School District of the Menomonie Area

A Guide to Translation Tools Available for Families

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Google Translate

Description

Google Translate is a free tool that is available on most devices. Google Translate can be used to translate text, handwriting, speech, and websites in over 100 different languages.

Google Translate does not replace the translation and interpretation services provided by the district. But Google Translate can help you navigate online materials and improve communication with individuals who do not speak your language.

For computers, Google Translate is used as part of your web browser. For iPhones, iPads, and Android devices, Google Translate is used as an app.

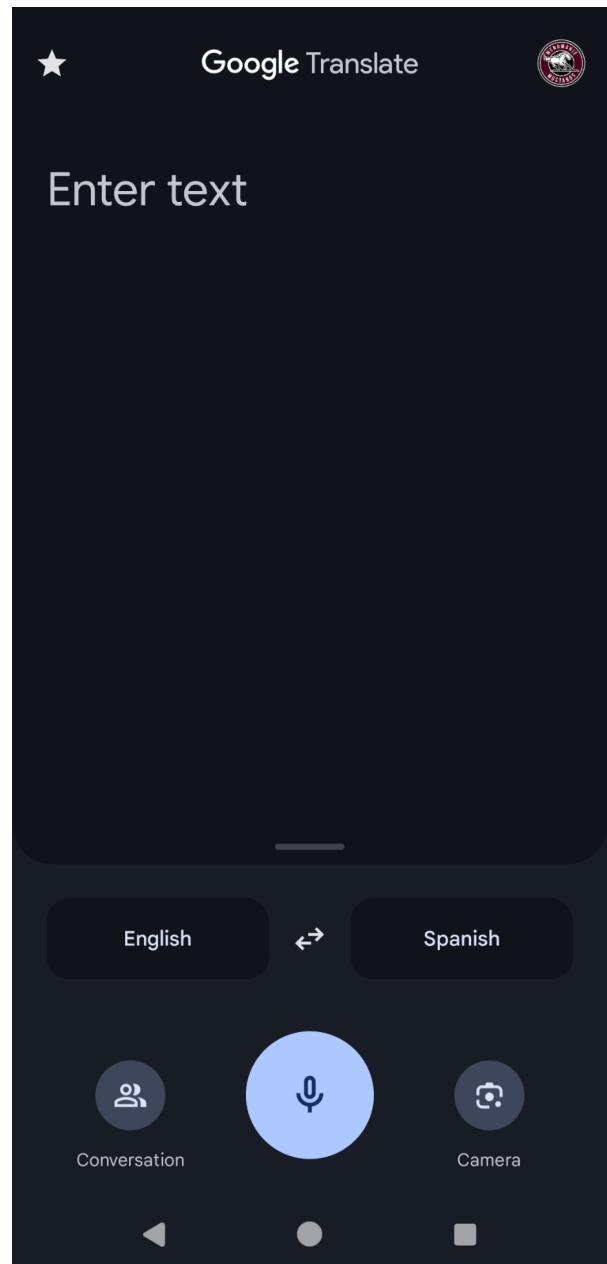## Download Google Translate for your Phone or Tablet

1. Search for the Google Translate app:
   - For iOS (Apple) devices, go to the app store
   - For Android devices, go to Google Play
2. Click "**install**" or the "**cloud icon**" to download the app.
3. Check if Google Translate was successfully downloaded.

Using Google Translate on your Phone or Tablet

Google Translate includes the following translation options:

1. Text (typing)
2. Camera (taking pictures of text)
3. Handwriting (writing with the touchpad)
4. Conversations (speech)
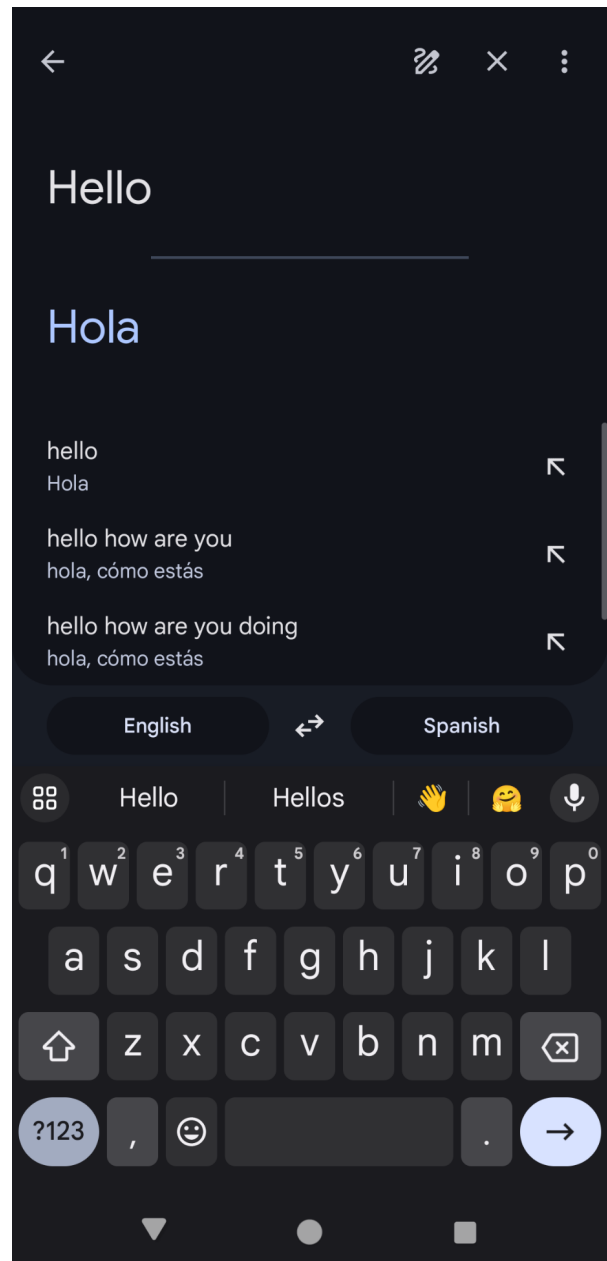5. Voice (speech to text)

Text and Handwriting

The **Text** and **Handwriting** features let you translate text from one language to another.

After you select your languages, type or handwrite in words or phrases in one language. The application will do its best to translate what you entered into your selected language.

To switch to handwriting, tap the "pen" icon. This will allow you to use the touchpad to handwrite your entries.

Camera

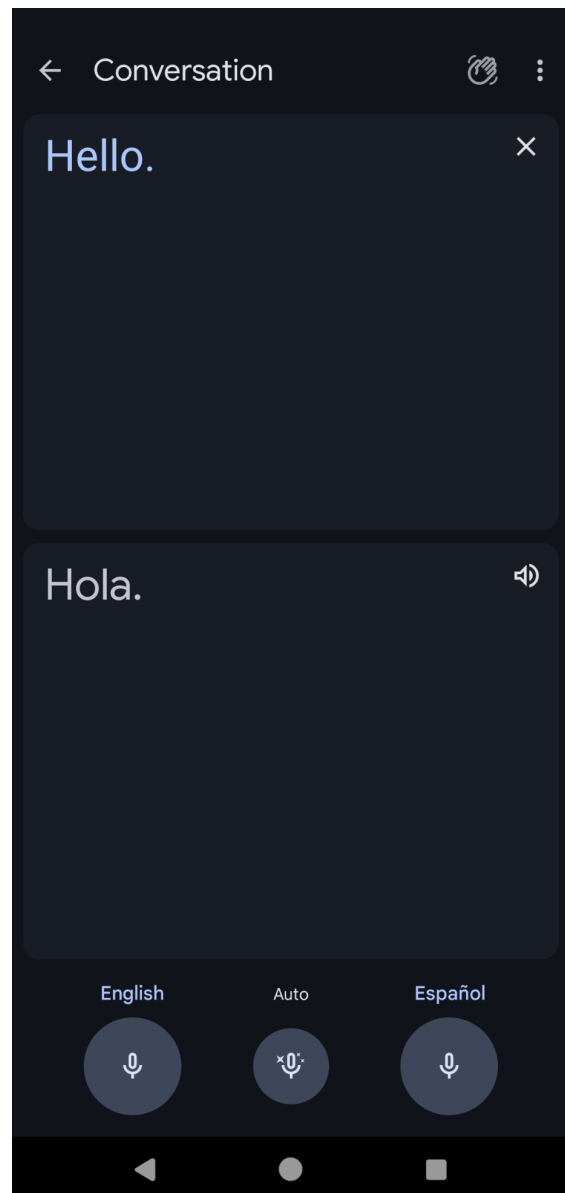The **Camera** feature lets you translate images of text from one language to another.

1. Aim your camera at the image until the language is detected and fully translated.
2. You can choose to keep this photo by using the "import" function.

Conversations and Voice

The **Conversations** and **Voice** features allow you to speak in one language and then have what you said repeated in another language.

You can use the "Both" feature, which will automatically detect the languages used as you have a conversation with someone who speaks a different language.
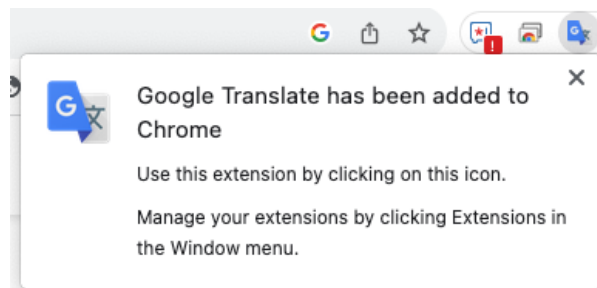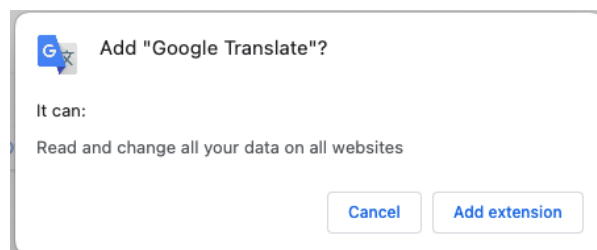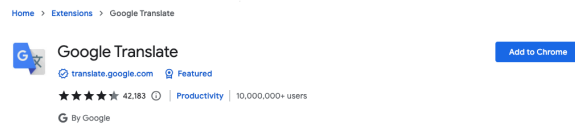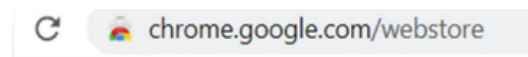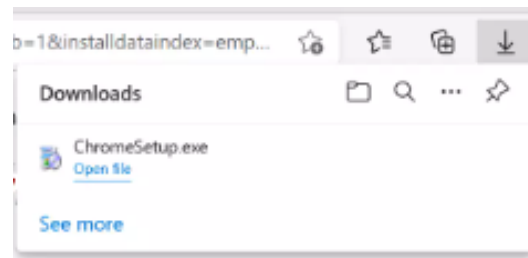
Downloading Google Translate on your Computer

To get **Google Translate** on your computer, you will need two things: the **Chrome web browser** and the **Google Translate web extension.**

If you do not already have the Chrome web browser, follow these steps:

1. Go to http://google.com/chrome/ on your web browser.
2. Click **"download Chrome."**
3. Open the file that you downloaded to install the Chrome web browser.
   - The file's name is **"ChromeSetup.exe"** for Windows and **"googlechrome.dmg"** for Mac.
4. Once you have the Google Chrome browser, you can add the **Google Translate web extension**. To download the **Google Translate web extension**, follow these steps:
   - Go to the Chrome Web Store using your Chrome web browser and search for **"Google Translate."**
   - Click **"Add to Chrome."**
   - Click **"Add extension."**
   - Check if Google Translate was successfully downloaded. The icon should now appear on the top-right corner of your browser.
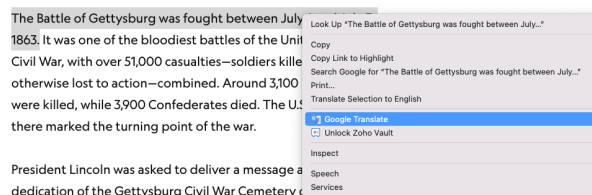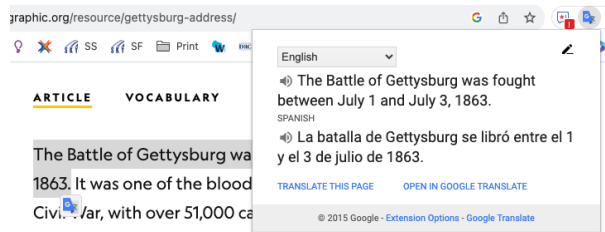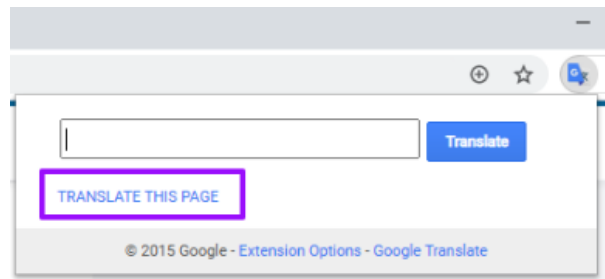
Translating Websites

To translate websites:

1. Click on the **"Google Translate"** icon on the top-right corner of your screen.
2. Click **"Translate this Page."**
3. Select your preferred language.

To translate specific words or phrases on a website:

1. Highlight and then click the Google Translate extension icon in the upper right.

    OR

1. Highlight and right-click on the text you want to translate.
2. Select **"Google Translate."**
   - You can also use this option to translate materials in Google Classroom, including documents, forms, and email.

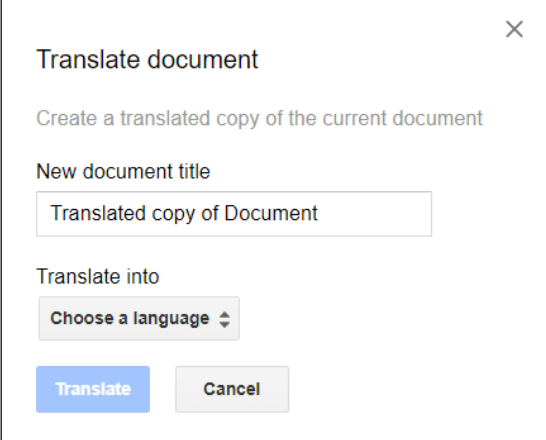This is the method recommended for translating Skyward Family Access.

Additional Google Translation Tools

Translating Google Docs

Google Docs has a built-in tool that will translate an entire Google Document into another language. This can be a useful way to have a second copy of a document in the reader's first language for comparison. This tool is unique to Google Docs and not available in Sheets or Slides.

To translate an entire Google Document:

1. Click "**Tools**" then "**Translate document.**"
2. A window will open where you can choose the language for the translated document and a title for the new document
3. Click "**Translate.**" A translated copy of your document will open in a new window. You can also see this copy in your Google Drive.
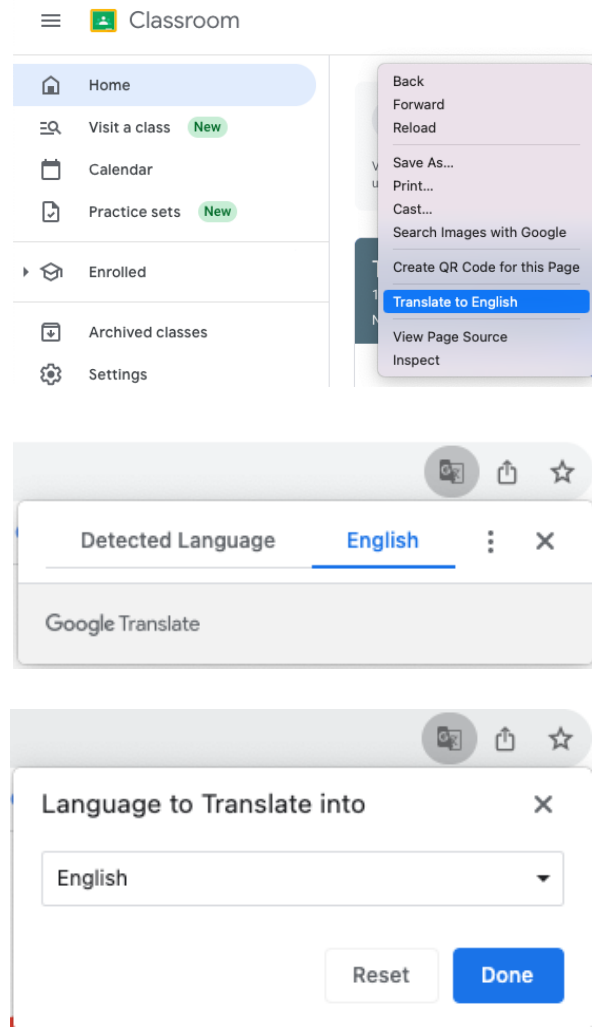
Translating Google Classroom

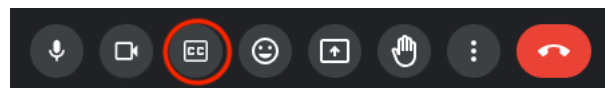Google Translate does not work to translate Google Classroom pages automatically; however, there is a workaround.
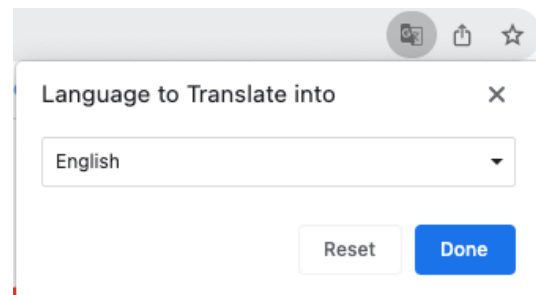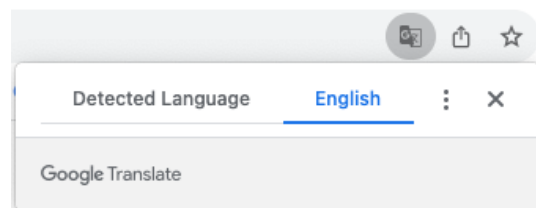
1. Navigate to **Google Classroom**.
2. Right-click on the page and select **"Translate to English."** This is the default the first time you translate.
   - Once you have translated the page this way, this option will adjust to reflect the language you select to be the default.
3. This will open a translation menu. Click on the three vertical dots and select **"Choose Another Language."**
4. This will open a drop-down menu where you can select a new language. Once you make your selection, click **"Done."** This will translate all Google Classroom menus and classes into your preferred language.

Translating Google Meet Captions

Google Meet has an option to translate in real time through the use of live closed captions.

1. Navigate to **Google Meet** and **Create a New Meeting** or **Join.**
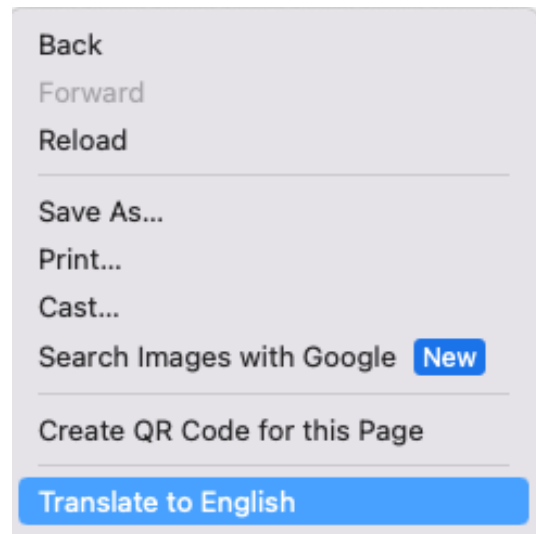2. Right-click on the page and select **"Translate to English."** This is the default the first time you translate.
   - Once you have translated the page this way, this option will adjust to reflect the language you select to be the default.
3. This will open a translation menu. Click on the three vertical dots and select **"Choose Another Language."**
4. This will open a drop-down menu where you can select a new language. Once you make your selection, click **"Done."** This will translate the entire page including menu items, chat, and closed captions.
5. To turn on closed captioning and translate the meeting live, click the closed captioning icon in the main menu of Google Meet. Now whenever someone in the Google Meet speaks, their words will be captioned live on the bottom of the screen and will additionally be translated into the language you have selected.
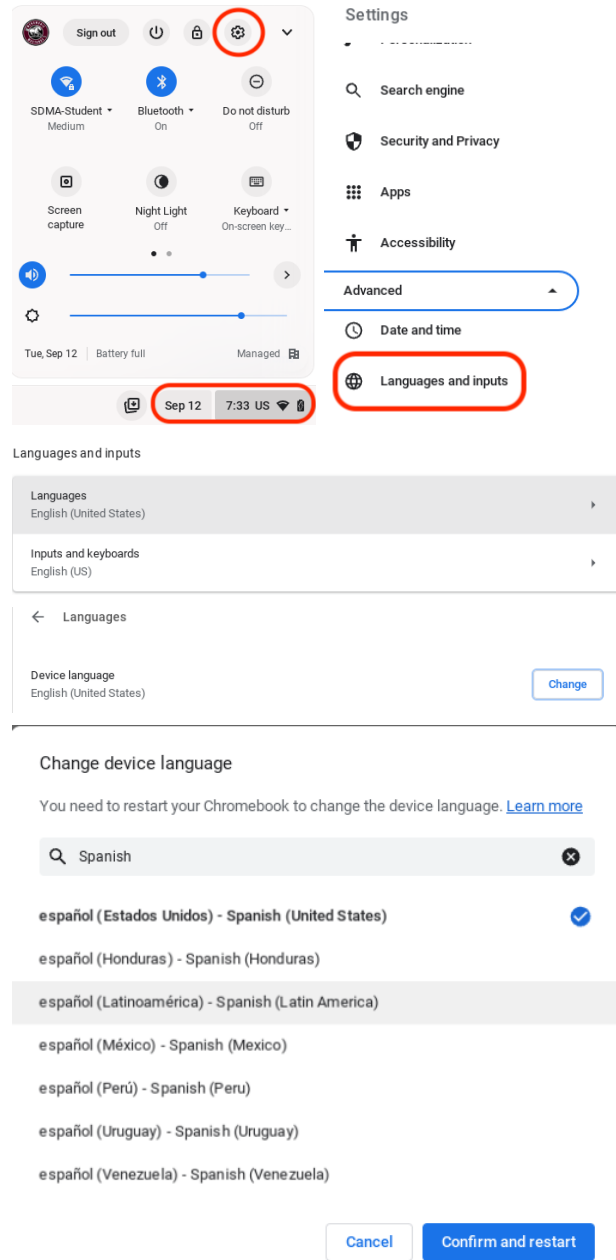
Adjusting Chromebook Language Settings

Manage Chromebook Languages

You are able to adjust language settings on the chromebook. Your chromebook's features, like settings and menus, use the language you choose. To change the device language:
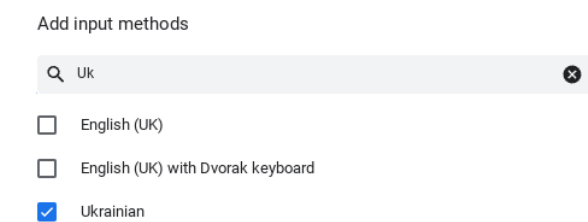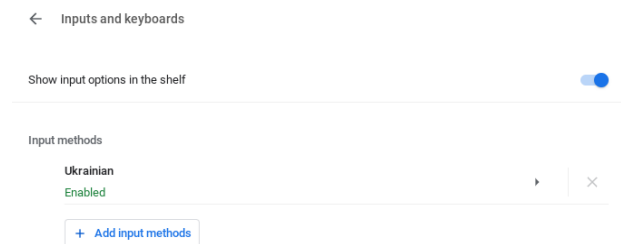
1. Navigate to the bottom right and select the time.
2. Select **"Settings."**
3. On the left panel, select **"Advanced."** Click on the drop down menu to see options.
4. Select **"Languages and Inputs."** To change your chromebook's language, next to **"Device language"**, click **"Change."**
5. Use the search bar to find the language needed and click **"Confirm and restart."** The chromebook will restart and begin translating text into your chosen language to help with navigation.

Adjust Chromebook Keyboard Language

You can use different keyboard languages on your chromebook to change your typing language and use special characters, like accent marks. To change the language of the keyboard:
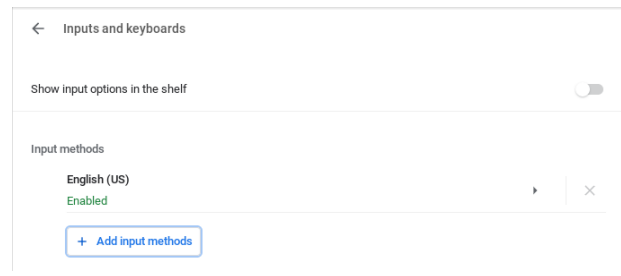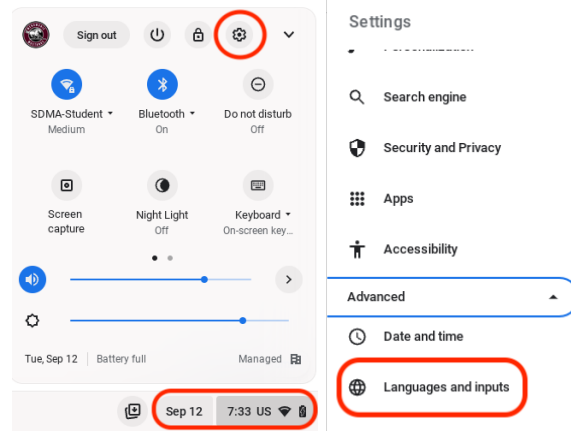
1. Navigate to the bottom right and select the time.
2. Select **"Settings."**
3. On the left panel, select **"Advanced."** Click on the drop down menu to see options.
4. Select **"Languages and Inputs."**
5. Under **"Input methods,"** select **"Add input methods."**
6. Select the keyboard language you want to use and click **"Add."**
7. **"Enabled"** is listed under the current keyboard.
8. If you would like to be able to toggle between keyboard language, select the **"Show input options in the shelf."**
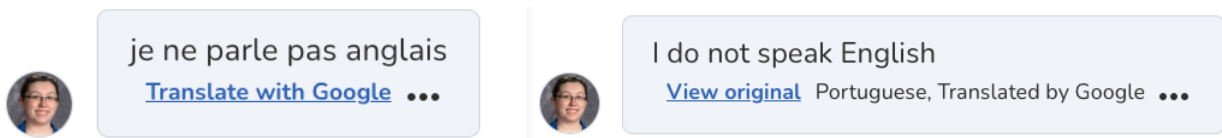
Translating Text in Seesaw

If a note, caption, comment, announcement, or message is written in a language other than the language of the family's or teacher's device, a **Translate with Google** option appears below the post. The device or browser must have a different language set or this option will not appear.

Seesaw's family invite letter is also available in 10 different languages through the "Invite Families" button.
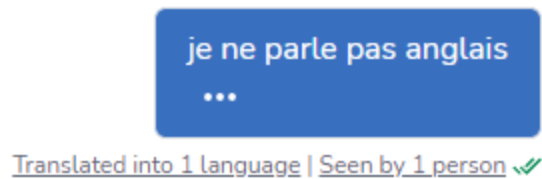
How to Translate Text

When you receive a message in a different language, you can click **"Translate with Google"** below the message text box. This will allow you to quickly translate any text into your preferred language.

Clicking **"View Original"** will allow you to revert the translation.

The message sender is also able to see if a message has been translated by a recipient just below the message text box.
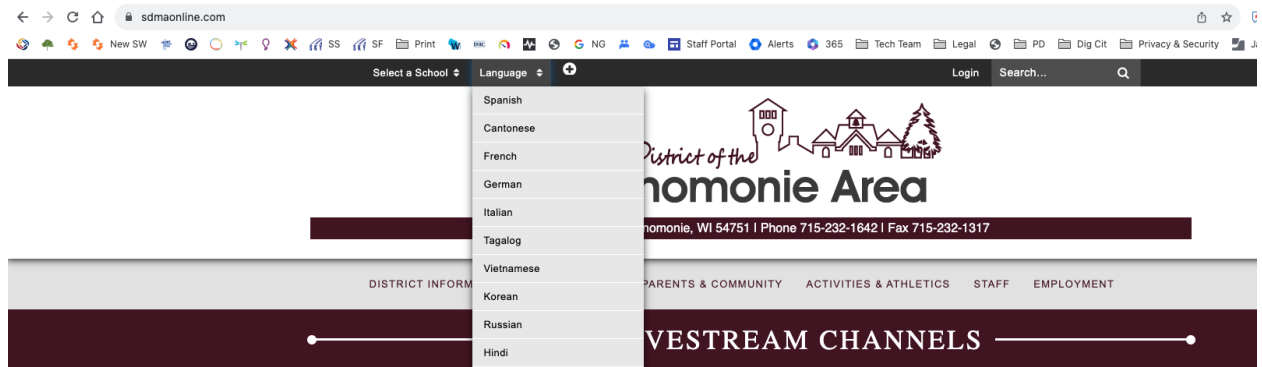
School District Website Translation
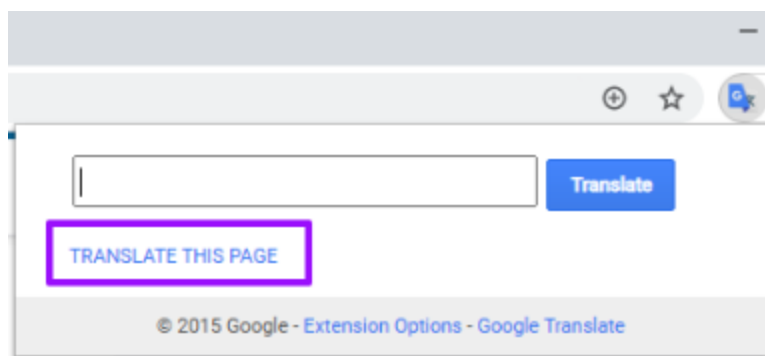
Translation Options Available

The district website has the option to translate the site by using a built-in drop down menu. To use this feature:

1. Navigate to http://sdmaonline.com.
2. Click on "Language" and the dropdown menu will display 10 language options.

Alternatively, Google Translate can be used to translate the district website. This provides extended language options. To use Google Translate on the district website:

1. Navigate to http://sdmaonline.com.
2. Click on the Google Translate extension.
3. Click on **"Translate This Page."**

Contacts for Additional Resources

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