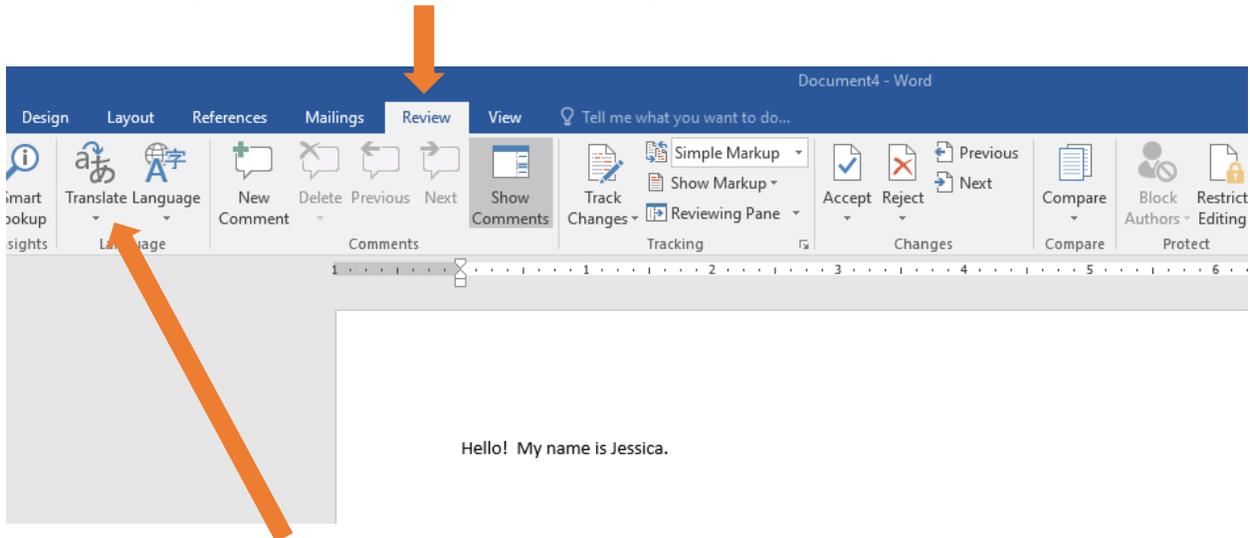


Easy Translation Options for ESOL Students

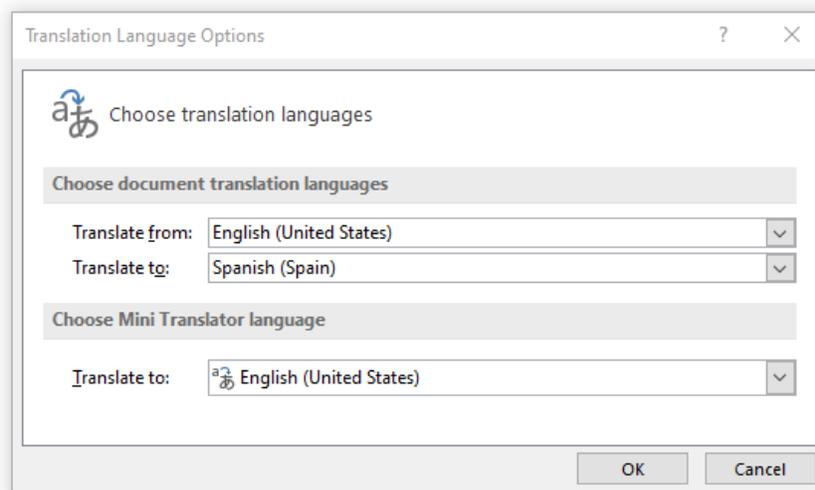
*Please allow students to use their personal devices for translation purposes. *

1. Microsoft Translate in Microsoft Word

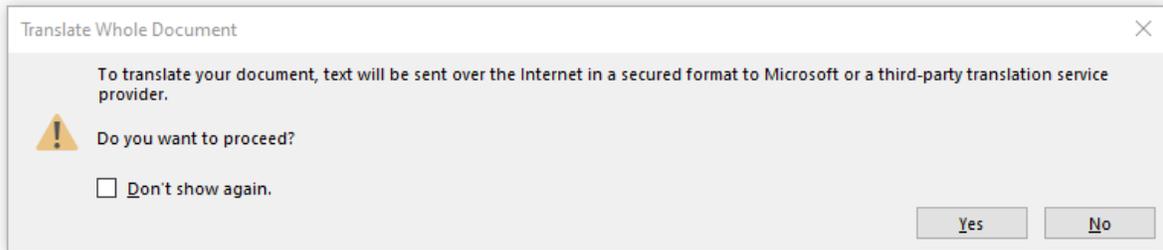
- Microsoft Translate in Microsoft Word is especially helpful for documents that you have created.
- Step 1: Type a document.
- Step 2: Click the “Review” tab at the top of the screen.



- 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”.



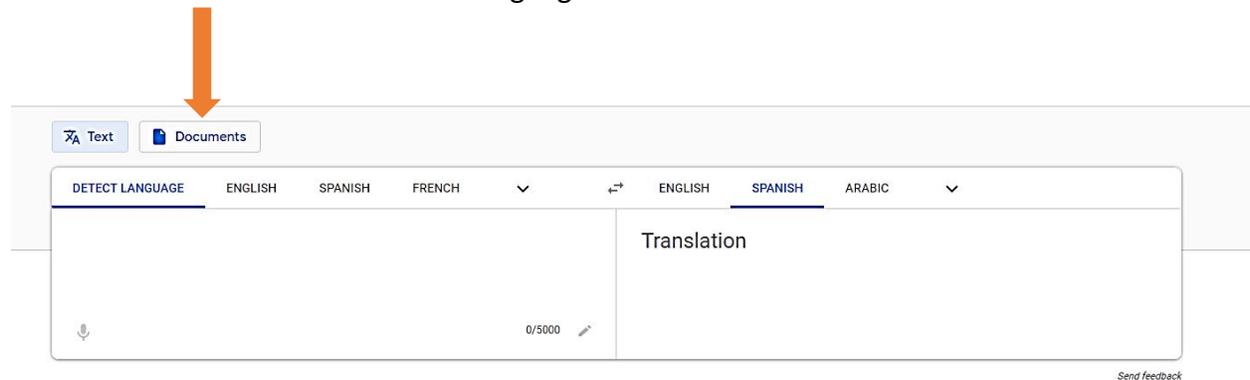
- Step 7: An internet browser will pop up with the translated version of your document.
- Step 8: Copy and paste the translated version back into your Word document. Some of the formatting may need correcting.

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.

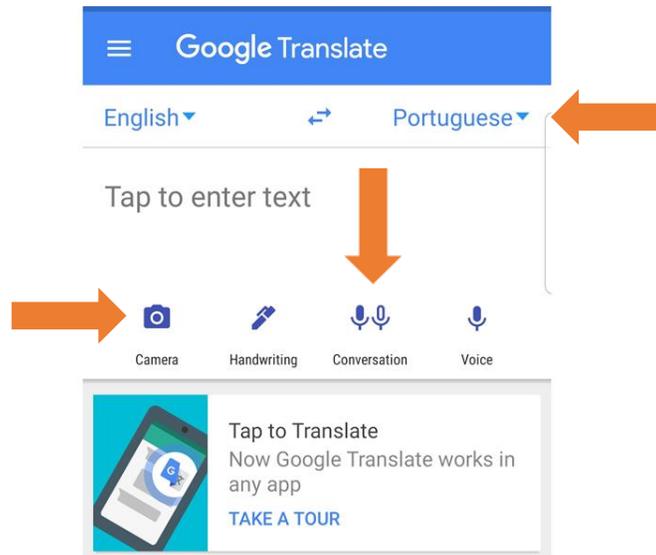
3. Google Translate Online

- 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.)



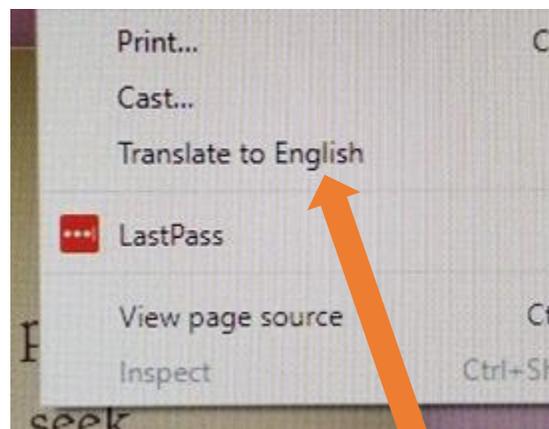
4. Google Translate App for Devices

- 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.

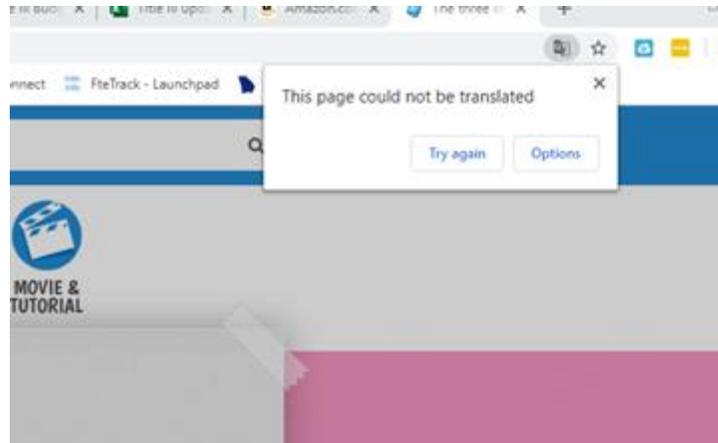


5. Web Translation in Google Chrome (can be used for translating Performance Matters Benchmarks)

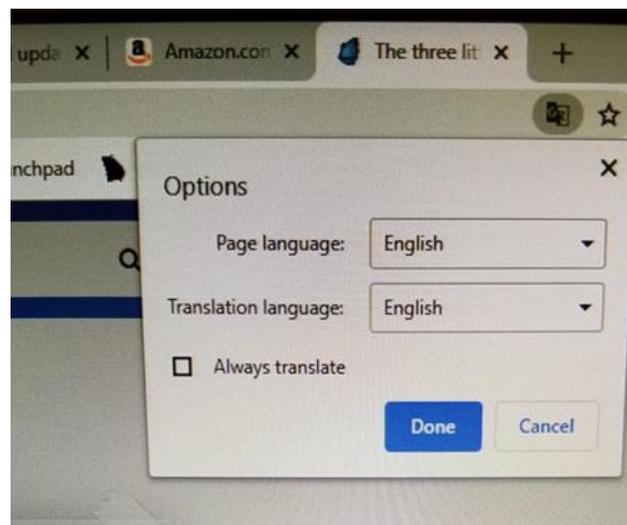
- Step 1: Right click on the screen.
- Step 2: Click on "Translate to English".



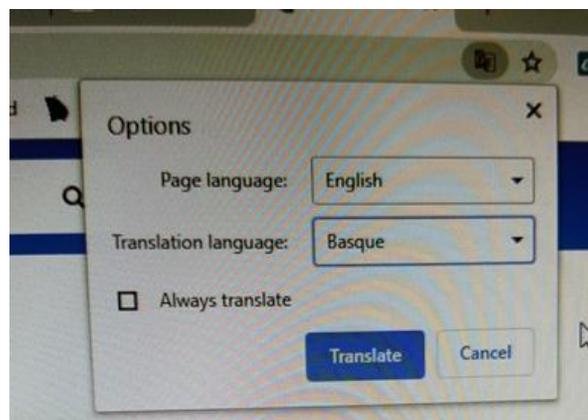
- Step 3: At the top of the page, a box will appear that says “This page could not be translated”.
- Step 4: Click “Options”.



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



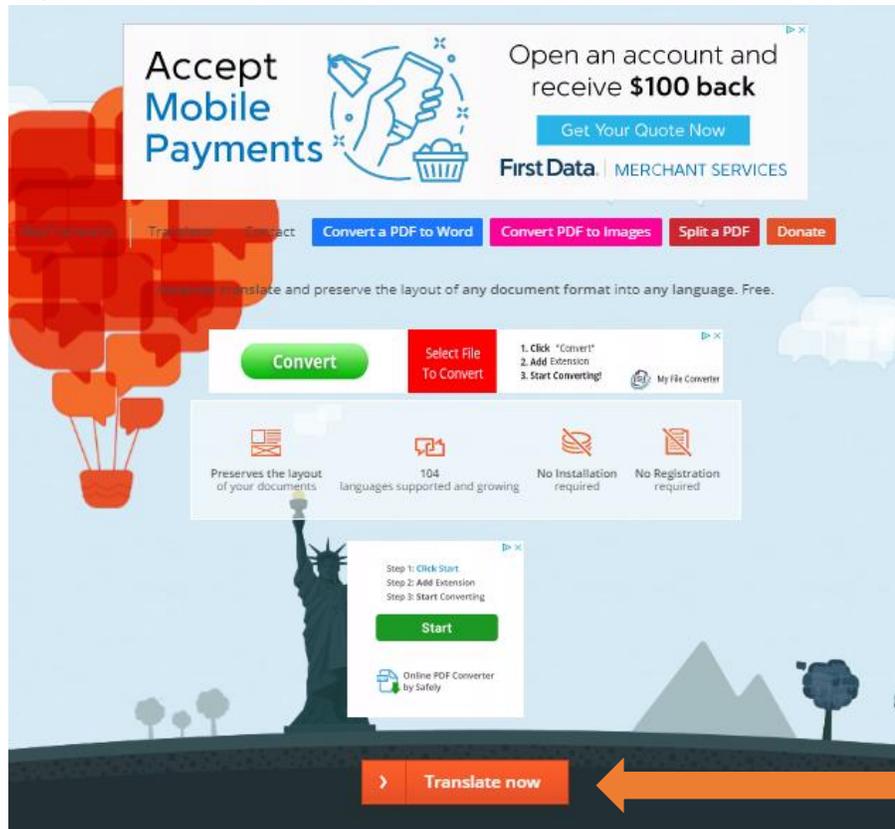
- Step 6: Click “Translate”



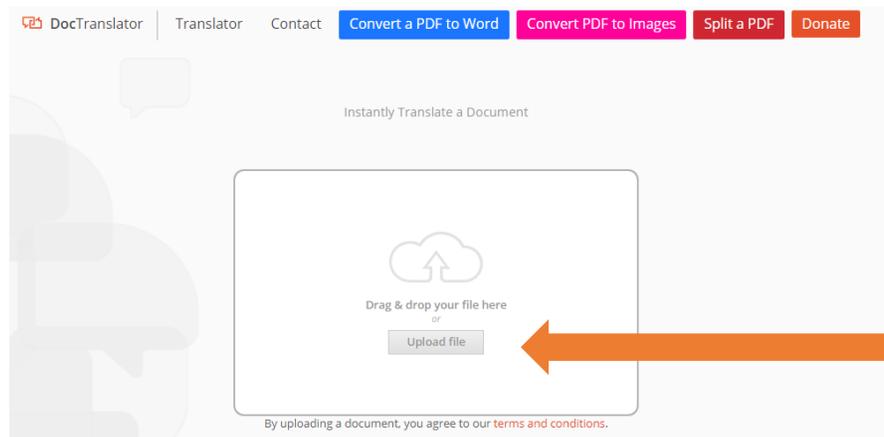
- Step 7: The text on the screen will then be translated.
- Step 8: To return to English, follow the same procedures as above, but choose English.

6. Online Document Translator (Keeps Document Format)

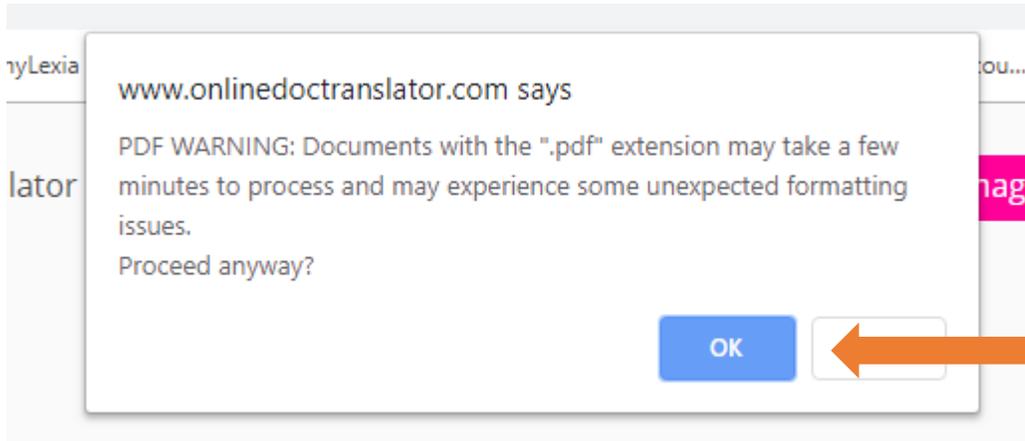
- Step 1: <https://www.onlinedoctranslator.com>
- Step 2: Scroll down the screen and click “Translate Now”.



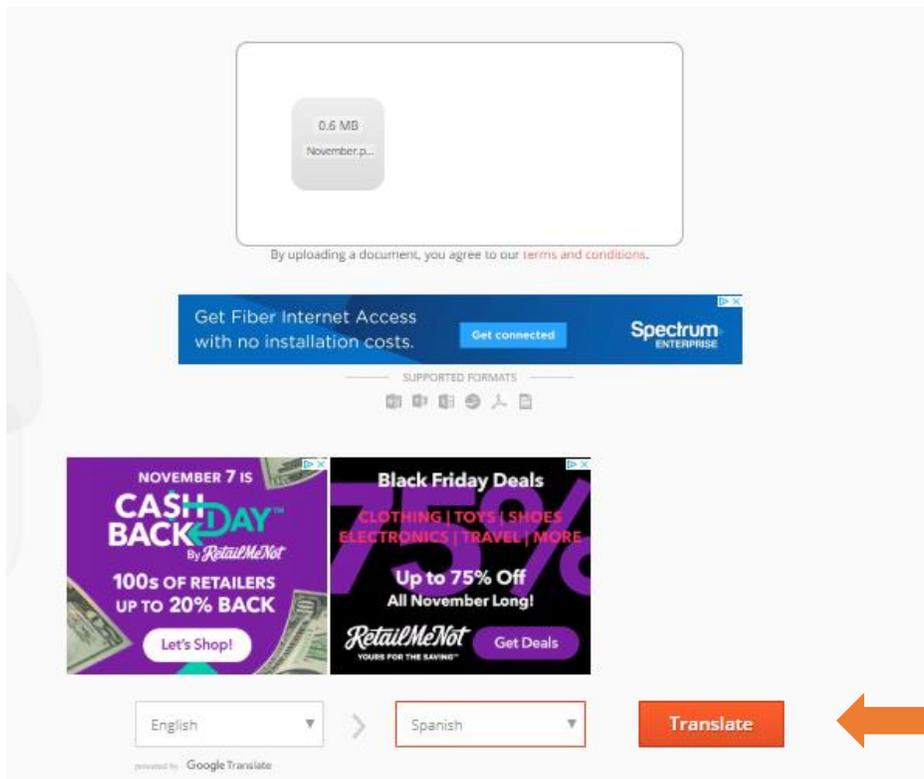
- Step 2: Click “Upload File”.



- Step 3: If a PDF warning pops up, click “OK”.



- Step 4: Choose a language to translate to. Then click “Translate”.



- Step 5: Click “Download your translated document!”

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Thanks

Translating **293** from **312** words

Why? See true word count

All done!
powered by Google Translate

Need to edit your translated PDF?

> Convert my PDF to Word

Download your translated document!

powered by Google Translate

- Step 6: Open your document at the bottom of the screen.

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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.