

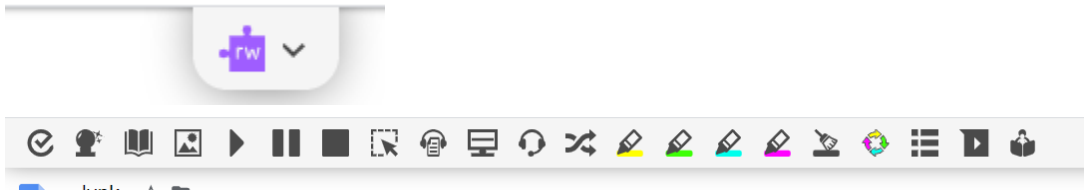


Public Site

Read and Write – Home Access

How to Video: <https://youtu.be/onaoa2mAPmo>

- Reading of text in google docs, reading of webpages, word prediction, talk and type....



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Part 1 - Getting Read & Write App on Desktops/Laptops

1. **Read and Write requires you to be logged into BOTH chrome and your WCDSB Google on a desktop/laptop. Both points of access need you to use your WCDSB Google login. (on chromebooks it automatically signs you into both)**
 - At home you will only have the 'Google Chrome' so you will need to check below to ensure you have logged into Chrome

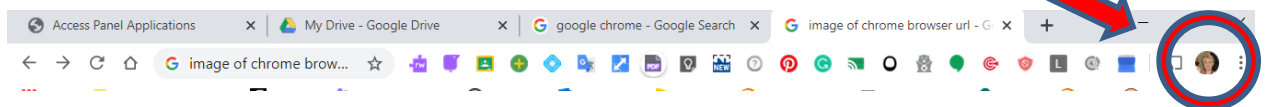
Part a – Sign into Your Device and Sign into Google Chrome

1. On a personal Chromebook or laptop, generally you 'log' in using an email account. Your son/daughter has to be signed into that device using the WCDSB email account (12345ABC@wcdsb.ca). This sign in to the device at the root login, properly allows Google Chrome to be associated to the WCDSB account to allow Read and Write to open.
2. Then check to make sure you are logged into Google Chrome with the wcdsb account. Go to the Web via the Chrome Browser. Just use the Chrome Browser (don't use IE, Mozilla, Firefox.... You



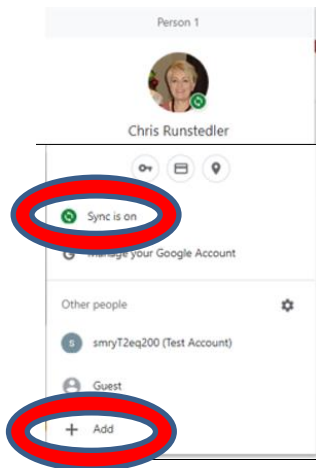
must use the Chrome Browser).

3. If you need to add another account, to log into the device, here is a how to video explaining how to do that. <https://www.youtube.com/watch?v=AvCvmS8u42w>
4. Once in the chrome browser, on the right-hand side of the URL line you will see either your icon or a generic icon.

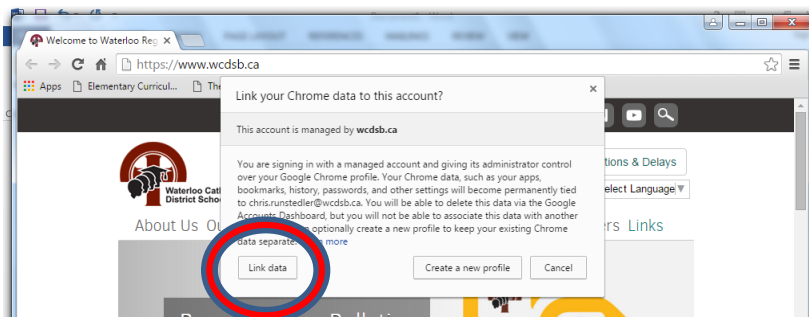


5. Sign into Chrome. You will likely have to 'Add' an account.
6. Students use their WCDSB Google Login

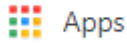




7. Make sure that 'sync is on'...if it was 'off', a pop-up saying 'Link Data' will appear – Click on 'Link Data'
 - a. You MUST click on 'link data' or the connections to the Read and Write app will not download properly. Once you 'Link Date' and/or 'sync account' the WCDSB apps will appear...

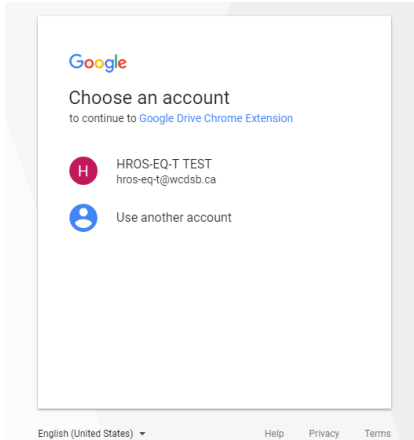


Part B – Logging into your Google Drive

1. Access Google Drive (search for it, use the app icon etc... )
2. Follow the screen prompts to enter your WCDSB Google Account
3. You should now be in your Google Drive

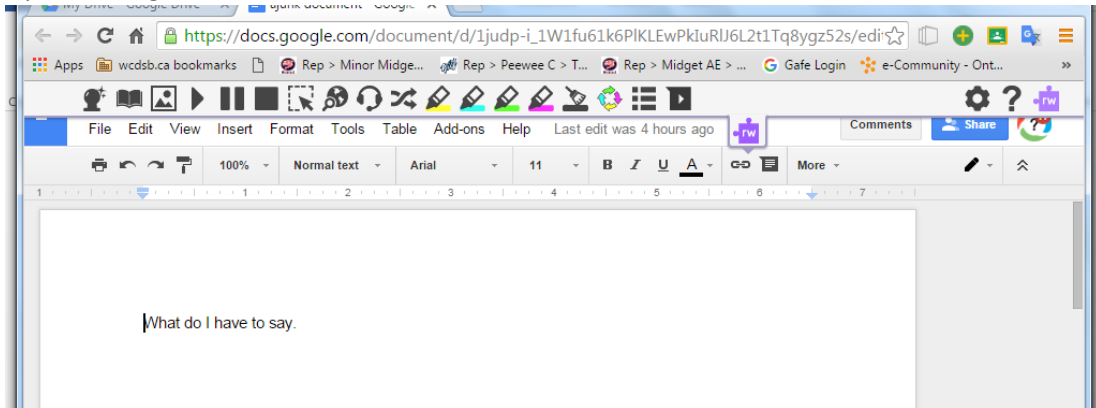


4. You **may** get a few pop-ups. Sometimes you may be asked to ‘choose an account’. If you do, select your Google account.



5. Follow the screen prompts.

8. Open a Google Docs



You may need to give it a minute or close the doc and re:open it to pull down the Read and Write app.

On a desktop or SEA laptop, it may take up to 2 minutes to POP UP.

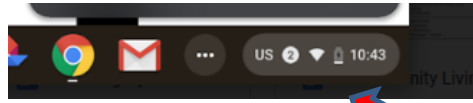
If this is the first time using the Read and Write app, you will get the following pop-ups...‘choose an account’ and ‘accept the terms of Read and Write’ ...click on ‘accept’

Part 2 - Getting the WCDSB Read & Write App on Chromebooks



1. Read and Write requires you to be logged into BOTH chrome and your WCDSB Google on a desktop/laptop. On a chromebook this usually only requires you to log into your chromebook with the student's WCDSB Google Account.

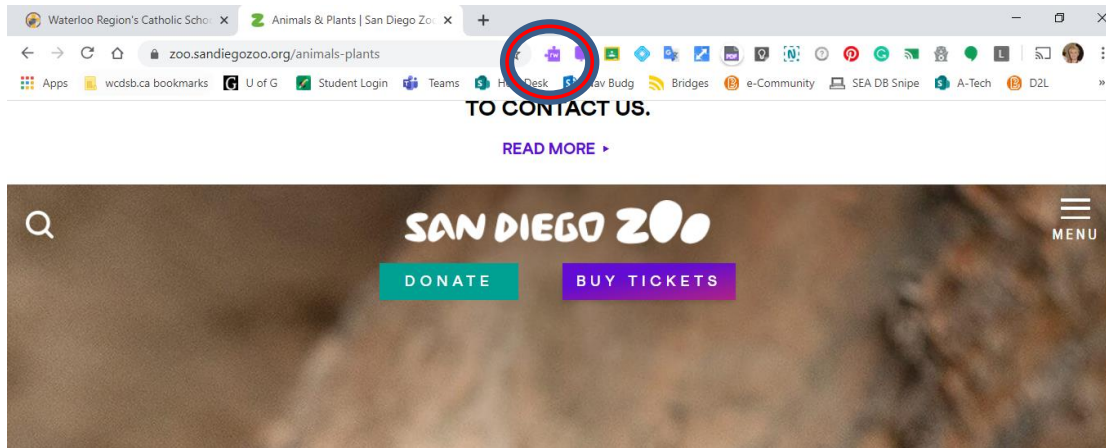
- Typically on a home chromebook you have used a personal email to login
 - Select 'add another user'
 - Use the student's WCDSB Google Login
- If needed go into settings/login and 'add' another user.
- You should now have full access to the Read and Write app at home.



2. Now follow the steps starting at 'Part B' above to login into the WCDSB Google Drive and activating the Read and Write app

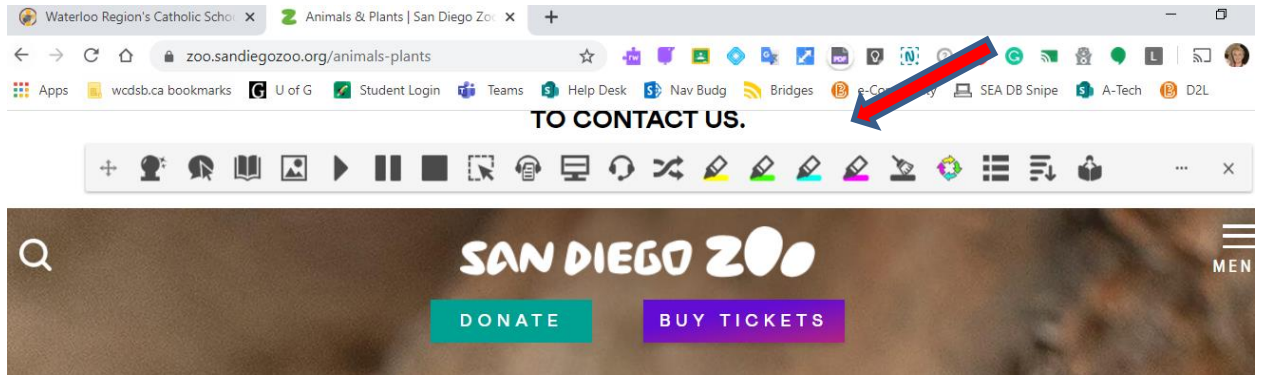
Part 3 – Opening Read and Write on the Web/Internet

1. Navigate to your website and click on the Read and Write Web support icon



2. The Read and Write Web Support Icon will appear.





3. To begin reading...select some text and press play...



4. Part 4 – Video Links for various parts of the Read and Write toolbar...

Read and Write – Introduction

https://www.youtube.com/watch?v=4Bp0to8a9Z0&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D&index=3&t=13s

Read and Write – Reading Text (text to voice)

https://www.youtube.com/watch?v=Afx4KCR0D_Q&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D&index=7

Read and Write – Google Docs – Voice Notes

https://www.youtube.com/watch?v=cC_1zV7K0Lc&index=4&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D

Read and Write – Google Docs – Talk and Type/Speech Input

https://www.youtube.com/watch?v=didi6QKRGgc&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D&index=6

Read and Write – Google Docs – Word Prediction

https://www.youtube.com/watch?v=hollJRMcR00&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D&index=5

Read and Write – Web Support Tool – reading of web pages...

https://www.youtube.com/watch?v=sC88z3Ocatg&index=10&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D

Read and Write – PDF Viewer – reading of pdf files

- note pdf files can be created from handouts using the photocopier ‘scan’ feature
- a pdf file has to be put into the Snapverter app (see below) to make a ‘readable copy’

https://www.youtube.com/watch?v=O0-KTtBmGul&index=25&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D

Read and Write – Snapverter – Creating ‘Readable’ pdf files

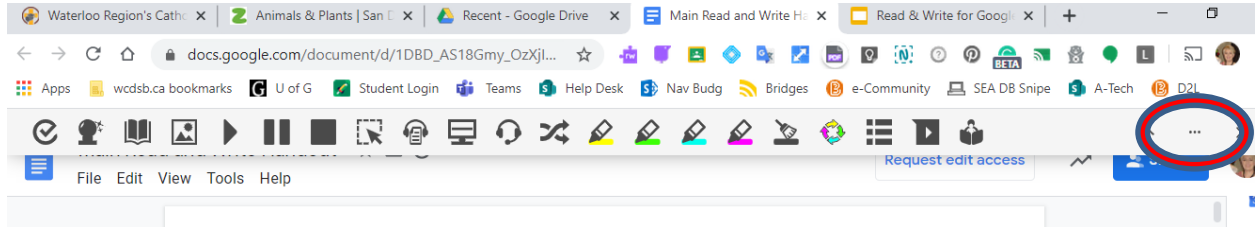
- remember to get the Snapverter app from the WCDSB App Launcher
- pdf files are moved into Snapverter/drop here to convert to create a ‘readable’ pdf file

https://www.youtube.com/watch?v=O0-KTtBmGul&index=25&list=PLvSZbmGbKpCTkk3S93CXtQWNf50f_Ow3D

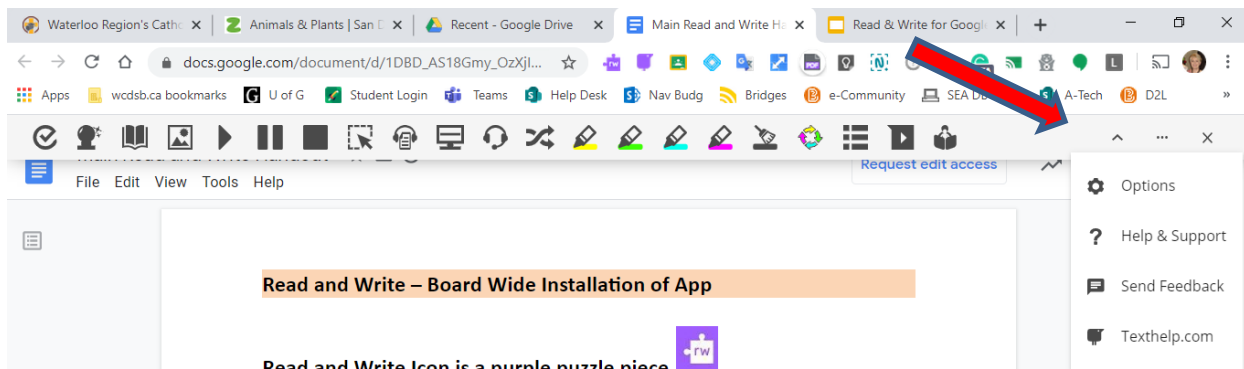


Part 5 – Opening Read and Write for Word Online...

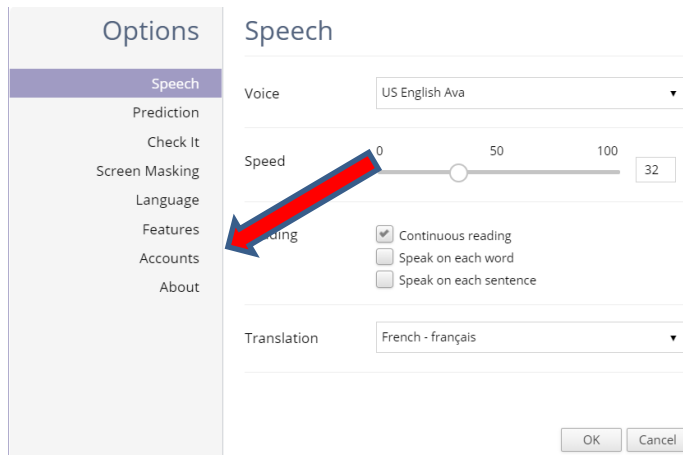
1. From the Read and Write toolbar select 'options' (3 dots right hand side of toolbar).



2. The options toolbar will open.



3. You will get the options toolbar.



4. Select 'Accounts', and the account options will show up, select 'Microsoft' and sign in with your WCDSB account. Now when you open a Word Online (One drive) file, the Read and Write app will be there.

