Microsoft Accessibility Features

The following chart highlights Microsoft Accessibility features. Please explore them to help your students with reading, writing, and more!

Please note: *This sheet highlights frequently used features- it is not an exhaustive list.* Also see Microsoft Accessibility Site for more information.

Reading Features: Different Ways to listen to your Word Docs Aloud

Feature	Description	Where to find it	Example Tasks
Read Text Aloud Immersive Reader Guide Immersive Reader 365	A Suite of reading and writing tools based on Dyslexia research that include read aloud, highlighted text, line spacing and guide, pic dictionary, dictionary, parts of speech, syllabification and translation. Customize the background and highlighted text. Choose natural sounding voices and adjust reading speed, pause, play and skip forward with navigational commands.	**Word OneNote, Outlook, Microsoft Teams, Edge browser, Forms, and Minecraft Education** Integrated into **Reading Progress- Teams Canvas** **Win, MacOS, Web, Office iOS** Azure Cognitive Service Developer Partners: Buncee, Follett, JogNog, Kortext, Mindsets Learning, Nearpod, OhBot, Oxford University Press, PowerSchool, SiLAS, Skooler, Squigl, ThingLink, Wakelet also built in to: Anthology, Bounce Together, BrainPOP, Canvas,ClickView, Code.org, Deck Toys, DigiExam Solutions, Discovery Education, Dugga, Firefly, Flocabulary, Haldor, Helperbird, itsLearning, JogNog, JumpStart Games, Kidblog, Kitaboo, Kortext, Lumio, MATRIX LMS, Merge, Mindsets Learning, myViewBoard, MyDay (CollabCo), Natterhub, NE, NEO LMS, Ohbot, Patient Opinion, Pear Deck, Plume, PowerSchool, SAFARI Montage, SchoolBox, Schoology, Squigl, Thinglink, Whiteboard.chat, Wonderopolis	Listen to short paragraphs from websites or digital textbooks, Adjust background color and add line guide to read when your eyes are tired. Read the directions aloud in a Canvas LMS assignment to be sure you understand what to do.

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Feature	Description	Where to find it	Example Tasks
Read Text Aloud Read Aloud MS365, Win 19, 21	Reads all or part of your document. You can use Read Aloud on its own or within Immersive Reader for Word in Windows and MacOS.	**Word** **Win, MacOS** Stand Alone or with Immersive Reader 	Read the directions for the homework to be sure you understand what to do.
Read Text Aloud Speak Tool	Read text aloud in your documents in the language of your version of Office. Add it to the Quick Access toolbar.	**Word, Outlook, PowerPoint, OneNote** Windows only	Highlight and read difficult words in the science assignment.
Read website text aloud Read Aloud	Launch Read aloud from the address bar or the Settings and more menu to read website info.	**Edge Browser** **Edge Mobile App** (iOS, Android) 	Make website text easier to read while you research for a book report.
Read Text Aloud Speech tool	Works with the Speech preferences set up on your Mac system preferences, Select text and have it read by pressing a keyboard combination you've defined.	**Mac** OS only	Highlight and read aloud words that are hard to pronounce.

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Feature	Description	Where to find it	Example Tasks
Make PDFs more Accessible	Listen to your important documents with Read aloud in the PDF Reader. Worked inconsistently. Did not OCR. 😕	**Edge Browser** **Edge Mobile App** (iOS, Android)	Read a PDF assignment by opening in the Edge browser and select the Read Aloud tool.
Make fonts easier to read Fluent Fonts	Download variants of the Microsoft fonts, Calibri and Sitka Small, which are intended to help readers with visual crowding.	**Win, MacOS**	Make the text easier to read as you read an article online.
Read Text on Paper OneDrive App 	Scan a paper worksheet or text on a page with your phone or tablet and read aloud with the device built in text reader or screen reader. Replaces MS Lens app- maybe not very well 😕.	**iOS, Android**	Scan and read the directions for the math word problem. Scan and read the content of a poster on the wall.

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Feature	Description	Where to find it	Example Tasks
Get help learning to read fluently Reading Progress-Teams	Built into Microsoft Teams and designed to support and track reading fluency in your class. Students record their reading on camera and submit it to you.Results are available in Insights. You can see the words-per minute score, accuracy rate, most challenging words, and more.	**Teams f**or Education	Reading practice tasks. Reading comprehension tasks.
Get help learning to read fluently Reading Coach	Add to Reading Progress to extend independent reading and add engagement. Students can earn badges and practice challenging words. They read an AI created, unique story out aloud and speech-to-text artificial intelligence analyzes their reading fluency, detects words they found challenging, and records the reader's accuracy, words per minute, and time spent	**Reading Coach App (Win)** **Web MS Account** **ChromeBook and Chrome Tablet** Coming Soon: **Canvas LMS**	Practice reading in fun ways at home or school.

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	reading. Provides targeted word practice after each practice session with tools that help learners gain confidence as they work through challenging words. Learners can also choose from a curated library of Lexile-leveled, fiction and non-fiction passages from ReadWorks, a non-profit organization dedicated to the science of reading. Learners can also paste in their own reading passage or word list and read it out aloud. In each of these reading modes, the reading is analyzed for fluency and the practice is scaffolded with challenge word coaching. Reading practice is based on Reading Progress and Reading Coach in Microsoft Teams. Video[https://www.youtube.com/watch?v=fYcDQAbhwlw]		

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✍️ Writing Features

Feature Name	Description	Where to find it:	Example Tasks
Express ideas in writing Dictation Dictation-Web	Type using your voice aka: Speech Dictation, speech-to-text, Speech Recognition	**Win 10, 11** **MS 365** **MacOS**	Writing assignments that are lengthy or require typing Get ideas on paper without spelling constraints Spelling help for handwriting
Support Writing and typing	Quickly type challenging words. As you type, suggestions appear above your cursor. You can easily select the one you want. Words are predicted based upon your spelling; as you	**Win 10, 11**	Use this tool to help you get your ideas on paper easily to start a book report.

✍️ Writing Features

Text Suggestions	type more letters, new and more accurate suggestions appear. aka: Word Prediction		
Feature Name	**Description**	**Where to find it:**	**Example Tasks**
Grow writing skills Microsoft Editor Video 2	A suite of tools to support writing. Word prediction, spelling and grammar suggestions and feedback as well as a writing score.	**Word** MS 365 **Word** Web **Edge Browser** **Chrome Extension**	Help with the writing process for an essay or research paper.

👁 Vision Features

Feature Name	Description	Where to find it:	Example Tasks
Make text and items on the screen easier to see Adjust Size Magnify Screen	Adjust the size of text, apps, pointer or everything on your screen in Windows	**Win 10, 11**	Read a long assignment when you forgot your glasses. Look for specific facts in an article to support your argument and your eyes are tired. Make your pointer colorful and larger to see it easily on the screen.
Make screen easier to see Color filters	If it's hard to see what's on the screen, apply a color filter to change the color palette on the screen. This can help you distinguish between things that differ only by color.	**Win 10, 11**	When some colors are hard to distinguish, change the filters to make the task on screen easier.
Make screen easier to see Contrast Themes	Adjust the theme colors, create higher contrast backgrounds to read and see content optimally and reduce visual fatigue	**Win 10, 11**	Change your background settings to view websites more easily while reading.

➡️ Focus & Attention Support

Feature	Description	Where to find it	Example Tasks
Minimize Distractions Focus Settings Customize Taskbar	Minimize distractions so it's easier to focus on tasks. You can declutter your taskbar and simplify the **Start** menu, use **Focus** to manage your notifications and use the **Immersive Reader** to minimize visual distractions when reading a web page in Microsoft Edge.	**Win 10, 11** **Edge Browser**	Customize your taskbar and Start menu to work efficiently. Turn on Focus while working on your Math homework.
Organize Notes OneNote Class Notebooks 	Class Notebooks have a personal workspace for every student, a content library for handouts, and a collaboration space for lessons and creative activities.	**OneNote in Teams**	Organize all notes for a research project in one place. Collaborate with peers.

➡️ Focus & Attention Support

Feature	Description	Where to find it	Example Tasks
Create Flashcards or Fill in the blank Study Guides Learning Activities App Flashcards  Video Overview	Easily turn learning content into smart, study-ready flashcards or fill in the blank forms. Using AI, it identifies key concepts, from documents, lessons, or notes. Students can review, reinforce, and retain information more effectively, while educators save time creating high-quality practice materials.	**Classwork (Teams)** **Teach (MS365 CoPilot app)** **Web: Learning Activities App**	The teacher makes the social studies notes into Flash Cards and a multiple choice quiz to study for the test.
Set Reminders for important tasks To Do Tool (Part of Planner App)	A cross platform task management app. Whether you're at home using the desktop app or are using the mobile app on the go you can access your task list and stay organized.	**Win 10,11 Outlook Desktop, MS 365 Web: Safari, Chrome, Edge or Firefox** (Latest version) **Mac App** **Android App**	Set a reminder for the Social Studies test in 2 weeks. Set a weekly reminder to check progress on the research paper you are working on. Set a reminder for Monday morning to talk with Mr. Smith about a question.
Plan, Track and collaborate on	A work management solution that brings together Microsoft	**MS 365**	Make a plan to complete a research paper.

➡️ Focus & Attention Support

Multi-step projects Planner App	Planner, Microsoft Project for the web, Microsoft To Do,and Microsoft Copilot into a simple way to get projects done.		Keep track of a multi-part group assignment.
Feature	**Description**	**Where to find it**	**Example Tasks**
Work Efficiently in multiple windows Window Snapping	Snap Assist allows you to quickly organize and align open Windows on your screen for efficient multitasking. It allows you to snap Windows into predefined layouts, making it easier to work with multiple apps simultaneously.	**Win 10, 11**	Organize your screen with a window with math homework and another window with notes from class and a 3rd window with a calculator.
Build self-regulation and social emotional skills Reflect App 	Use Reflect to foster a happier, healthier, and more balanced school community with age-appropriate reflections, intentional brain breaks, and actionable data.	**Reflect Web App** **Teams Education** **OneNote**	Use the Reflect App to learn strategies to feel calmer when feeling stressed. Take a Brain Break before working on a touch Math assignment.

General Microsoft Accessibility Helps

Microsoft for Education: Downloadable Guides for Teachers and Students	Helpful Resources for Getting started with MS Teams tools for teachers and students
Microsoft Educator Academy	Immersive Reader Interactive Guide
Inclusive Math Tools	Forrester Accessibility Studies