

Parents and Teachers, if you have questions about your student's assistive technology device, please email Kari Tapie (ktapie@lausd.net) including student ID (or student name and birthdate) and school of attendance. An Assistive Technology team member will follow up with additional information.

Reading Tools & Resources: Assistive Technology Program

Use Immersive Reader for OneNote – Quick Guide

OneNote for Windows 10 OneNote 2016 OneNote for the web OneNote for iOS

Immersive Reader by Microsoft is a comprehensive reading support that allows you to import text, annotate, identify parts of speech, and provides a text reader with additional supports such as a picture dictionary and text tracking. Use in conjunction with Microsoft OneNote or Word. Free with LAUSD student email. To see an introduction visit: <https://www.onenote.com/learningtools>

1. For OneNote 2013 or 2016, open OneNote, then select **Learning Tools > Immersive Reader**. For OneNote for Windows 10, Mac, or iPad, open OneNote, then select **View > Immersive**

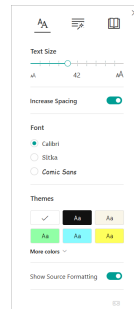
Reader.  For OneNote for the web, go to [OneNote.com](https://www.onenote.com), open a notebook, then select **View**

> Immersive Reader. 

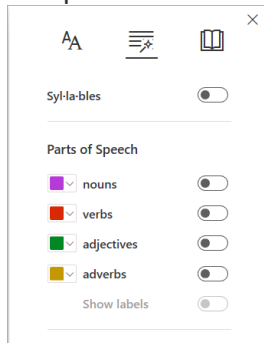
2. To hear the paragraphs read to you, select **Play**.
3. To listen from a certain point on your page, select that word.

The **Text Options** menu lets you:

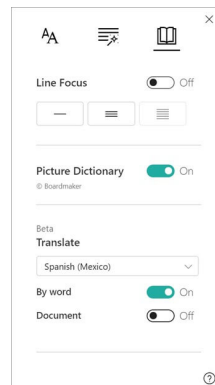
- Change text size
- Reduce crowding between letters
- Change the font
- Change background color



Parts of Speech controls grammar highlighting and helps readers understand complex sentences.

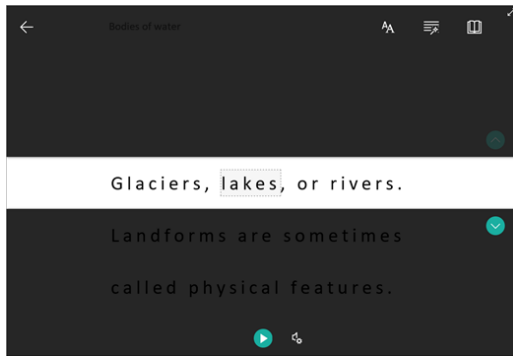


Reading preferences

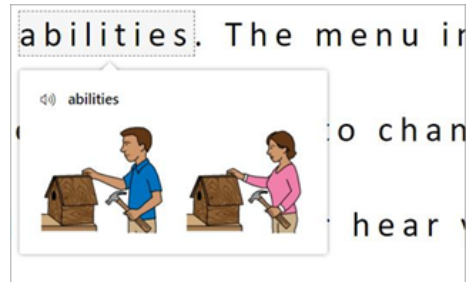


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Line Focus enables readers to narrow the focus of their reading experience by highlighting sets of one, three, or five lines within their chosen material in Immersive Reader. Currently this feature is only available in OneNote for Windows 10, OneNote for the web, Word for the web, and Outlook Online.



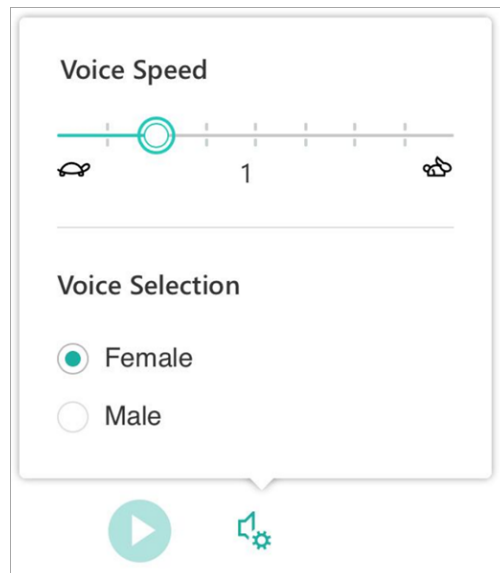
Picture Dictionary gives you the ability to click on any single word and have it read aloud.



Translate lets you change the language of the text you're reading.



Control the voice speed and speaker with **Voice Options**.



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Office Lens Quick Guide

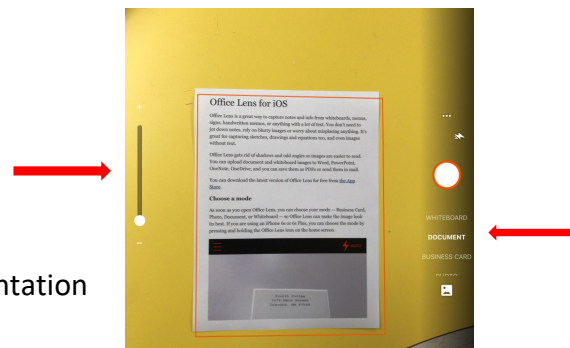
Take a photo of anything with text--signs, business cards, worksheets--and have it read to you. Import the picture into Immersive Reader and have it read aloud, or use in conjunction with Immersive Reader for many other features. Free app for iOS. To see an introduction visit:

https://www.youtube.com/watch?time_continue=55&v=JT7aSnZuK6o&feature=emb_logo

1. Open Office Lens app. Scroll menu on lower right hand side and select "Document".

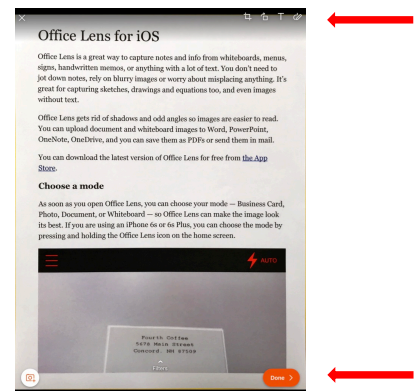


2. Hover iPad over target document. Take photo of document. When taking photo, you can zoom in or out with sliding scale on left.



3. In menu at top right corner that allows you to adjust orientation and crop document.

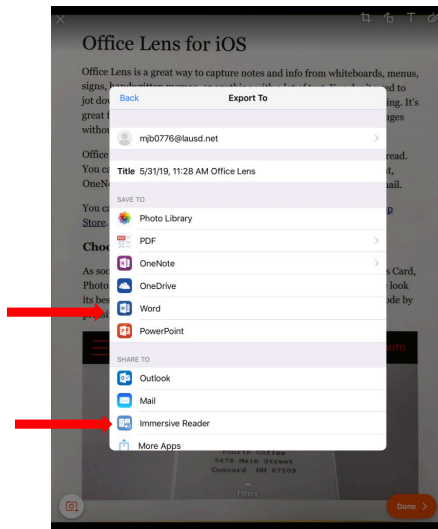
4. Annotate photo with text using upper right corner menu.



5. Select orange "DONE" button in bottom right corner to export document. Menu opens that enables you to save to Photo library, PDF, MS OneNote, MS OneDrive, MS Word, or MS PowerPoint. You can also share to Outlook, or Immersive Reader.

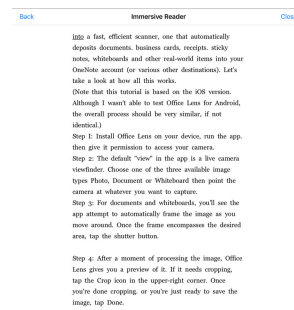


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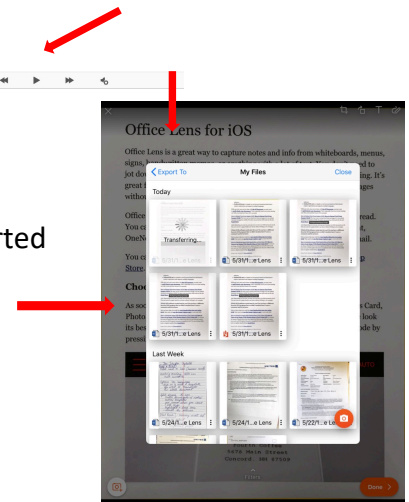
6. Photo to readable PDF:

- Office Lens--share to Immersive Reader
 - i. Press "play" button to have text read



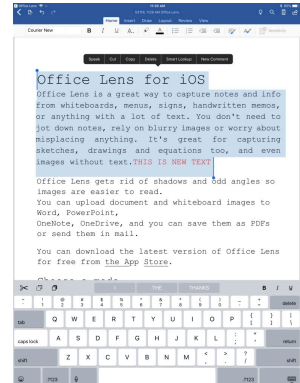
7. Photo to annotated PDF and read

- Office Lens-- share to MS Word app
 - i. Save to "MS Word", then it shows the conversion. When spinning wheel is finished, select the converted file. It will open the document in MS Word automatically.



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- ii. Once in Word, select text by highlighting and use embedded speak selection iPad tool to read text. To enable "speak selection", go to iPad Settings-General-Accessibility-Speech, and enable "speak selection".



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Bookshare

Bookshare provides access to electronic literature books and textbooks. They have an extensive library and is the primary access point for textbooks. Requires a text reader app or can be accessed online on their website. **Bookshare requires an account set up by AT Assessor or school contact.** Available for students with a qualifying print disability.

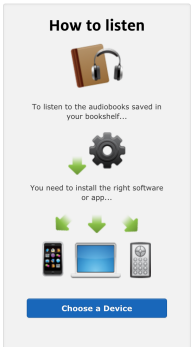
- Bookshare at a Glance <https://www.bookshare.org/cms/help-center/training/bookshare-glance>
- Bookshare Quick Guides for all platforms: <https://www.bookshare.org/cms/help-center/training-resources/read>

Learning Ally


Learning Ally provides a large library of digital books read by real human voices. Available for students with qualifying print disability. **Learning Ally requires account setup by AT Assessor.** For more information visit: <https://learningally.org/>

- Learning Ally Help Guides & Support <https://portal.learningally.org/Help>

Learning Ally Quick Guide

<p>Step 1: Obtain the following information in order to set up a student account:</p> <ul style="list-style-type: none"> • Student's ID number • School name • Grade level • Student email <p>(Learning Ally license may be obtained from the lending library)</p>	<p>Step 5: Add to bookshelf.</p> 
<p>Step 2: Have student log into learningally.org on a computer. Username and password will be assigned by AT Assessor.</p>	<p>Step 6: Choose a device to listen to audiobooks. There is a learning ally app for tablets and learning ally software for computers. Student is able to listen to</p>

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	the audiobooks using a PC, Mac, Chromebook, and/or tablet (iOS/Android)
<p>Step 3: Click on the 'Browse books' tab. Search by title, author, keyboard and/or ISBN.</p> 	<p>Step 7: Explore accessibility features: font size, spacing between words, spacing between lines, viewing the layout of text, font color, image description, audio playback, volume, and speed.</p>
<p>Step 4: Search for the book and under available formats, click on 'add to bookshelf'.</p> <p><u>Audio format refers to the way an audiobook is recorded. Not all audiobooks have the same format.</u></p> <ol style="list-style-type: none"> <u>1. Voice Text (H) format:</u> Human narrator with text that you can follow along with as it reads. <u>2. Voice Text (S) format:</u> Synthetic voice with text you can follow along with as it reads. <u>3. Classic Audio:</u> A human reading an audiobook without the text displayed. 	