

Translating Messages on School Messenger

School Messenger offers a translation function for email, phone and text messages to parents/guardians. This guide provides instructions on how to translate those messages.

School Messenger uses the Language at Home field in Skyward to determine the appropriate language to use in sending messages to a particular family. It is possible that a family may contact you to say that they want to receive messages in English rather than the home language listed in Skyward. In that case, they will need to complete a Home Language Survey Corrections form so your database person can make the change in Skyward.

Begin your message by typing in the subject, the type (General, Emergency, etc.) and selecting your recipients as you normally would. Then move on to creating the email, phone, and or text messages. This is where you would create the translations.

Emails

After you've finished typing in the text of your email as you normally would, click the box next to **Translate** at the bottom left.

New Broadcast

1 Subject & Recipients 2 Message Content 3 Review & Send

Add one or more of the following message types to your broadcast. [Load Saved Message](#)

+ Phone + Email + SMS + Posts

From Name Jackie Johnson

From Email jackie.johnson@gm.sbac.edu

Reply To Email

Subject test

Body Stationery... Click in the toolbar below to add attachments. Please note: links to your attached files are now embedded in your email.

B I U S A Styles - Normal - Font - Size - Field Insert Attach Paste text from Phone

This is a test message for Alachua County Public Schools. This is a test of the translation function of the School Messenger system. Thank you.

Translate Preview

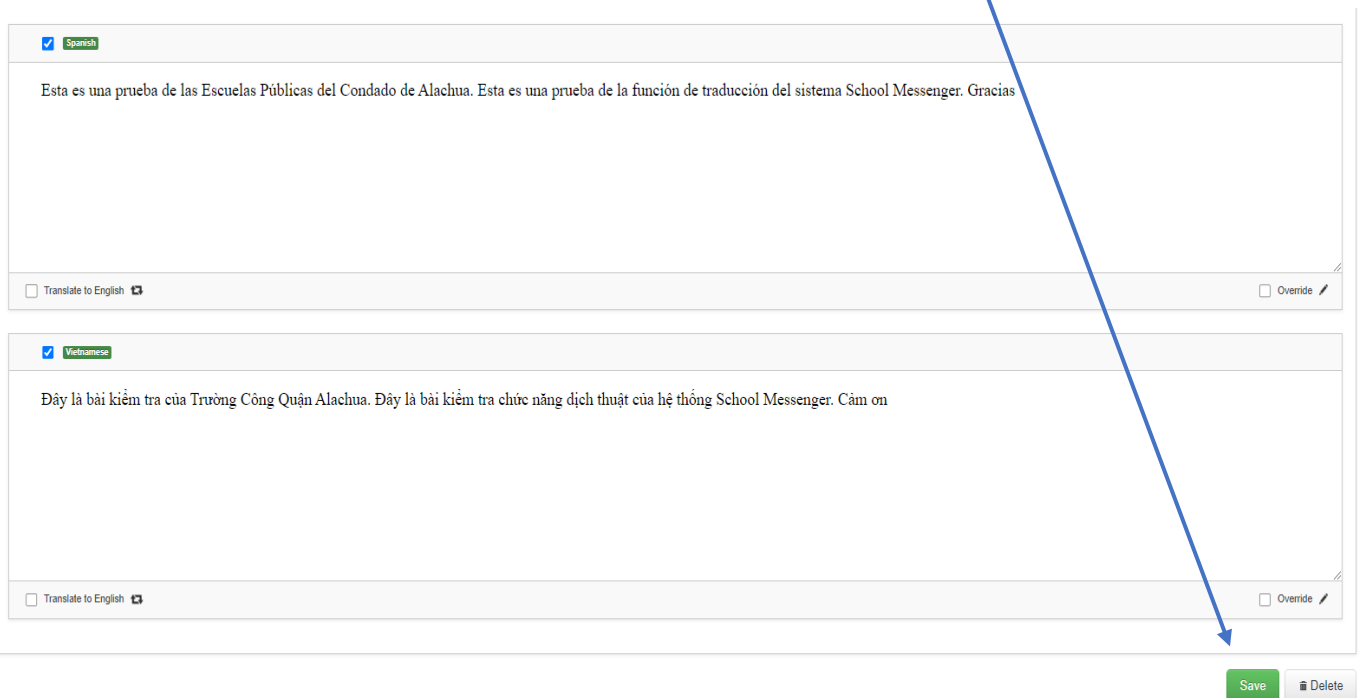
Save Delete

Underneath the **Translate** button you'll now see translations of your message into the nine languages most commonly appearing in Skyward. You can use all of them, or you can use just some of them by de-selecting the ones you don't want. People who have indicated a language that you have deselected will now only get the message in English.

To de-select messages, just click on the blue check box next to the language. When you de-select a language, the box should be empty.



Once you've chosen the languages you want to use, click on the green **Save** button at the bottom of the page, and you're done with emails.

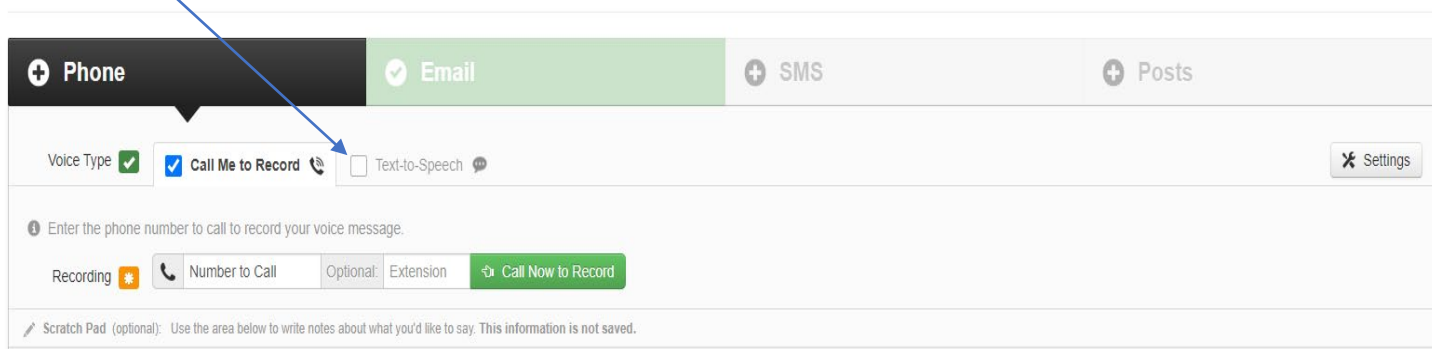


Phone messages:

To send an individual message in any language(s) other than English, you must use the **text-to-speech function**, which means that even the English version will be a text-to-speech version. School Messenger does not allow you to record your voice in English, then have the text-to-speech function translate the other languages within the same message. There is a way to record a message in multiple languages, but the speaker of the other language would have to be with you to record the message on the same phone at the same time.

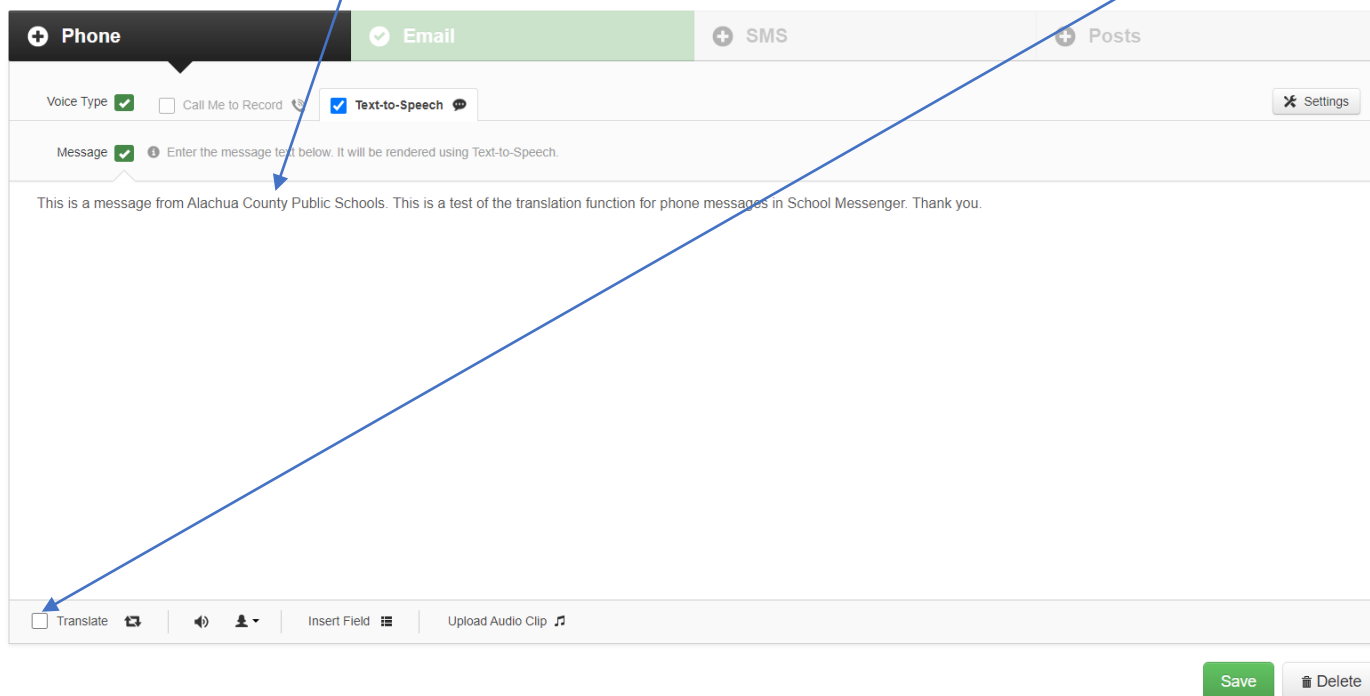
Text-to-Speech

If you plan to use text-to-speech for your phone messages (English and other languages), click the box next to **Text-to-Speech**.




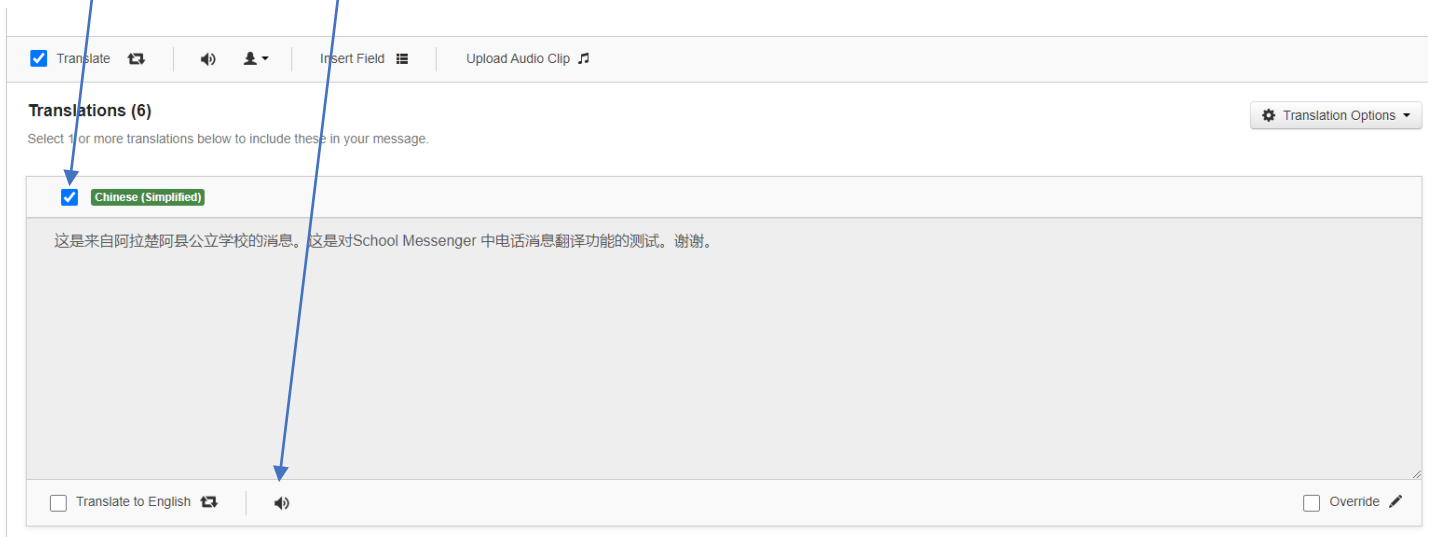
The screenshot shows the 'Phone' tab selected in the top navigation bar. Below the navigation bar, there are several options: 'Voice Type' (checked), 'Call Me to Record' (checked), and 'Text-to-Speech' (unchecked). A blue arrow points from the text above to the 'Text-to-Speech' checkbox. Below these options, there is a section for entering a phone number to call to record a voice message, with fields for 'Number to Call' and 'Optional: Extension', and a 'Call Now to Record' button. At the bottom, there is a 'Scratch Pad' section for optional notes.

Type your message in the space that will now appear under **Message**. Avoid any spelling or grammatical errors that may make it difficult for the message to be rendered into speech. Then hit the **Translate** button on the bottom left.

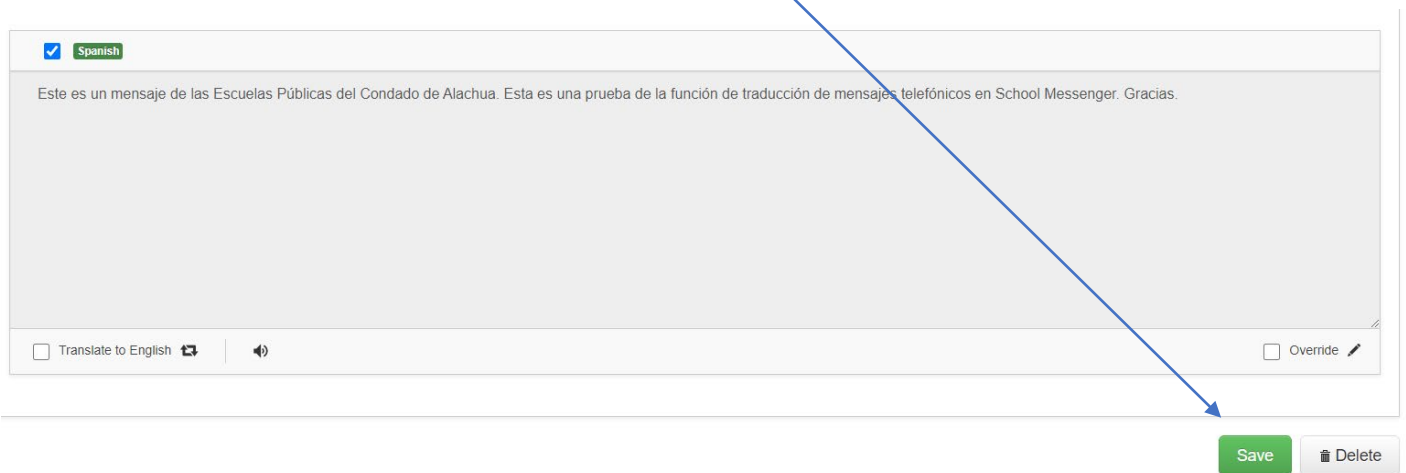


The screenshot shows the 'Message' section of the interface. The 'Text-to-Speech' checkbox is now checked. A blue arrow points from the text above to this checkbox. Below the checkbox, there is a 'Message' section with a text input area. The text input area contains the message: 'This is a message from Alachua County Public Schools. This is a test of the translation function for phone messages in School Messenger. Thank you.' A blue arrow also points from the text above to the 'Translate' button at the bottom left. At the bottom right, there are 'Save' and 'Delete' buttons.

As with the email messages, you can de-select any languages you don't want to use by clicking the blue check box next to the language. If you're interested, you can hear how the message sounds in a particular language by clicking the  icon on the bottom of that language section.



Once you've chosen your languages, click the green **Save** button on the bottom right hand side of the screen.



NOTE: It is strongly recommended that you listen to how your message sounds in English in text-to-speech, especially if your message includes acronyms, email or website addresses. The text must often be adjusted for these to be put into speech correctly.

For example, www.sbac.edu/rezoning must be typed as w w w dot s b a c dot e d u slash rezoning. Likewise rezoning@www.sbac.edu must be typed as rezoning@ w w w dot s b a c dot e d u

Ultimately, it may take some 'tinkering' to get your message to sound right.

Text Messages:

To send a text message in English and other languages, type in your message as you normally would. Then click the box next to **Translate** at the bottom left.

New Broadcast

1 Subject & Recipients → 2 Message Content → 3 Review & Send

Add one or more of the following message types to your broadcast. Load Saved Message

+ Phone + Email **+ SMS** + Posts

SMS Text Enter your SMS message text below. (max characters allowed: 160)

This is a test of the translation function for texts in the School Messenger system.

Translate Insert Field Spell Check 84 characters (max: 160)

Save Delete

As with the emails and phone messages, a list of translations will appear under the **Translate** button. Again, you can deselect any languages you don't want to use by clicking on the blue check box next to the language. The box should now be empty.

Translate Insert Field Spell Check 84 characters (max: 160)

Translations (9) Translation Options

Select 1 or more translations below to include these in your message.

Arabic 58 characters

هذا اختبار لوظيفة الترجمة للنصوص في نظام School Messenger.

Translate to English Insert Field Override

When you've finished choosing the languages, click the green **Save** button on the bottom right.

Vietnamese 75 characters

Đây là bài kiểm tra chức năng dịch văn bản trong hệ thống School Messenger.

Translate to English Insert Field Override

Save Delete

You have now successfully added translations for your emails, phone messages and texts. Now just follow the normal process for sending them out. Questions? Call Jackie Johnson at (352) 955-7545 or email jackie.johnson@gm.sbac.edu.