USING READ&WRITE FOR AUDIO DURING EXAMS/QUIZZES

(WITH OR WITHOUT LOCKDOWN BROWSER)

Using Read&Write for Audio during Exams/Quizzes*

- Install Read&Write
- Update an existing copy of R&W
- Ensure Lockdown Browser/Respondus Monitor is up to date

(only if required by instructor for testing)

- Using Screenshot Reader
- Contact Accessible Media Staff

Installing Read&Write

As a student who utilizes audio when testing, you can still have access to this accommodation while at home by installing Read&Write.

Installing Read&Write

Use the following link and follow the prompts to install for PC or Mac.

https://www.texthelp.com/en-us/products/read-write/read-write-for-education/

Installing Read&Write

**Please note:

When prompted, choose "sign-in with Microsoft".

Your CSCC email address MUST be used in order to gain full access!

Update an existing copy of R&W

- Open Read&Write

- Click on the "i" icon at the top right of the RW toolbar

- Choose "About Read&Write"

- Click "Check for updates"

- A download manager box will open

  - *Click "Check for updates" button*

  - *the program should begin updates automatically upon opening but will require you to restart the computer.*

  - *OR you will see a message saying "You are on the latest version…" appear indicating it is already up to date.*

Update an existing copy of Lockdown Browser/Respondus Monitor
(only if required by instructor for testing)

- Open Respondus LockDown Browser

- Select "i" from the toolbar (Windows) or "About" (Mac).

- Select Check for Newer Version

- Follow the on-screen instructions to download and run the patch

Using Screenshot Reader

For Blackboard or other online platform tests please watch the video for Screenshot Reader. This is the tool you will need to utilize to be able to listen to any Blackboard or online content.

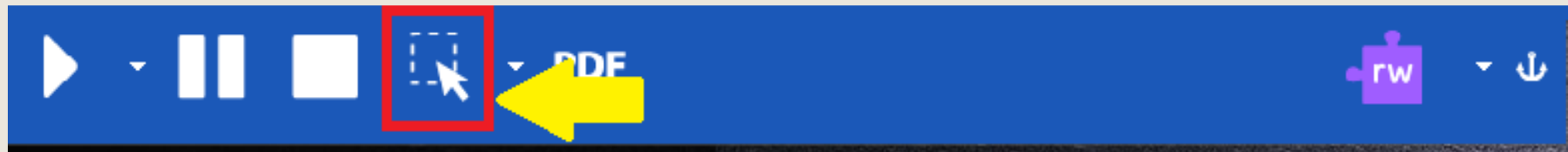# Using Screenshot Reader

Watch Screenshot Reader video

PC: https://youtu.be/vMmZ9OzzULw

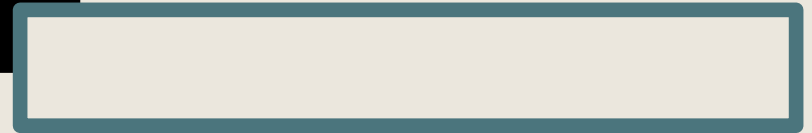Mac: https://youtu.be/1oCgIMnMdDU

Using Screenshot Reader

Try it!

1. Click on the dotted box in the top blue toolbar.
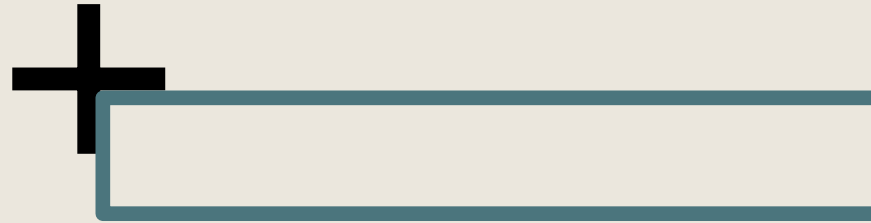
Using Screenshot Reader

2. Use the cross cursor to draw a box around the text you want to read.

Screen Analyzer Progress
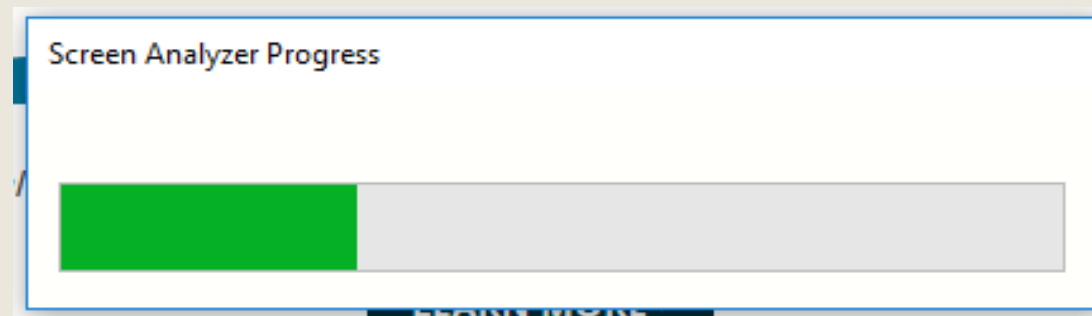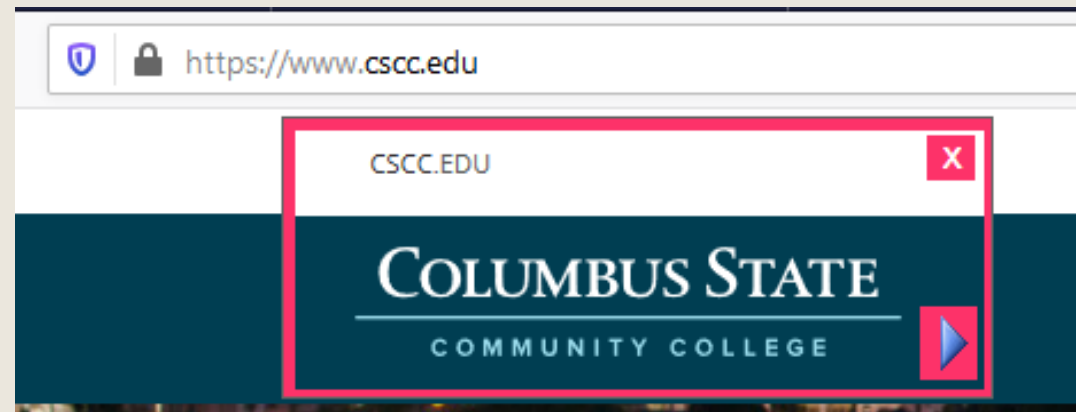
Using Screenshot Reader

**Please note:

When using the cursor to draw the box, only draw the box around one question at a time.

Using Screenshot Reader

3. The selected text will appear in a pop-up box and be read out loud. To re-read, select the "play" button in the bottom right (or redraw the box).

Contact Accessible Media Staff

Accessible Media staff can be contacted for installation assistance, questions or support at alternatemediateam@cscc.edu or 614-287-5910.