## Create an inclusive digital classroom with Microsoft Teams for Education

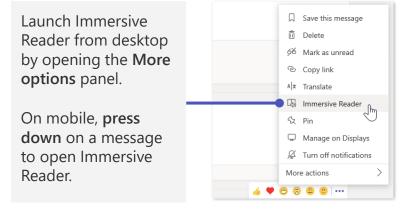


Included in Microsoft 365, Microsoft Teams comes with a range of built-in accessibility features to make class and homework easier for students—including students who have diverse abilities, need accommodations for vision and hearing, or are English Language Learners. Learning Tools like Immersive Reader use proven techniques to aid reading and writing for students regardless of ability.

In this guide, see how to get started with some of the key accessibility features in Teams.

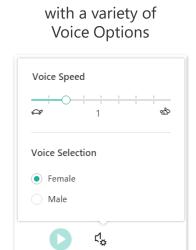
#### **Immersive Reader**

Immersive Reader helps improve reading and comprehension for students, including those with dyslexia or other learning disabilities. Immersive Reader is integrated into Teams and other Microsoft apps like Word, OneNote, PowerPoint, Flipgrid, and Edge.

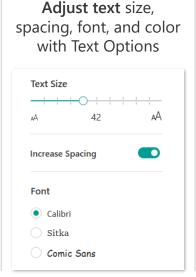


Launch Immersive Reader from an assignment on either desktop or mobile by opening the assignment and selecting the Immersive Reader icon. Turn in

Immersive Reader includes features that enable you to ...



Read text aloud





■ ✓ adverbs

Show labels

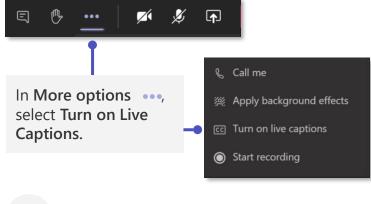


Focus on individual

# Live captions

For students who are hard of hearing, have dyslexia, or need support focusing, Teams can detect what's said in a class session or meeting and present realtime captions with speaker attribution.

Teams also integrates with Communication access real-time translation (CART) services to enable professional services to provide real-time transcription of meetings or events. (Coming soon)



#### Message translation For students who aren't learning in their native

language, Teams can be set to translate each message into their preferred language. Teams translation currently supports over 35

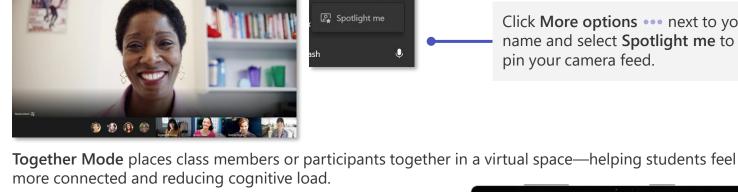
languages, and can be turned on in both the desktop and mobile versions of the app.





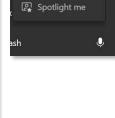
### Try Spotlight and Together Mode for class time **Spotlight** pins a specific participant's camera feed for everyone in the class to ensure all attendees are

looking at the same screen. To enable full access for Deaf or heard of hearing students, Microsoft Teams supports spotlights for both the teacher and class interpreter.



options \*\*\* and

Progress <u>here</u>.



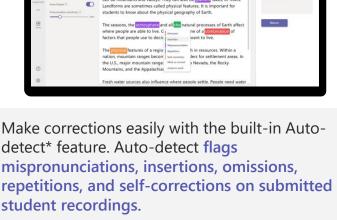
name and select Spotlight me to pin your camera feed.

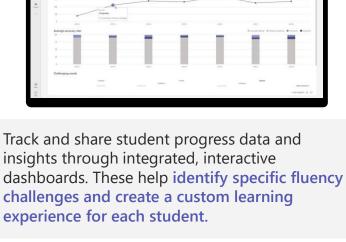
Click More options ••• next to your

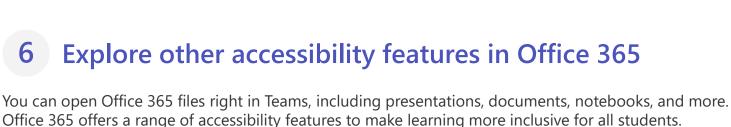
Go to More ⊞ Gallery



#### Reading Progress, a new tool built into Microsoft Teams, helps students build literacy skills through personalized, independent reading experiences. The app also saves teachers through a streamlined review process that collects and analyzes data though Insights. You can learn more about Reading







in Word, Outlook, OneNote, PowerPoint, and Excel. Dictate in Word for Navigate to **File** menu and hit

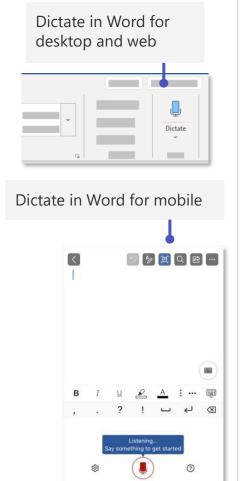
the **Account** tab to change the

Dark mode helps users reduce eye

fatigue and strain. Available in

Teams, Word, Outlook, OneNote,

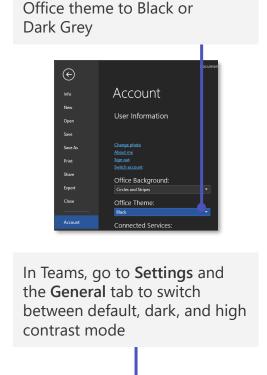
PowerPoint, and Excel.

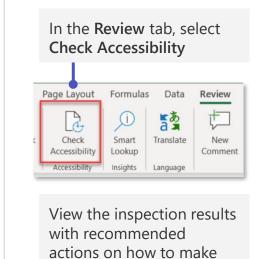


**Dictation** to transcribe speech.

Available in Word, Outlook,

OneNote, and PowerPoint.





**Accessibility Checker** 

helps ensure content is

accessible for parents and students who are blind. Available



Recommended Actions A Font Color A Shape Fill Other Suggestions Text Highlight Color