Snap&Read and Co:Writer

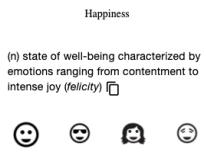
Train-the-Trainer Materials

Introduction

Snap&Read, OrbitNote and Co:Writer for Google Chrome are literacy supports for all learners, but especially those who have specific learning needs. In this session we will discuss tools that provide access to curriculum, increased vocabulary & comprehension and study & organization.

Objectives: Participants will learn specific tools, how to make each tool function, and how they can be used with students for learning.

Tools to be Presented	Talking Points (Say this)	Video Links and Practice Exercises	Try it out
Text to Speech Read Aloud Screenshot Reader	Text to Speech works within the Google Suite, accessible PDFs and on websites. Notice the word by word highlighting as text is being read aloud - Snap&Read highlights the word that is being read. The Screenshot Reader allows you to have inaccessible text read aloud. Screenshot Reader is useful PDFs, Images, Maps, Charts, Diagrams, Videos and Microsoft Online.	How to use the read aloud/speech to text tool - video How to use the screenshot reader/OCR - video Daily Trainer for Students. See Day 2.	Give it a go exercise: Try on a Google Doc first. You can adjust the speed, pitch, volume of the reading voice along with color choices of the highlighting in the Options, found by clicking on the icon and selecting Options. Have students choose a preferred voice and two speeds - one for support when they are tired or distracted but could read on their own and a slower speed for text with more difficult concepts or new vocabulary. Pause a video with text and use the screenshot reader to have it read aloud! Example Video: LINK pause at 0:08 seconds and use to read "Apples are red."
Color Overlay	For students with dyslexia,	This video will cover	Give it a go exercise:

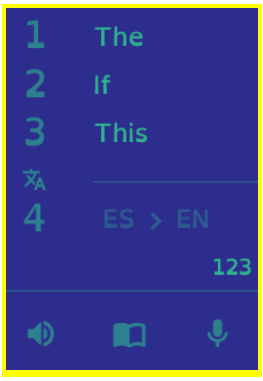
Reading Guide Line 	executive functioning challenges, focus issues or difficulty with eye tracking. Can be used independently or in conjunction with the read aloud feature for added support. Color choices can be changed in the OPTIONS section.	this tool and the 2 following	Guide students to the extension icon menu and find the OPTIONS. Once there locate the color overlay and reading line guide. Personalize this feature and change the color choices. Give it a go exercise: Open a website such as NATIONAL GEOGRAPHIC for Kids or document with text and try it out by clicking on the icon and use the mouse to follow along in the text while reading.
Remove Distractions 	The Remove Distractions feature allows the visual noise, ads, videos, etc. to be removed from websites. this provides students with a more focused reading experience. The text and images are brought into a white style sheet with wide margins, increased spacing between words and sentences.	See video above	Give it a go exercise: Open a website such as DOGO NEWS. Guide students to the extension icon menu and have them select Remove Distractions. Now ask students to use the read aloud feature to enjoy a more focused reading experience.
Double Click Dictionary 	The Double Click Dictionary allows students to gain access to word meaning regardless of their own reading ability as all definitions can be speech-enabled. We want to get students in the habit of using the dictionary as a resource. Double Click Dictionary provides image representation of word meaning in addition to text. Pro Tip: Click on the copy symbol and add words to a new document.	See video above	Give it a go exercise: Try using on a Google Doc first then a webpage, such as the Declaration of Independence. Choose 5 unknown words from their reading. Have students copy the definition into a separate document and ask them to explain relevance to the topic or use it in a sentence relating to the topic.

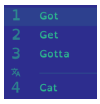
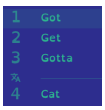
***Translator** ***Optional – present based on need.**	The Translation support can be scaffolded to provide learners with as much or as little support as they need by highlighting text and clicking on the icon. 135 different languages are supported by Snap&Read. This feature is turned on and selections made in the OPTIONS section. Toggle the translation support ON and then make the language selection. Most of the languages have a voice available to provide the read aloud support.	How to use the translation support - video List of Languages supported by Snap&Read Daily Trainer - Day 6	Give it a go exercise: After activating this support students will have the choice of highlighting the text they wish to have translated. Once translated, students can toggle between English and the chosen language. Ask language learners to activate the translation support for their first language and begin using the translation support on a paragraph, then a sentence. Add the dictionary for addition vocabulary support.
Text Leveler 	The Text Leveler is a feature that allows students to adjust the text to an easier readability level without changing the meaning of the content. Leveled words will be identified by italics, when hovering over these words a question mark will appear. Students can toggle between the leveled word and the original text. By substituting an easier word, students can increase their comprehension and expand their vocabulary.	How to use the text leveler - video Daily Trainer - Day 1	Give it a go exercise: Try on this article. By clicking on the icon, students can level the entire passage or scaffold their support by highlighting the paragraph or word they wish to level. Ask students to highlight a paragraph of text, locate the italcized words and toggle between the 2 words, then use the dictionary to see an image of the original word.
Study Tools	The Study Tools are a great resource for students in grades	How to use Study Tools - video	Give it a go exercise: Click icon to open side panel,

 (found at the very bottom of the tool bar)	1–12, to organize notes, draft research papers and capture important information from text. Using the capture text tool, images and text can be added to the study tool side panel window with a link referencing the original source. In addition, a bibliography will begin to site sources, this is found under the "sources" tab at the top of the Study Tools panel.	Daily Trainer - Day 3	click to start a new "page" your cursor will land next to a blue dot - start typing here. Click on and students simply highlight the text and release their mouse to bring text over to side panel window. Have students use this article: Science News. Ask students to find 2 sentences they found interesting and one picture and bring it over into the study tool window. Add one question about the article to the study tool window. Sources: great for research papers, hot links take user right back to web page Blue dots: mini menus, click to show options to indent/outdent/delete a detail.
Outline templates 	Grades 1–12 appropriate applicable to HS research papers, DBQs and solidifying reading and writing strategies for younger students outline templates: Offers a variety of pre-made templates to organize thoughts, study notes, and project research within the study tool.	How to use the Outline Templates - video - Daily Trainer - Day 4	Give it a go exercise: Ask students to find different outline templates. Look for KWL, find the story map or something a bit more advanced for the older students. By clicking on the template, it

	Great for teachers: The outline templates turn this study tool into an instructional tool as well. Helping teachers engage students in writing strategies.		will now be found in the study tools side panel window. Type details or drag and drop details which have been captured from text to the appropriate spot with in the outline. Teachers: work with grade level teams and discuss which templates will reinforce or align with current strategies being taught.
Shapes Drawing 	This tool allows you to draw circles, rectangles/boxes and straight lines with customizable colors and line thickness. This can help with indicating important information, selected answers, drawing flow charts and diagrams, adding reminders and more.	Training Guide Practice Exercises pp. 21 - 22	Give it a go exercise: Open a PDF and use the shapes drawing to create some boxes and use a fill color. Next try using the Text annotations to type something in your boxes. You can reposition or delete and shape or line you have drawn.
Freehand Drawing 	Freehand drawing allow you to mark up information or show relationships between information, or create diagrams for better understanding. This can be done with your mouse or on a touch screen device.	Training Guide Practice Exercises pp. 22 - 23	Give it a go exercise: Open a PDF and choose the color and line thickness you desire. Try adding brackets, drawing arrows or stars.
Text Annotations 	The text box will allow you to type text in the box which will allow for note taking, reminders and placing answers on worksheets. Can be used with Co:Writer's word prediction and speech to text.	Training Guide Practice Exercises pp. 21–27	Give it a go exercise: Open a PDF and click on an area where you have a white space. Try using it to type a connection. Play with the size and color of font and repositioning the box.
Pushpin Annotation	Pushpin annotations gives students another option for interacting with the PDF through	Training Guide Practice Exercises pp. 26	Give it a go exercise: Open a PDF and click on an area next to where you would

	insert notes, instructions or helpful hints on your document. A red pushpin icon is left wherever the annotation was made.		like your pushpin to go. Students can use as a bookmarking tool or to add a reminder. Teachers can use to modify an assignment.
Highlighters 	The Highlighters are probably the single most helpful tool for higher level thinking activities through the use of categorizing. Using a color coding system provides a way to decide what items, topics or information belong together. This can be helpful for cause/effect, compare/contrast, creating study guides, problem/solution, gathering information for research and more.		**Usage Tip:** Highlighting with purpose is important. If students are used to being able to highlight with random colors, it will be crucial to "re-train" them to recognize when a word or information is highlighted using a specific color, it means something. If students are only using highlighters to indicate answers to questions, this will make a meaningful use of the highlighters more difficult. This doc contains some ideas for students of all grade levels and ability level Ways to use the highlighters to catergorize (color coding)

Transition from Snap&Read & OrbitNote to Co:Writer by showing how these 2 programs interact seamlessly together. Bring details over, turn on topic dictionary for your specific topic and move into Co:Writer word prediction.	Bringing the power of Snap&Read and Co:Writer together will help boost student's writing. To increase research and writing, skills have student begin with an outline template, capture details and images, charts or graphs from research sources (websites, PDFs etc). After research details have been added to the document, activate Co:Writer's topic dictionary to provide added topic specific vocabulary for students to incorporate into their writing.	How to bring details from Snap&Read into a Google Doc. - video How to bring details from Snap&Read into a Microsoft Doc. - video	Open a Google/Microsoft document and begin moving details from the study tools window to the document. **Google:** click on the detail/image and drag it over to the document. **Microsoft:** place cursor at end of detail and use the copy/paste function to bring text details to the document. **Microsoft** does not allow the images to be brought into the document.
Prediction – flexible spelling 	Co:Writer can be used in Google, Microsoft, online writing, PDFs. Almost anywhere students can place the cursor, Co:Writer will find the cursor to help students jump start their writing. Combined with Co:Writer's Neuron Word Prediction, students will unlock ideas and produce writing like never before. Notice when there is more than one word being predicted and the natural link between words.	How to use word prediction - video Daily Trainer - Day 1	Give it a go exercise: Try using on a Google Doc. Click on the Co:Writer extension. When you start typing a sentence, you will notice the prediction box will pop up. TIPS: Hover over the word fto have the word read aloud. Click on the word **OR** hit the number associated with the word to add it to the doc. Click on the "123" to reveal the number panel to type numbers in the doc. Ask student to begin writing slowly and to watch the word prediction at work, make choices by clicking on the word or keystroking the number.

Speech to Text	Speech to text allows students to speak their thoughts and answers versus having to type them. Available in Co:Writer supported languages as well. Click on the mimcrophone icon to turn on speech to text and clickon the icon again to turn it off.	How to use the Speech Recognition tool - video Daily Trainer - Day 2	Give it a go exercise: Try in a google Doc. Have students activate the speech to Text feature and begin speaking, add punctuation along the way. Put Co:Writer to the test and try saying some challenging words from a class. Watch Co:Writer in action.
Translation support when writing	This feature is activated and selections made in the OPTIONS section. After selecting the language of choice, return to writing space and notice  the additional option of the language support.	How to translate writing using Co:Writer - video List of Languages supported by Co:Writer Daily Trainer - Day 4	Give it a go exercise: Try in a google Doc. Language learners need support when writing, Co:Writer provides that support as needed. Have students write using English and then add a word in their native (activated) language and watch for Co:Writer to provide the English translated word as the last option in the word prediction box. Click on the translated word to add it to the doc.
Translation Support while using Speech to text.	After selecting the language of your choice, return to writing space and notice  the additional option of the language support. Click on Click on ES>EN	How to use translation using speech to text - video Daily Trainer - Day 5	Give it a go exercise: Try in a google Doc. Ask students to open a Google Doc and use speech to text in their first language and watch Co:Writer translate writing into English!

	to move support to Spanish, click then start speaking and click again to stop. (follow the prompts)		

II. Action Planning for Quick Gains

Teachers need to take time to reflect on how and how often they are implementing Snap&Read & OrbitNote and Co:Writer in their instruction, lessons and activities in order to increase the ease of use and benefits for students. Continuously seeking feedback from students and colleagues, and staying informed of new updates and resources available can help ensure the most effective use of these tools.

Here are some sample questions for participants to answer at the end of a Snap&Read & OrbitNote and Co:Writer training session:

1. In what specific lesson or activity will you use Snap&Read and/or Co:Writer tools this week and using what specific tools? Why have you chosen those tools?
2. How will you use Snap&Read and/or Co:Writer to support UDL principles in this lesson or activity?
3. How will you measure the effectiveness of using Snap&Read and/or Co:Writer in this lesson or activity?
4. What supports or resources do you need to effectively implement Snap&Read and/or Co:Writer in this lesson or activity?
5. Identify if you will use videos (and which ones) to train your students.
6. What are some questions you now have about the tools?

Additional Resources:

Snap&Read Academy

Co:Writer Academy