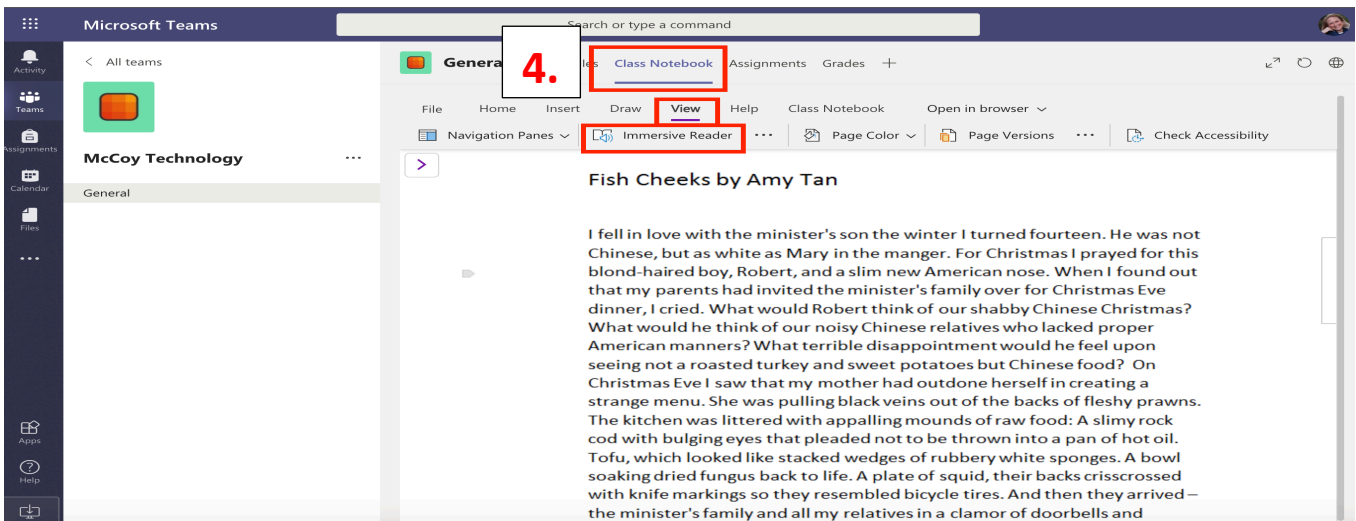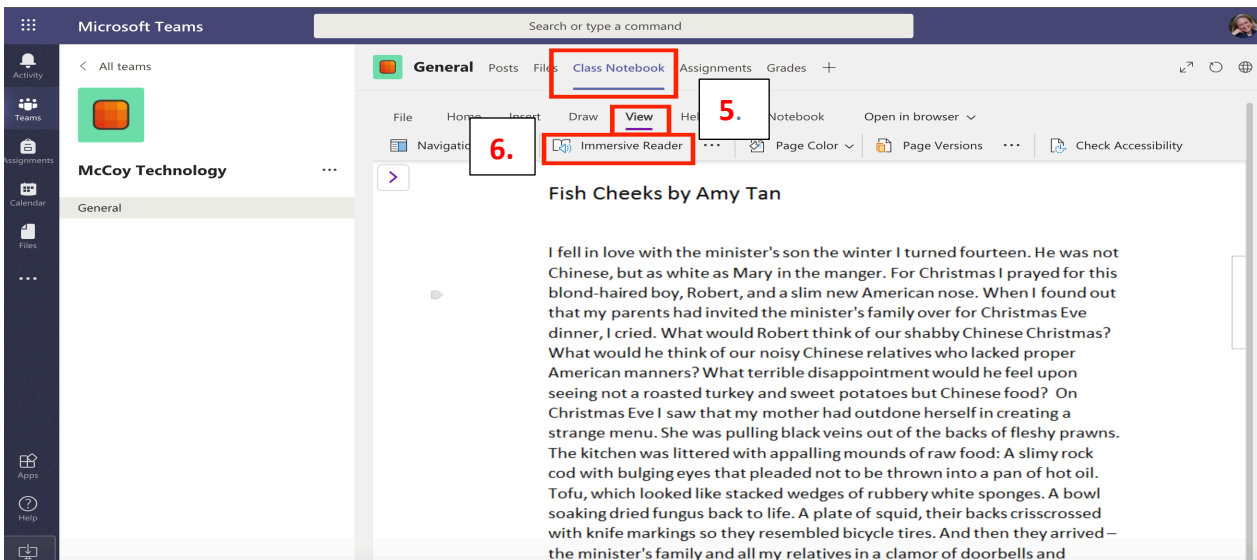# USING IMMERSIVE READER IN TEAMS

Immersive Reader is an integrated tool in Teams Class Notebook, One Note, and Forms that allows student to have text that is typed or copy/pasted into the pages/quiz/test read to them. This also includes a translation tool that will toggle between English and the selected language for EL students. Both teachers and students access and see the same things once the teacher has provided the text.
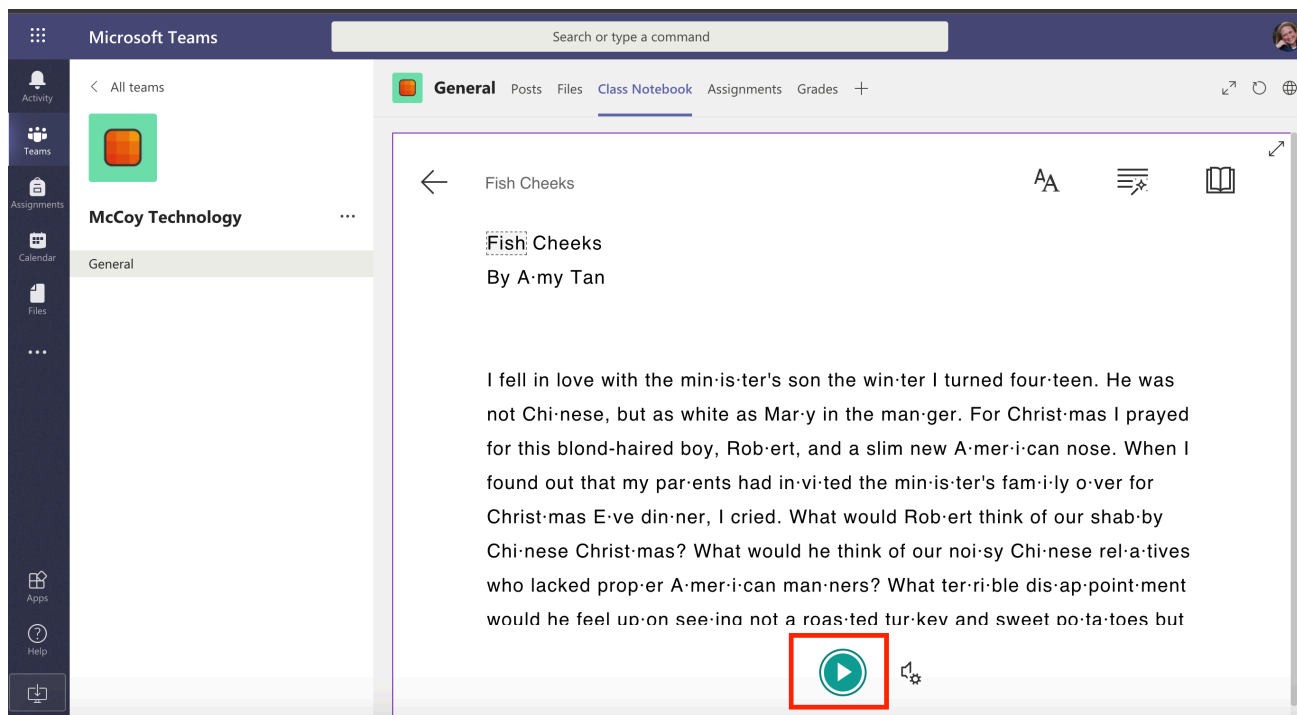
1. Log into O365 (portal.office.com)
2. Click on Teams
3. Select the team/class
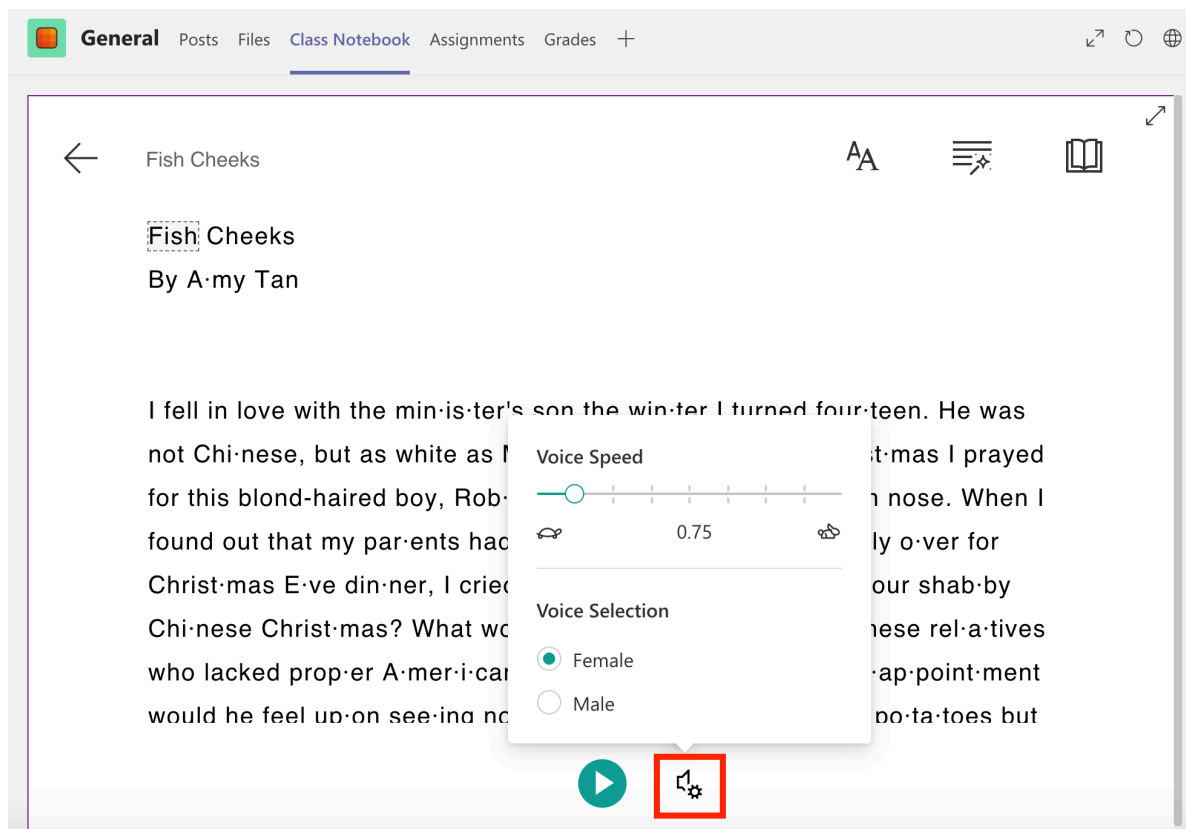4. Open Class Notebook by clicking on the tab.

5. After selecting the page where the text is, click on the View tab.
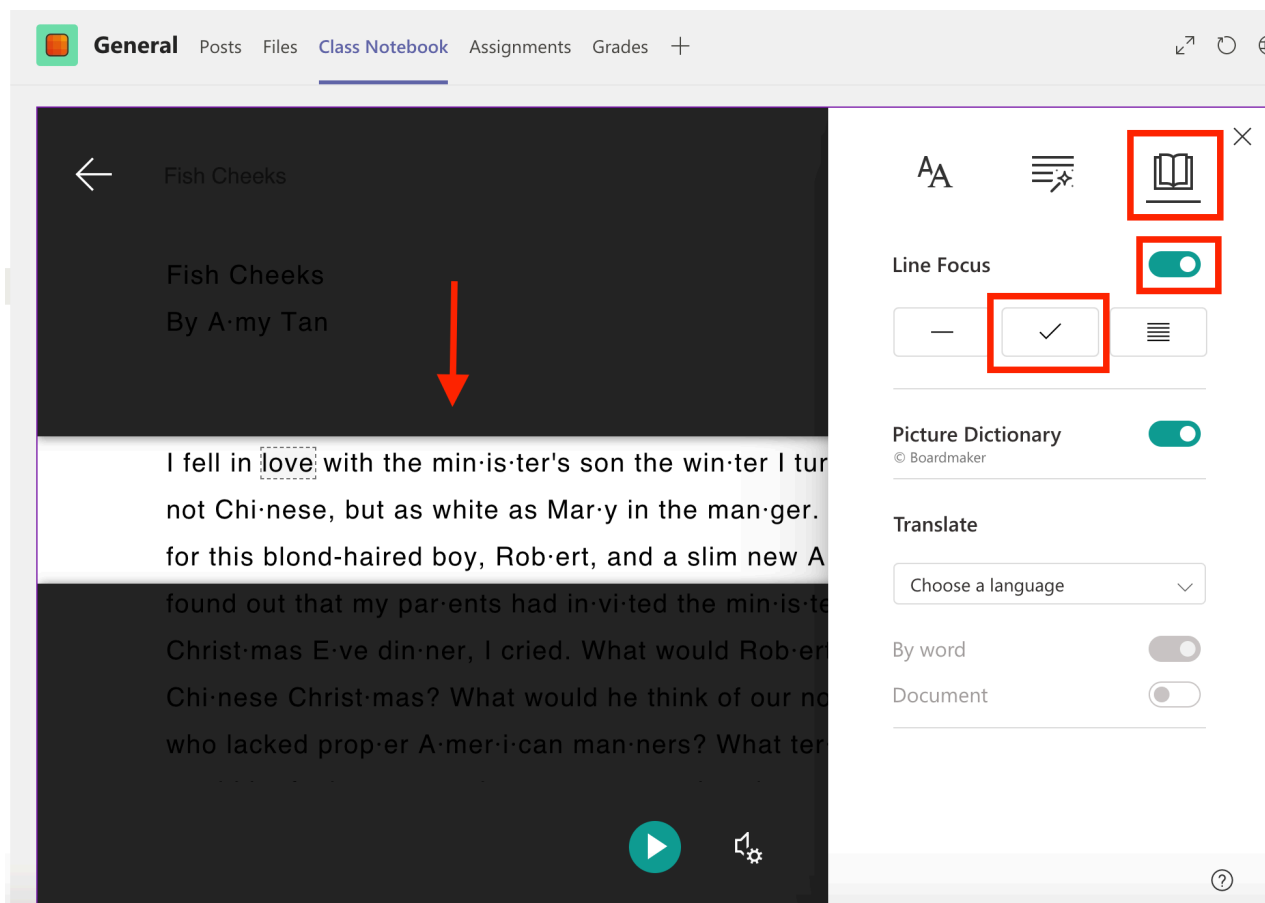6. Under the View tab, click in Immersive Reader.

7. Immersive Reader will open.

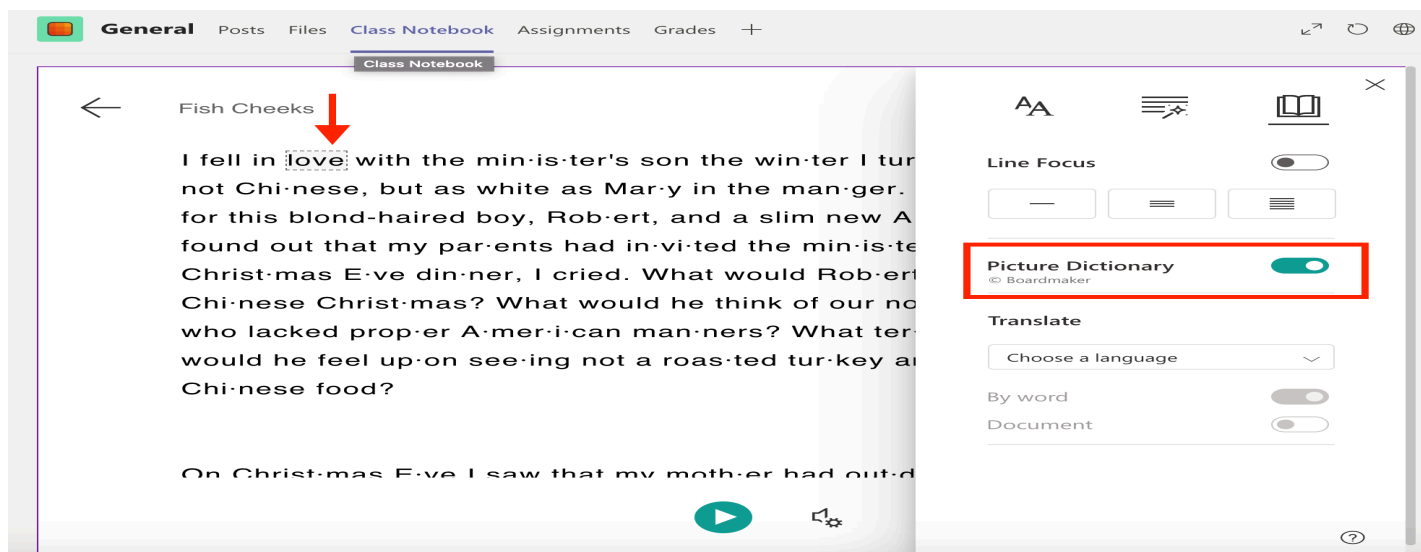8. If text simply needs to be read aloud, click on the play button.

9. To change the speed of the reader or the voice type, click on the settings button next to the play button.
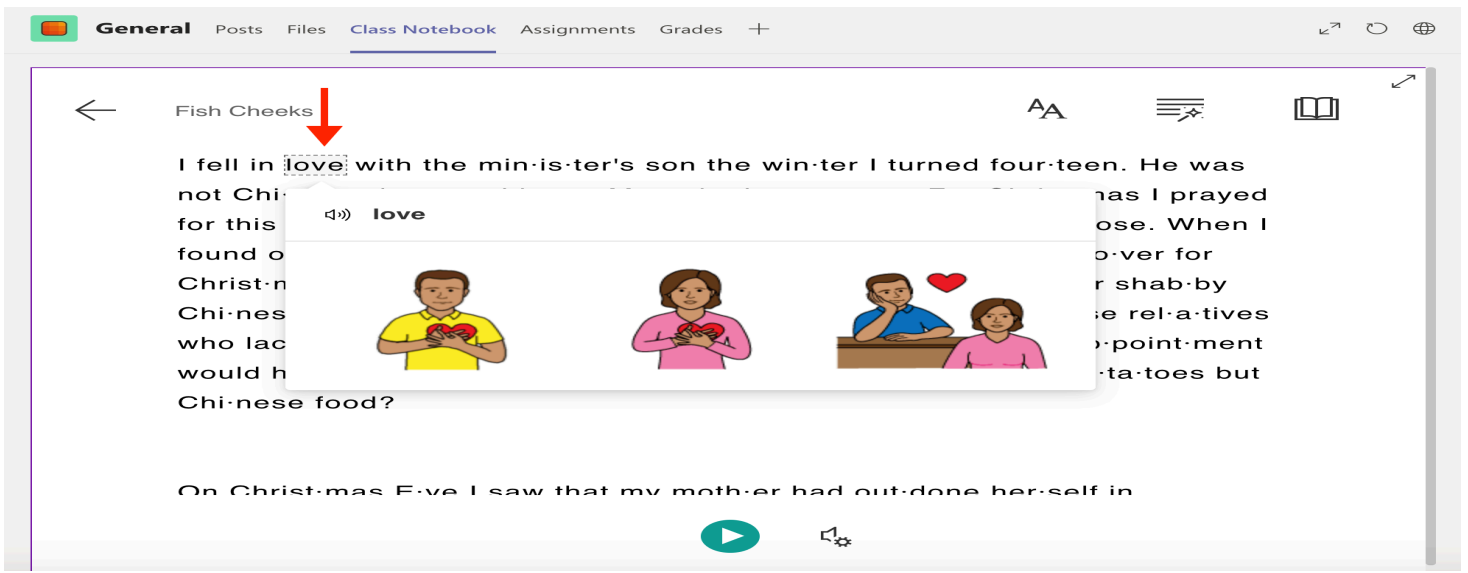
10. For students easily distracted while reading or for those who tend to skip lines, activate the Line Focus in the Reading Preferences (little open book button). The text will automatically adjust to the next line as it reads aloud.
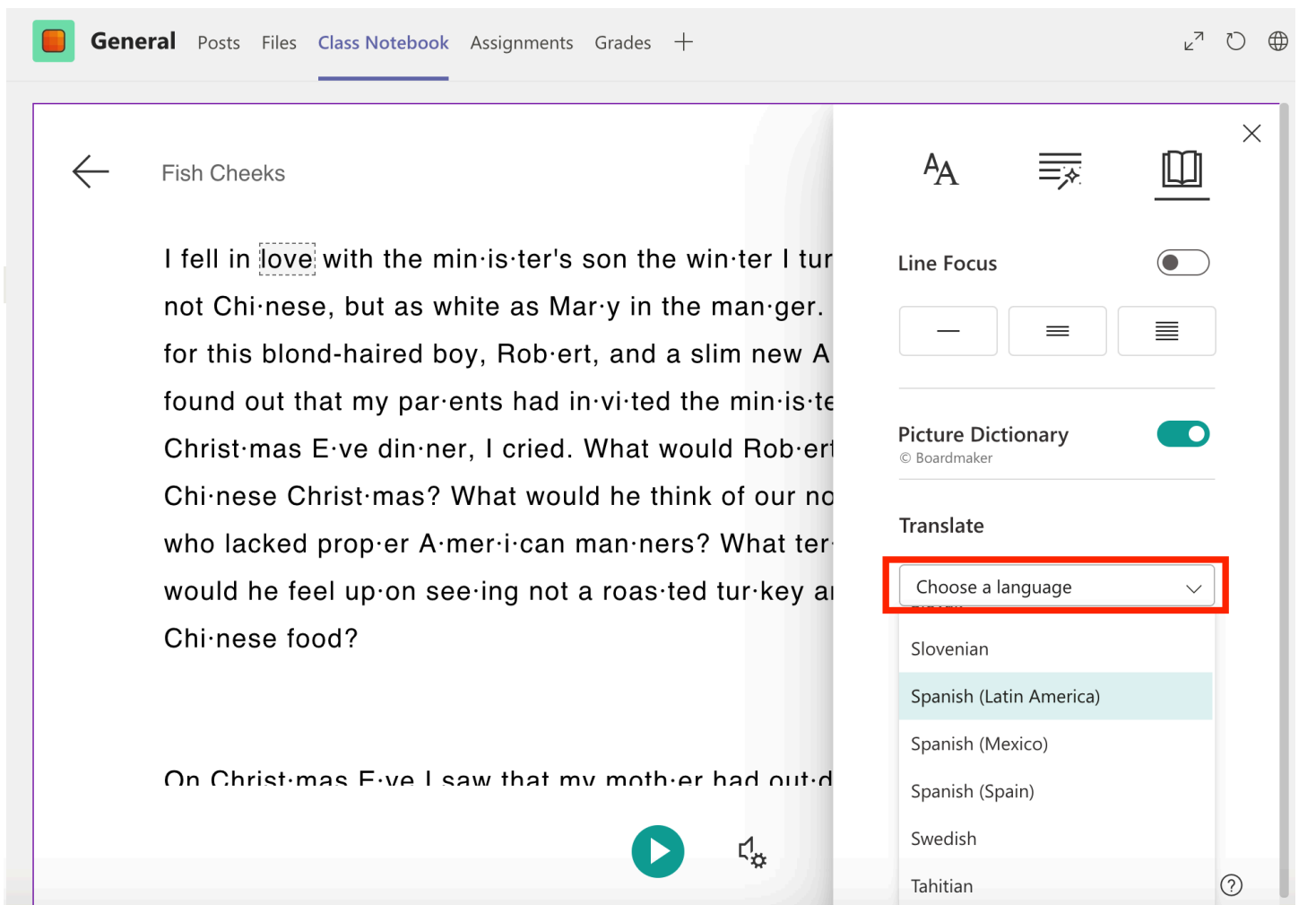

11. Also in the Reading Preferences is a Picture Dictionary that is already turned on. Main words in the text can be clicked on. (This does not work for every single word.)
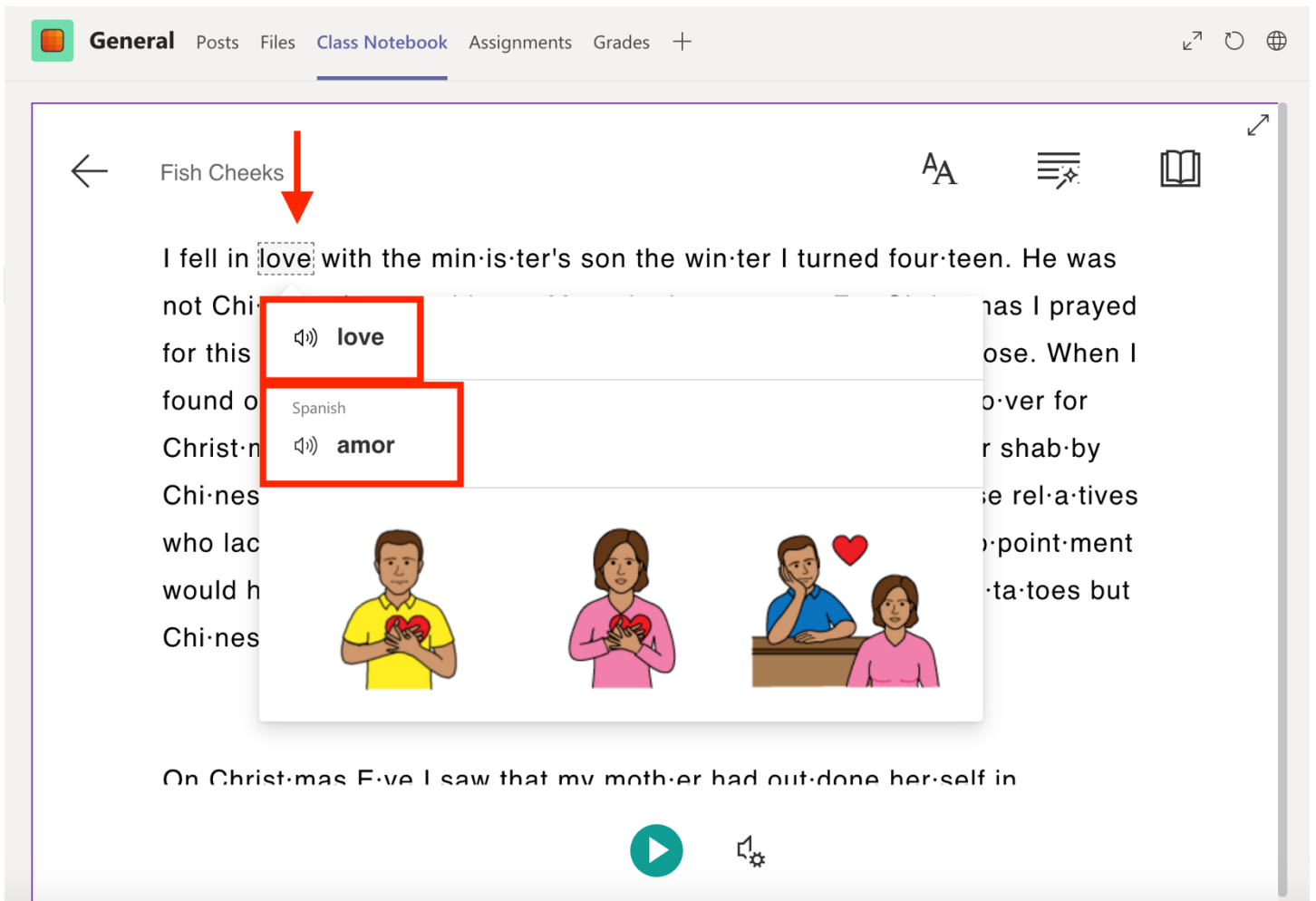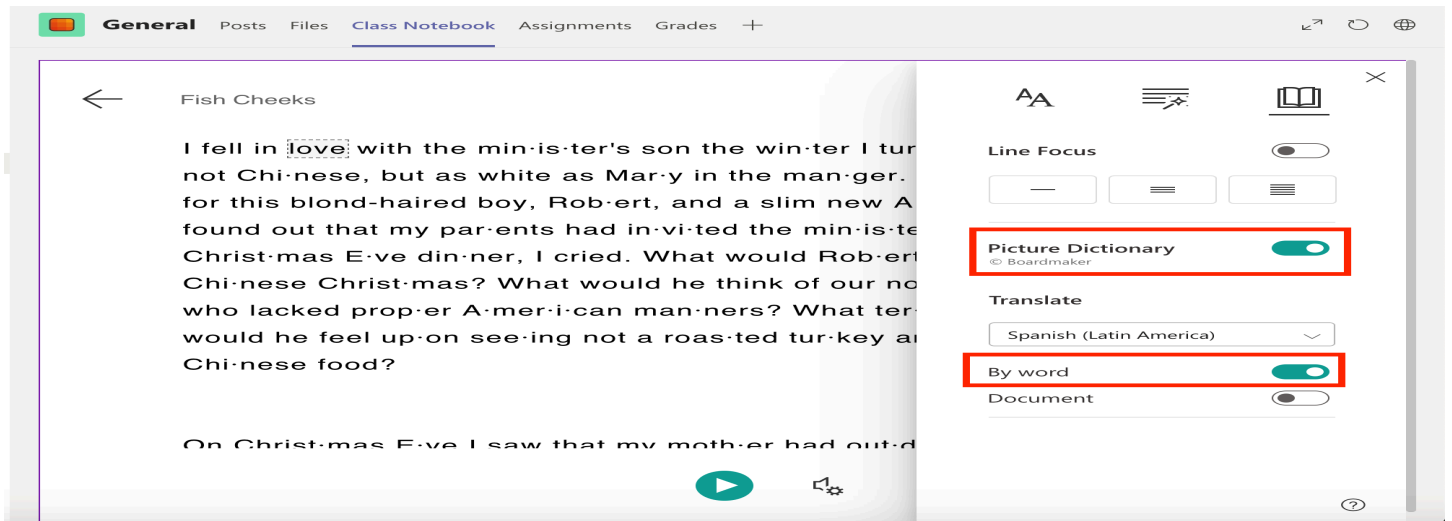
12. When available, a picture box will open representing the word selected and a speaker that can be clicked will pronounce that word.
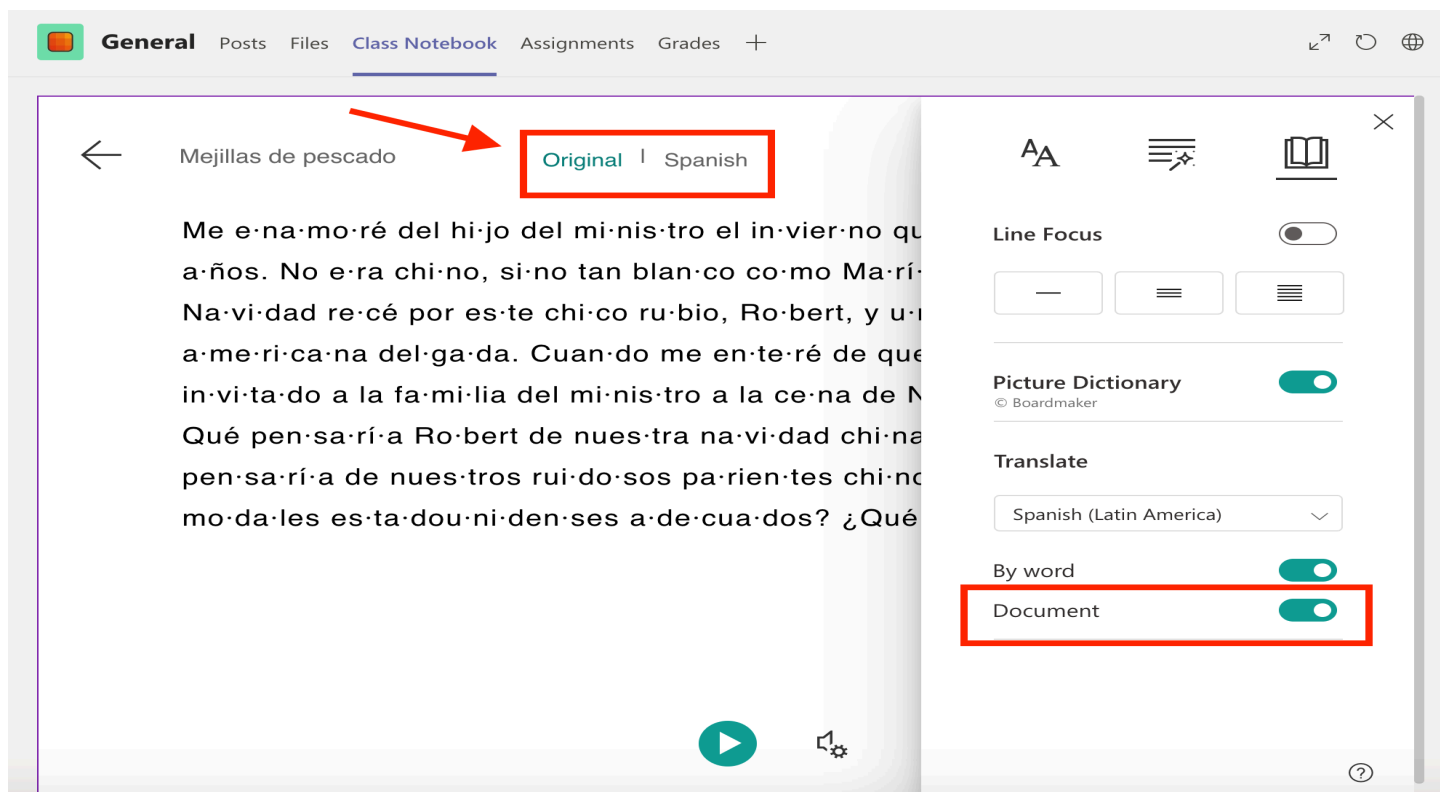

13. Another feature in the Reading Preferences is a translation tool. Click in the box and select the needed language.

14. Initially, the Translate By Word button is activated. As long as the Picture Dictionary and the Tr5anslate By Word button is activated, students can click on the main words, see the pictures provided, and have access to both the English pronunciation and the selected language pronunciation.

15. The Translate Document button can also be activated. This translates the entire text and provides a toggle at the top of the text to go between English and the selected language. Immersive Reader will read some selected languages aloud, but not all.

16. The other buttons at the top right of the page provide additional helps for students as needed. Feel free to click on these and use what is needed.