



Dictation

Using dictation to support in completing online tasks

Using dictation to support with longer writing tasks and assisted typing

The dictation tool is embedded in TEAMS and can support with making recording easier and less time consuming.

All work is currently set via TEAMS as an assignment.

When you click on an assignment and open it to work on it, the tool bar at the top of the screen has this icon on it.



This is the dictation icon.

When you click on it, it will ask you to give permission to use the microphone in the browser. You will need to do this to enable your ideas to be recorded in your task. It works best when working in TEAMS online rather than the app.

Press the microphone icon and it will appear at the bottom of the screen



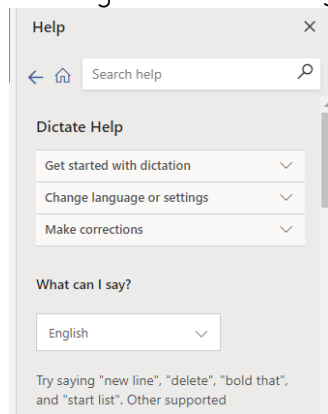
Position your cursor where you want to work and then press the white microphone icon above to begin recording. You will hear a sound and it will turn red.



It will remain red for the duration of your recording.

Once you have finished recording click the microphone again. It will stop recording and you will hear the same sound you heard when it began recording and it will turn white.

When you use dictation for the first time the help menu may pop up



This can support you in fine tuning any settings should you wish to continue using dictation.

Dictation will put accurate spelling in based on what the children say but may require you to edit any subtle differences due to our accents and add appropriate punctuation.