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".

Translation Language	Options		?	×
af Choose tra	anslation languages			
Choose document	t translation languages			
Translate <u>f</u> rom:	English (United States)			\sim
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<u>T</u> ranslate to:	$\stackrel{a_{\widetilde{D}}}{=}$ English (United States)			~
		ОК	Ca	ncel

- 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".

	To translate your document, text will be sent over the Internet in a secured format to Microsoft or a third-party translatio provider.	on service
1	Do you want to proceed?	
	Don't show again.	
	Yes	No

- 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.

DETECT LANGUAGE	ENGLISH	SPANISH	FRENCH	~	↔	ENGLISH	SPANISH	ARABIC	~	
						Translatio	on			

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. Online Document Translator (Keeps Document Format)

- Step 1: <u>https://www.onlinedoctranslator.com</u>
- Step 2: Scroll down the screen and click "Translate Now".

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• Step 2: Click "Upload File".

DocTranslator Translator	Contact	Convert a PDF to Word	Convert PDF to Images	Split a PDF	Donate
		Instantly Translate a Docum	ent		
		Drag & drop your file here			
	Development	Upload file			

• Step 3: If a PDF warning pops up, click "OK".



• Step 4: Choose a language to translate to. Then click "Translate".

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	Black Friday Deals	ES	
By RetailMeNot 100s OF RETAILERS UP TO 20% BACK	Up to 75% Off All November Long! Retail MeNot Get De	als	
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• Step 5: Click "Download your translated document!"



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7. 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.

8. 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.

9. Remind for Parent Communication (best suited for both

elementary and secondary)

- Sign up for a teacher account at https://www.remind.com/
- Invite parents to register.
- Send messages in English. Translate the message. Parents receive the message in their home language.
- You will need to create groups if you are going to send messages in several different languages.