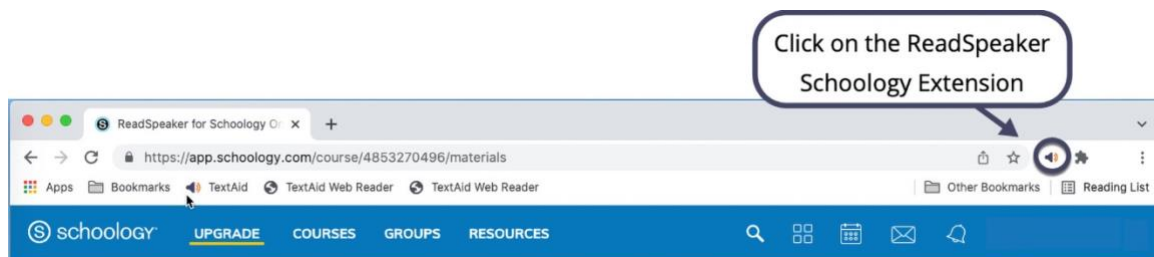

How to Use ReadSpeaker TextAid in Your Schoology Course, v1.1, 22 December 2021

How to Use ReadSpeaker TextAid in Your Schoology Course

ReadSpeaker TextAid can be used to read all parts of your Schoology course. First, you need to ensure that your ReadSpeaker TextAid Schoology extension is installed in your Chrome browser. If you haven't done this yet, please contact your ReadSpeaker TextAid Administrator.

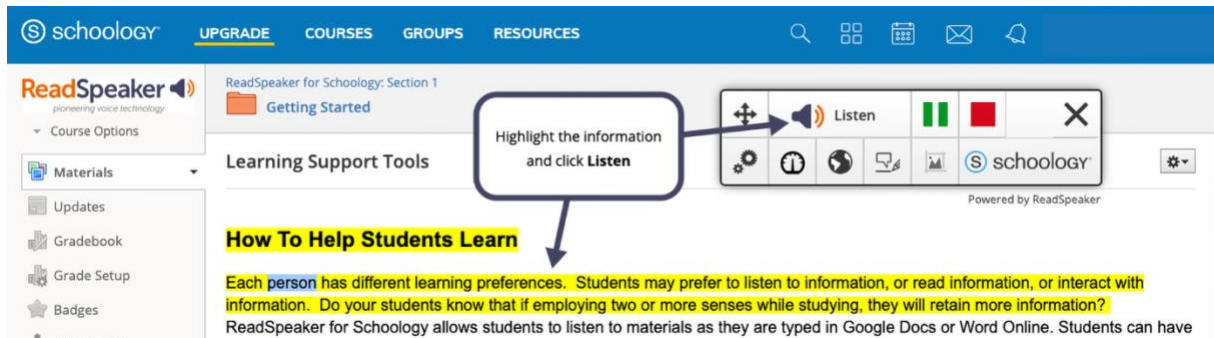
Using the Extension

To use the extension, find the course material you want to read aloud. Click on the ReadSpeaker Schoology extension from the extension area of your browser.



Next, position the extension where you would like it located on the page by using the four-pointed arrow icon and dragging it.

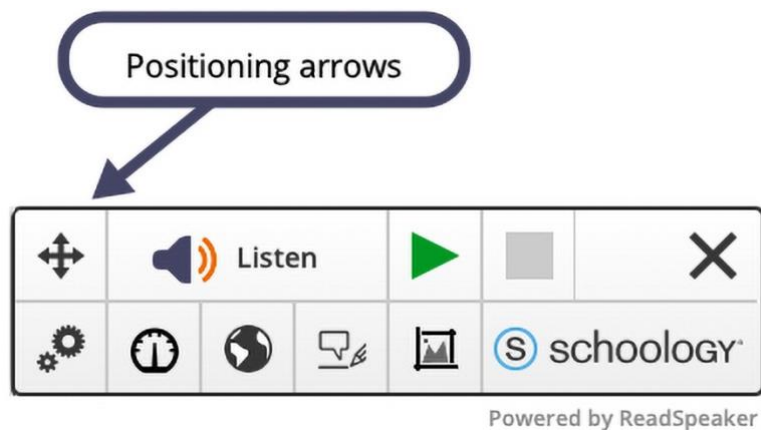
Highlight some text within your course and click **Listen**.



Extension Tools

Positioning the Player

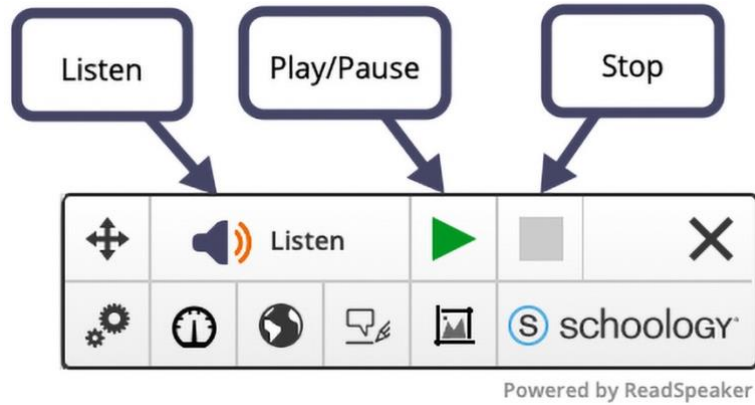
To reposition the player, click on the four-pointed arrow icon. Drag the player to the desired location.



Listening Commands

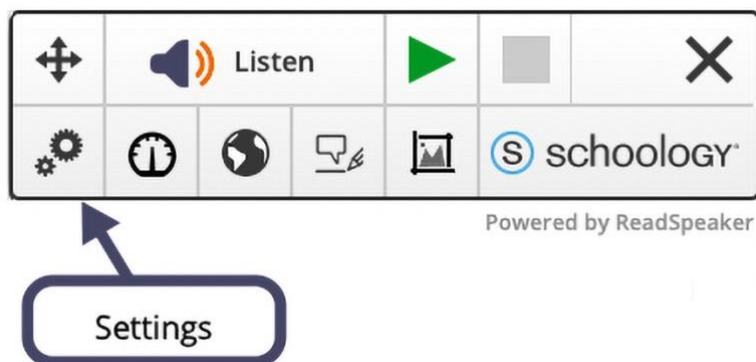
The listen commands include **Listen**, **Play/Pause**, and **Stop** tools. The **Play** tool (arrow point) changes to **Pause** (two vertical bars) after the reading begins. If you click **Pause**, you can restart the reading from where you stopped.

However, if you click **Stop** (the square) and want to hear the information re-read, you will need to highlight your material and click **Listen**.

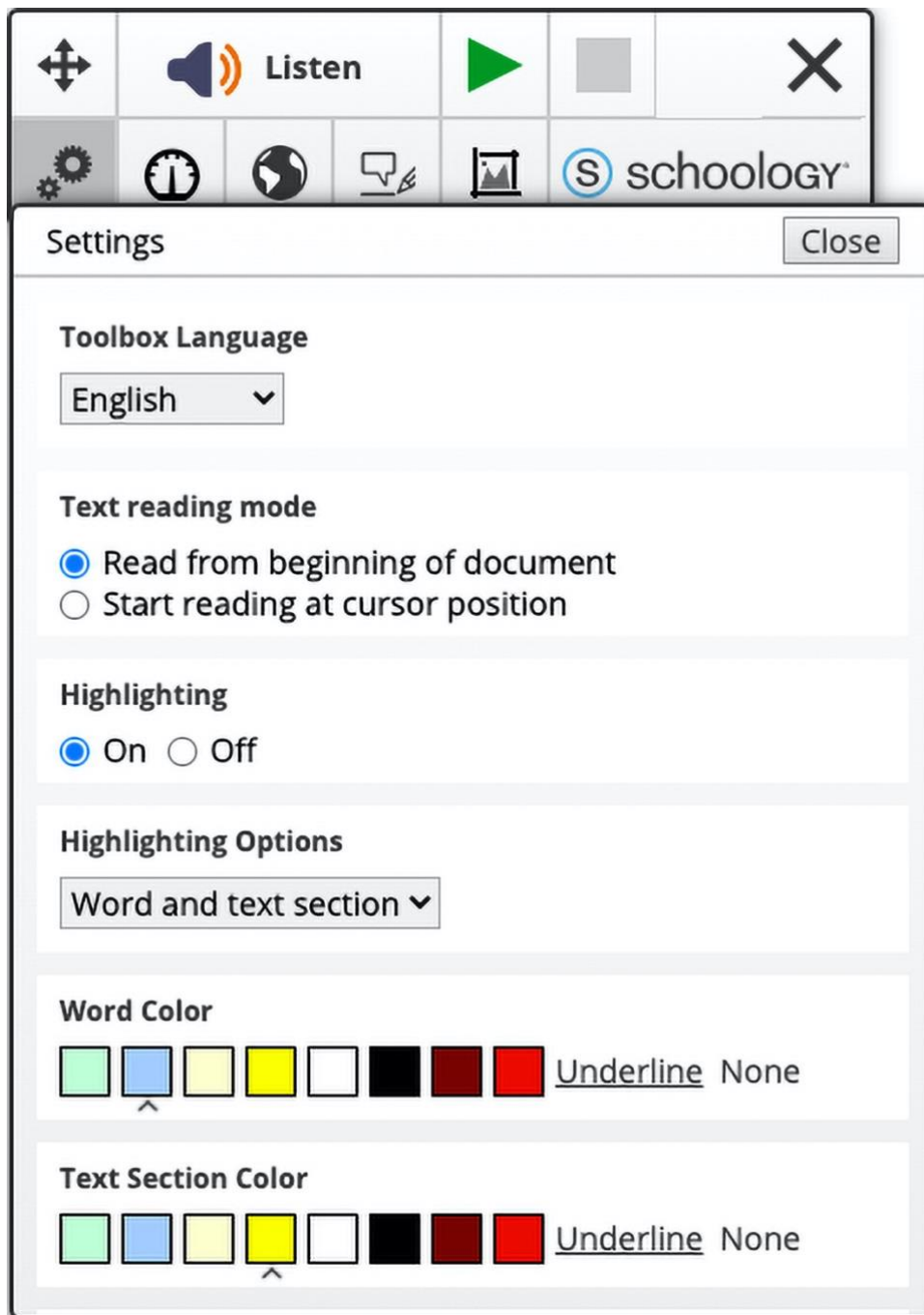


Settings

Settings can be accessed by clicking on the tool with two gears as the icon. It is located on the left side of the lower toolbar.

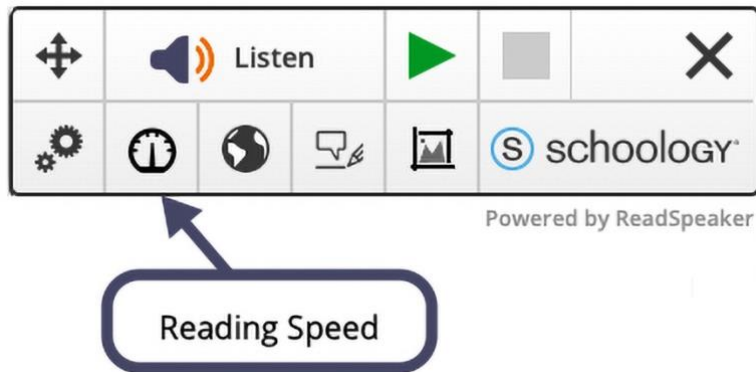


The **Settings** menu has several choices that you can make. You can turn on or off highlighting, decide on what you want to highlight and which colors to use for the word, sentence, and text. When **Writing Assistance** is turned on, the choices of reading (without highlighting) from the top of the document or where the cursor is positioned are available. Make your selections and then click **Save**. If you don't change any **Settings**, then click **Close**.

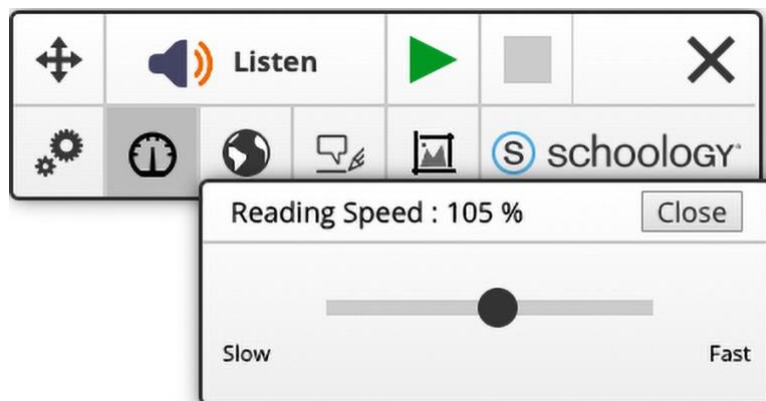


Reading Speed

The **Reading Speed** tool is located on the lower toolbar of the extension. It has a speedometer as the icon.



You can adjust the **Reading Speed** by moving the ball on the slide bar. Moving the ball to the left reduces the **Reading Speed**, and moving the ball to the right increases the **Reading Speed**. You will notice a percentage above the slide bar. You will want to remember your desired speed if you try different adjustments. Once you have selected your **Reading Speed**, click on **Save**, and if no changes have been made, click on **Close**.



Reading Language

An image of the world is the icon for the **Reading Language** tool.

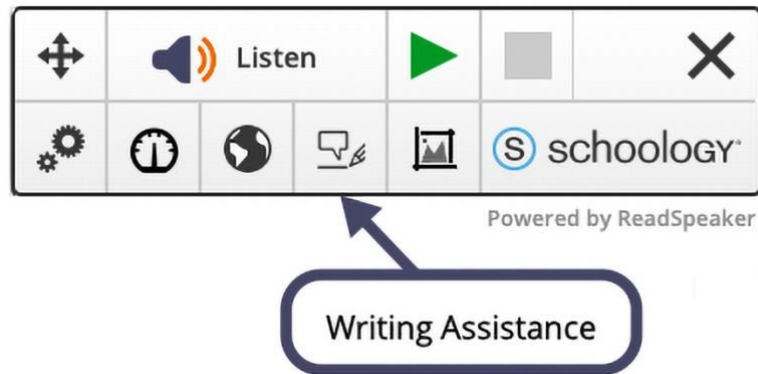


If you are reading a document written in a different language, then select the **Reading Language to match the document language**. The extension will then play the highlighted material in the desired language using a voice with the correct accents and word pronunciations. **The Reading Language tool is not a translation tool**. Once you have chosen the **Reading Language** for your document, click **Save**. If you don't make any changes, then click on **Close**.

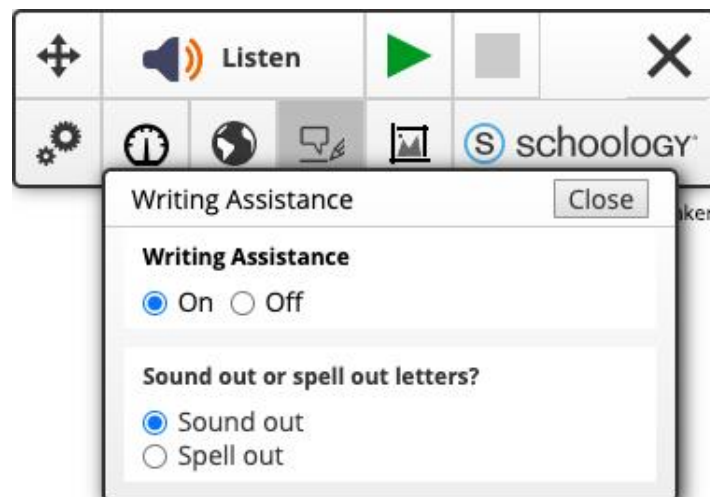


Writing Assistance

The **Writing Assistance** icon is a caption bubble above a sheet of paper with a pencil point.

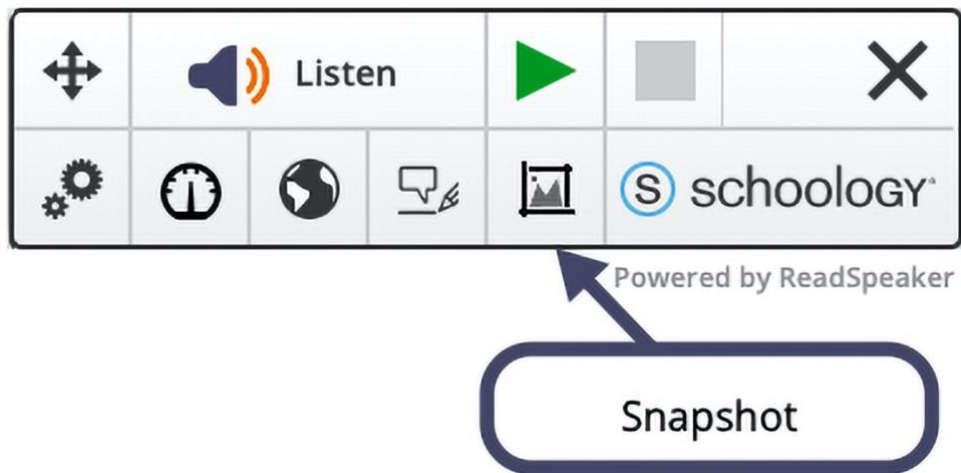


When working in either **Google docs** or **Word Online**, you can use the **Writing Assistance** tool. When you turn on **Writing Assistance**, you have the choice of either having the letters sounded or spelled out. The **Writing Assistance** tool is not a grammar tool but helps the writer proof-listen to what is being typed. Unintentional words such as form and from or left out words are heard, allowing the writer to make the corrections.

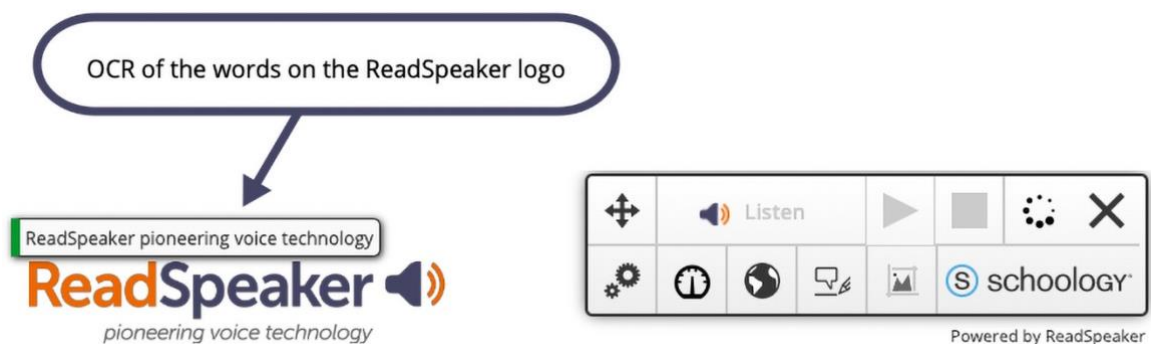


Snapshot

The **Snapshot** tool is located on the lower toolbar of the extension and has a framed picture as the icon.



The **Snapshot** tool uses Optical Character Recognition (OCR) process to convert the words in the image to readable text. Typed words OCR better than handwritten words. First, click on the **Snapshot** tool and draw a box around the image with the text. The OCR process begins when you release the mouse and produces the text in a box near the image. Once the process is completed, the words are read out loud.



ReadSpeaker/Schoology Link

The [Schoology tool is a link](#) to the [readspeaker.com/education/schoology](https://www.readspeaker.com/education/schoology) website, where you can find a wealth of information and resources that can be used to help onboard students.

