



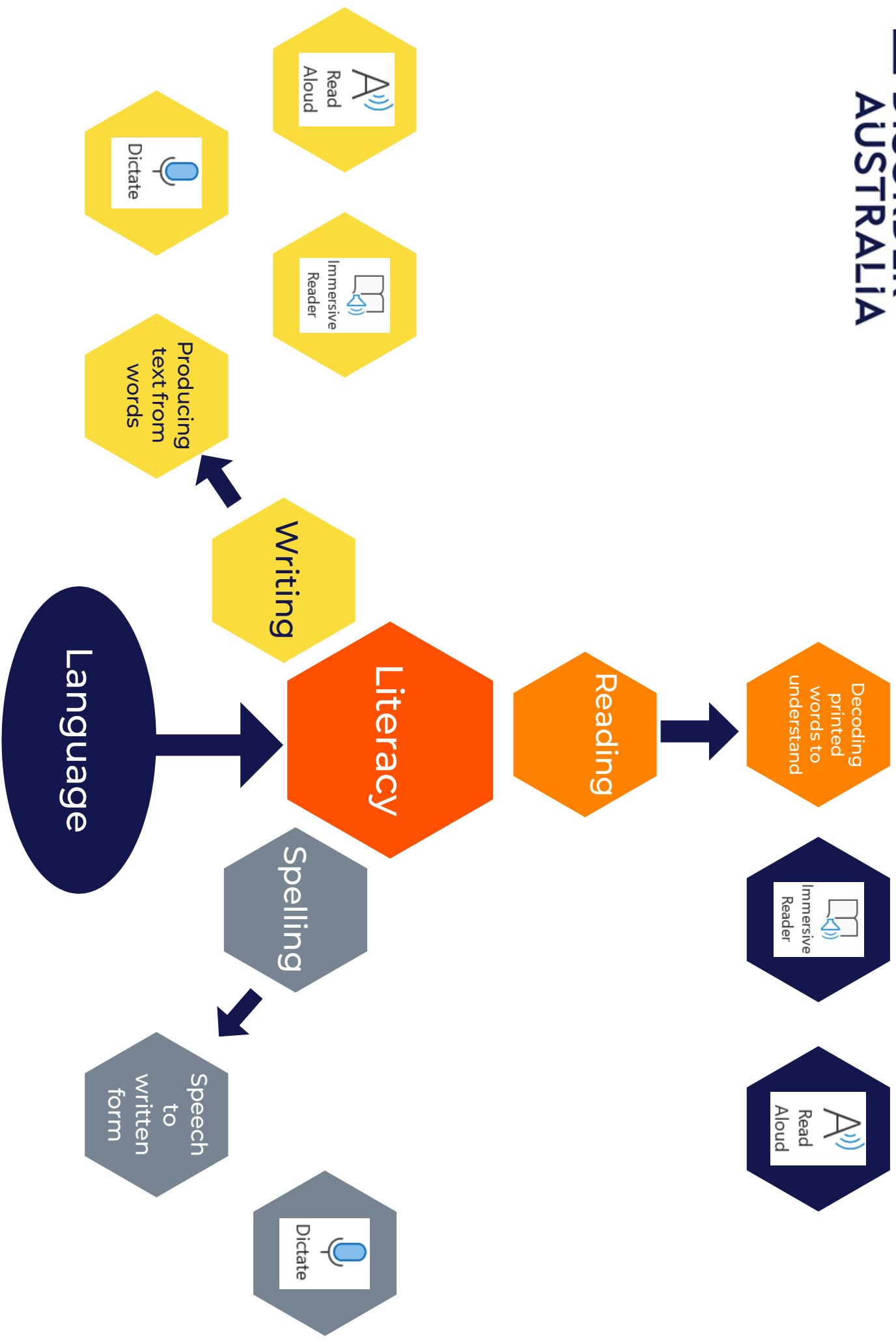
Using Microsoft Learning Tools in the Classroom

Current research indicates that Developmental Language Disorder (DLD) is associated with poorer literacy and academic learning outcomes. It is important to also recognise that language and phonological skills underpin academic learning and lay the foundation for literacy acquisition, specifically, reading, writing and spelling.

As DLD is persistent in nature and often affects literacy development, additional support and adjustments in this area are necessary to assist students to engage with the curriculum. A number of *Microsoft Online Learning Tools* exist to benefit students' participation in the classroom. These include functions such as *Dictate*, *Read Aloud* and *Immersive Reader*.







The following diagram outlines the *Microsoft Learning Tools* available in *Microsoft Word* that may benefit students who experience difficulties in the corresponding areas.

The implementation of these learning tools is generally free with relatively straightforward application to the classroom environment. The use of these tools supports students to increase their independence and build their confidence with literacy-based tasks.





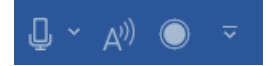
Microsoft Learning Tools are free tools that can be implemented to improve reading and writing for students regardless of their age or ability. They can be used across a range of platforms including *Microsoft Word*, *OneNote*, *Microsoft Edge* and *Outlook* as well as a range of devices including laptops, desktop computers and iPads.

<p>Dictate</p> <p><i>Dictate</i> is a speech to text generator that is available across a range of platforms within the <i>Microsoft</i> suite. This tool allows for text generation in several different languages, which can easily be selected by clicking on the down arrow under the <i>Dictate</i> symbol.</p> <p>It might take students some time to get used to this feature, particularly with the use of punctuation. <i>Dictate</i> is a great feature for students who have clear speech, however, it may prove challenging for students who have speech difficulties.</p> <p>🏠 <i>Dictate</i> can be found under the Home tab on the <i>Microsoft Word</i> Ribbon. <i>Dictate</i> can also be activated by holding down the <i>Windows</i> key along with the letter H.</p> <p>⚙️ Settings include: ability to dictate in a range of languages.</p>	 <p>Dictate</p>  + H
<p>Read Aloud</p> <p><i>Read Aloud</i> can read documents and other important information directly to students. This feature is extremely beneficial for those students who have reading difficulties, including reduced sight word knowledge, decoding difficulties, reading comprehension and perceptual difficulties such as visual tracking. By using the <i>Read Aloud</i> feature, students can focus on the content of the text, rather than reading itself. This may also support students to edit their work. By reading their written work aloud, this tool allows students to listen and identify if what they have written sounds right.</p> <p>🏠 <i>Read Aloud</i> can be found under the Review tab on the <i>Microsoft Word</i> Ribbon.</p> <p>⚙️ Settings include: ability to change reading speed and voice selection.</p>	 <p>Read Aloud</p>  <p>Microsoft Edge Select text to be read, right click, select <i>Read Aloud</i>.</p>
<p>Immersive Reader</p> <p>The <i>Immersive Reader</i> tool contains a variety of options within the one setting. The aim of this tool is to customise the reading experience by increasing the readability of content. This is done through reducing visual crowding, highlighting text, breaking words into syllables, reading text aloud and providing visual references.</p> <p>🏠 <i>Immersive Reader</i> can be found under the View tab on the <i>Microsoft Word</i> Ribbon.</p> <p>⚙️ Settings include: adjustment of column width, ability to change background page colour, focus on lines within text, text spacing and breaking words into syllables. Read aloud can also be found here.</p>	 <p>Immersive Reader</p>  <p>Microsoft Edge Check the address bar on the <i>Edge</i> browser page</p>



Quick Access Toolbar

Microsoft Learning Tools can be added to the Quick Access Toolbar in *Microsoft Word*. This toolbar is located above the Ribbon and can be accessed by clicking on File > Options > Quick Access Toolbar, choosing the appropriate command, adding this to the Quick Access Toolbar and then clicking 'OK'. It may help to ensure that 'All Commands' is listed in the drop-down box when searching for the command to add.

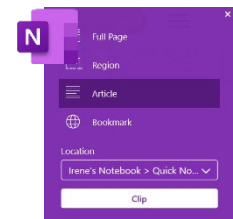


One Note Clipper

<https://www.onenote.com/clipper>

OneNote Web Clipper can be added to any internet browser with a simple installation. This feature is particularly useful for secondary school students when researching information from the web.

OneNote Web Clipper allows the user to capture text, images or pages from any webpage and allow the user to edit, annotate, share or store it in *OneNote*. It will also allow the user to store information from when and where the clip was taken.



Microsoft Lens

Microsoft Office Lens is a free app install that works with the *Microsoft Office* suite. This app works much like a portable scanner, allowing students to take photos of worksheets, whiteboards or even slides in an auditorium setting. The app then works to correct the view, trimming and flattening the image as needed. Images can then be uploaded and edited or annotated in *Microsoft Word* or *OneNote*.



Where is it available?	OneNote				Word				Outlook			Other				
	Online	Desktop	Windows 10	iPad	Online	Office 365	Mac	iPad	Online	Office 365	Edge	Teams	Forms	Flipgrid	Minecraft	Office Lens
Read Aloud	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Spacing and Font Size	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓
Syllables	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	✓	
Parts of Speech	✓	✓	✓	✓	✓				✓		✓	✓	✓	✓	✓	
Dictate	✓	✓	✓		✓	✓				✓						
Line Focus	✓		✓	✓	✓				✓			✓	✓	✓	✓	
Picture Dictionary	✓		✓	✓	✓				✓			✓	✓	✓	✓	
Translation	✓	✓	✓	✓	✓				✓			✓	✓	✓	✓	