

Supporting English Learners and Engaging Families with Google (Translate) Tools

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The Graham Family of Schools & Columbus State Community College

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Opening Survey

Welcome!

Please complete the survey at

<https://www.ChrisSpackman.com/2024-10-29-intro-survey.html>.

Or, use this QR code:



Brief Discussion

Brief discussion of the survey.

- Were you able to understand the form?
- Did you use the Google Translate app (or similar) to read the form?
- Has anyone had experience living in a different culture and different language?

If it wasn't as obvious as a sledgehammer, we're trying to experience how some families experience school communications.

Today's *Nagare*

- Introductions and brief tech familiarity conversation
- Legal requirements and generally “Why are we here?”
- Translating “documents” (for broad definitions of “document”)
- Translating slides
- Creating multilingual forms — this one could be fairly meaty
- Videos, other multimedia, and subtitles — if you don't need it, you prolly need it
- Q & A and wrap up

About Chris Spackman

Professional History

- Taught K-12 EFL (English as a Foreign Language) in Japan, 1995 – 2008
- Earned MA TESOL and Ohio ESL K-12 teaching license in 2010
- Work in K-12 ESOL for The Graham Family of Schools since 2010
- Teach adult ESOL for the Basic English program at Columbus State Community College since 2016
- Know English and Japanese; learning Spanish

Contact Me

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Another QR Code

Please go to <https://www.ChrisSpackman.com/2024-10-29.html> for links we will use today.

Or, use this QR code:



Why We Are Here

Our goals for today are:

- Understand legal requirements for language access
- Look at some Google tools to support English Learners
- Look at some Google tools for multilingual family engagement

But first, let's preview some **vocabulary**.

Vocabulary describing the Field

“ESL” is “English as a Second Language”. It is outdated but still used.

TESOL: Teacher of / Teaching English to Speakers of Other Languages

ESOL: English for Speakers of Other Languages

EAL: English as an Additional Language; recognizes that English is often a 3rd or 4th or more language

ENL: English as a New Language; avoids counting the student's languages

There are many more. I prefer ESOL in the k-12 context.

Vocabulary describing the Students

EL: English Learner; currently the most popular term and acronym

ELL: English Language Learner; ELL is outdated

EMEB: Emergent Multilingual / Emergent Bilingual; most accurate, but not widely used

MLL: Multi-Lingual Learner; also sometimes just **ML**

LEP: Limited English Proficient; very outdated, but still the legal term

L1: Language 1; the student's first or preferred language

I prefer **EMEB** because it includes both 1) the student is working toward multilingualism and 2) the student is not there yet. When an EMEB student places out of ESOL services, they are **multilingual** or **bilingual**.

Legal Requirements

The DOJ and DOE are pretty specific about language access requirements:

*“Schools must communicate information to limited English proficient parents in a language they can understand about **any program, service, or activity that is called to the attention of parents who are proficient in English**” (emphasis added)*

Legal Requirements

“This includes, but is not limited to, information related to:”

- registration and enrollment in school and school programs
- requests for parent permission
- gifted and talented programs
- parent handbooks
- report cards
- parent-teacher conferences
- student discipline policies and procedures
- special education and related services
- meetings to discuss special education
- language assistance programs

from: <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>

Preferred Language Identification Process

- Families complete **Language Usage Survey (LUS)** at registration. It asks about:
 - languages used at home
 - student's first language
 - preferred school communications languages
 - (and a few other things)
- Registrar or ESOL Coordinator goes through LUS forms looking for families with other languages at home
- Someone communicates family language preferences to school staff

Google Tools (Basics)

The tools we will talk about are . . .

- Google Translate
- Google Docs
- Google Sheets
- Google Slides
- Google Forms
- Google Drawings (doesn't have its own page)

Google Translate

Google Translate site can:

- translate text (including voice input)
- create translated images
- translate presentation slide decks
- translate websites

The app for iPhone and Android is *very useful*. It also:

- has conversation mode
- can translate text through the camera in real time

Google Translate (cont.)

- Don't translate individual words; use the word in a sentence to get better results
- Students choose what to use in class:
 - they may not want everything translated for them
 - they may want to translate things themselves
 - they should have the option of using a phone, even if generally not allowed

Google Docs

Currently, only Google Docs has Translate built in. Translating Google Docs is pretty straightforward:

- Create document;
- Go to Tools ⇒ Translate document;
- Choose a language; click Translate;
- A **new** document will open with the translated content

I always name files with the codes for the language:
“Letter Home (en)” and “Letter Home (es)”.

Google Sheets

You can use a spreadsheet to keep table of commonly used translations (auto-updates on load, so always most recent / best translations)

	A	B	C	D	E	F
1	English	Arabic	Spanish	Somali	Nepali	Japanese
2	bus	حافلة	autobús	bas	बस	バス
3	math	الرياضيات	matemáticas	xagga maallintii	महदुत	算数
4	bathrooms	حمام	baño	musqul	स्नानघरा	トイレ
5	please	لو سمحت	por favor	fadlin	सुचया	お願いします
6	raise your hand	ارفع يدك	levanta tu mano	gacantaada kor u qaad	हात उठायुहोस	手を挙げてください
7	Can I borrow a pencil?	هل استطيع استعاره قلم الرصاصي؟	¿Puedo pedir prestado un lápiz?	Ma amaahan karaa qalin qalin ah?	के म पेन्सिल उपर तिन सगवु?	鉛筆を借りてもいいですか？
8	I hope this email finds you well.	أمل أن يجدك هذا البريد الإلكتروني جيدًا	Espero que este correo electrónico te encuentre bien.	Maxaan rajeynayaa in emailkan si fiican kuu helo.	मलाई आशा छ कि ये ईमेल तलाईलाई राम्रो भेटुनो।	ご健勝のことと存じます。
9	Please call me at the phone number below.	يرجى الاتصال بي على رقم الهاتف أدناه	Lláname al número de teléfono a continuación.	Fadlan ligu soo wac lambarka taleefanka hoosta ku yaal.	सुचया तर मलाई फोन नम्बरमा कर गर्नुहोस्।	以下の電話番号に電話してください。

Example of a multilingual reference spreadsheet

Google Sheets (cont.)

To get meaning or synonyms, use “IMPORTXML”. The specific functions are:

translate: `=IF(A4="", "", GOOGLETRANSLATE("content","EN","L1"))`

synonym: `=IMPORTXML("https://www.thesaurus.com/browse/word", "(//h2)[1]/following::li[position()<4]//text()")`

I like to put the English word or meaning in one column, and then have the translation refer to the cell in that column:

- `=IF(A4="", "", GOOGLETRANSLATE(A4,"EN","FR"))`

- `=IMPORTXML("https://www.thesaurus.com/browse/"&A4,"...")`

The IF statement lets you prefill cells but leave them blank until there is a word to translate.

Google Slides

When creating new slides, I recommend using a template that has the “translation” script already installed. The code is from Google, and it does not connect anywhere else.

- Presentation slides with the translation script
- Google dev page on creating the “translate” add-on
- I prefer using the AppScript, to guarantee student privacy
- When using external web sites and extensions and addons: privacy ????

Google Slides

For existing Google Slides that need translated, the easiest way is to:

- Download as PPTX (File ⇒ Download ⇒ Microsoft PowerPoint (.pptx))
- Upload to Google Translate site
- Download the translation (it will be PPTX)
- Upload to Google Drive
- Convert back to Google Slides (File ⇒ Save as Google Slides)

Note: files larger than 10 MB will not be translated. Remove or resize images to get PPTX file under 10 MB. (Hint: PPTX files are just zip files.)

Google Forms

Choices, choices, choices, and until recently, none of them great.

- Separate forms (update! much easier with new [AppScript for Forms](#))
- One form with several languages per question
- One form with sections for each language

All have their drawbacks. Biggest is often the extra time needed for collating the data later. There are add-ons / extensions, but the AppScript is only a little more annoying, and completely safe.

I have a [video on YouTube](#) with more info how to create multilingual forms with Google Translate.

Google Drawings

Graphics do NOT automagically get translated (yet)!

- Graphics with text are more difficult to translate
- Best to avoid text in graphics (best choice, in my opinion)
- Google Translate can translate images (second best choice)
- Google Drive can (sometimes) do **OCR**
- In emails / newsletters, should provide individual translated graphics
 - so, better to avoid text in graphics

Google Tools (Advanced)

- Google Meet
- Google Gemini
- Google NotebookLM
- YouTube

Google Meet

- Turn on live captions
- Each user can turn on translated live captions
- Need to make families aware of it, though

Google Gemini

LLMs are great for creating text in a lot of languages.

- Create readings for students, in all the languages, at all the levels
 - reading practice, grammar explanations, summaries, etc.
- Translate subtitles, including the timings!
- Soooo much more

When facts matter, I check the English, then ask for translations, questions, etc.

Tip: have a conversation, not just a one-and-done request

Google NotebookLM

NotebookLM is new-ish and I've not had a chance to use it much.

If what I've heard is accurate, it could become very useful for school staff soon.

- good for school documents, class texts, etc.
- might translate entire handbooks, registration forms, etc?

YouTube

YouTube is an excellent resource for educational videos, especially for newcomers.

- Find content area videos in students' L1
- Get transcripts of videos
- Add subtitle tracks
- Add audio tracks?

YouTube (cont.)

Content Area Videos

- Google Translate your search
 - high school algebra solving 2-step equations \Rightarrow Álgebra de secundaria: resolución de ecuaciones de dos pasos
- Search YouTube with the translated text
- Look through a few of the vids
- Translate the transcript to English, or turn on English captions
- Share video with student

YouTube (cont.)

Transcripts

- Youtube — if no translated subtitles, this is the easiest way
 - Copy transcript; paste into a Google Doc
 - Fix up a bit (line breaks can confuse Google Translate sometimes)
 - Translate in Google Docs, Google Translate, or ask Google Gemini to translate
 - You now have translated transcripts.
 - You do **NOT** have translated subtitles: document is separate from video; no timing information

YouTube (cont.)

Subtitles

If you publish videos on YouTube, use <https://studio.youtube.com> to add translated subtitles

- Select the video to work on
- Click on Subtitles from menu on the left side
- Click “Add Translation” and choose the language
- Double check and edit as necessary

For many videos you don't own, you have to fall back to auto-translated subtitles, if available.

Do's & Don'ts

Do's

- Give both English and L1 when sending translated documents home
 - Often, the English can be helpful if the L1 translation is unclear.
- Consider “plain language” and “simple English” when writing documents that will be translated.
 - Using plain language can help readers understand and maybe get more accurate translations.
- Similar to the advice for working with interpreters. Nutshell: keep sentences short and simple.
- Always turn on subtitles / captions when showing videos in class.

Do's & Don'ts (cont.)

Don'ts

- Do NOT use your world language teachers as interpreters or translators
 - Not in their contracts (usually)
 - Translation and interpretation are distinct skills. Speakers of a language are not automagically qualified to interpret or translate that language.
- Do NOT translate **everything** for your newcomer students
 - Newcomers need to learn English. That won't happen as quickly if they receive **everything** in their L1.
 - Okay, so then what **should** you translate?

Q & A; Wrap Up

- Questions? Answers? Comments?
- Please find these slides, and links to other resources from today, at chrisspackman.com
- My “professional” email address is chris@chrisspackman.com.
- My work email is spackman.1@thecharlesschool.org.
- My Gmail (for the shared documents) is osugisakae@gmail.com.
- I'm on Mastodon at [@chris_spackman@twit.social](https://social.toot.us/@chris_spackman).

Links

These next slides include the text of all the URLs in this presentation.

- <https://developers.google.com/apps-script/add-ons/editors/slides/quickstart/translate>
- <https://docs.google.com/document/u/0/>
- <https://docs.google.com/forms/u/0/>
- https://docs.google.com/presentation/d/1nEXUVQaheyQc133we28SJNg_XN4BYQhd3mxS7nVPrXM/edit?usp=sharing
- <https://docs.google.com/presentation/u/0/>

Links (cont.)

- https://docs.google.com/spreadsheets/d/1QjHJgSB4IRyyPh0566xdGjp0jg4U4Xd-aXKlL_HgleI/edit?usp=sharing
- <https://docs.google.com/spreadsheets/u/0/>
- <https://education.ohio.gov/Topics/Student-Supports/English-Learners/Identification-Reclassification-and-Monitoring/Language-Usage-Survey>
- <https://github.com/0sugiSakae/translate-google-forms> (AppScript)
- <https://forms.gle/4a5m33MRZEe5vwoaA> (form with sections for each language)

Links (cont.)

- <https://forms.gle/VBnqSUjrkNEiNn4p6> (form with several languages per question)
- <https://gemini.google.com>
- <https://meet.google.com>
- <https://notebooklm.google.com/>
- https://simple.wikipedia.org/wiki/Main_Page (simple English)
- <https://studio.youtube.com>
- <https://translate.google.com/>

Links (cont.)

- https://twit.social/@chris_spackman
- <https://www.ChrisSpackman.com/>
- <https://www.ChrisSpackman.com/2024-10-29.html> (redirects to 2024-10-29-itip-google)
- <https://www.ChrisSpackman.com/2024-10-29-intro-survey.html> (redirects to a Google Form)
- <https://www.ChrisSpackman.com/Educator-Resources/pd/2024-10-29-itip-google/index.html>

Links (cont.)

- <https://www.plainlanguage.gov/guidelines/>
- <https://www.youtube.com>
- <https://www2.ed.gov/about/offices/list/ocr/ellresources.html>
- <https://youtu.be/TXI9-IsRk7M> (creating multilingual forms)
- <mailto:chris@chrisspackman.com>
- <mailto:osugisakae@gmail.com>
- <mailto:spackman.1@thecharlesschool.org>

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