

# Translation/Interpreter Assistance for Educators

## Technological Services

- Google Translate APP:
  - o Allows you to use your device camera to scan text or handwriting and it will be translated into the chosen language
  - o Also translates speech and conversations to a chosen language
  - o Some languages have option to translate with no service/internet by download to device
- Chromebook Translation
  - o With read aloud in chosen language (skip these steps if student does not need text to speech):
    - Open Chrome internet browser
    - Search for “read-aloud plug in” and download to device
  - o Go into device settings and change the language preference to the preferred language
  - o Restart the device
  - o When logged back on, language will be translated and speech will be read in chosen language (if optional steps were followed)

- Remind and Class Dojo
  - o Both systems can translate communication into multiple languages
- Canvas
  - o Ability to translate into multiple languages
- Curriculum
  - o Much of our adopted curriculum offers resources in other languages (contact ELL specialists with questions)

## District Translation Services

### Notification of services used is required

- Language Link
    - o Notify Kendra Koopman (ELL secretary) any time this service is used. This is an important step for our district billing process. Send a simple email stating your usage to [Kendra.Koopman@rsd.edu](mailto:Kendra.Koopman@rsd.edu)
    - o Immediate, easy to use translation service via phone
    - o Can be utilized any time throughout the day to contact families via phone or to use on speaker phone in a physical meeting
    - o Appropriate form needs to be filled out and submitted to [Kendra.Koopman@RSD.edu](mailto:Kendra.Koopman@RSD.edu) as soon as possible for budgeting purposes
- [-Click for Language Link instructions-](#)
- Translators/Interpreters
    - o Building secretaries have a list of approved translators

- o ALL translators/interpreters MUST pass a translation test before being added to the list
- o For conferences, please contact your building administrator to utilize services – Only district approved interpreters will be approved for paid services.
- Documents
  - o The district offers document translation
  - o When possible, use Google Translate to convert a document from English to the desired language. Send both versions to an approved translator from the list and ask them to make any needed corrections. Following this process typically has a much faster turnaround.
  - [-Click for Google Translate Instructions-](#)
  - [-Click for List of district approve translators-](#)
  - o Notify [Kendra.Koopman@rsd.edu](mailto:Kendra.Koopman@rsd.edu) when you request services from one of the translators.

Teaching, Learning, and Curriculum; English Language Learner

Secretary: Kendra Koopman ([Kendra.Koopman@rsd.edu](mailto:Kendra.Koopman@rsd.edu) ) 509-967-6056

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