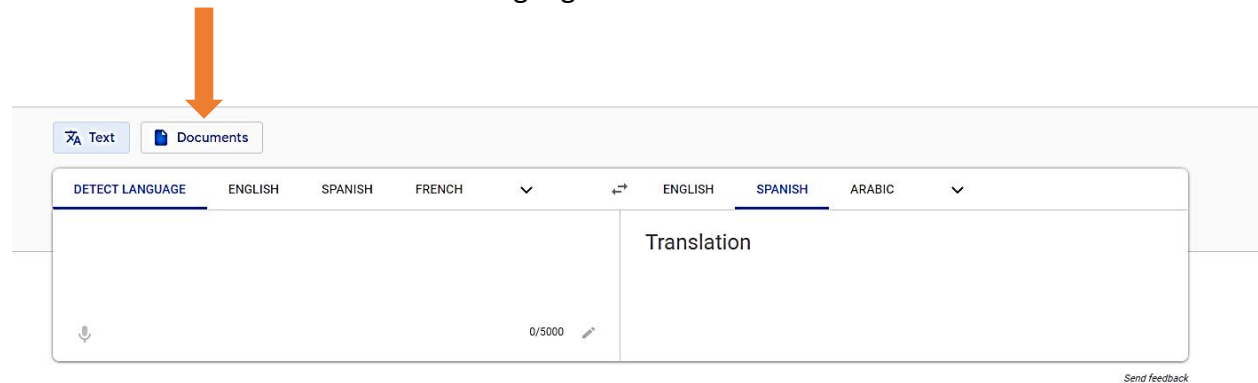
- Step 7: An internet browser will pop up with the translated version of your document.
- Step 8: Copy and paste the translated version back into your Word document. Some of the formatting may need correcting.

## 2. Microsoft Translator App for Devices

- Use the microphone icon to translate speech.
- Use the keyboard icon to translate typed text.
- Use the camera icon to take a photograph of text that you want translated. After taking the photograph, the document will translate on the device screen.

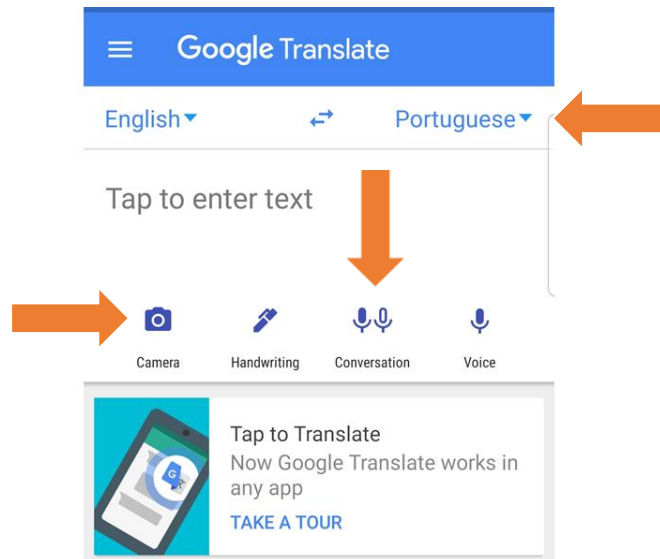
## 3. Google Translate Online

- Step 1: Type or copy/paste text into the textbox.
- Step 2: Choose the language to translate to.
- Step 3: The translation appears in the box on the right.
- Step 4: Instead of steps 1-3, you can upload documents to be translated. (Be sure to choose the desired final language.)



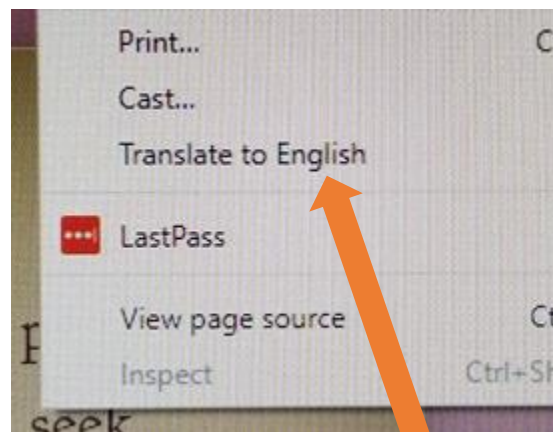
#### 4. Google Translate App for Devices

- Choose the language to translate to.
- Use the camera option to hover over text in English. It will automatically translate on the screen.
- Use the conversation button to talk back and forth. The app will automatically say the translated version out loud.

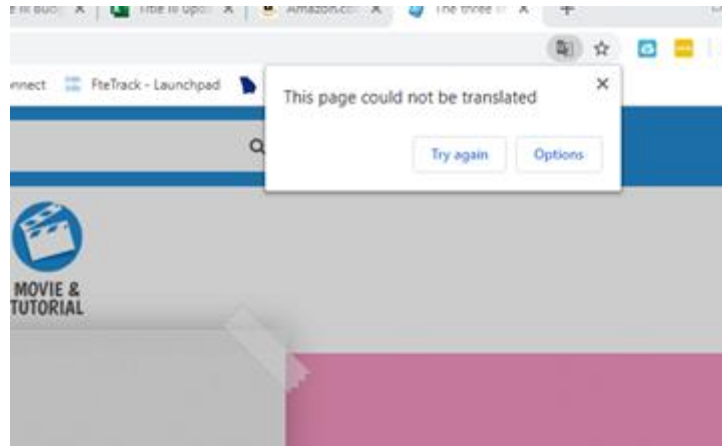


#### 5. Web Translation in Google Chrome (can be used for translating Performance Matters Benchmarks)

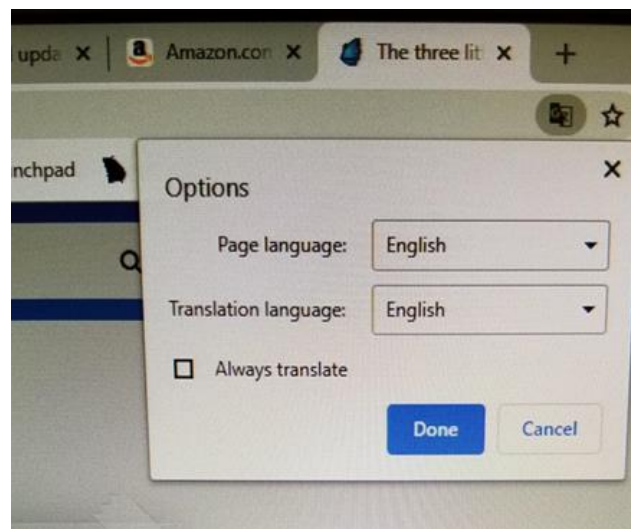
- Step 1: Right click on the screen.
- Step 2: Click on "Translate to English".



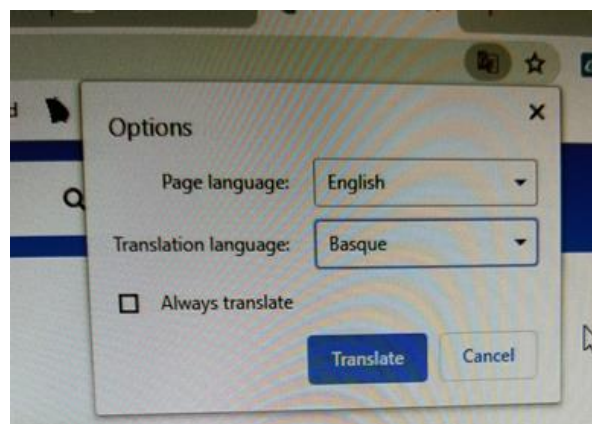
- Step 3: At the top of the page, a box will appear that says “This page could not be translated”.
- Step 4: Click “Options”.



- Step 5: On the second drop down menu, choose the student’s home language.



- Step 6: Click “Translate”



- Step 7: The text on the screen will then be translated.
- Step 8: To return to English, follow the same procedures as above, but choose English.

## **6. Talking Points for Parent Communication (better suited for secondary)**

- Sign up for a teacher account at <https://talkingpts.org/>
- Invite parents to register. When parents register, they choose their home language.
- Follow the steps to add contacts.
- Send messages in English. Parents receive the message in their home language.

## **7. ClassDojo for Parent Communication (better suited for elementary)**

- Sign up for a teacher account at <https://www.classdojo.com/>
- Invite parents to register. When parents register, they choose their home language.
- Follow the steps to add contacts.
- Send messages in English. Parents receive the message in their home language.