

Volusia Live Parent Guide

Step 1: Communicate with your student's teacher*

*NOTE: Not all teachers may have this information; however, you can use this as a guide when talking with your student's teacher.

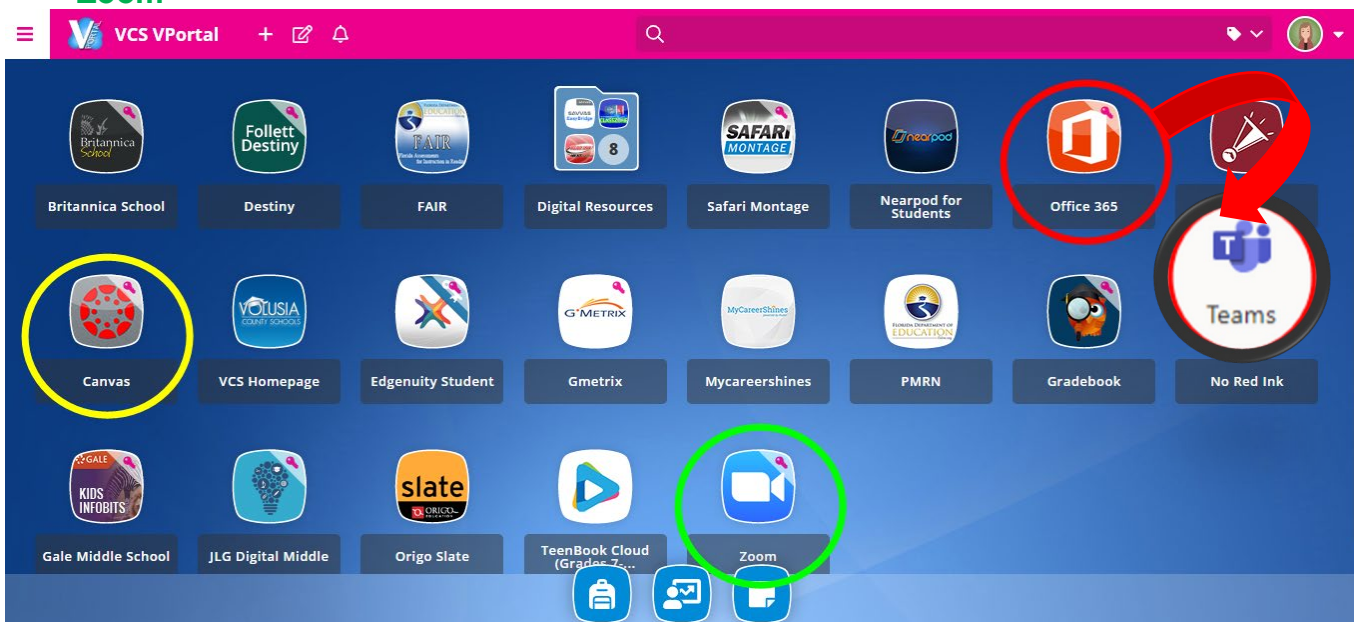
Follow the teacher's directive on the following:

- What digital platforms will they be using?
 - Digital Platform for Volusia Live
 - Teams or Zoom
 - Digital Platform for Instruction
 - Students may need to submit assignments, take assessments, participate in discussions, and other online activities to support their learning
 - Will the teacher be using Canvas or Teams?
- Daily procedures & expectations
- Student's norms & responsibilities

Step 2: Navigate to the platform(s)

All platforms can be found in VPortal. Parents can visit our [VPortal webpage](#) to learn more about VPortal & how to navigate through it.

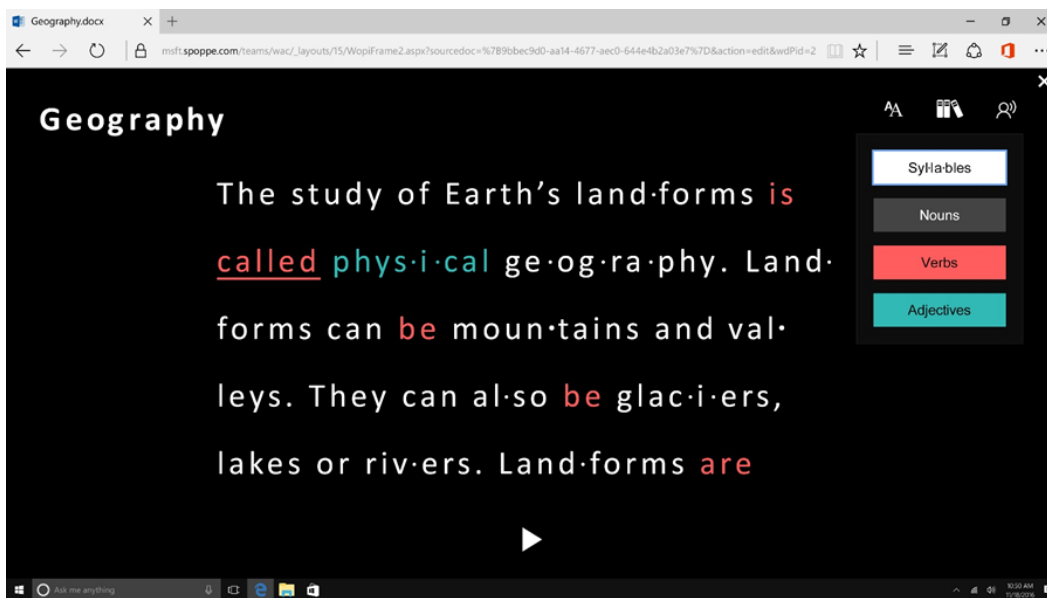
- **Office 365 (Teams)**
- **Canvas**
- **Zoom**



Step 3: Support using programs

- **Immersive Reader**

- Available in:
 - Canvas (Pages), Teams, Word (see page 4 for more information)
- [Immersive Reader](#) lets you:
 - Change font size, text spacing, and background color
 - Split up words into syllables
 - Highlight verbs, nouns, adjectives, and sub-clauses
 - Choose between two fonts to help with reading
 - Read out text aloud and change the speed of reading



- **Microsoft Translate**

- A translation app with more than 60 languages for translating text, voice, conversations, camera photos and screenshots.
- Watch [‘How to Use Microsoft Translator’](#)

- **Google Chrome Extensions**

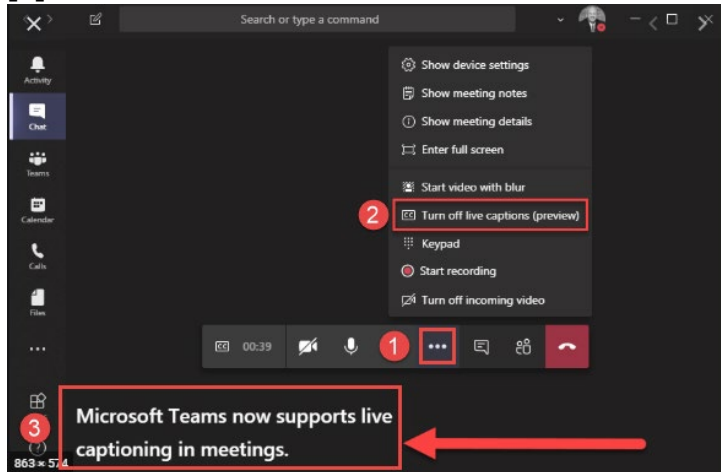
- Once Google Chrome Extensions are added to the Chrome Browser, students can translate online textbooks, web pages, and online articles.
 - 1. Open the Chrome Web Store
 - 2. Find & select the extension you want (Suggested: *Google Translate*)
 - 3. Click ‘Add to Chrome’*

*Some extensions will notify you if they need certain permissions to data. To approve, click add extension.

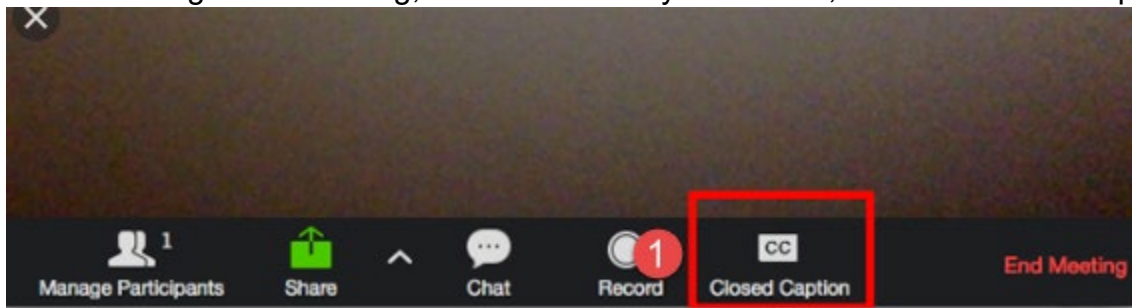
continued...

Closed Captioning

- **Teams:** During a meeting, click on the three dots '...' [1], then click on 'Turn on live captions (preview)' [2], then you can view live captions in the bottom left of your screen [3]



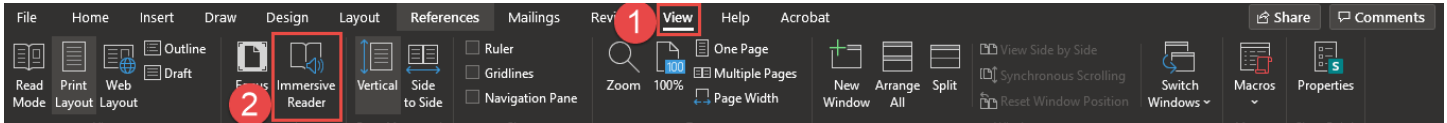
- **Zoom:** During a live meeting, at the bottom of your screen, click on 'Closed Caption' [1]



How to Access Immersive Reader

Word

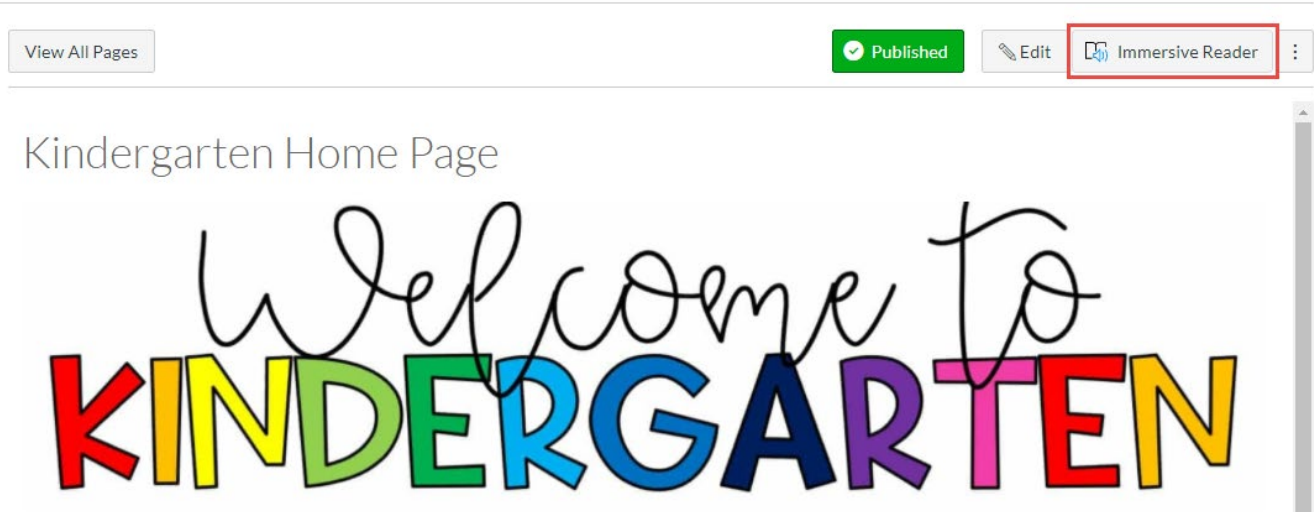
While in the document, in the banner along the top of the document, click 'View' [1]. Then, click on 'Immersive Reader' [2].



Canvas

Immersive Reader is only available in Pages in Canvas. While in a Canvas page, in the top right of the page, you will click on 'Immersive Reader' to access this resource.

It is important to note that Immersive Reader will not read static images or graphics.



Teams (Immersive Reader & Translate)

In Teams chat, hover over the text, click on the 3 dots '...' [1], click on 'Translate' [2] to translate the text to over 60 languages or click on 'Immersive Reader' [3] to utilize the reading tool.

