

G Suite Accessibility Tips

Students with learning differences would benefit from utilizing the resources below. Be sure all students have equitable access to learn by considering the following tips.

G Suite

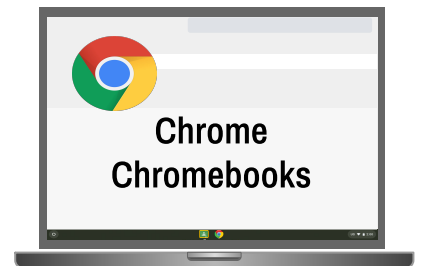


G Suite (Google Docs or Google Slides, etc.) and Google Classroom contain features to help communicate and understand written text differently.

- Use Docs and Slides to create accessible content: [Docs](#) | [Slides](#)
- Present with Closed Captions in Slides: [Slides Closed Captions](#)
- Use your voice to type in Docs or Slides' Speaker Notes: [Voice Typing](#)
- Add Alt-Text to images for students who need visual supports: [Alt-Text](#)

Use keyboard shortcuts to make your Chromebook or laptop work for you!

- Make the text and images on your screen larger: [\(PC\) CTRL and + \(Mac\) Command and +](#) (To reset to normal view, hit CTRL/Command and 0)
- To hear all your text read aloud: [CTRL and ALT and Z](#)
- [Find out about additional Chromebook accessibility tips using this link](#)

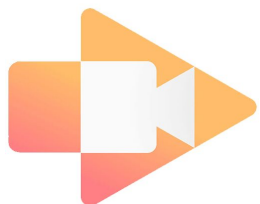


When participating in live meetings with Google Meet, enable closed captions.

- If you need to see the text of the meeting while participating live, turn on closed captions to read what is being said: [How to Enable Closed Captions in Meet](#)

Zoom offers a few accessibility tools. Learn more about enabling them during your live meetings.

- To have closed captions during a live meeting, the host must provide access in settings and ensure that captions are typed during the meeting: [How to Enable Closed Captions in Zoom](#)
- If you rely on keyboard shortcuts, check out which ones work in Zoom: [Keyboard Shortcuts](#)



Screencastify allows teachers to record short videos that can be shared with students through Google Classroom.

- Videos created with Screencastify save automatically to Google Drive. Once saved, you can create a transcript and save it to your video to create closed captions: [Learn to add closed captions to your Screencastify videos](#)

The following resources are useful for students who rely on a hearing device.

- A student's hearing device can be connected to a computer or iPad: [Learn how to connect hearing devices](#)
- Learn to PIN an audio interpreter in your live Zoom meeting: [PIN an Interpreter](#)

