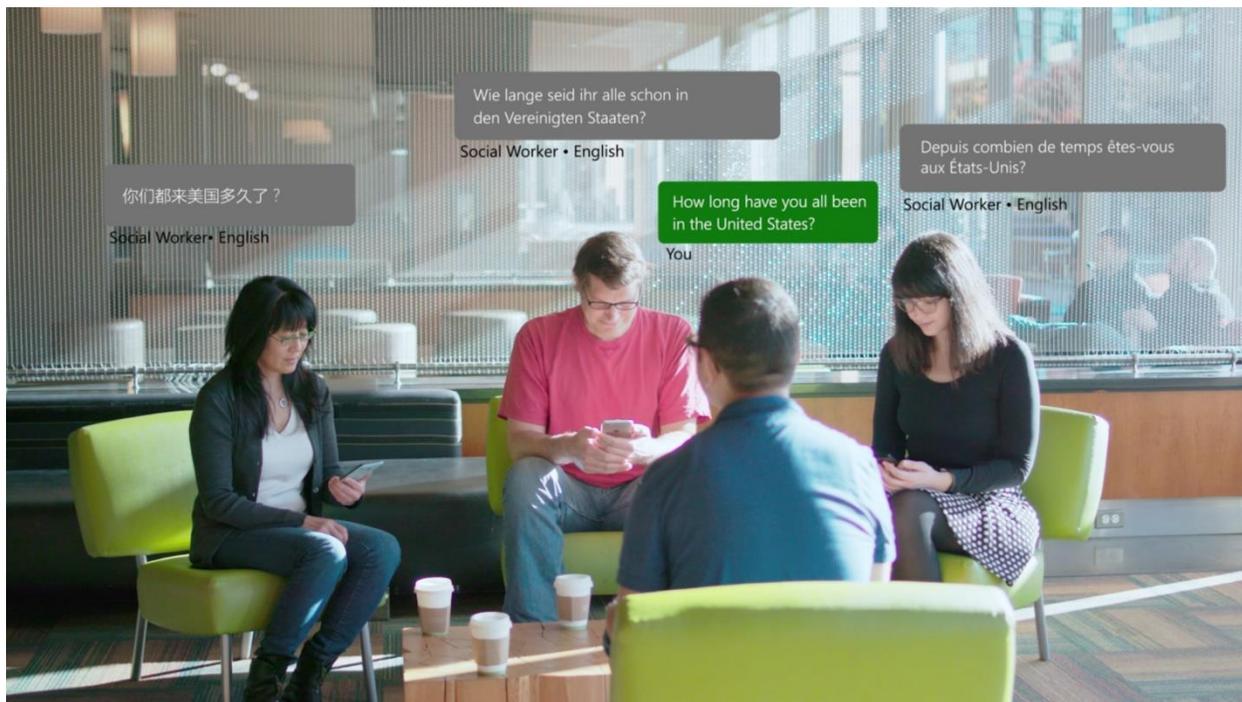




## How To Set-Up a Multilingual Parent-Teacher Conference



### **What is the Microsoft Translator live feature?**

The Microsoft Translator live feature translates conversations across devices, enabling two or more people to interact either one-on-one or for larger group interactions.

### **Why use Microsoft Translator live for Parent-Teacher Conferences?**

Teachers and school staff can use the Translator live feature to facilitate one-on-one conversations where language is a barrier, such as in:

- Parent-teacher conferences
- Group settings such as school orientation meetings
- Assemblies for parents that are not yet fluent in the school staff's language

Microsoft Translator helps bridge these communication gaps and supports cross-language understanding and learning, and even multilingual casual conversations to help with student and parent integration.

## How Does It Work?

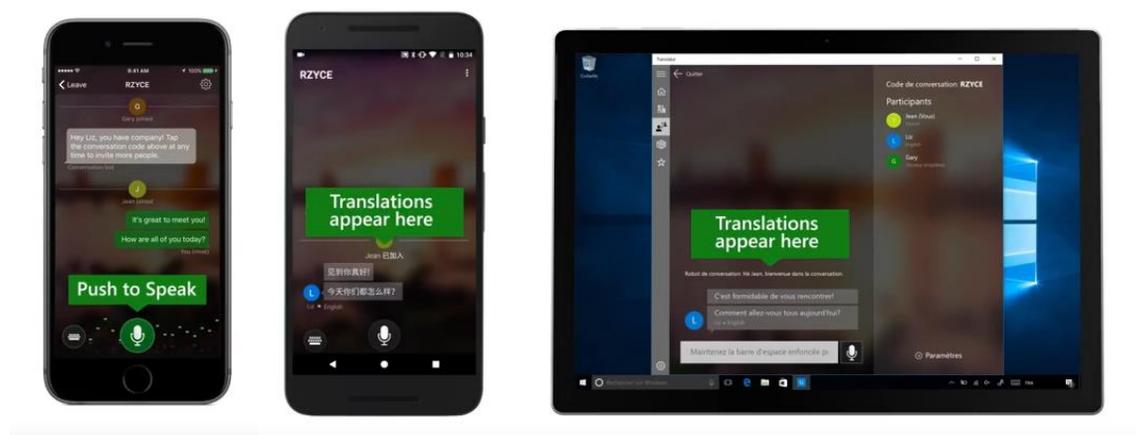
### How to Start a Conversation From a Device

- Choose a device: Android, iOS, Windows 10
- Open the app and tap on the multi-person Conversation icon
- Tap Start; Enter your name and language
- Share the QR or 5-digit Conversation code
- Start chatting! Use the microphone feature by pressing & speaking (push-to-talk, like with a walkie-talkie), or simply type your text. You'll see the translated text of the Conversation in your language – even if other users are speaking in a different language!

### How to Start a Conversation From Your Desktop

- From your browser: Click the Start a Conversation tab and login with your Microsoft, Facebook, or Google account
- Enter your name and language
- Share the QR or 5-digit Conversation code
- Start chatting by holding down the space bar to speak, or typing a message.
- Start chatting! Use the microphone feature by pressing & speaking (push-to-talk, like with a walkie-talkie), or simply type your text. You'll see the translated text of the Conversation in your language – even if other users are speaking in a different language!

[Watch this video](#) to learn how to get started with the live feature using the app across devices.



## Supported Clients

Microsoft Translator live is supported on:

Platform	App	Browser (speech+text) <a href="http://www.translate.it">www.translate.it</a>
Windows 10	PC, Mobile, Surface Hub, Hololens	PC: Chrome, Edge, Firefox
iOS	iPhone, iPad, iPod	Safari, Chrome, Firefox (text input only; no speech)
Android	Phones, Tablets, Kindle Fire tablets, Chromebooks	Chrome, Firefox
PowerPoint add-in	Windows only	n/a

## Supported Languages

- a. Speech input: 10 languages
- b. Text input: 60+ languages

Full language list: [www.microsofttranslator.com/languages](http://www.microsofttranslator.com/languages)

## A/V SET-UP FOR APP OR BROWSER

- Install the app on your phone/device or from your laptop (see the Supported Clients list for browser compatibility)
- Preload <http://translate.it> and be sure you can login (MSA, Google or Facebook).
- If you plan to have the parent join the experience from their device, be sure in advance that they have a compatible device (see compatibility matrix above). If they don't, bring an extra device that they can use.
- From a computer: Bring a high-quality headset that plugs directly into your machine for the best quality. *Do not use the one built into your laptop.* The quality of the signal will be lower.
- Internet connection: a strong WiFi, wired, or data connection
- Microsoft Translator live requires access to the cloud, and it's best to have as good a connection as possible.
- Try the Microsoft Translator live feature yourself! It's always good to make sure you're familiar with how everything works before your meeting.

## HOW TO USE FROM THE APP OR BROWSER

- Quiet area with good connectivity (if using WiFi or data connection)
- "Start the conversation" from your device by clicking the "Conversation" icon, and click "Start".
- Select your language if your native language is supported. If not, use English.

**"Conversation"  
Icon**



**Click "Start"**



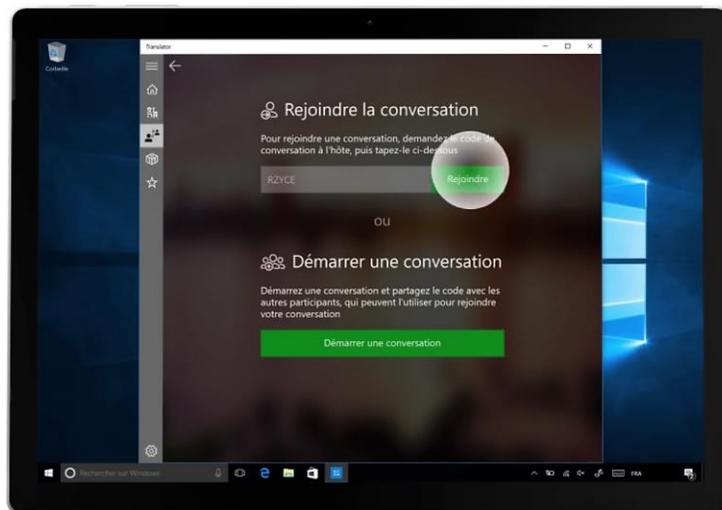
**Enter your name, and  
select language**

- Display the QR code, and have the parent(s) scan it from their device (or show them the 5-character code that they can key-in). Have them join in the language they are most comfortable with. If there are more than two parents or guardians present, they can join from their own devices.

**Scan QR  
Code**



**Or enter  
manually**



- Hold the microphone close to your mouth.
  - a. Focus on proper articulation (no mumbling) and pause between sentences so the system can catch up (it waits for a pause to finalize the translation). If you follow these two principles, there is no need to speak slowly.
  - b. Avoid very short or very long sentences. The system (both for speech recognition and translation) uses the context of a full sentence. By providing more context, you will increase the chances for both to work better. Ideally, sentences between 5 and 15 words are perfect
  - c. Avoid unusual people and place names, if possible. This can trip up Translator. Also avoid foreign place names. So, for instance, while speaking English, cities like Seattle or Milan will work fine. However, Klahanie or Milano might not.
  - d. If you're bilingual, don't switch languages. Translator will only understand the language you chose.
- If the parent's language is different than your own, have them talk into their microphone, and strike up a bilingual (or multilingual) conversation.

## FOR PARENTS: HOW TO JOIN A CONVERSATION

**Choose a device:** Android, iOS, Windows 10, or your browser (see the Supported Clients list for browser compatibility)

**Join a Conversation** by entering the conversation code or scanning the conversation's QR code

### **Choose your language**

**Start chatting!** Use the microphone feature by pressing & speaking (push-to-talk, like with a walkie-talkie), or simply type your text. You'll see the translated text of the Conversation in your language – even if other users are speaking in a different language!