

## Using ICT to support pupil's literacy – Chromebooks.

### Read Write on Google Chromebooks

Read Write has recently been made available free with Chromebooks and is the best digital reader currently on these devices. It can be used with any website but this guide shows how to use it with Google Docs. Read Write allows pupils to have documents and websites read to them by the computer. Unfortunately, at this stage, you cannot get a Scottish Voice on Chromebooks. Here is how to use it:

#### 1: Click on the RW jigsaw symbol here:

The screenshot shows a Google Docs document titled "N4 Assessment Task John Muir and Pollination". The Read Write toolbar is visible at the bottom of the document. A red circle highlights the "RW" jigsaw icon in the bottom right corner of the toolbar. The document content includes a "Mind Map the task" slide with a central image of a bee and a mind map diagram.

**Mind Map the task**

Your first task is to mind map your chosen assessment this will help you understand everything you have to do to pass. It will also help your teacher identify areas where you might need help. Remember the key elements of mind mapping:

- Central idea/question in centre of diagram (e.g letter to John Muir).
- Fat thoughts to thin thoughts. (wide branches to narrow ones)
- Different colour for each section (e.g. Red for why John Muir is important, green for Pollination work we have done in school.)
- Write on the lines.
- Picture to support each point.

The mind map diagram has a central node labeled "LETTER TO JOHN MUIR" with branches for "WHY JOHN MUIR IS IMPORTANT", "POLLENATION WORK WE HAVE DONE IN SCHOOL", and "HOW TO WRITE THE LETTER".

2: This brings up another RW jigsaw symbol here, click on it.

https://docs.google.com/document/d/1Fw7b9S.../edit#

N4 Assessment Task John Muir and Pollination

File Edit View Insert Format Tools Table Add-ons Help

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**PRINCIPLES**

- **REPRODUCTION**
  - Pollination
  - Fertilisation
  - Embryo Sac
  - Zygote
  - Seed
  - Fruit
  - Flower
  - Pollen
  - Pollen Tube
  - Pollen Grain
  - Pollen Sac
  - Pollen Tube Growth
  - Pollen Tube Discharge
  - Pollen Tube Entry
  - Pollen Tube Growth
  - Pollen Tube Discharge
  - Pollen Tube Entry
  - Pollen Tube Growth
  - Pollen Tube Discharge
  - Pollen Tube Entry
- **ADAPTATION**
  - Pollination
  - Fertilisation
  - Embryo Sac
  - Zygote
  - Seed
  - Fruit
  - Flower
  - Pollen
  - Pollen Tube
  - Pollen Grain
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**SHOTS**

- **REPRODUCTION**
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  - Pollen Tube Entry

3: This brings up this toolbar here. Highlight the text you want to read. Then press play.

For quick

File Edit **Draw** Insert Format Tools Table Add-ons Help

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Comments

Editing

Sign out 11:22 GB

**Mind Map the task**

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**TOURNEMENT**

**PRINCEPES**

**SILOTS**

**SKALING**

**TOURNAMENT**

**PRINCEPES**

**SILOTS**

**SKALING**

4: You can control the playback using the pause and stop buttons. Read write highlights the sentence being read in yellow and the word being read in blue.

The screenshot displays a Google Docs document titled 'Untitled document'. The top of the screen shows the 'Literacy Strategy Group' header. The document content includes a video player titled 'Mind Map the task' with a play button. Below the video, there is instructional text and a bulleted list:

**Mind Map the task**

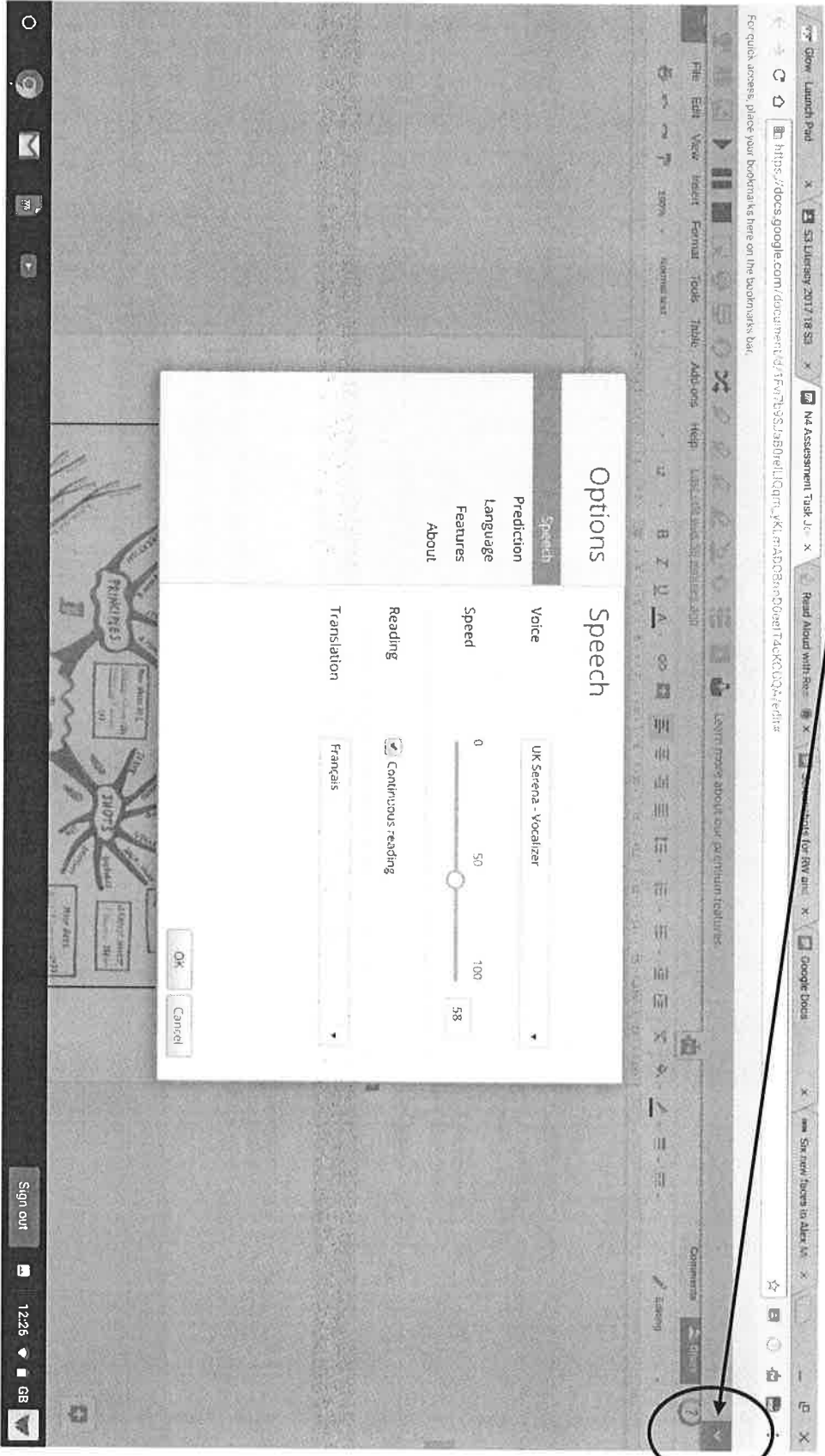
Your first task is to mind map your chosen assessment this will help you understand everything you have to do to pass. It will also help your teacher identify areas where you might need help. Remember the key elements of mind mapping:

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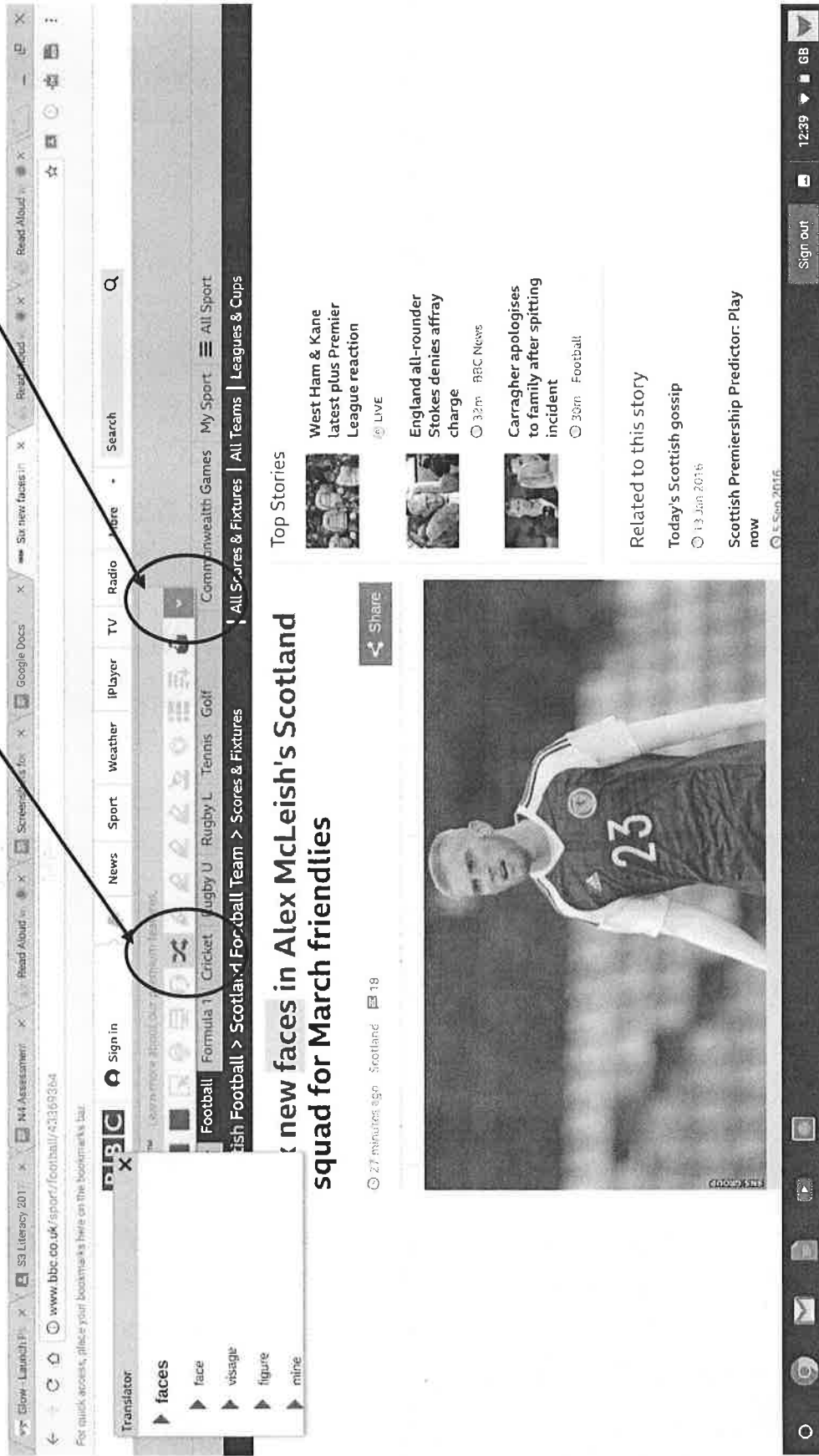
Below the list is a hand-drawn mind map with 'PRINCIPLES' and 'SHOTS' as central nodes. 'PRINCIPLES' branches into 'FEEDING', 'REPRODUCTION', and 'ADAPTATION'. 'SHOTS' branches into 'BRAINING', 'SHOCK', and 'REPRODUCTION'. Other nodes include 'TAPPING', 'FLAT SLICE', 'NEW SPECIES', 'REPLY ALERT', and 'LIFE CYCLE'.

The bottom of the screen shows a mobile interface with a status bar displaying '11:31' and 'GB'. A toolbar at the bottom right includes icons for 'Sign out', a home button, and a back button.

5: You can adjust the pace of reading by clicking [here](#) and selecting options, speech and adjusting the speed function.



6: Read Write offers a translate function which can be accessed by clicking here. You can change the language by clicking this arrow and selecting options, speech, translation. The language options on the installed package are fairly limited.



8: The pupil can use the reading option to have the text read to them. Pupils then click here to record themselves and here to stop.

The screenshot shows a web browser window with several tabs open. The active tab is 'Fluency texthelp.com: ReadWrite'. The address bar shows the URL 'http://fluencytexthelp.com:ReadWrite'. Below the browser window, there is a news article titled 'Six new faces in Alex McLeish's Scotland squad for March friendlies' with a timestamp of '27 minutes ago'. The article features a photo of a football player in a Scotland kit with the number 23. Below the photo, there are several paragraphs of text. At the bottom of the page, there is a 'read&write' interface with a microphone icon, a 'Record' button, and a 'Stop' button. A list of instructions is visible: 'Ready to practice reading? 1. Click the Record button to get started 2. Click Stop when you're finished 3. Use the Play button to listen to how you did 4. Re-record as much as you want 5. Click the Send button to share your awesomeness with your teacher!'. The 'read&write' logo is also present.

7: A potentially very useful function is the Practice Reading Aloud option which can be accessed by clicking here.

The screenshot shows a mobile browser interface displaying the BBC website. At the top, there are navigation tabs for 'Home', 'Football', 'Formula 1', 'Cricket', 'Rugby U', 'Rugby L', 'Tennis', 'Golf', 'News', 'Sport', 'Weather', 'iPlayer', 'TV', 'Radio', 'More', 'Search', 'My Sport', and 'All Sport'. Below these is a 'Practise Reading Aloud' button, which is circled in red. An arrow points from the text '7: A potentially very useful function is the Practice Reading Aloud option which can be accessed by clicking here.' to this button. The main content area features a large article titled 'Six new faces in Alex McLeish's Scotland squad for March friendlies' with a photo of a player in a Scotland kit. Below the article are 'Top Stories' and 'Related to this story' sections. The bottom of the screen shows a mobile OS navigation bar with icons for home, back, and search, and a status bar with the time 12:30 and 68% battery.



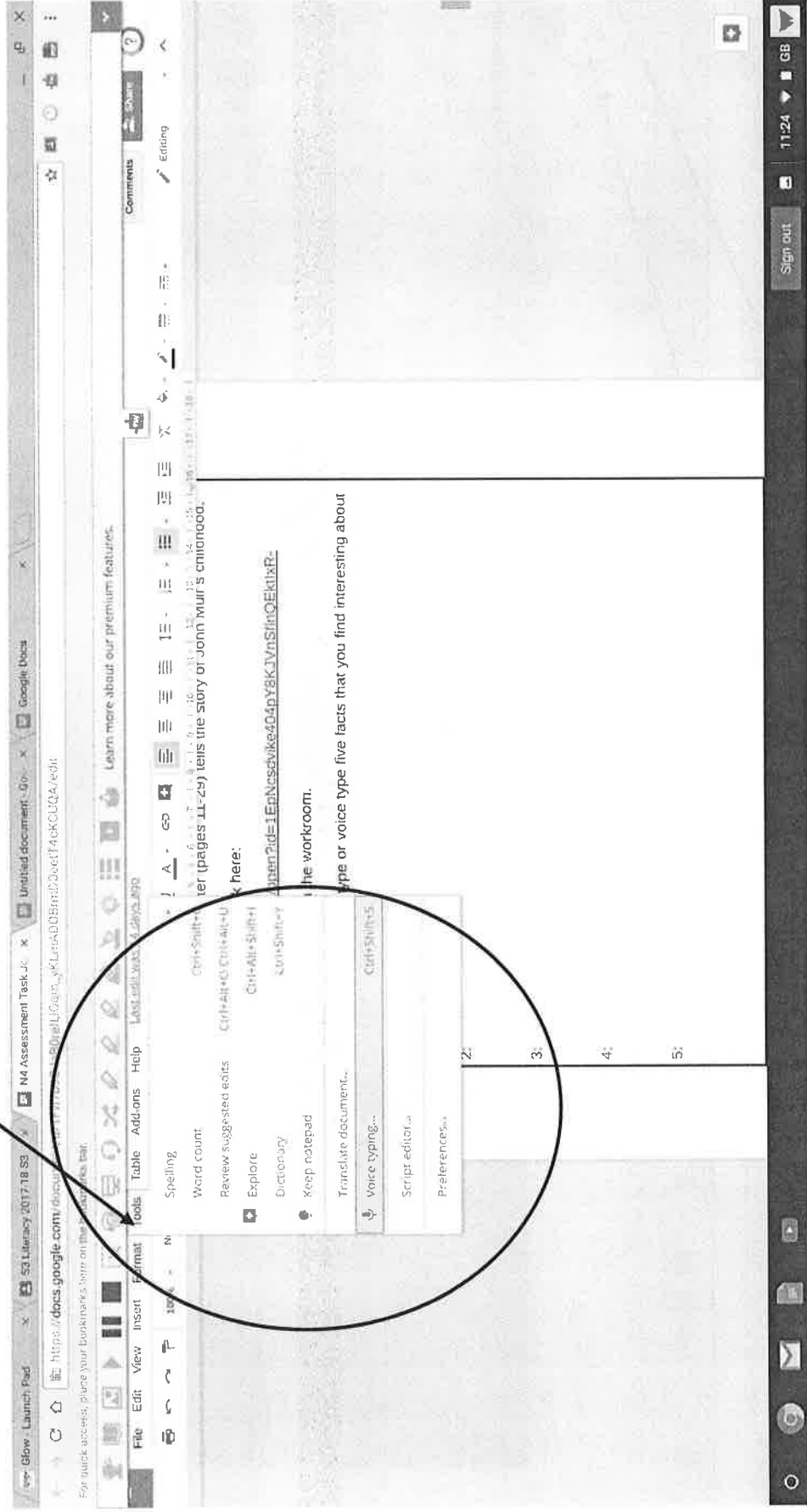
9: Pupils can listen back to what they have said by pressing here or send it to their teacher by clicking here.

The screenshot shows a web browser with several tabs open, including 'Glow - Launch', 'S3 Literacy 201', 'M4 Assessment', 'Read Aloud', 'Screening Test', 'Google Docs', and 'Six new faces in Alex McLeish's Scotland squad for March friendlies'. The main content area displays a news article with a photo of a football player in a Scotland kit (number 23) and the headline 'Six new faces in Alex McLeish's Scotland squad for March friendlies'. Below the photo, there is a list of names: Oli McBurnie, Dylan McGeouch, Barry Douglas, Jon McLaughlin, and Scott McKenna. The browser's address bar shows the URL 'https://fluency.teachhelp.com/ReadWrite'. At the bottom of the page, there is a 'read&write' interface with a microphone icon and a list of instructions: '1. Click the Record button to get started', '2. Click Stop when you're finished', '3. Use the Play button to listen to how you did', '4. Re-record as much as you want', and '5. Click the Send button to share your awesomeness with your teacher!'. The 'read&write' logo is also visible.

## Voice Typing on Google Chromebooks

Using Voice Typing Google's speech to text function is very straight forward on the Chromebooks. If using in class it is preferable to use a headset with a mouth piece, however the microphone on the Chromebook can be used if no headsets are available.

### 1: Open Google Docs and go to Tools, Voice typing



## 2: A microphone appears click on it.

For quick access, place your bookmarks here on the bookmarks bar.

File Edit View Insert Format Tools Table Add-ons Help

100% Normal text

Learn more about our premium features.

- A digital log using this document to type on.
- A mind map using the same approach as we did with the assessment.

Our first bit of research will be using the graphic novel John Muir, Earth - Planet, Universe. The first chapter (pages 11-29) tells the story of John Muir's childhood.

You can access the book here:

<https://drive.google.com/open?id=1E0Ncsdvike4Q4pY8KJvN5lInOEKtXR>

or use the paper copy in the workbook.

Use the space below to type or voice type five facts that you find interesting about John Muir's childhood:

- 1: |
- 2:
- 3:
- 4:
- 5:

Click to speak

Sign out 13:47 GB

3: When the microphone is red whatever is said will be typed. You can add punctuation by saying the following command words: period; comma; exclamation point; question mark; new line; new paragraph.

You can find out more about using voice typing here <https://support.google.com/docs/answer/4492226?hl=en>

The screenshot shows a Google Docs interface. A microphone icon is circled in the top right corner of the document area. Below it, text reads: "Our first bit of research will be using the graphic novel John Muir, Earth - Planet, Universe. The first chapter (pages 11-29) tells the story of John Muir's childhood. You can access the book here: <https://drive.google.com/open?id=1EdNcsdyke4pY8KJvN5finQEklXR-> or use the paper copy in the workbook. Use the space below to type or voice type five facts that you find interesting about John Muir's childhood:

- 1: John Muir lived in Dunbar when he was a child
- 2:
- 3:
- 4:
- 5:

The bottom of the screen shows a mobile OS navigation bar with icons for home, back, and search, along with a status bar showing the time as 11:28 and battery level at 100%.