

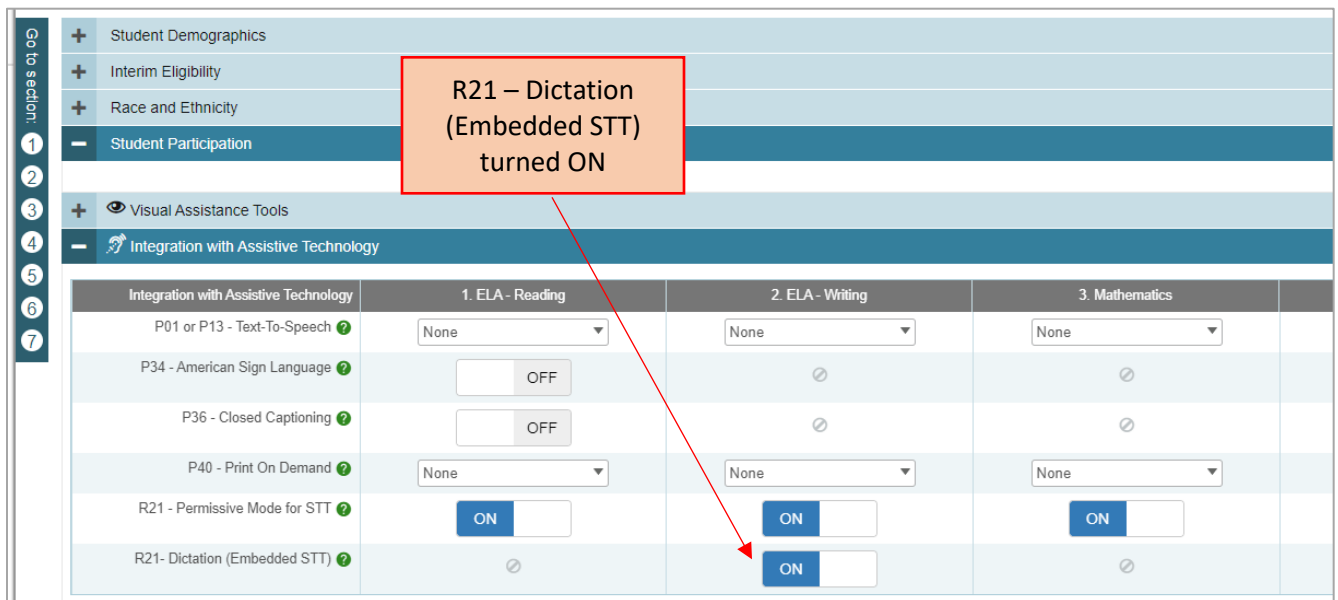
## Quick Guide for Using the Embedded Speech-to-Text (STT) Feature in Writing Tests

The Secure Browser now includes an embedded Speech-to-Text feature that allows students to dictate/record their response directly into a writing test. This feature does not require the use of third-party software, however, in order to utilize it, students must have the R21 – Dictation (Embedded STT) accommodation enabled in TIDE.

For the 2020-21 school year, students will have the option to continue using third party Speech-to-Text software or the option to use the embedded Speech-to-Text feature in the Secure Browser.

**Note:** It is highly recommended that students using an iPad utilize the embedded STT feature in the Secure Browser since the iOS Dictation feature does not work with third party software.

- *Option 1:* Third party STT software: Student must have R21 – Permissive Mode for STT enabled in TIDE.
  - *Option 2:* Embedded STT in the Secure Browser: Student must have R21 – Dictation (Embedded STT) enabled in TIDE.
1. To determine if a student has R21 – Dictation (Embedded STT) enabled for writing tests, open the student’s individual record in TIDE. Scroll down to the **Integration with Assistive Technology** section. In the **ELA-Writing** column, verify that the R21 – Dictation (Embedded STT) value is set to ON.
  2. If a student has both R21 – Dictation (Embedded STT) and R21 – Permissive Mode for STT set to ON, the test will default to using the embedded STT feature.
  3. No other set up is required on the student’s testing device.

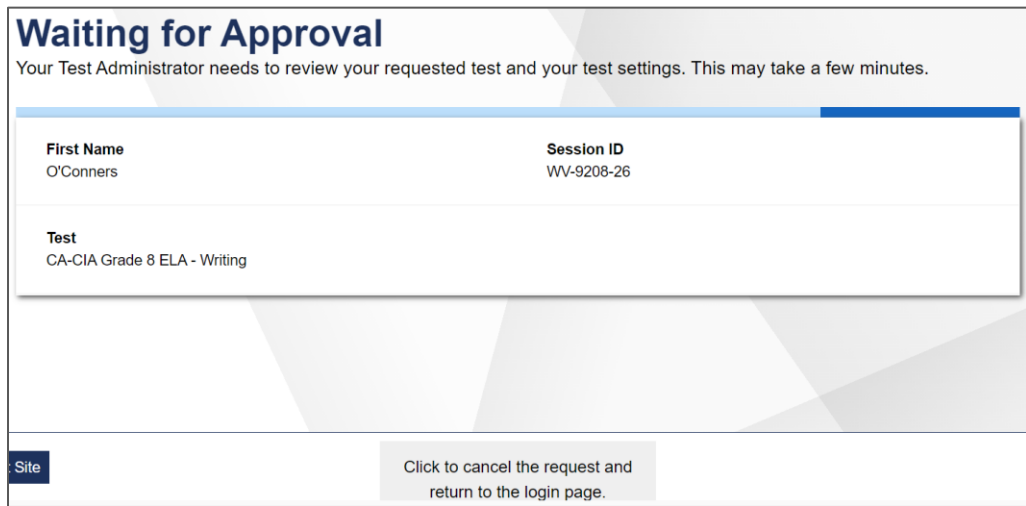


R21 – Dictation  
(Embedded STT)  
turned ON

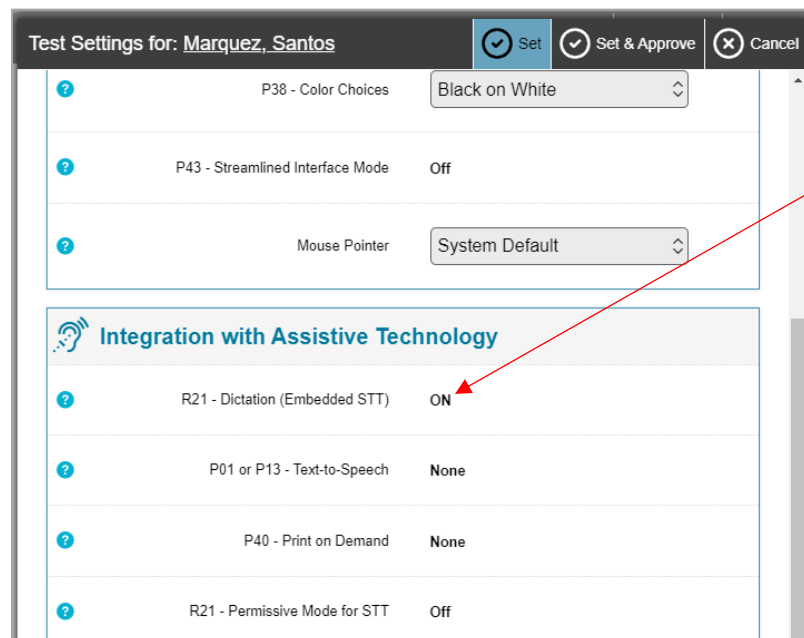
Integration with Assistive Technology	1. ELA - Reading	2. ELA - Writing	3. Mathematics
P01 or P13 - Text-To-Speech	None	None	None
P34 - American Sign Language	OFF	⊗	⊗
P36 - Closed Captioning	OFF	⊗	⊗
P40 - Print On Demand	None	None	None
R21 - Permissive Mode for STT	ON	ON	ON
R21 - Dictation (Embedded STT)	⊗	ON	⊗

**This section describes how a student will use the embedded STT feature in a writing test**

1. The Test Administrator logs into the TA Interface and selects a writing test and then starts a test session.
2. Student launches the Secure Browser on their testing device, and then enters their name, SSID, and Session ID on the **Please Sign In** page.
3. On the **Test Selection** page, the student selects the writing test.
4. The student will see the **Waiting for Approval** page.

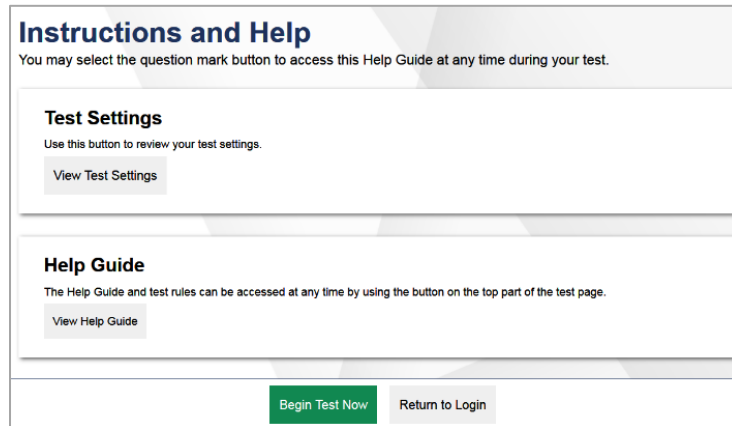


5. While approving the student to start the test, the TA can verify on the **Test Settings** screen that R21 – Dictation (Embedded STT) is set to ON. If the setting is correct, click **Set & Approve**.

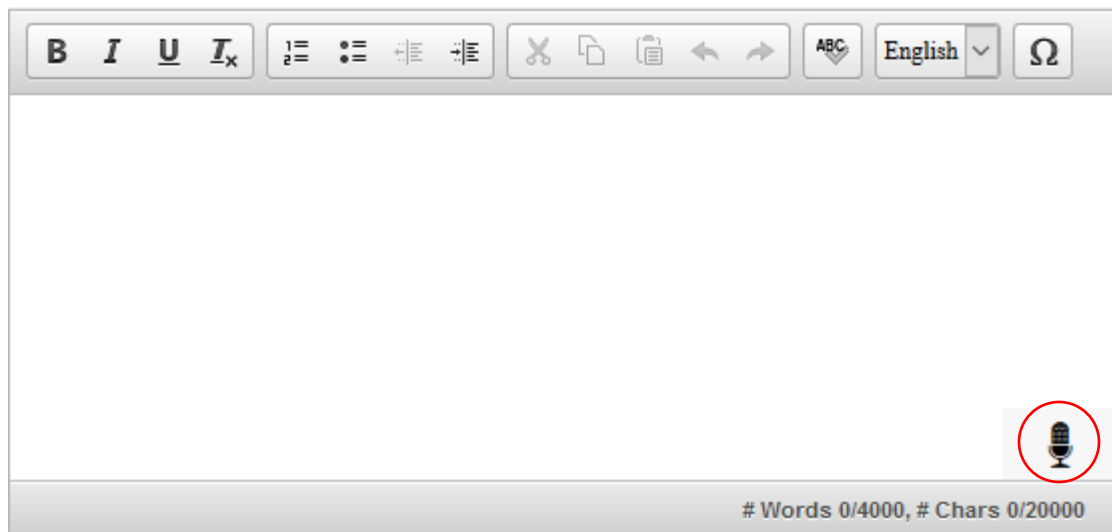


R21 – Dictation  
(Embedded STT)  
turned ON


6. To start the test, student selects **Begin Test Now**.



To begin dictating, the student selects the microphone button that's displayed in the lower right corner of the item's text response area. The button scrolls along with the page and remains visible while the item is in focus.



7. As the student speaks, the words are transcribed into the text response area. There may be a slight delay while the text is being transcribed and dots appear in the text response area to indicate that the transcription is in process.
8. The student can stop the dictation by selecting the stop button that appears when the student selects the microphone button. Note that the button automatically reverts to the microphone button if no sound is detected for a specified period. If the student selects the microphone button again and starts dictating, the new text is appended to the previously transcribed text.
9. Students can dictate for five minutes at a time and the entered text will be auto-punctuated. The student can also control the punctuation and grammar of the text through speech commands to some extent. For example, the student can say, "New Paragraph" to create a new paragraph. It is ultimately the student's responsibility to ensure the accuracy of the transcription as well as grammar and punctuation.

10. The buttons in the formatting toolbar are disabled while dictation is on. The buttons are enabled once the student stops the recording. Students cannot navigate away from the test page while dictation is on.
11. Students that use the embedded dictation feature are also able to use text-to-speech to listen to their response to constructed-response items. Students can select  available at the bottom of the text-response area to listen to the text as entered.

