

Technology Tips for Oral Administration

Text-to-Speech

1. Curriculum Check:

- Is your curriculum available in a digital format? (.doc, .rtf, .pdf)
- If not, can you (or an aide) scan it in?

2. Are the Devices Ready?

- Do you have enough devices for all the students who need OA?
- Do you have headphones for everybody to use?
- Do students know how to use and customize the text-to-speech features?
If not, consider a task analysis + checklist

3. What text-to-speech tool will you use?

- [WordTalk](#)
- [iOS accessibility settings](#)
- [MS Word "Speak" Feature](#)
- [Read&Write for Google Docs](#)
- Other

Recording Yourself

1. Record Yourself

- [Voice Memos](#) (iPhone)
- [Sound Recorder](#) (PC)
- [Audacity](#) (Mac or PC)
- Consider recording the assignment in chunks so that it is easier for the students to navigate
- Think carefully about how you will name the files

2. Move Files Into a Shared Location

- Campus/district shared -drive
- Google docs
- Dropbox
- the easiest way to do this might be to have your voice recorder email you the file, and then drag it into the shared drive

3. Can Students Access the Files?

- Have you given students direct instruction on how to find and use the files?
- Do students have all of the passwords and permissions that they need?