

Read and Write –Installation of App – on a Home Device Chromebook/laptop/desktop

Read and Write Icon is a purple puzzle piece



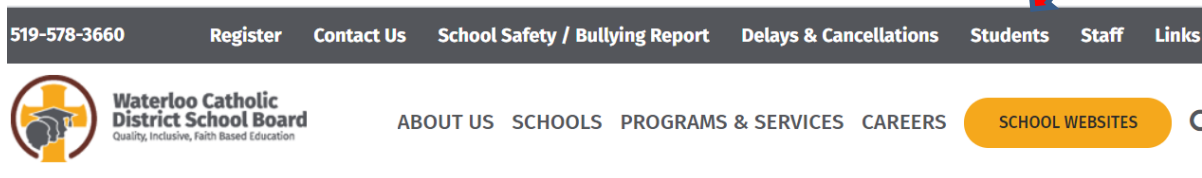
Video Link to demo the install for a Home Device:

<https://youtu.be/onaoa2mAPmo>

The Read and Write App was applied board wide to all GAFE accounts. This will include the Read and Write toolbar for google docs and the pdf reader (reading of pdf files...)

Part 1 - What is critical for home install:

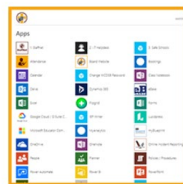
- a. Go to the www.wcdsb.ca website and 'choose' student link,



- b. Select the 'My Applications'
Links



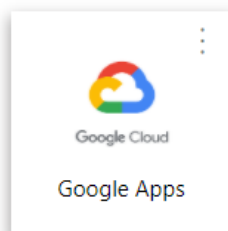
password



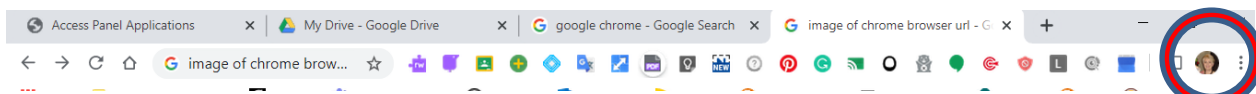
My Applications



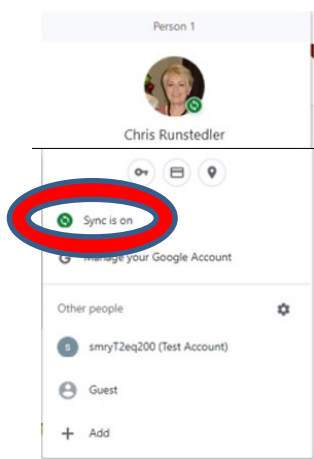
- c. From 'My Applications' choose 'Google Apps'. You will now be in WCDSB Chrome



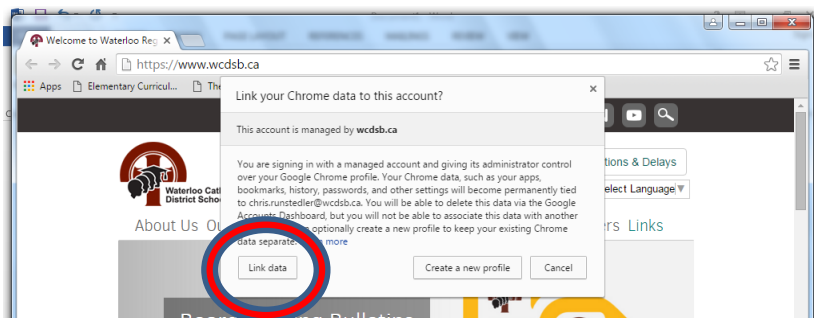
1. Once in the chrome browser, on the right-hand side of the URL line you will see either your icon or a generic icon.



2. Ensure that sync is on; if it's off, turn it on. Sync will bring over all of the WCDSB apps including Read and Write and they will begin to appear on your Chrome address bar.



3. Make sure that 'sync is on'...if it was 'off', a pop-up saying 'Link Data' will appear – Click on 'Link Data'
 - a. You MUST click on 'link data' or the connections to the Read and Write app will not download properly. Once you 'Link Date' and/or 'sync account' the WCDSB apps will appear...

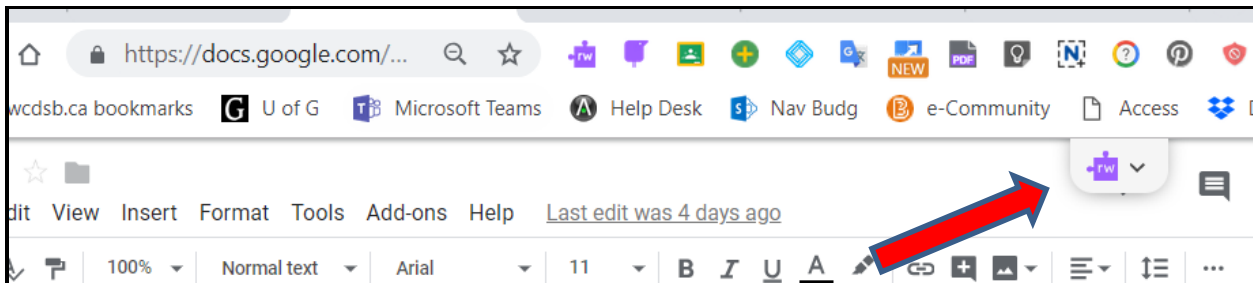


- d. Go to your WCDSB Google Drive

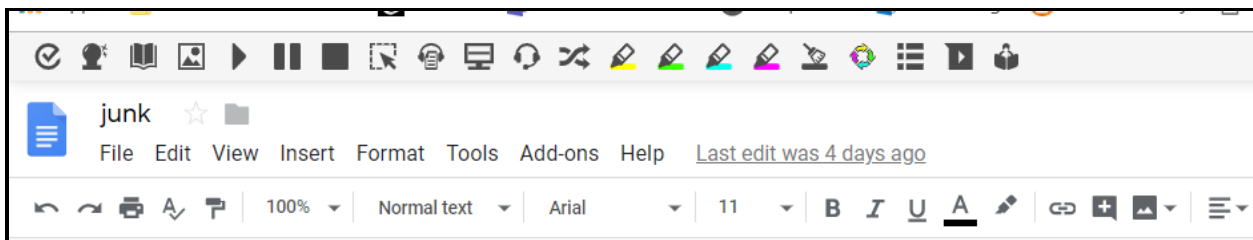
Part 2 – Activating Read and Write once on WCDSB Google Chrome and in the WCDSB Google Drive

1. The Board-Wide Read and Write app has a 1 time 'acceptance of terms' pop-up that will appear on the screen when students go to open a google doc.
 - a. Open a Google Doc

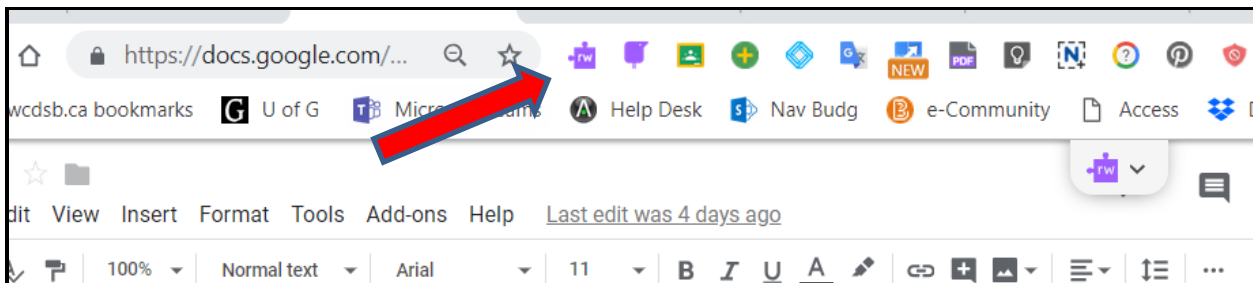
- b. Click on the Read and Write Puzzle piece. Be patient as on older devices and home devices this may take up to a minute.



- c. The full Read and Write toolbar should now appear.

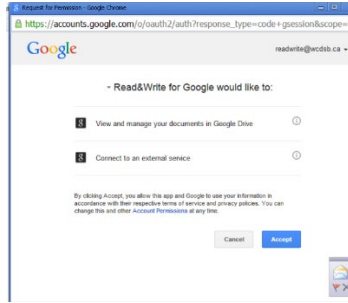
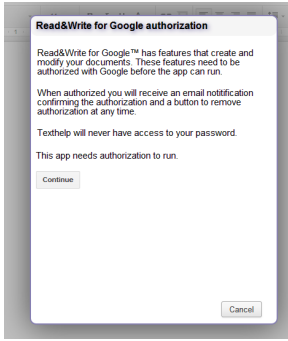


2. If the purple puzzle piece doesn't appear, be patient (it sometimes takes a minute), you can also click on the purple puzzle piece on the URL address bar to help push it down.



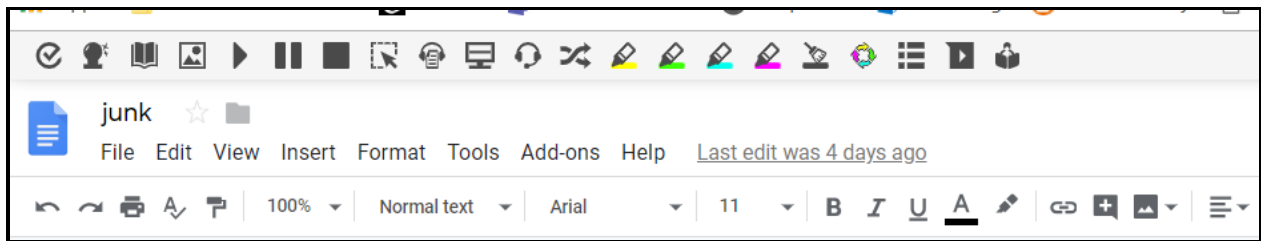
3. Once it appears, it will prompt you with some pop-ups:
- Choose your account
 - Accept the terms
 - Follow the screen prompts by 'accepting' the access options required by Read and Write to use the app effectively within Google Docs...

Please click 'continue' and/or 'accept' when you see the pop ups. There are normally 3 pop-ups.



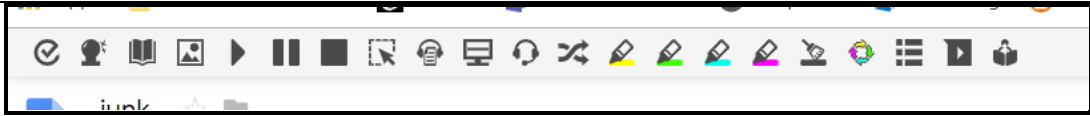














Part 1 – Read & Write Tools for Google Docs

- **Open a google docs** the Read and Write toolbar will appear.
- It's a pulldown/push up tab. Click on the tab to pull down the toolbar
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- If you haven't granted access permission before, the 'access permission pop-ups' will appear once you click on the pull down 'purple puzzle piece'



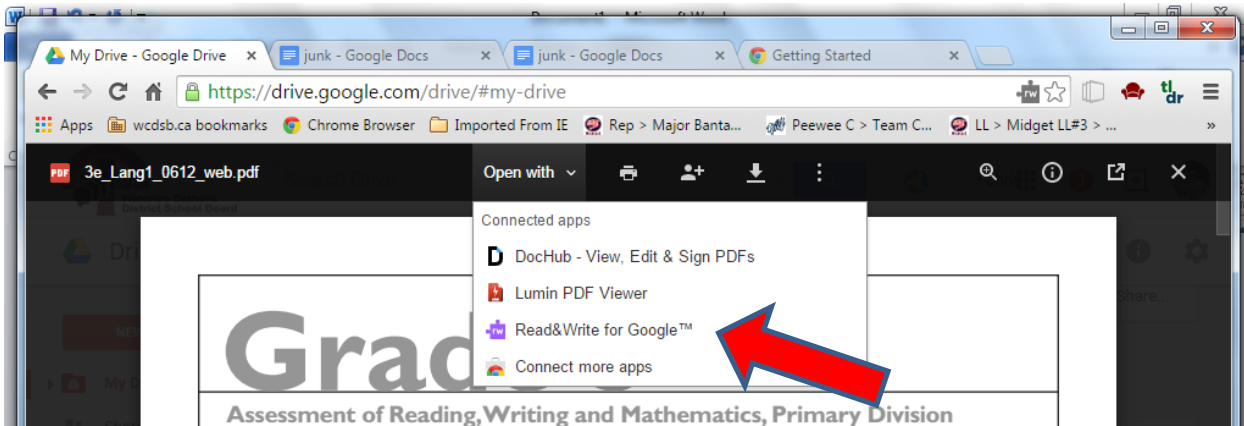
- The R&W app as a **UDL tool that provides text to voice, word prediction, speech input, highlighting, dictionary, picture dictionary, fact finder (google look-up)...., pdf reader and now a 'Voice Notes'** within the GAFE environment bot accessed at home/school and/or any computer (public library, home computer) that supports GAFE.
- It is also the **accommodation tool, within GAFE, for students who require supports with reading and writing as identified on an A1 and/or IEP.**

Read & Write Features within Google Apps

	
	Check It – spell check and grammar check tool; corrections will be underlined in purple and when you click on it, they will provide correction options
	Word Prediction
	Dictionary & Picture Dictionary
	Reading Controls – Play, Pause, Stop
	Screen shot reader (if words are found within a picture, you can draw a box around the words and it will read the text for you)
	Speechmaker (creates an .mp3 file of text you want to listen to; can open it on your phone...)
	Screen mask
	Translate (single word)
	Highlighters
	Clear Highlighting
	Collect Highlights (creates a separate Google Doc with extracted highlights)
	Vocabulary (highlight words you want and this feature will create a separate vocabulary file with the word, definition, a picture and column for your notes)
	Voice Note
	Practice Reading Aloud

Part 2 – Opening The Read and Write ‘PDF Reader’ app

1. Once the Read and Write app has been installed to your GAFE account, when you open pdf files do the following:
2. Select ‘open with’ Read and Write; this will now open the R&W pdf reader. Some files will open the pdf reader without you needing to indicate what you wish to open it with. The toolbar will simply appear.



3. Your pdf file will now open with Read and Write and have the Read and Write pdf toolbar.









Textbooks can be obtained from W.Ross McDonald (aero.psbnet.ca) as pdf files and uploaded to GAFE. **Please contact your special education teacher so they can order the textbooks for you** as they are the advisor for W.Ross McDonald. Textbooks downloaded from W.Ross McDonald are available only for students who have an IEP and require assistive technology to access the curriculum.

4. The Read and Write PDF Toolbar - hover over the icons for a brief description.



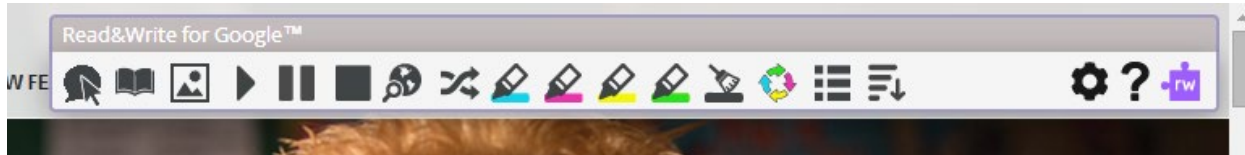
Description of icons from left to right















	<p>Click to speak -select this icon and then click on the first sentence you wish to listen to; R&W will begin reading the text, sentence by sentence until you press ‘stop’</p>
	<p>Dictionary and Picture Dictionary -double click a word and then select dictionary or picture dictionary to have a definition or receive a visual image</p>

	<p>Play, Pause, Stop button -select text you want read and then you press the play button to have it read</p>
	<p>Enable/disable highlighters -study skills can appear on your screen which include highlighters, collect highlights dictionary, picture dictionary, translate..</p>
	<p>Highlighting/Collect Highlighting submenu -</p>
	<p>Collect All Highlights - if you have highlighted text, collect all highlights will pull your highlights out of this pdf file and into a google docs</p>
	<p>TypeWriter Annotation -allows you to enter text directly on the page; can also record a voice note -great tool for fill in the blanks/test taking etc...</p>
	<p>Annotation -allows you to add a note to a page</p>
	<p>Vocabulary Look-up -takes highlighted words and creates a vocabulary list</p>
	<p>Print -print is not enabled in GAFE so you would need to download the file to your regular school computer and then print the file</p>
	<p>Settings -can manage voices, speed...</p>

Part 3 – The Read and Write ‘Web Browser’ app

- The third component of the Read and Write app is the toolbar options for the web. In your web address bar you will see the purple R&W icon.
- When you open a web page you can activate the R&W support tools as seen below by **clicking on purple puzzle piece in web address bar**.



	Hover Speech -select this icon and then click on the first sentence you wish to listen to; R&W will begin reading the text, sentence by sentence
	Dictionary
	Picture Dictionary
	Speak Current Selection -you can also highlight text you want read and then you press the play button to have it read
	Pause
	Stop button - pressing the stop button will stop the text from reading
	Fact Finder -double click a word and press 'fact finder' and it will do a google search for you.
	Translate
	Highlighters
	Collect All Highlights -if you have highlighted text, collect all highlights will pull your highlights out of this pdf file and into a google docs
	Clear All Highlights -all highlights will be cleared
	Vocabulary Look-up -takes highlighted words and creates a vocabulary list
	Simplify
	Settings -can manage voices, speed...