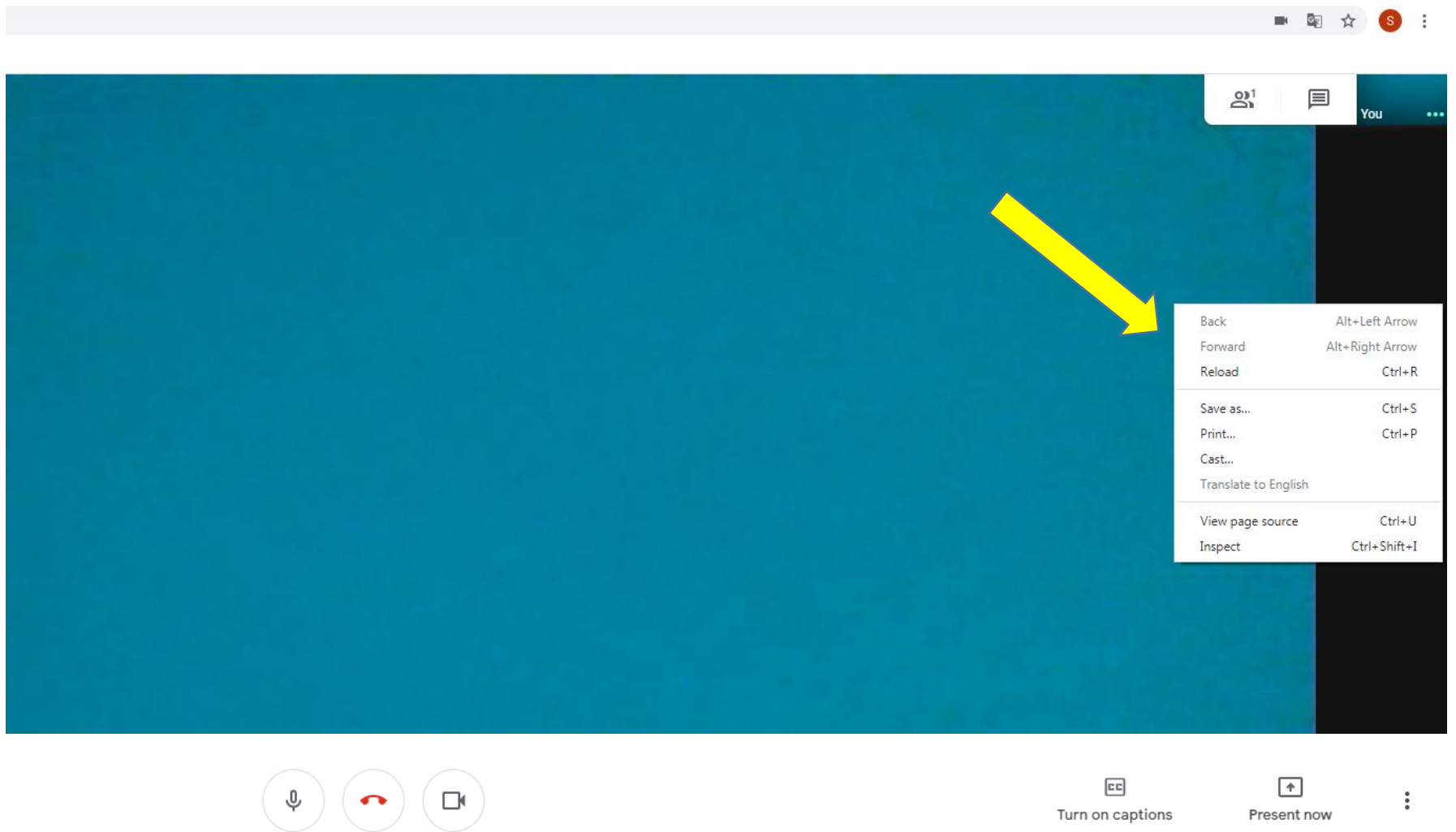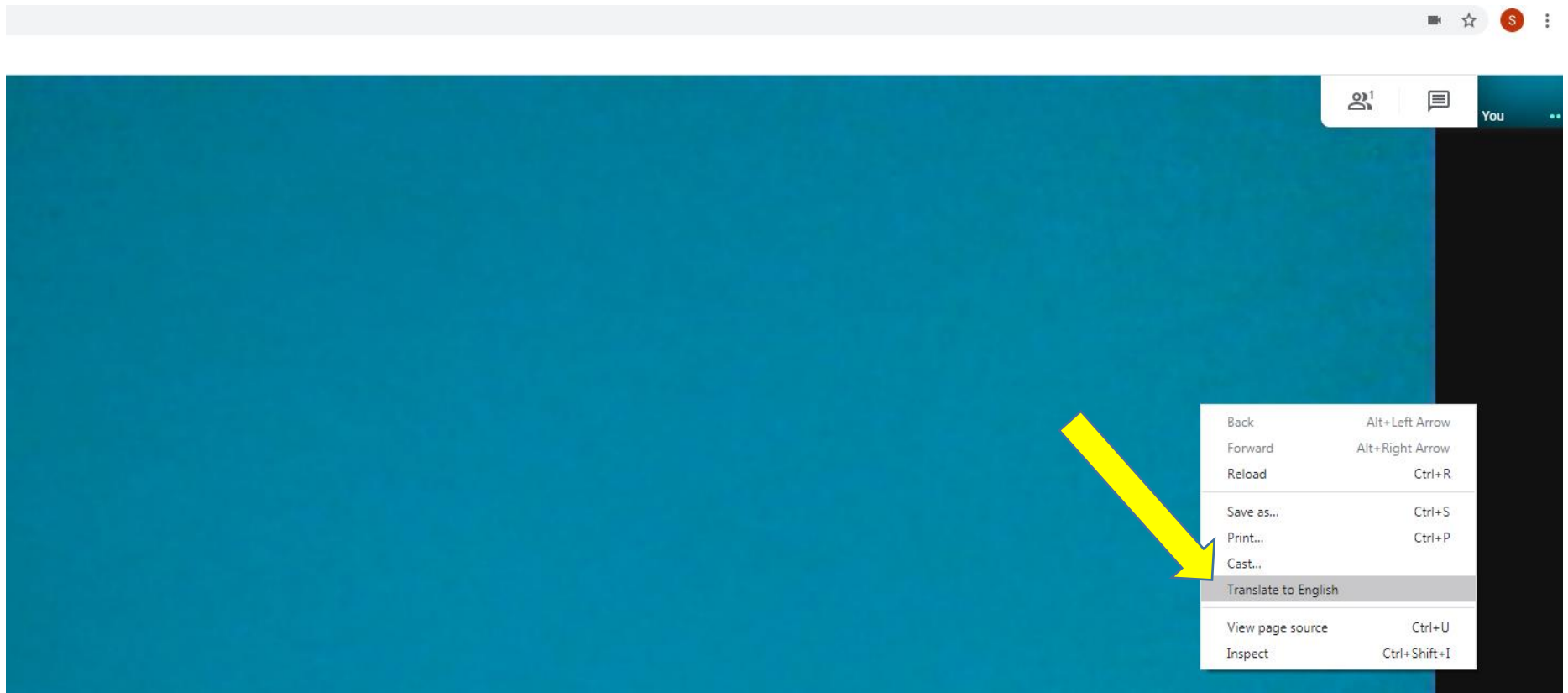# Google Meet

## Translation Feature
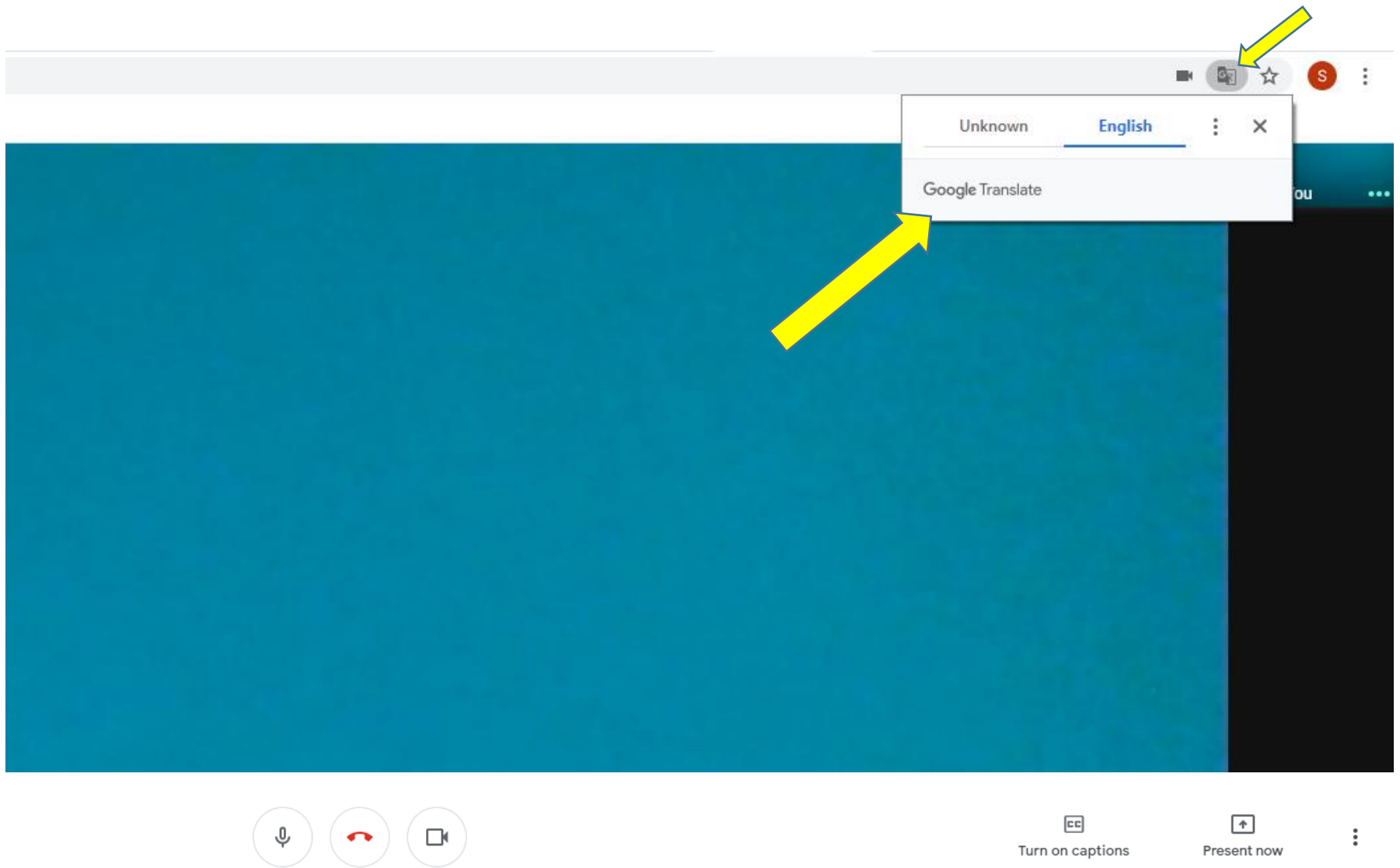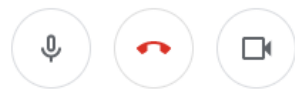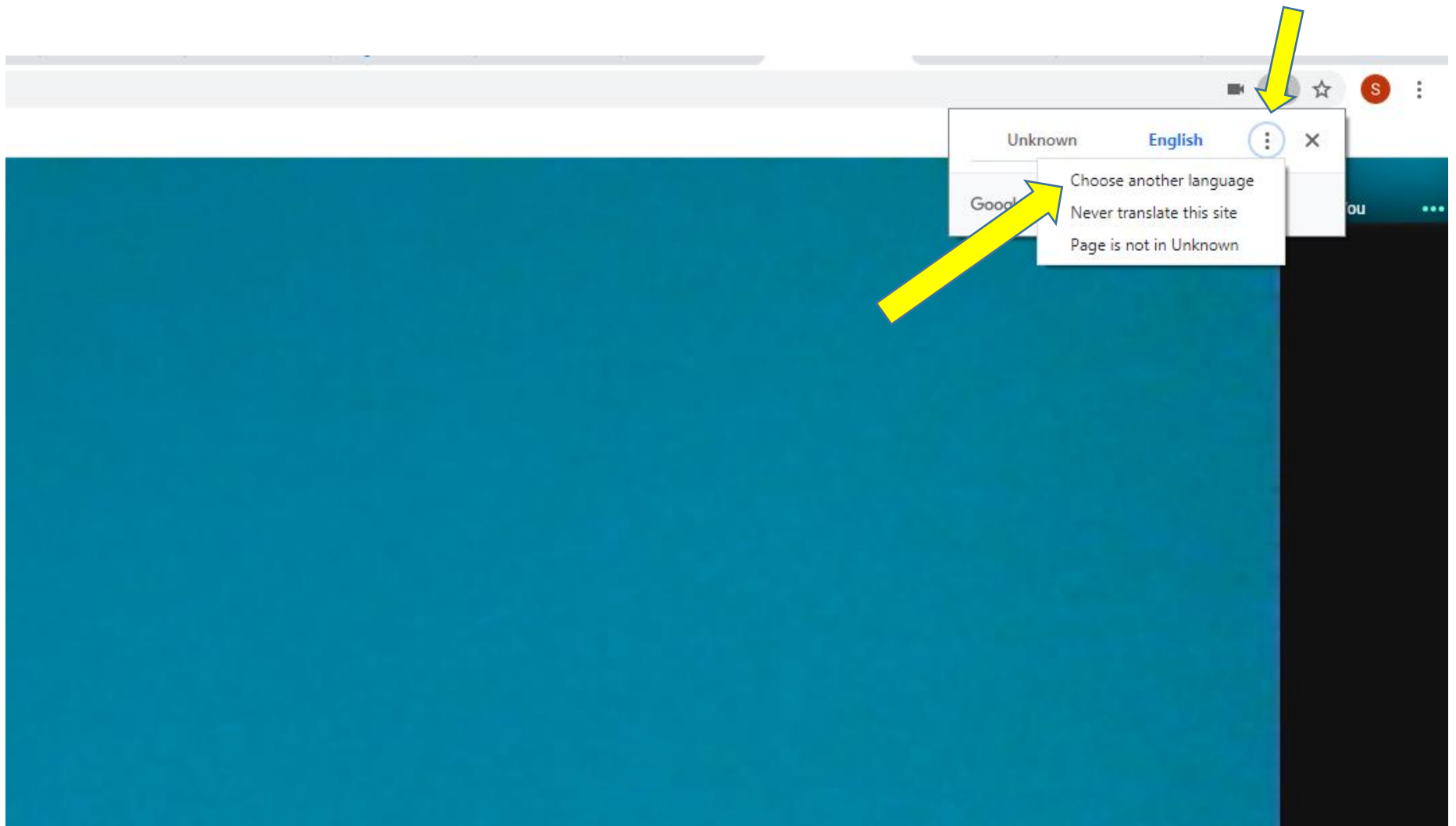
**After joining a call, right click on the screen and this box will appear**
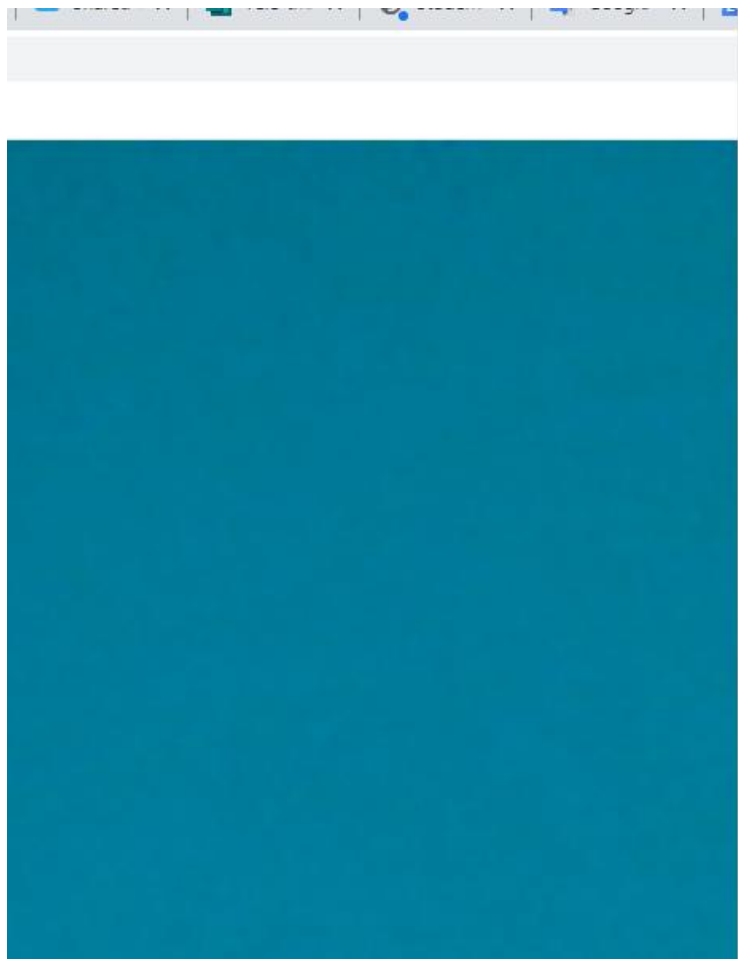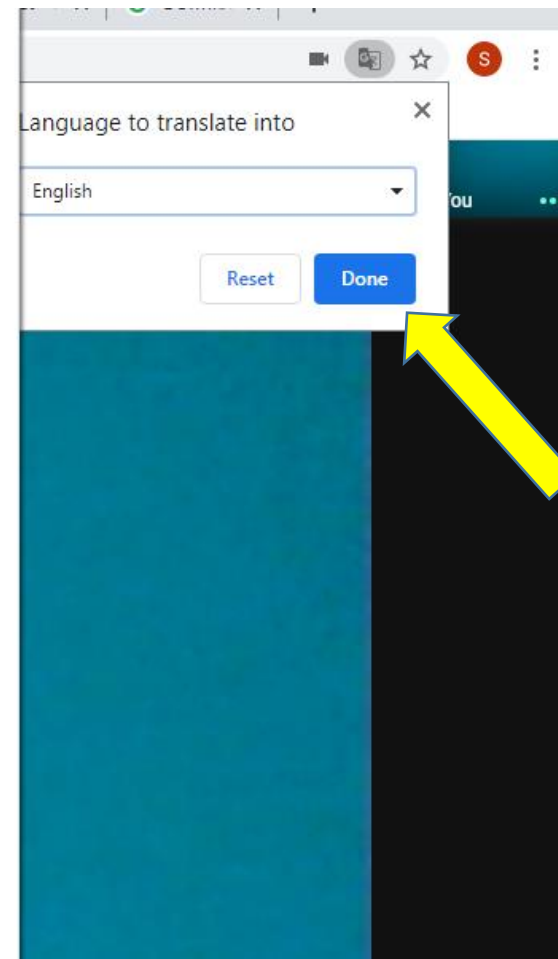
**Select "Translate to English"**

A "Google Translate" box will appear as well as a Google Translate icon on the top right hand corner of the screen (The icon will appear between the "star" and "video" symbol).
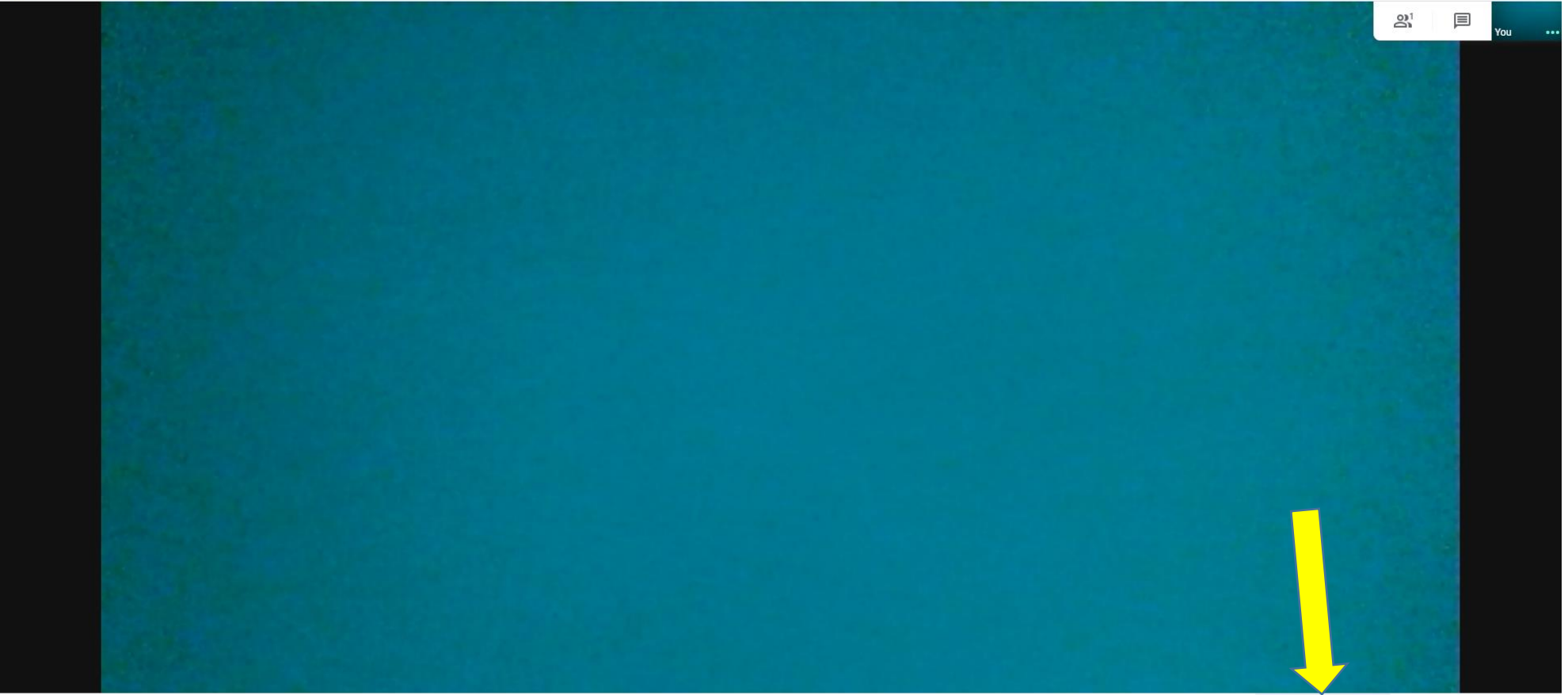
**Click on the icon of the three vertical dots. Select "Choose another language"**

Afrikaans
Albanian
Amharic
Arabic
Armenian
Azerbaijani
Bangla
Basque
Belarusian
Bosnian
Bulgarian
Burmese
Catalan
Cebuano
Chinese (Simplified)
Chinese (Traditional)
Corsican
Croatian
Czech
Danish
Dutch
English
Esperanto
Estonian
Filipino

Language to translate into                     ✕

English                                    ▼      'ou      •••

                              Reset      Done

Turn on captions        Present now        ⋮

- **Use the dropdown menu to select the language you want to appear on <u>your</u> screen. Then click "done" and "translate."**
- **When parents complete this step, they should select <u>*their*</u> home language.**

**Hover over the bottom of your screen and select "Turn on Captions"**

- **When you or the student/parent speaks, captions will appear on the bottom of the screen**
- **Since Google Translate is "on" anything you or the parent says will be translated into the language selected in the previous steps.**
- **For example, if the parents language is set to "Spanish" and yours is set to "English," if the parent speaks to you in Spanish, it will appear translated, into English on the bottom of your screen and vice versa.**
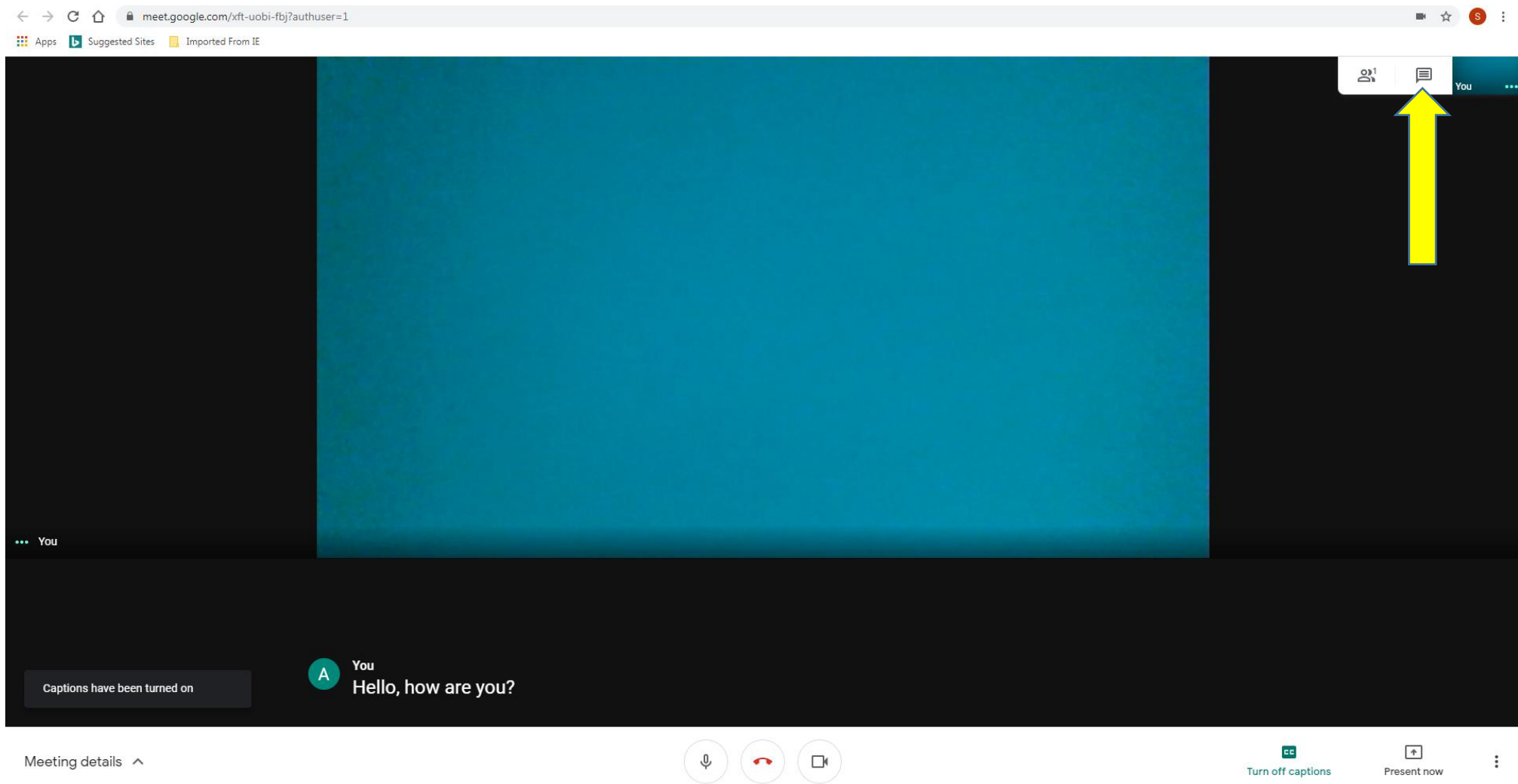
- **You can also type directly to the parent/student by selecting the "message" icon on the top right hand corner of the screen.**
- **Since Google Translate is "on" when you type a message, it will translate it for the parent on his/her screen and vice versa**
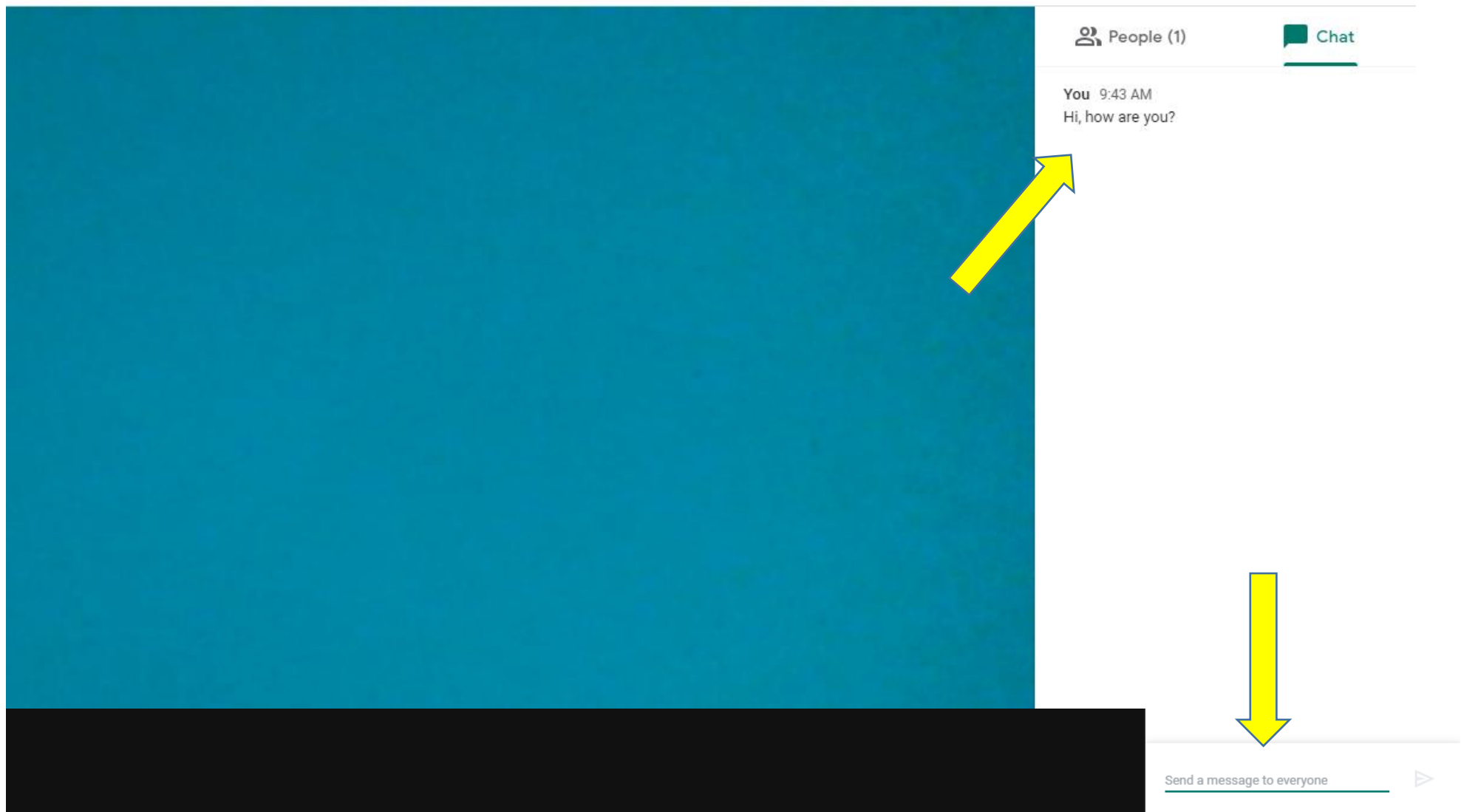
- **Type the message in the "Send Message to Everyone" box at the bottom of the screen. It will appear in the chat.**
- **Since Google Translate is "on" when you type a message, it will translate it for the parent on his/her screen and vice versa**