*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

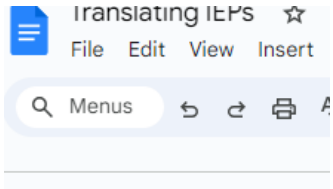
*Google Translate Chrome Extension (*Here  is a quick video showing how staff/students can download the chrome extension)- *https://watch.screencastify.com/v/hrCu15n3R57yt1f0W5Jf*

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

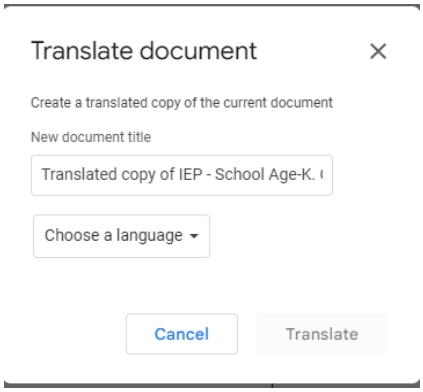
How to use for Documents-once you have installed the extension:
If you are using a PDF, you will need to convert it to a Google Doc.
-Upload the PDF to your google drive.  Right click on the PDF and open with Google Docs, open the Document.  There will be a couple of formatting issues that need to be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




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.