

Digital Passport Session



**Skills
Centre**

ACCESS+
FURTHER
EDUCATION
SUPPORTS
UCC



Workshop Schedule

TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	

Sound File Production



Today's objectives

- Learn about Sound File Production to help with your written work
- Learn about Balabolka, Dictate, Immersive Reader and Claro ScanPen
- Learn how this software can help your college experience

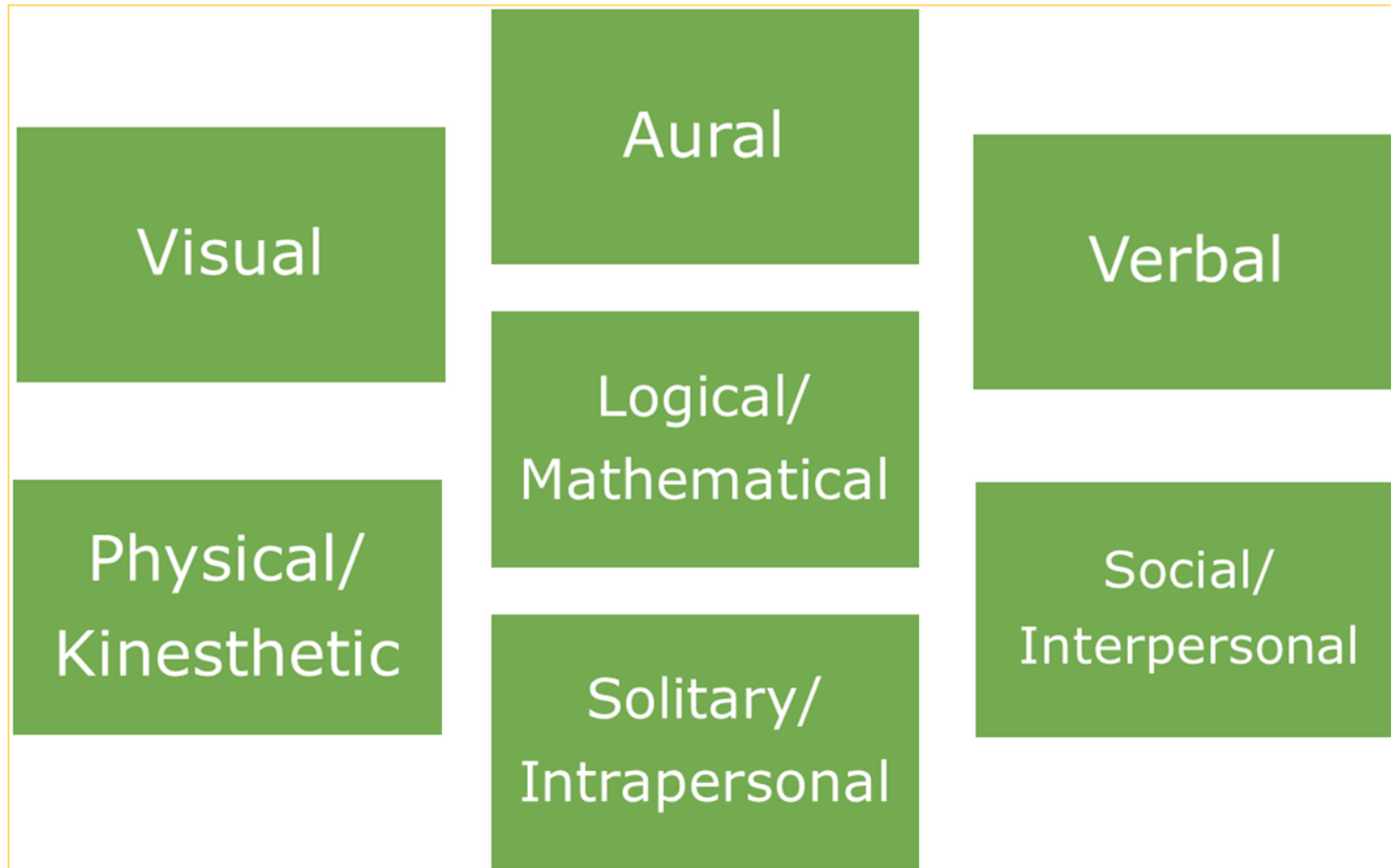


What is Sound File Production?

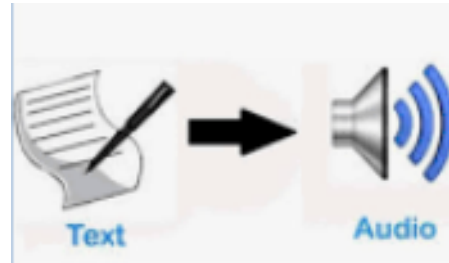
- Here: Creating a sound file from a written text
- To then listen to it to study and revise anywhere, anytime!



Learner Types



Balabolka



Will convert text to a sound file



Listen to your, for example: Definitions, Poetry, Case studies



Save your sound files (e.g. Google Drive, One Drive)



Listen on your phones to learn /revise on the go



Balaboka



Will convert text to a sound file



Listen to your, for example: Definitions, Poetry, Case studies



Save your sound files (e.g. Google Drive, One Drive)



Listen on your phones to learn /revise on the go

Practice Time!

Let's see how Balabolka works!



How to use: Balabolka

Download for free: <https://balabolka.en.softonic.com/>

- Click on the icon to start Balabolka
- Find the text you want to convert to a sound file
- Copy this text from the source into Balabolka
- Choose the voice and rate of speech you want
- Click on FILE
- Click on SAVE AUDIO FILE
- Give it an appropriate file name & location (online)





Listen, Learn & Revise

- Improves word recognition in new
 - Subjects
 - Languages
- Helps pay attention & remember information while reading
- Can help with comprehension
- Lightens the reading load.
- Multisensorial learning improves retention and recall of information.
- Great for quick revision





On the go: Listen, Learn & Revise

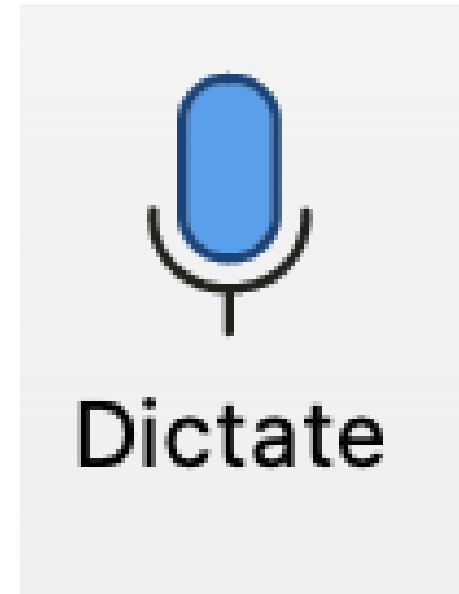
If you have saved this to your online storage, you can access it on your phone & listen to learn anywhere anytime!





Using “DICTATE”

- Log in to MS 365 on your device
- Open MS WORD
- Click in the document where you want to start dictating
- If the icon does not appear automatically, you can right click or click the icon in the task bar
- Speak to your computer and watch it type what you are saying
- Click on the “dictate” icon again to stop dictating



Practice Time!

- Try it out yourself now!
- Dictate a short paragraph to
- Word and see how you like it!
- Do not forget the interpunctuation!



Using “Immersive Reader”

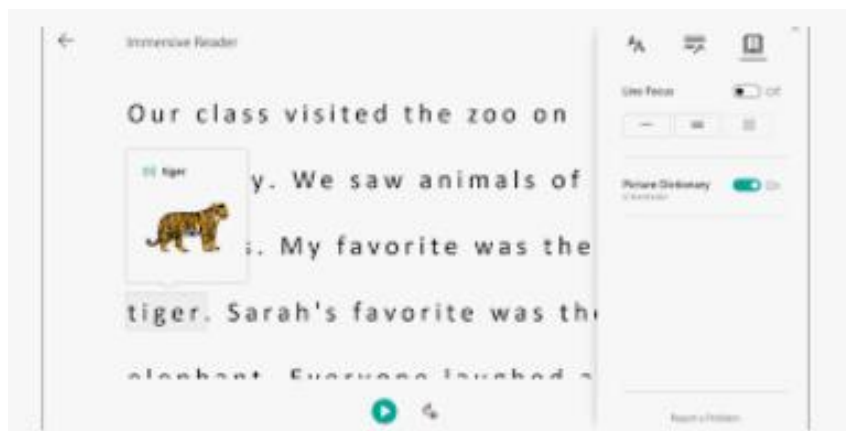
1. Log in on your device
2. Open Word and click on VIEW
3. Click on Immersive Reader
4. Click on play: Adjust speed & voice
5. Try out the tools:
 - Text preferences
 - Grammar options
 - Reading preferences

Proof-read and listen to your typed work!

Use Immersive Reader to listen to what you have written!

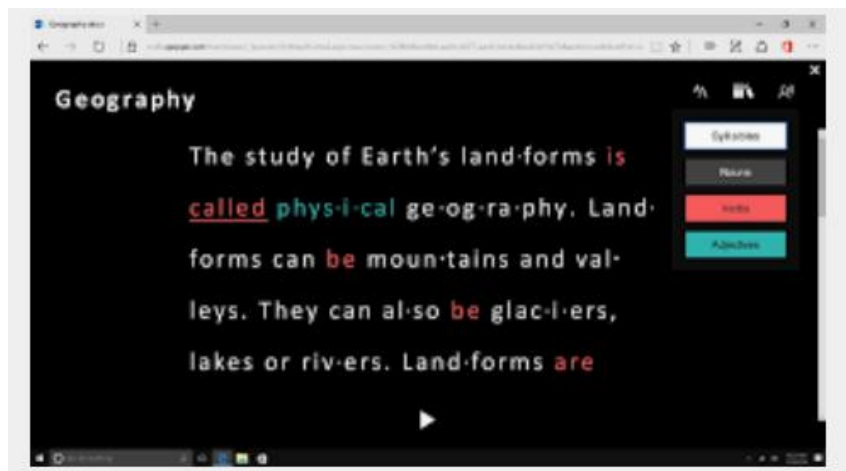


Immersive
Reader



Customize “Immersive Reader” to Your Needs

- Gradually, you will find the settings that suit you individually
- Whenever and wherever device that you log on to your Office 365 account, it will remember your preferred settings



A Samsung smartphone is centered in the image, displaying a blue-tinted forest wallpaper. The phone's status bar at the top shows the carrier 'orange', signal strength, Wi-Fi, and 92% battery. The time '12:37' is displayed in the center, and the date 'DUM, 19 AUGUST' is at the bottom. The phone is flanked by white over-ear headphones. The background is a brown, cracked leather-like texture.

Mobile Options

Mobile Devices

Using your iPad/iPhone to make reading easier

- Seeing AI (artificial intelligence)
- Point the camera of your iPhone/iPad at text or handwriting & it will read it aloud to you
- *Android – check out our other video*
- Listen to your text or notes to learn, study & revise



Claro ScanPen

Claro ScanPen will help with reading other European languages:

→ English, Danish, Dutch, French, German, Italian, Norwegian, Portuguese, Spanish, Swedish

Simply select the voice that matches the language of your text to hear it read back correctly.



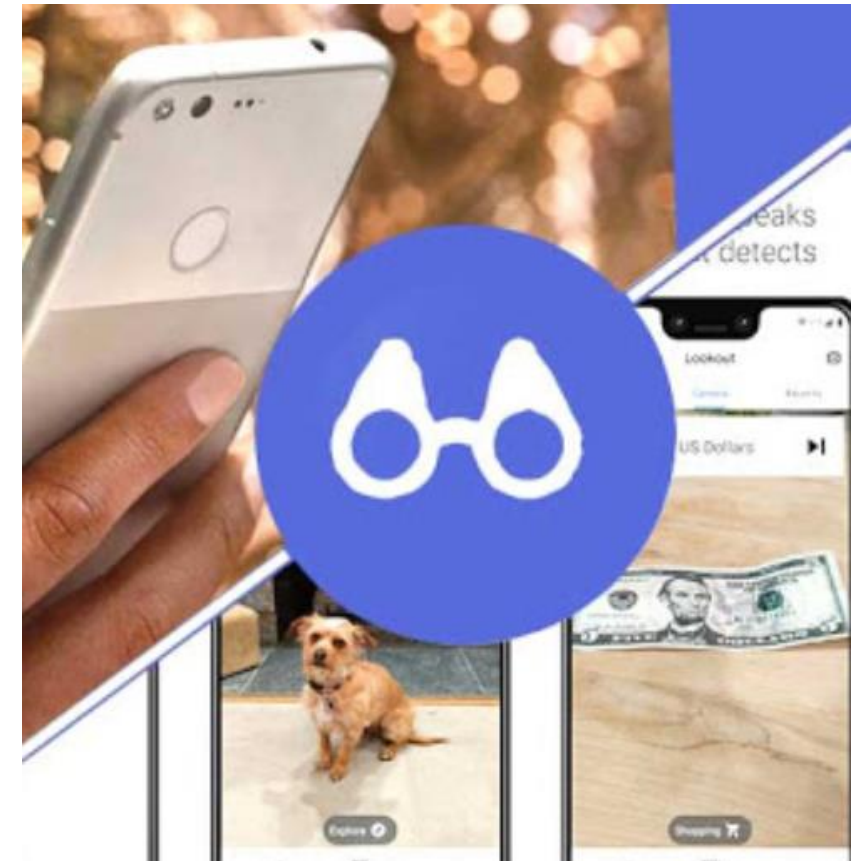


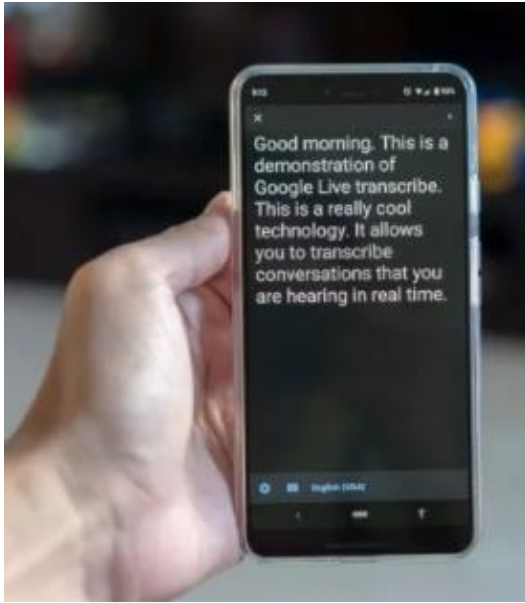
Using “LookOut”

[Link to download LookOut](#)

After downloading, start the programme and give it permission to access your camera!

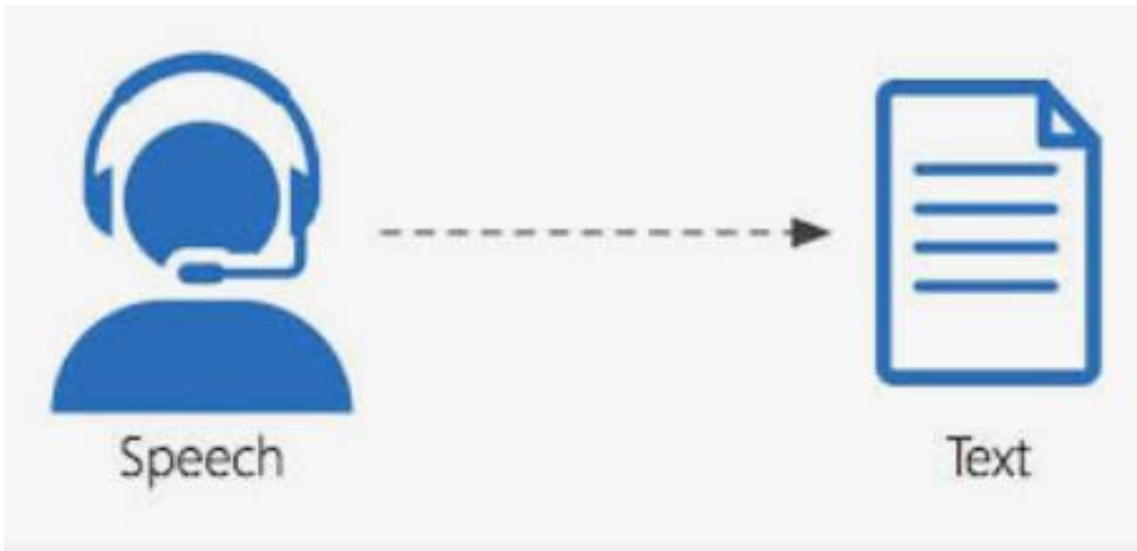
- Two tools to help with reading:
 - Quick Read
 - Scan document
- **Quick Read**
 - point the camera at text, tap PLAY & listen to your text
 - Tap on the stop button to stop the reading
- **Scan Document**
 - Take a snapshot of a document & LookOut will scan the text → it can be read aloud by “SELECT TO SPEAK”
 - Check out our video on “Select to speak”





Using “LookOut”

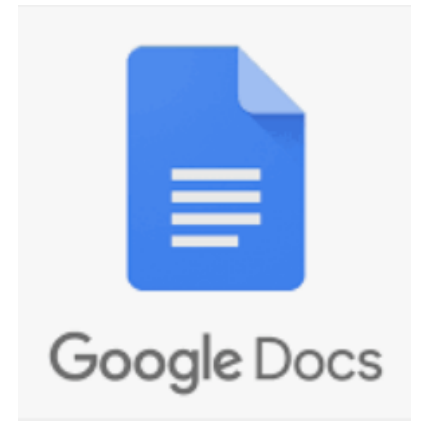
- LookOut can help you with your written work
- It will type, transcribe what you say
- Free app for your Android phones/tablet
- *(Subscription version for the iPad/iPhone – free soon?)*





Using “Live Transcribe”

- Dictate your work
- Tap and hold a word
- Tap on SELECT TRANSCRIPTION
- Tap on COPY
- You can then paste this text into
 - Email
 - Google Docs
 - Office 365 Word
 - Text message or other IM





Any Questions?



A large yellow circle containing the UCC logo (University College Cork, Ireland) and the text "Skills Centre". Below this is a detailed illustration of a key. At the bottom of the circle, the hashtag "#unlockYOURpotential" and the Twitter handle "@UCCSkills" are displayed.

Contact the Skills Centre if you need any help with your academic communication!

Email: skillscentre@ucc.ie

