Google Translate web based translation-(type google translate into the search bar)

When to use: quick word or phrase translations
NOT for large documents that include personal information or websites

*Google Translate Chrome Extension (*Here is a quick video showing how staff/students can download the chrome extension)- *https://watch.screencastify.com/v/hrCu15n3R57yt1f0W5Jf*

When to use: To translate a webpage for students for online testing/research etc.
When you need to translate documents with personal information

How to use for Documents-once you have installed the extension:
If you are using a PDF, you will need to convert it to a Google Doc.
-Upload the PDF to your google drive. Right click on the PDF and open with Google Docs, open the Document. There will be a couple of formatting issues that need to be cleaned up before translation.

- If the text is off in the alignment for the check boxes-
    - Highlight the text click format, hover over the align and indent click indentation options (Left=0, Right=0 and special indentation=none)
- Create footers for information if needed.
- Align the student information at the top of the pages with their identifying factors
- Correct any words that are together and should not be!

-Googledoc- (after you have created or modified your PDF)
 In the search menus top left corner, please type translate document
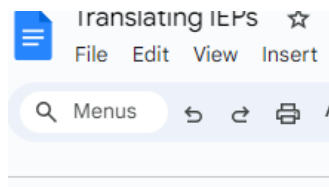
You will see a pop up window like below

Translate document   ✕

Create a translated copy of the current document

New document title

Translated copy of IEP - School Age-K.

Choose a language ▾

Cancel   Translate

Choose a language from the dropdown menu. Click translate, it will open up in a new window.There may be some formatting like above.

My recommendation is to save both the English and translated version to the same folder.

IEPs-Move the finalized translated document into the student's IEP folder in your school's shared drive.

Word translations

Open your word document.

Select Review

Click on the arrow below Translate

Click Translate Document

Pick your language at the right and then click translate.