

Microsoft Accessibility Tools

Blackman High School

Objectives

You are successful if you can...

- close the web browser and locate the accessibility tools: Immersive Reader, Dictate, and Magnifier.
- show your partner how to use the features of the accessibility tools listed above.
- share one suggestion for implementing the use of these features with students.

Task 1: Apps

1. Please download the One Drive App and the Office Lens App on your phone if you have space.
 2. Sign in to your One Drive App with your school email credentials.
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1. Use the Office Lens App to take a picture of this handout or a sign with words
 2. Choose to share to Immersive Reader

Task 2: Magnifier

1. Use the Cortana Windows search to find the magnifier tool in the ease of access center
2. Turn on the magnifier tool.
3. Zoom in or out, Choose different viewing options
4. Click on the gear to explore personalized settings within the tool

Task 3: Immersive Reader One Drive and Word

1. Find your One Drive App in Office 365 App Launcher.
2. In One Drive, open a new Word Online file.

Task 3: Dictate

Find the Dictate button on the right side of your home ribbon.

2. Click on the dictate button and begin speaking into the webcam or microphone.

Your Name

Your current job assignment

How many years you have been teaching

3. What do you notice?

4. Discuss with your partner how this could be used with students, what challenges you will need to plan for, and how you can get the support of Gen. Ed teachers.



Maginifer



**Immersive
Reader**

Immersive Reader



Dictate