CAIS ADSB ASSSISTIVE TECHNOLOGY

Tutorial of How To: Use EDSBY, Use Google Read and Write PDF Reader, Complete and Submit Assignments and Find your Feedback

Written By Mr. Beckerson January 2021

Table Of Contents for Quick Reference

Written By Mr. Beckerson

ADDING GOOGLE CHROME READ AND WRITE
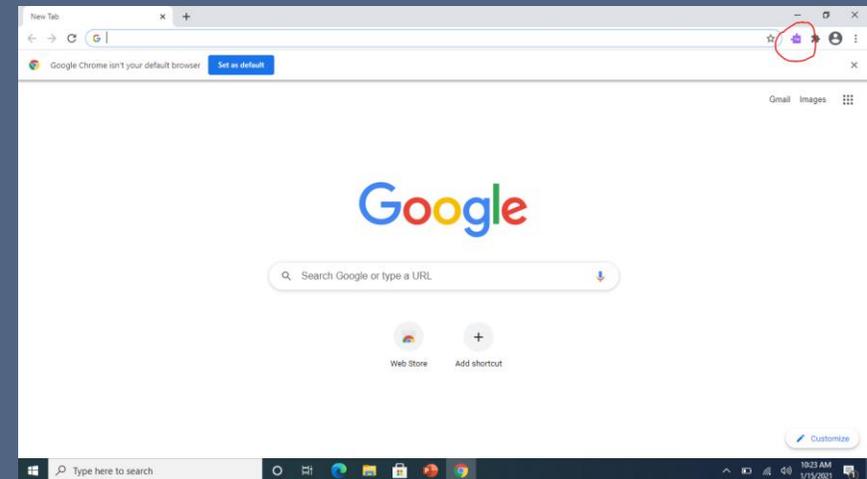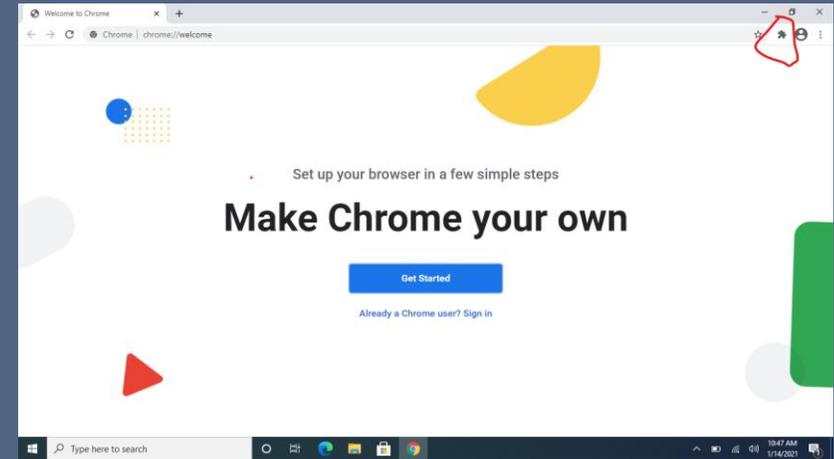
Make sure you are using Google Chrome

Check that you have the Google Read and Write Extension under the grey puzzle piece

You can pin this to your tool bar by clicking on the white pin. This will make the pin blue.
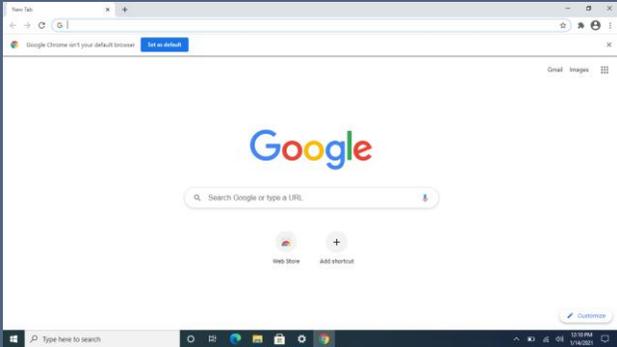
If you do not have Google Read and Write Extenson (Purple Puzzle Piece), You can add it from the Google Chrome Web Store.
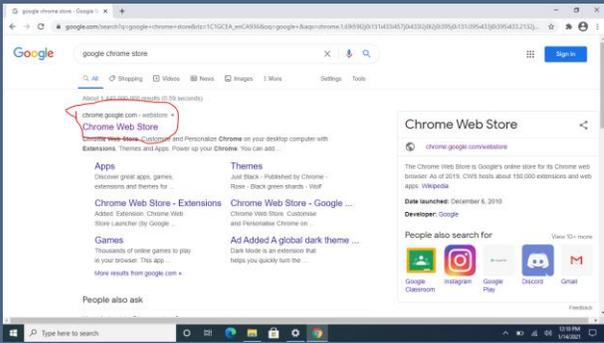
Written By Mr. Beckerson
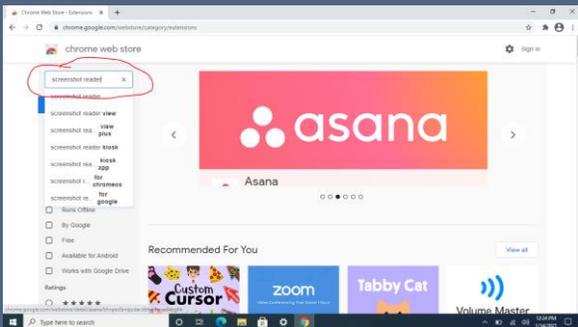
ADDING READ AND WRITE SCREEN SHOT READER
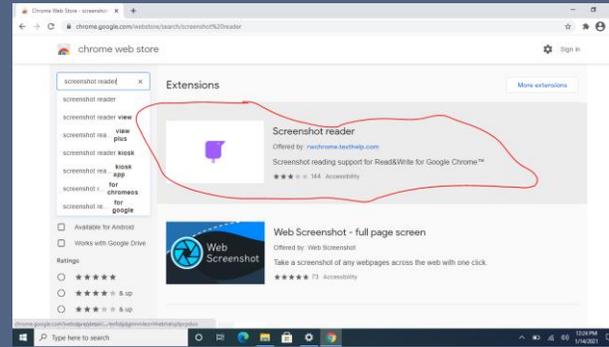
1. Go to Google Chrome.
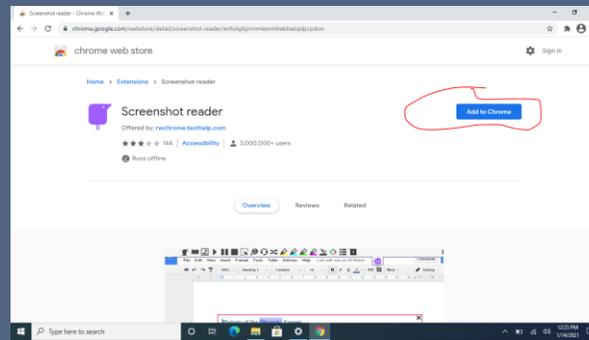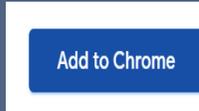
2. Go to the Chrome Web Store.

3. Search for "read and write screen shot reader".

4. Screen shot reader looks like a purple bird.
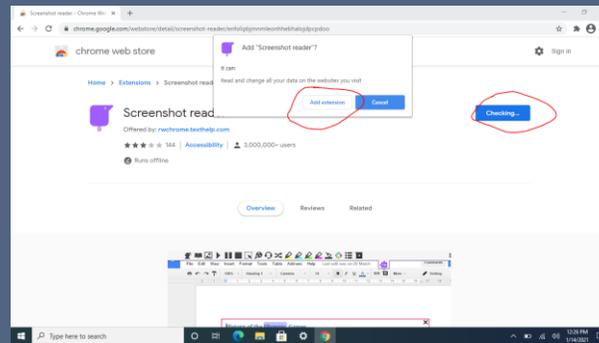
5. Add extension to Chrome.

6. Add extension to Chrome (click add extension, it will say checking until done, when it says "Remove from Chrome" in blue, you are done!

Written By Mr. Beckerson

ADDING GOOGLE TEXT HELP PDF READER

1. Go to Google Chrome
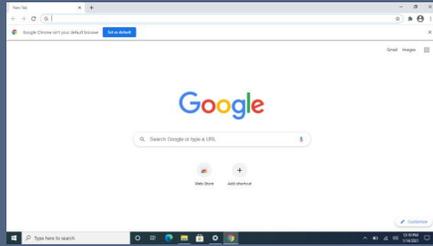
2. Go to the Google Chrome Web Store
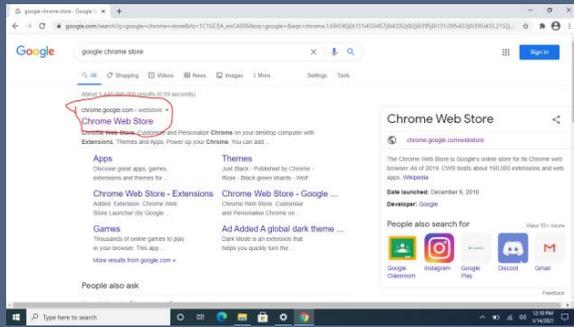
3. Type in Text Help PDF Reader
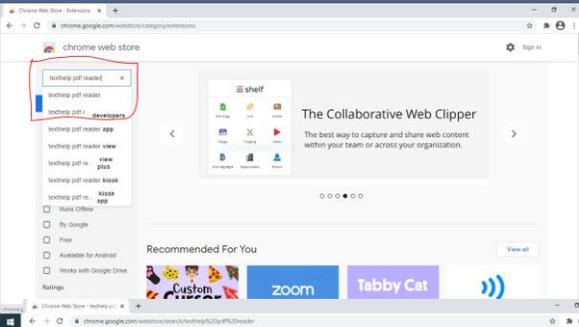
4.Click on Text Help PDF Reader

5. Add to Chrome

Add to Chrome

and add the Extension
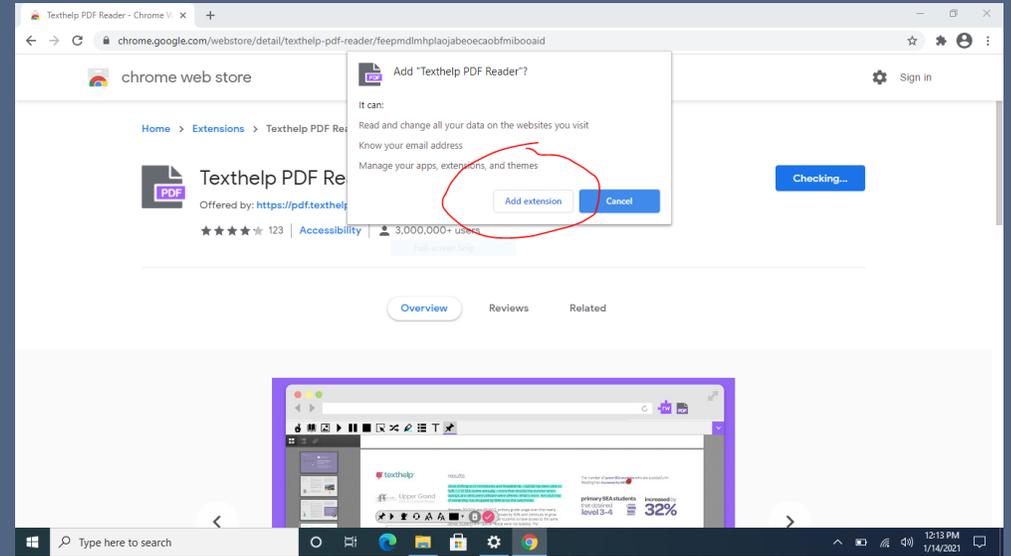
Add extension

Note: *If it says "Remove From Chrome" You are done and you already have the extension.*

Remove from Chrome

6. It will say checking until complete

Checking...

See Next Slide for Set up of your Text Help PDF Reader

Written By Mr. Beckerson

Setting Up Your Google PDF Reader Options
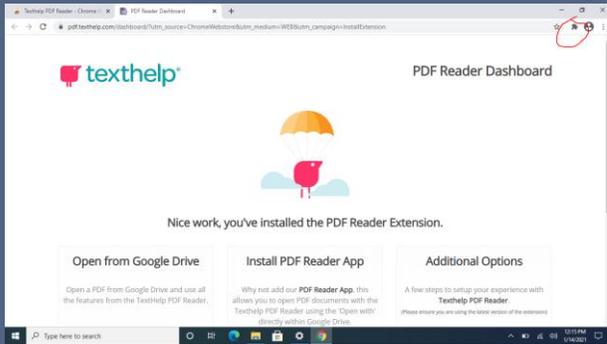
1. Once you see the Bird with the Umbrella page you know Google PDF Reader has loaded.

2. Click on the Grey Puzzle Piece.
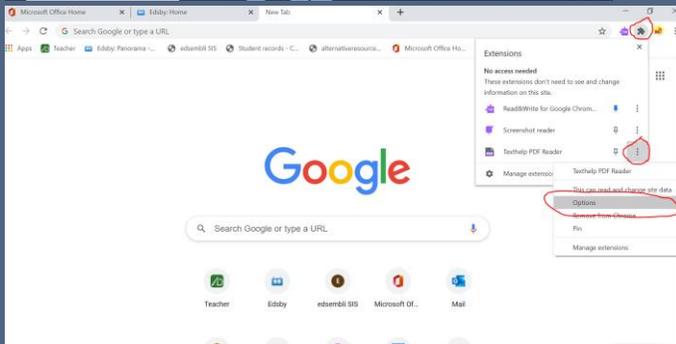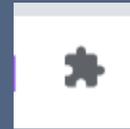
3. Click on the 3 dots beside Google PDF Reader

4. Click on Options

5. Make sure bottom 3 boxes are checked and then close this screen.
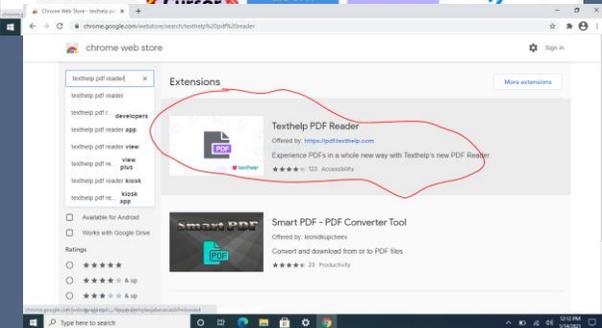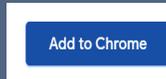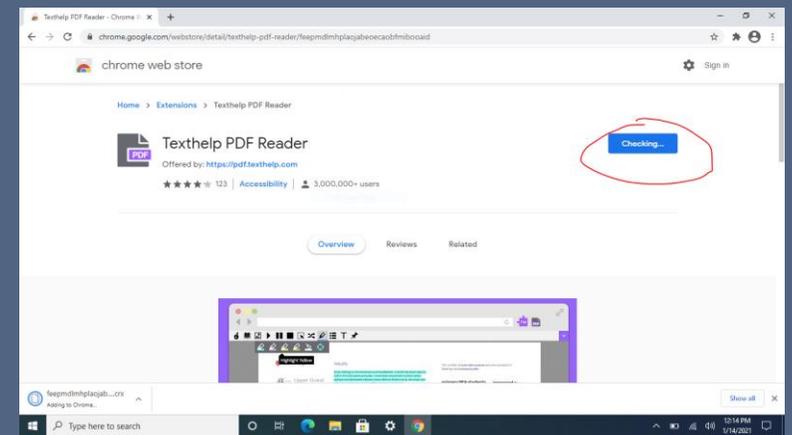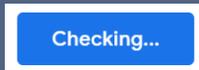*******VERY IMPORTANT******

6. Make sure that "Website URL" is turned on (Blue)
*******VERY IMPORTANT******

texthelp

PDF Reader Dashboard

Nice work, you've installed the PDF Reader Extension.

Open from Google Drive	Install PDF Reader App	Additional Options

Texthelp PDF Reader

- ☑ Show previous position of PDF upon load
- Default zoom level: Automatic Zoom
- Sidebar state on load: Do not show sidebar
- ☐ Activate Hand tool by default
- External links target window: Default
- ☑ Open Web PDFs
- ☑ Enable Classroom Integration
- ☑ Open Classroom PDFs Directly
- Restore default settings

Before using PDF Reader 📄 Always Log Into Google Chrome 🌐 and Log Into Office 365 | Office 365

- Always use Google Chrome as your browser
- Before using PDF reader, always have Office 365 running in the background
- Log into your office 365 account by using your **ADSB login** (last 4 letters of your last name and 4 numbers @adsb.ca)

Written By Mr. Beckerson
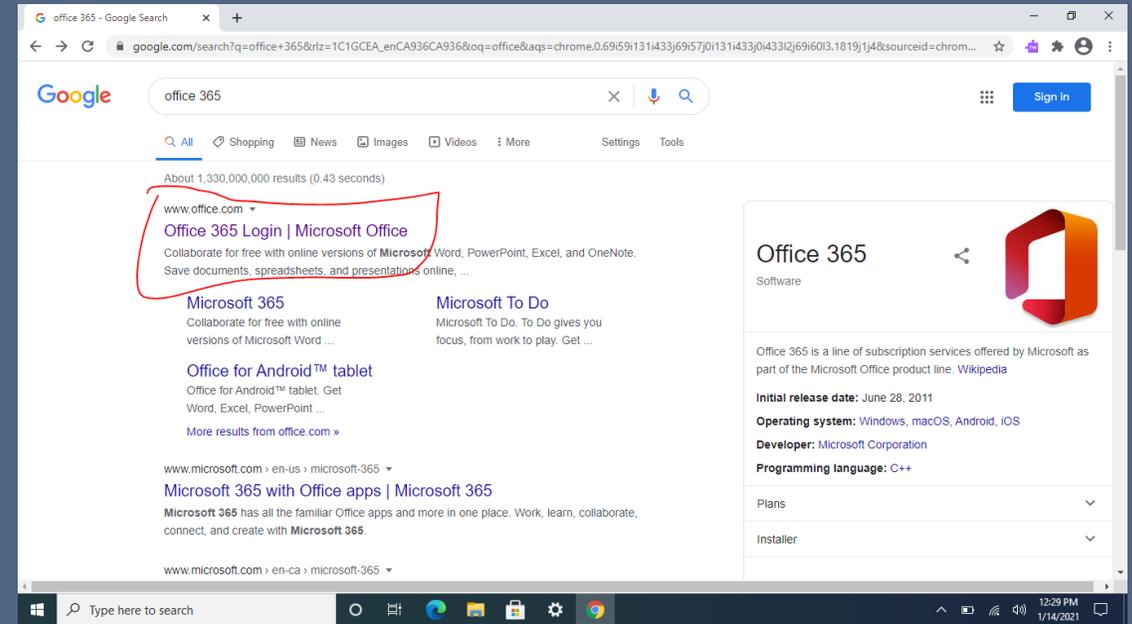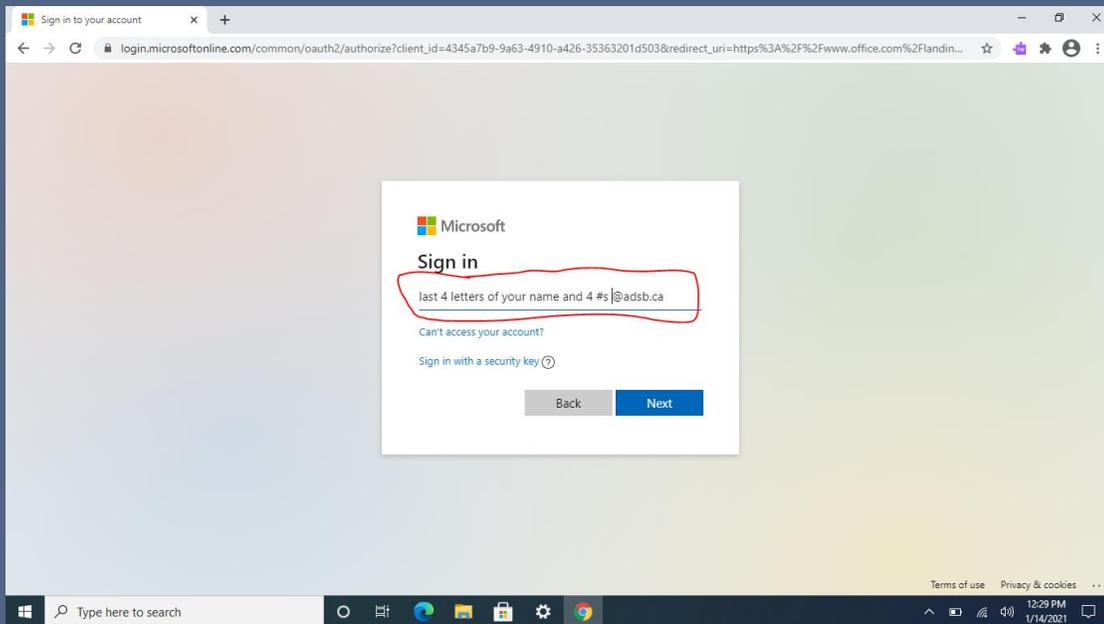
How to Access a PDF File From EDSBY

1. Open a new tab on your Google Chrome Browser. (keep Office running on another tab)

2. Find the EDSBY link through the ADSB website.

3. Always sign in using Microsoft. **Use your ADSB login account**

4. Find a PDF document on your EDSBY account.

language Jan 13.pdf

5. When the PDF loads, Click on "View Full Size".

View Full Size

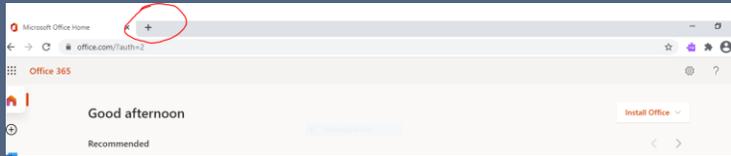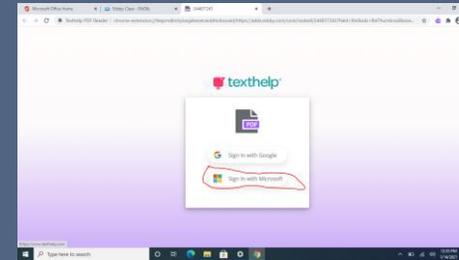6. Once again, always select open in Microsoft.
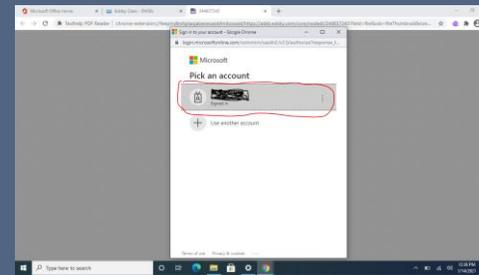
7. You will likely need to click on your name that will appear. If it does not appear then put in your ADSB log in information.

8. Once the PDF is loaded, it should have the PDF tool bar at the top of the page. If the Tool Bar is not loaded, please refer back to "Adding Text Help PDF Reader Extension" slides (your extension options may need adjusting).

Written By Mr. Beckerson

How to Use Some of the Tools on PDF Reader

- Most of the tools you will need to explore by trial and error. Please explore each tool button for your own use. The next few slides are some tools that you may find very useful for writing answers.

Written By Mr. Beckerson
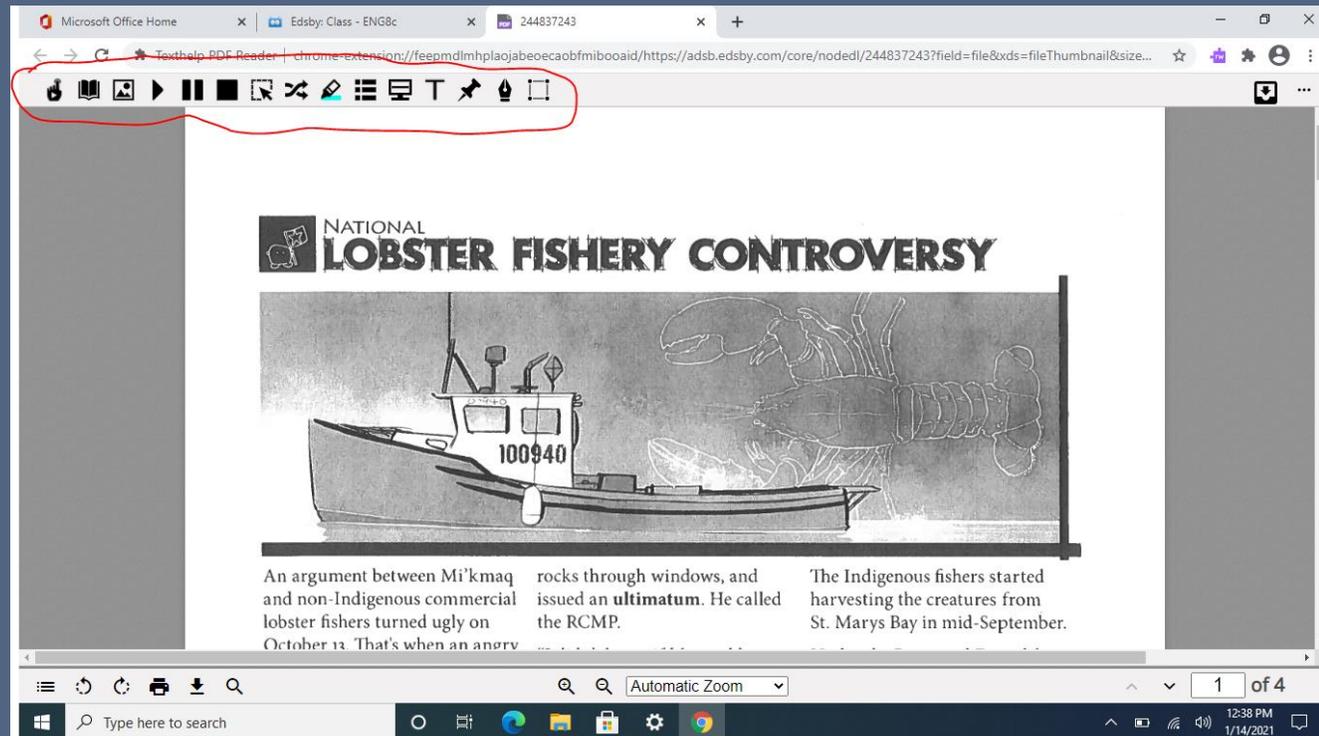
Using PDF Reader: Text Box
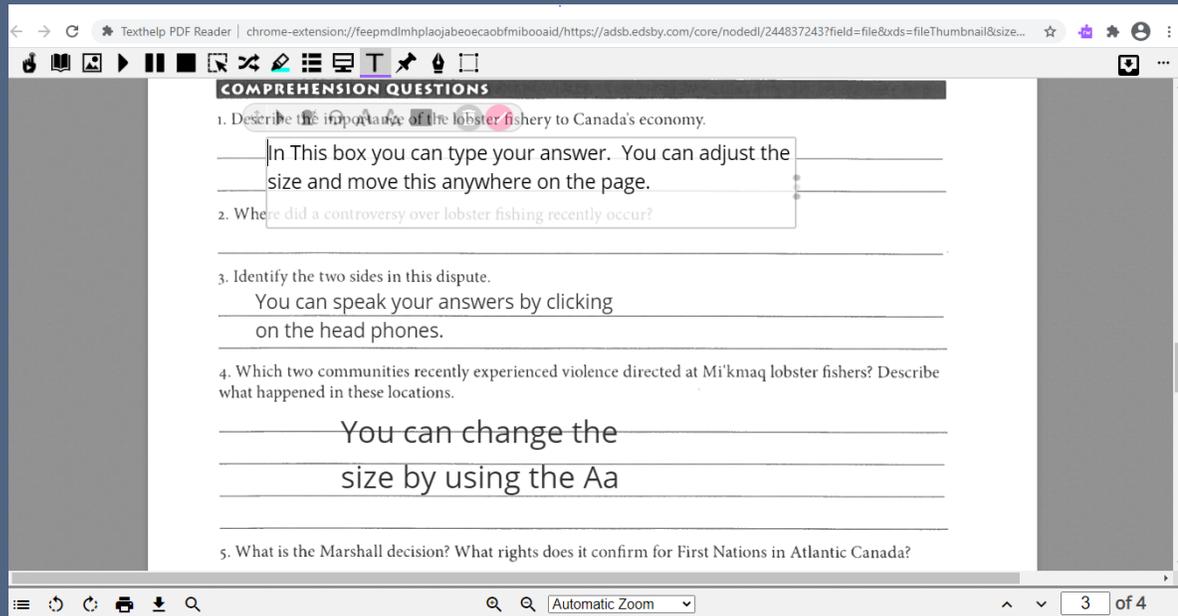
By clicking on the "T" on the top tool bar and then clicking anywhere on the PDF, a text box will appear. Here you can type your answers.

You can also speak your answers in this text box by clicking the "headphones with the microphone icon" within the text box.

Please remember that the speech to text is delayed and what you say will not appear until the end of your sentence.

Using PDF Reader: Text Box

You can change the size of your words in the text box by clicking on the "Aa".
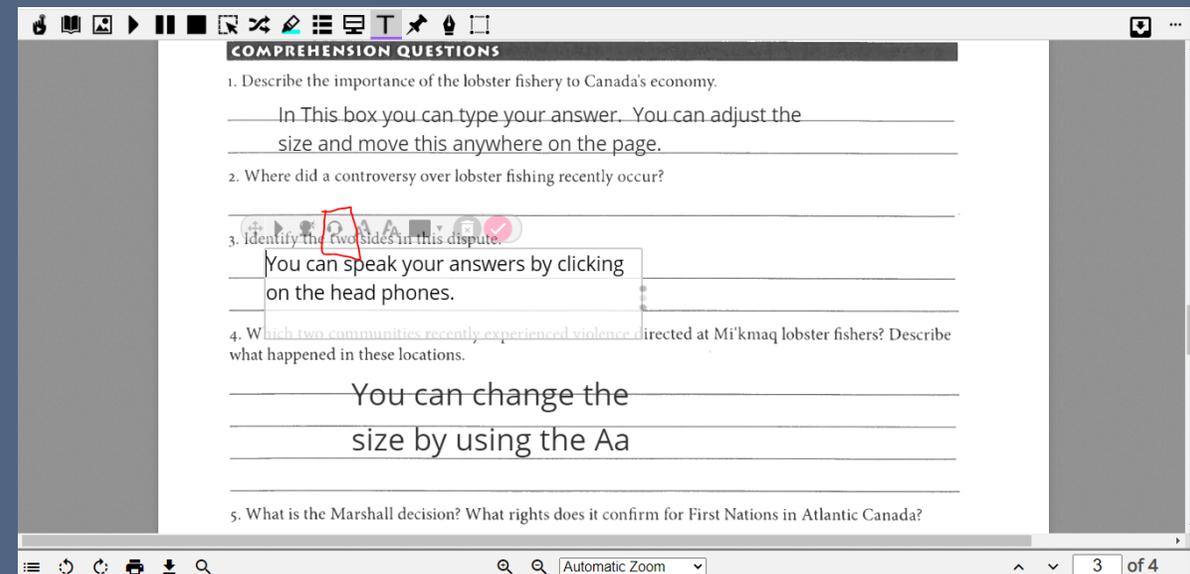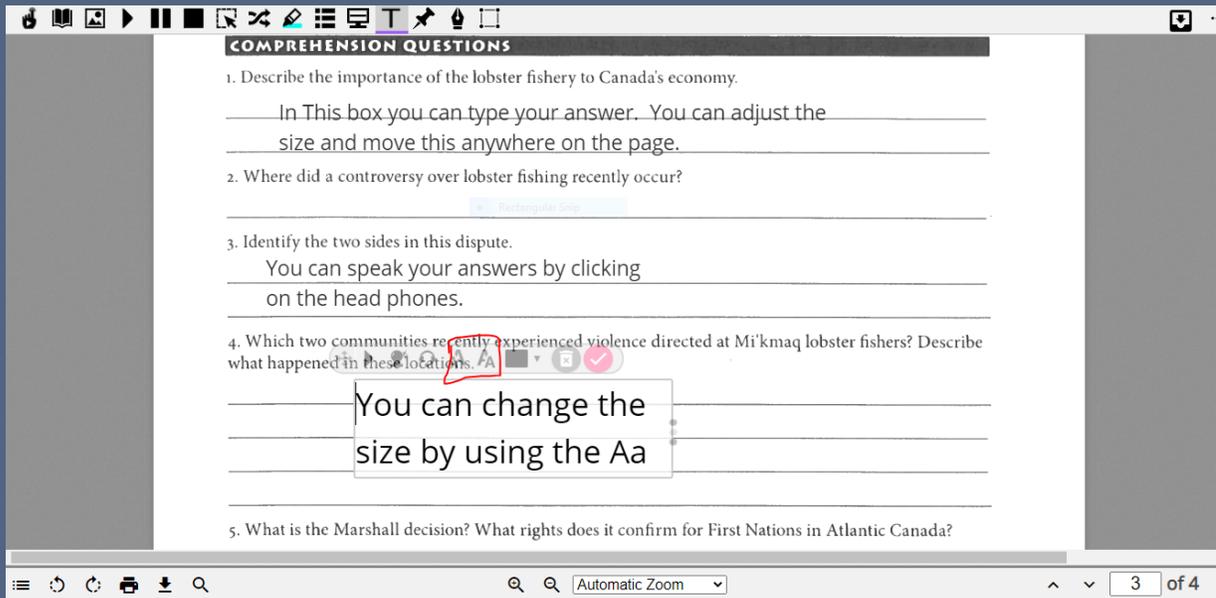
You can change the size by using the Aa
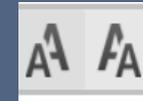
You can save your text by clicking the "red check mark icon".

You can delete the text box by clicking the "garbage can".
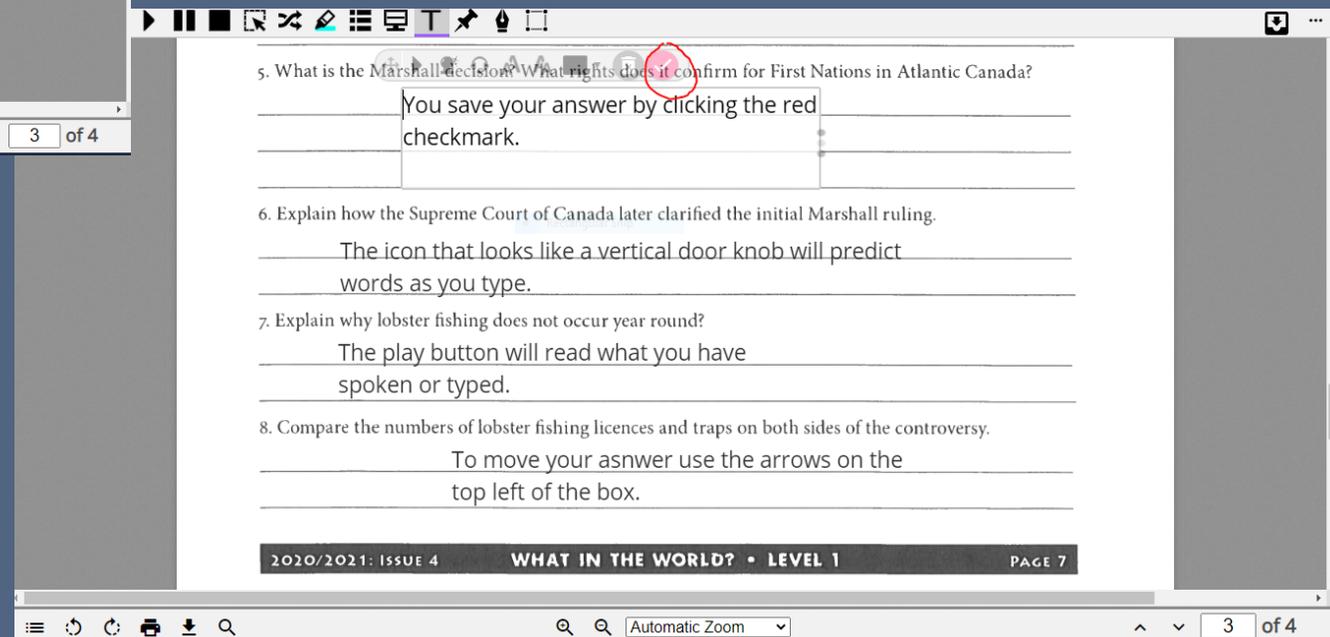
You save your answer by clicking the red checkmark.

The icon that looks like a vertical door knob will predict words as you type.

The play button will read what you have spoken or typed.

To move your asnwer use the arrows on the top left of the box.

Written By Mr. Beckerson

Using PDF Reader: Text Box

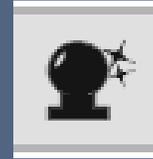The doorknob looking icon, will predict what your words are. You can select one of the 10 words suggested. This will predict words as you type any letters. *Great to use as sentence starters or to assist with spelling*.

You can select the words by using your touch screen, your mouse or by Ctrl + the #

You can have your typing read back to you by clicking the play icon.

This will highlight the words for you as it reads them aloud.

Using PDF Reader: Text Box and Pen Tool

You can move the text box anywhere on the PDF by using the "arrows" on the top left.

You can resize the text box with the "3 dots" on the right of the text box.

You can free hand write anything you want by selecting the "pen icon" at the top.

When selected you can change the size and colour of the pen.

Then simply use your touch screen or mouse to draw using the pen.

You can delete anything you write using the freehand pen by selecting the "eraser".

PDF Reader: Saving Your Work

To save your work:

1. Select the "printer" at the bottom of the page.
2. Check that all of your edits are in the preview screen and click on the "destination".
3. Change the destination to "Save as PDF".
4. Click "Save/Print".
5. A box will appear asking where you want to save your work. (*Save to One Drive, if your One Drive is synched.*)
6. Give your work a name "use your name and the title of the assignment" This way the teacher will know what assignment and who submitted it. Then click "save".

Written By Mr. Beckerson
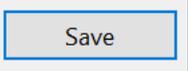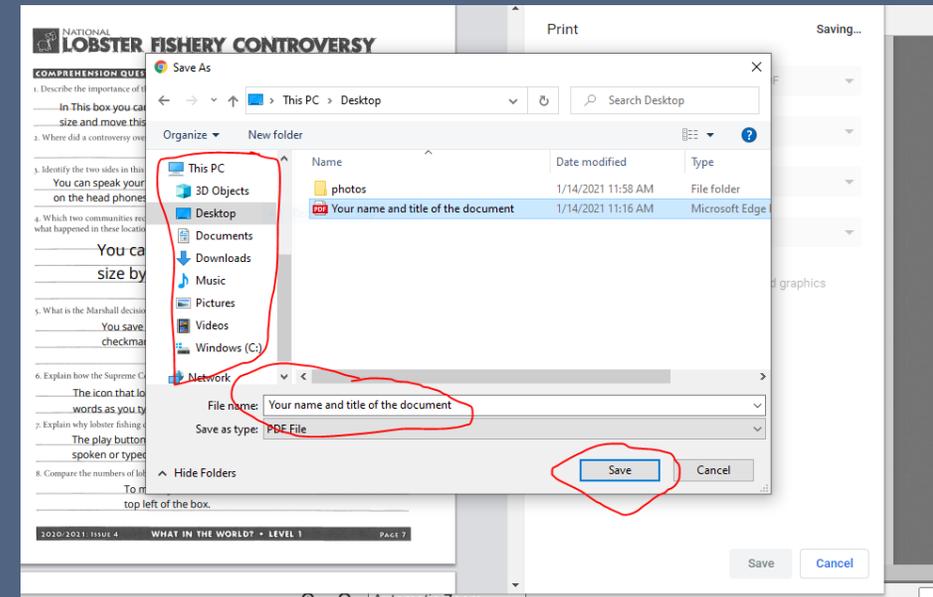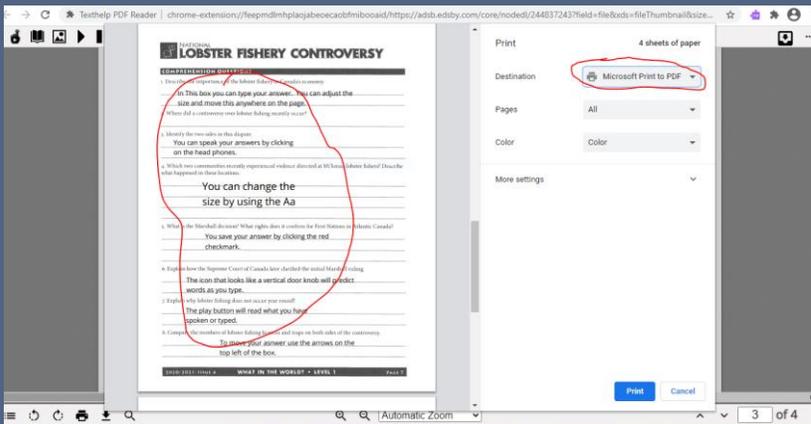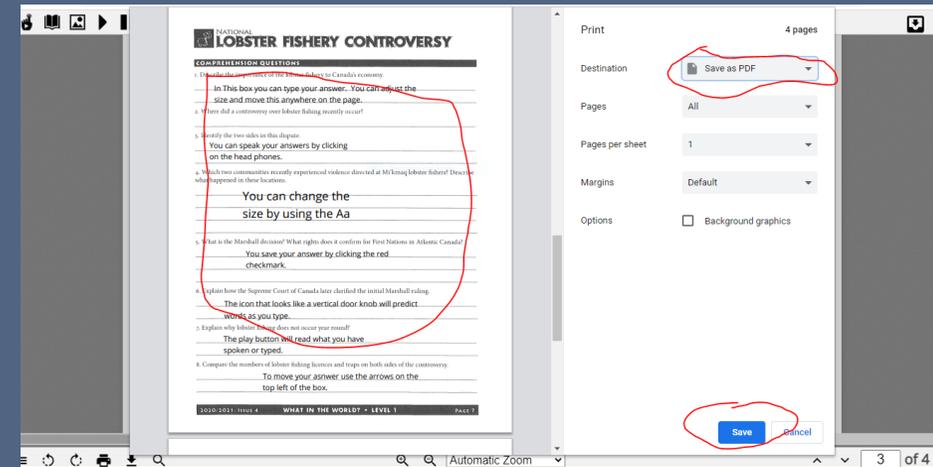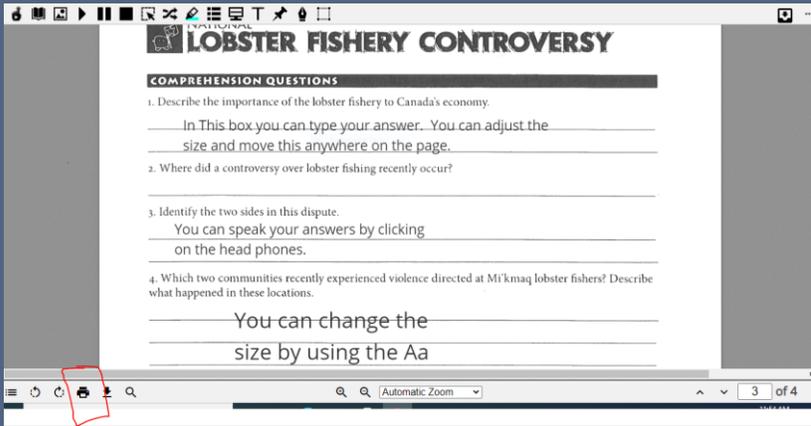
Checking That Your Work Saved on your Computer
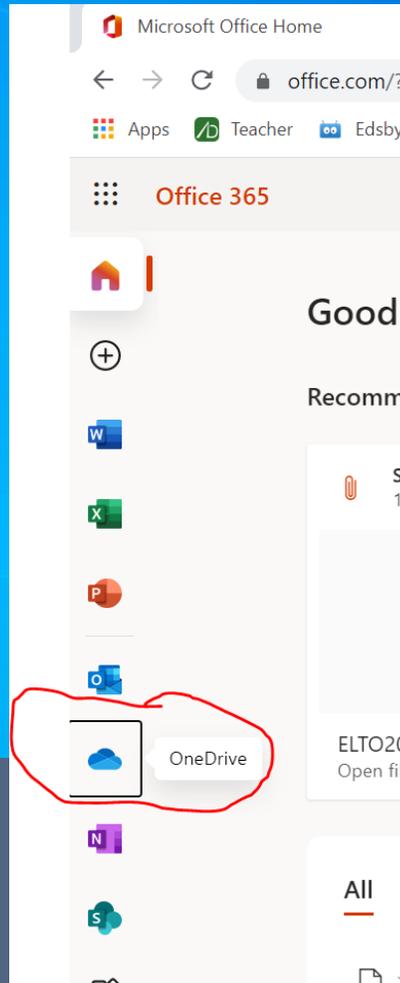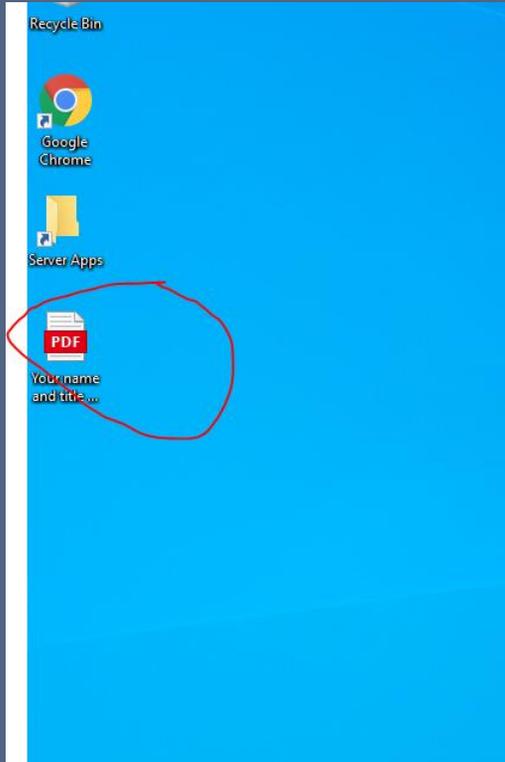
Go to where you have saved your file and make sure it is in that location.

Written By Mr. Beckerson
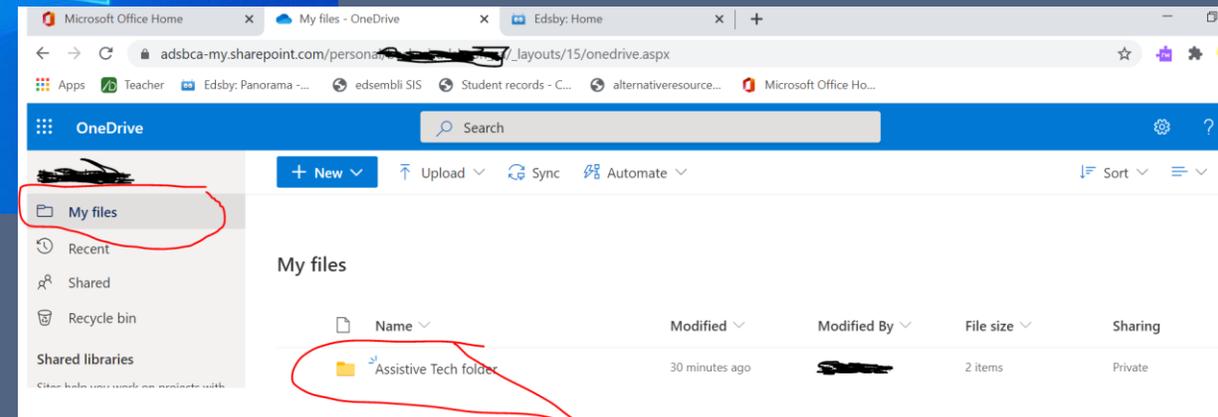
Submitting Your Saved Work Through EDSBY
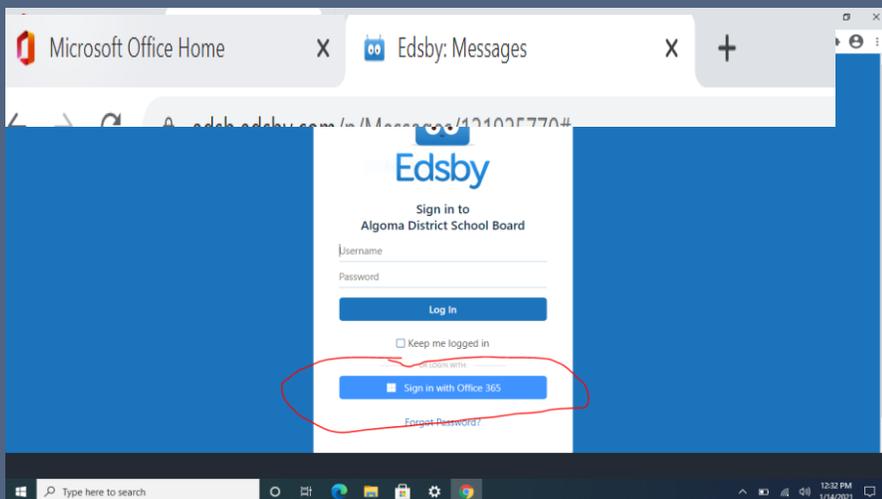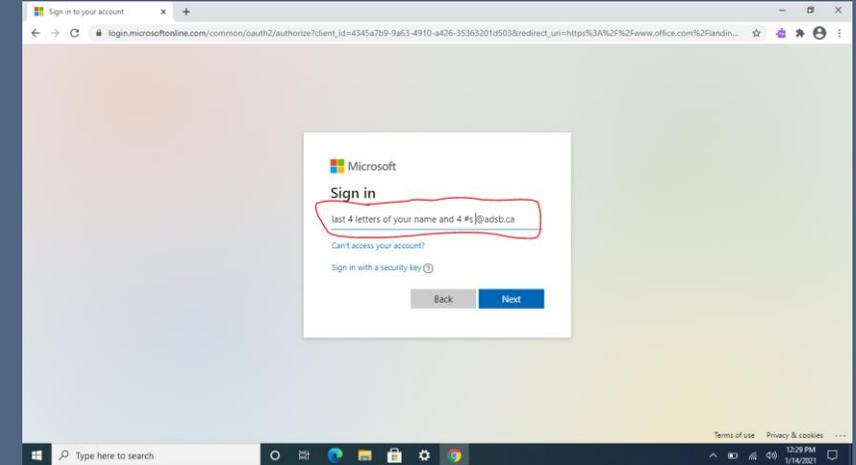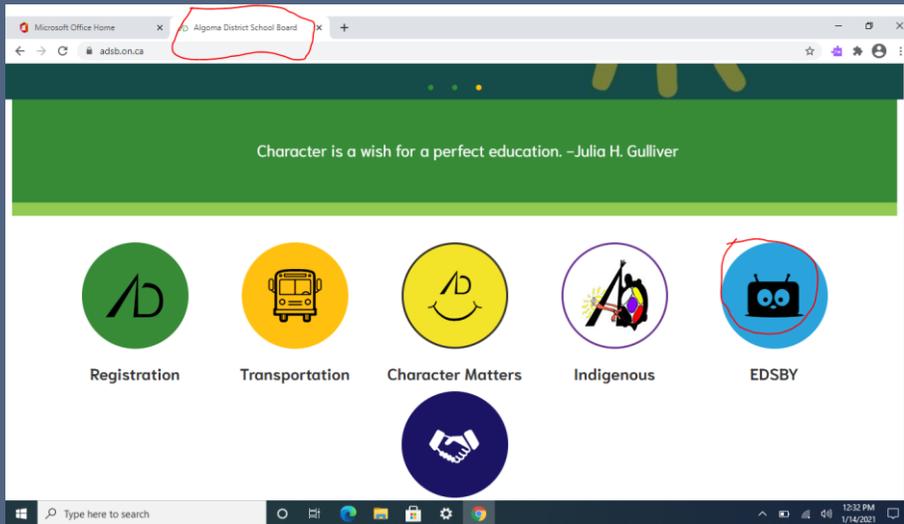
- Always have Office running in the background. **Office 365**

- Open a new tab **+**

- Go to ADSB and select the EDSBY link

- Always click open with Microsoft

- Sign in using your ADSB login (last 4 digits or your name and 4 numbers @adsb.ca

Written By Mr. Beckerson

EDSBY finding a "Teacher Assigned" Assignment

1. Find the assignment on your EDSBY page.

2.. Click on the assignment here to work on the assignment.

Assignment: Birds on a Wire - Assignment *Friday, January 22 2021 @ 3:00PM*
Read through the assignment task and the success criteria before submitting your final recording.
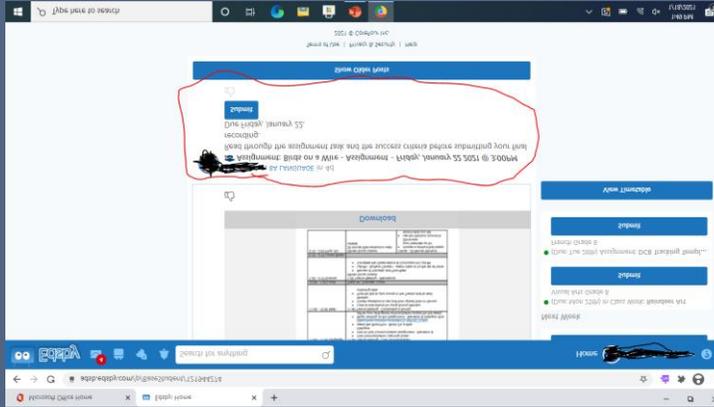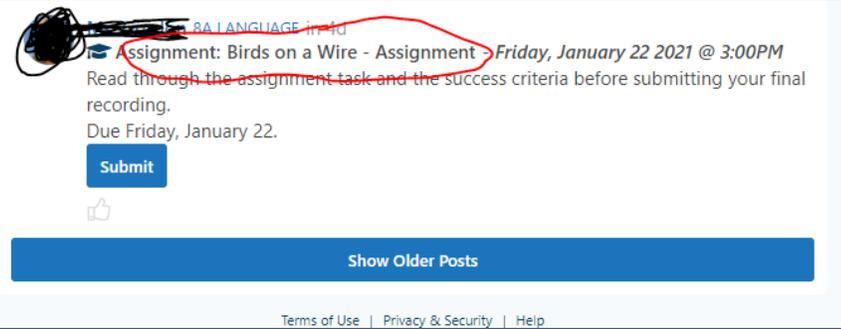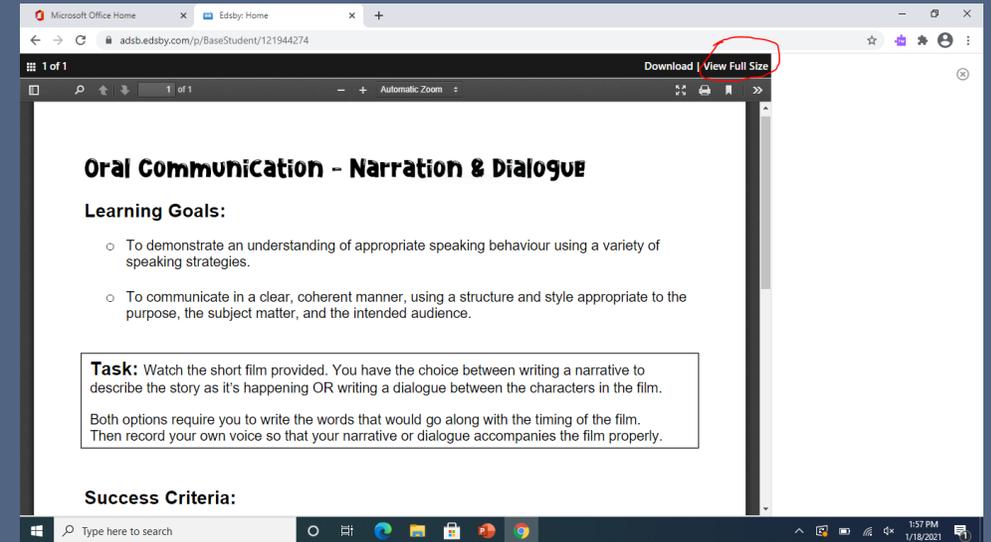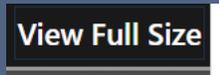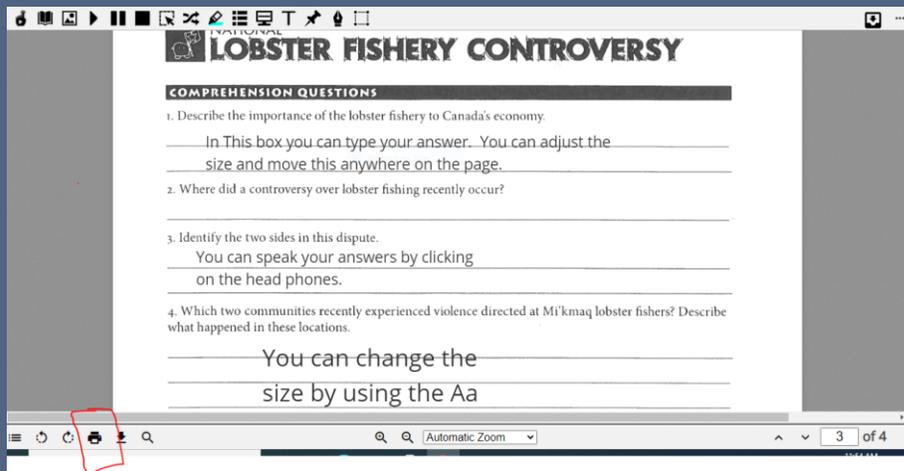Due Friday, January 22.

Submit

Show Older Posts

Terms of Use | Privacy & Security | Help

3. Click "View Full Size" to work on the assignment.

View Full Size

Oral Communication – Narration & Dialogue

Learning Goals:

- To demonstrate an understanding of appropriate speaking behaviour using a variety of speaking strategies.
- To communicate in a clear, coherent manner, using a structure and style appropriate to the purpose, the subject matter, and the intended audience.

Task: Watch the short film provided. You have the choice between writing a narrative to describe the story as it's happening OR writing a dialogue between the characters in the film.

Both options require you to write the words that would go along with the timing of the film. Then record your own voice so that your narrative or dialogue accompanies the film properly.
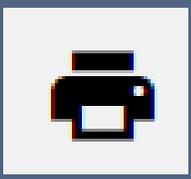
Success Criteria:

Written By Mr. Beckerson

EDSBY Saving Your Work From An Assignment

1. Once you have finished editing your assignment. Click the "print" icon at the bottom of the page.

2. Check that your work is in the preview screen.
3. Click the destination drop down menu and make sure it says "save as PDF."
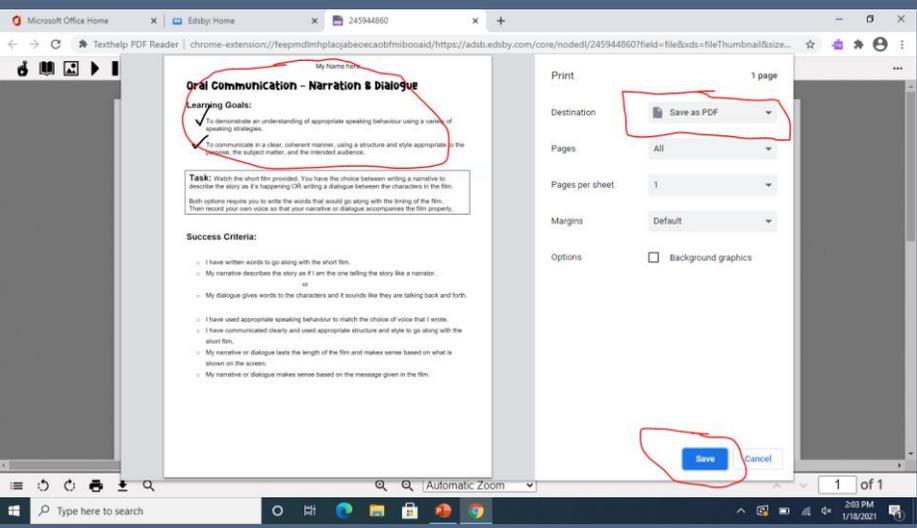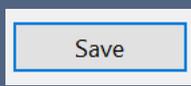4. Click "Save"

5. Pick your location to save your file. (*If your One Drive is Synched – Save to One Drive*)

6. Name the file using "your name and a title".
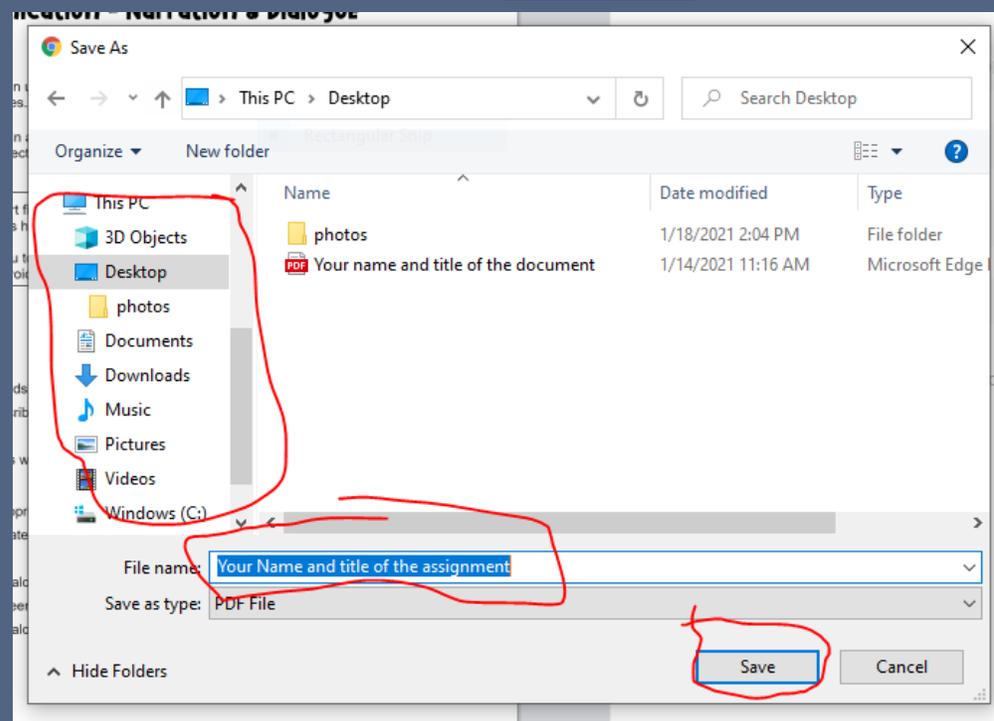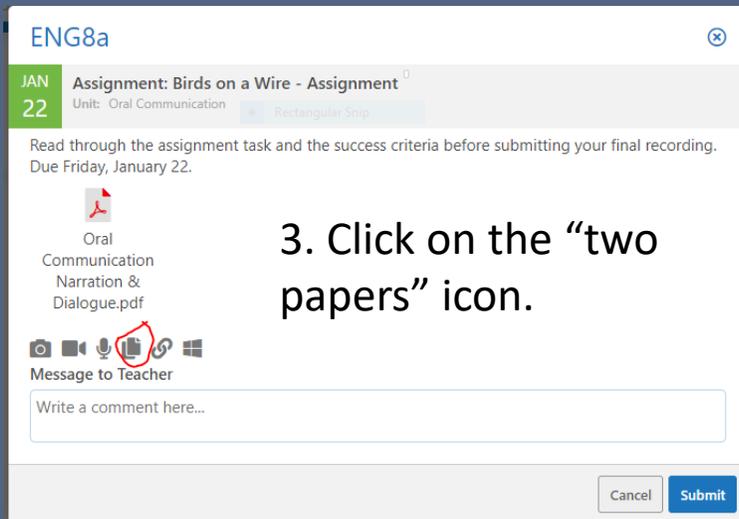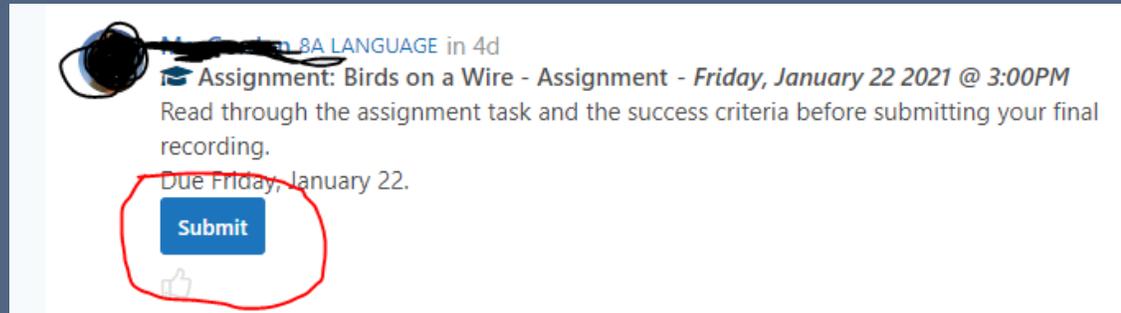7. Click "Save"

Written By Mr. Beckerson

Edsby: Submitting Your Assignment

1. Find the assignment your teacher has assigned to you in EDSBY
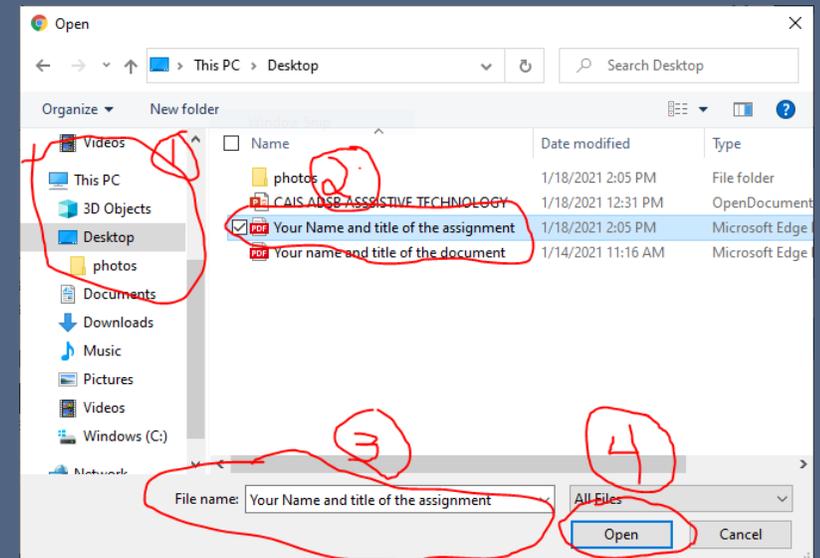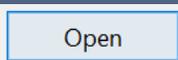2. Click the "Submit" icon

3. Click on the "two papers" icon
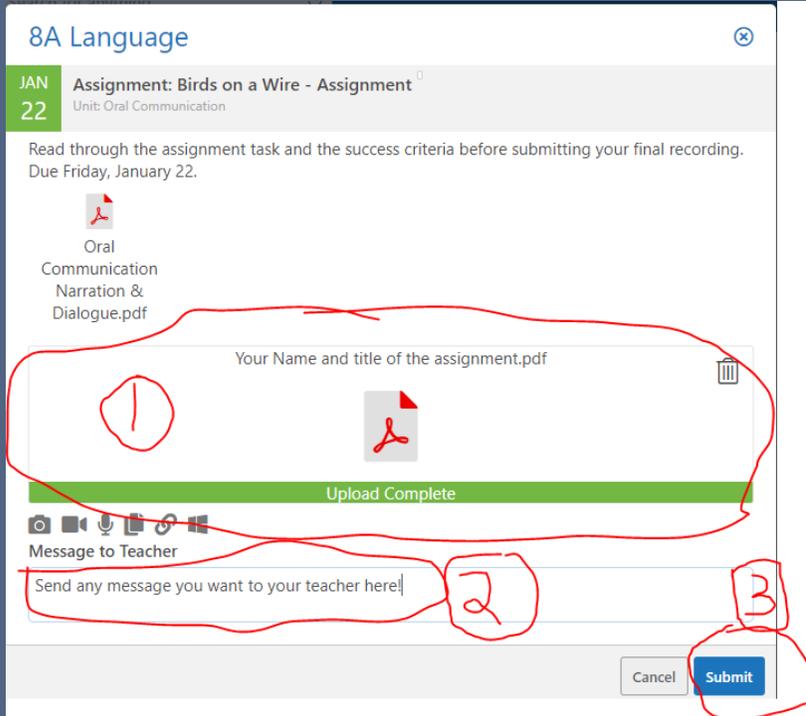
3. Click on the "two papers" icon.

4. Find the location you have saved your work.
5. Find the Assignment you have saved.
6. Check that the correct name is typed in "file name".
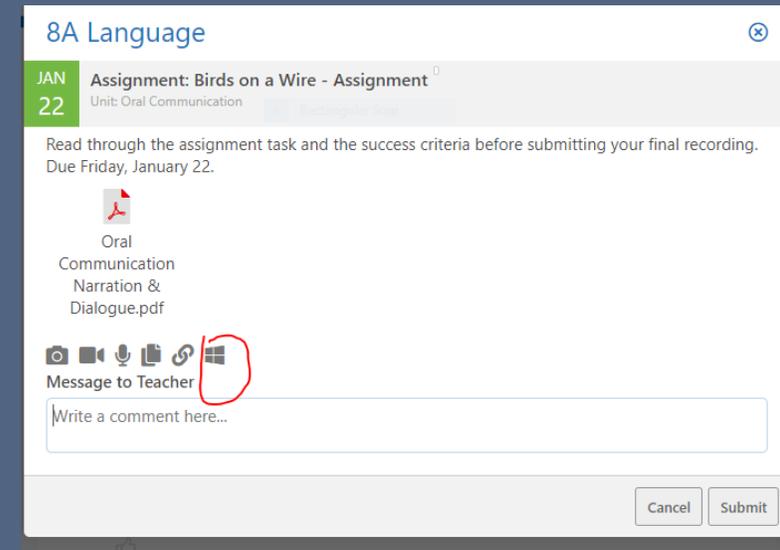7. Click "open"

Written By Mr. Beckerson

Edsby: Submitting Your Assignment

8. Make sure the file you have opened/uploaded has a green bar underneath it.

9. You may write your teacher a message in the "message to teacher" box.
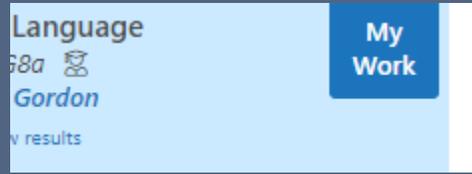
10. Click "submit" to hand in.

****Alternative Way****

If your "One Drive" is synched on your computer then you can click the "Windows" icon instead of the "two pages icon" and proceed to find and submit your assignment from your One Drive.
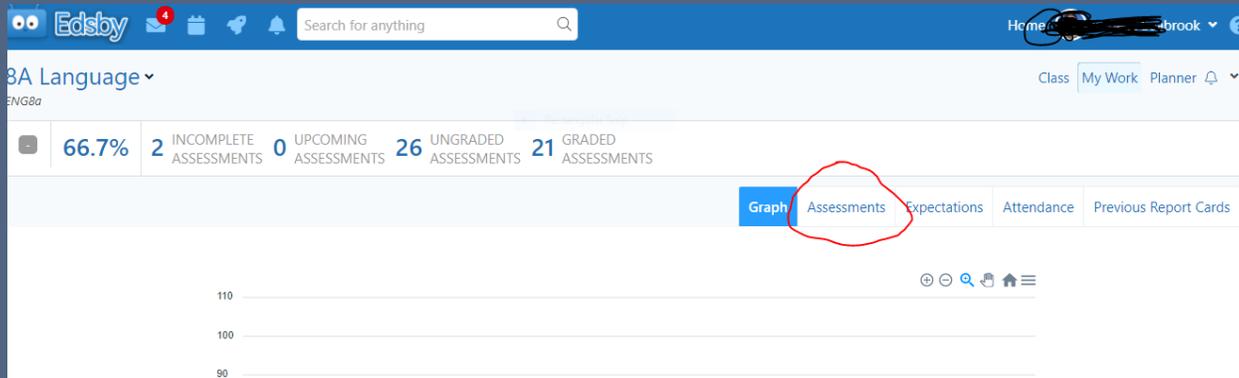

Written By Mr. Beckerson

EDSBY: Finding your Assignment Feedback

1. Scroll your cursor over an EDSBY class on your left.
2. You will see the icon "My Work" appear.
3. Click on "My Work.

4. Click on "Assignments"

5. Click on any assignment you wish to see your Feedback or to re-submit your assignment.

21 Graded Assessments

				Weight	
💬 Jan 22, 2021	Assignment: Birds on a Wire - Assignment	This is where you can see feedback about your assignment.	Resubmit	16.7%	Level 3

Written By Mr. Beckerson

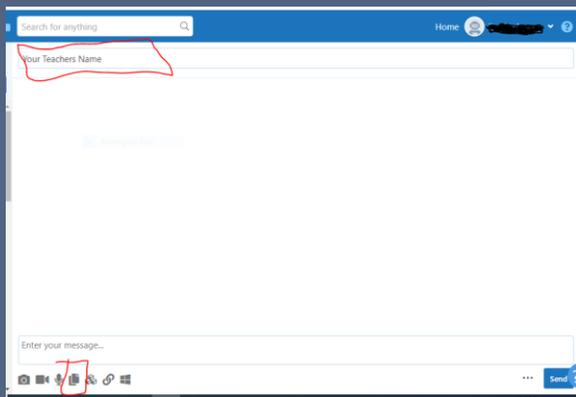# EDSBY: Submitting Saved Work By Messaging Your Teacher
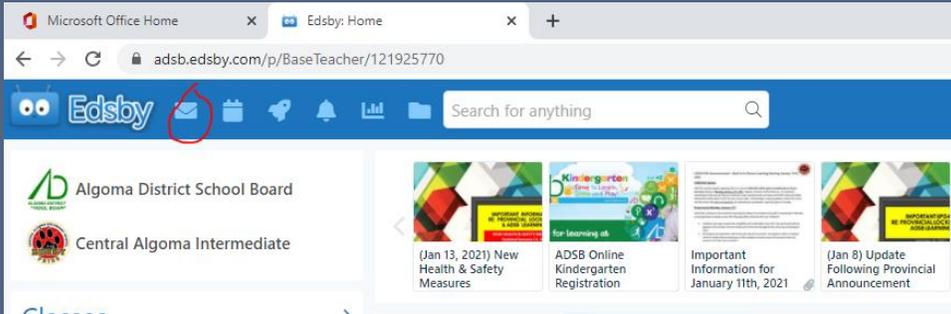
1. Once you are in EDSBY, click on the "Mail Icon".
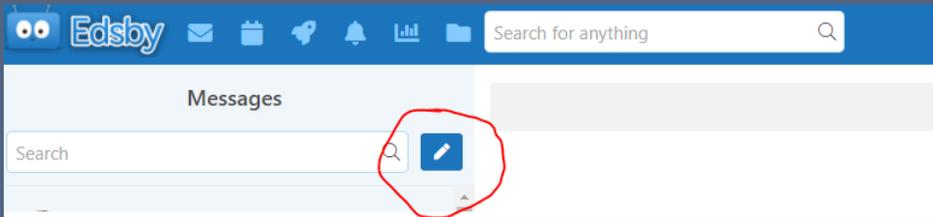
2. For your first message to this teacher click on the "pen Icon"

3. If you have messaged this teacher before you can click their name below the search box.
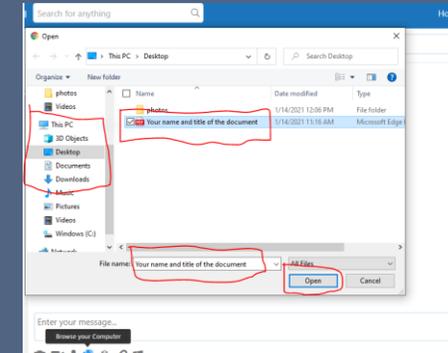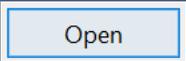
4. Under the "message" heading, type in your teachers name. It will auto fill and your Teachers name should appear.

5. At the bottom click on the "two pages icon".

6. Find where you have saved your work. And click "open".

Open

7. Once the file is loaded it will have a green bar.

8. Add a message and Click "Send"

Send

Written By Mr. Beckerson