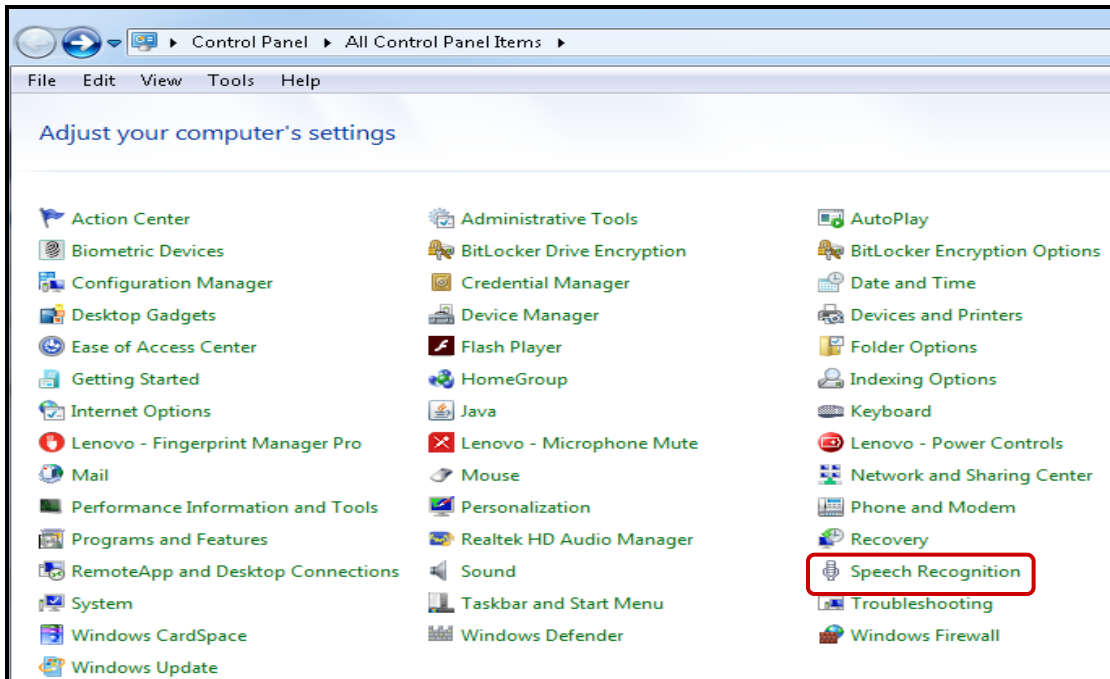


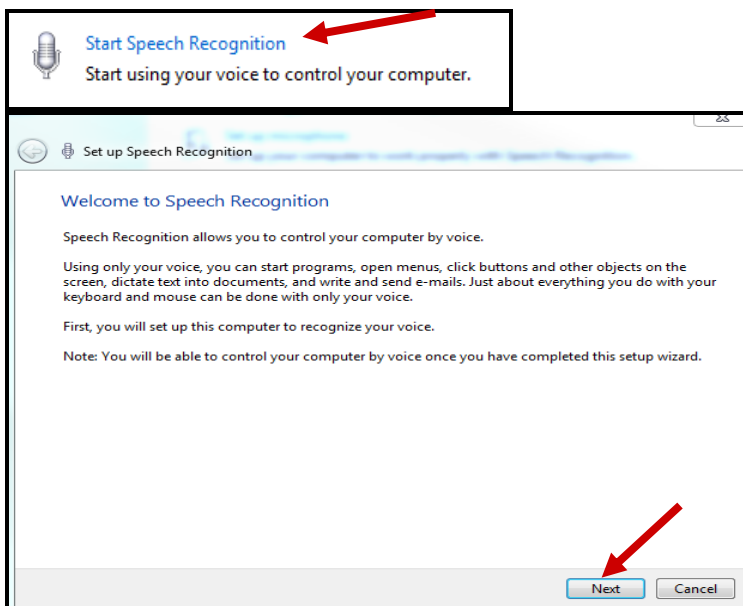
# Speech-to-Text

## Speech Recognition for Windows Devices

- 1) Connect a headset with a microphone to the computer.
- 2) Open Windows Control Panel and select **“Speech Recognition”**.



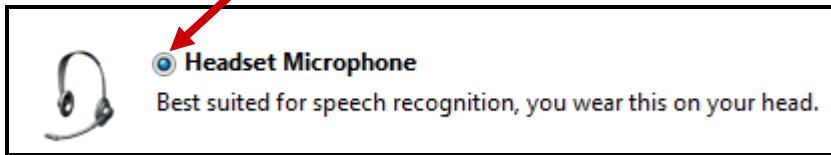
- 3) Select **Start Speech Recognition**, then click **Next**.



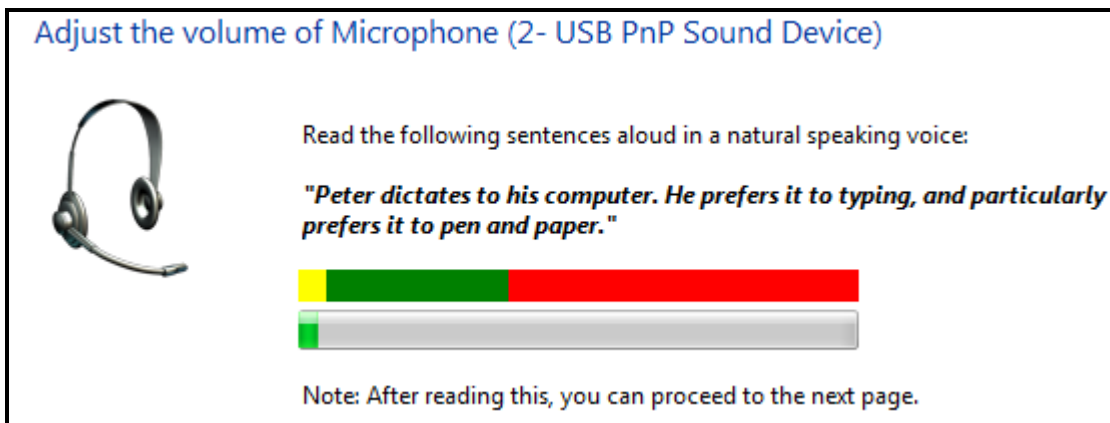
# Speech-to-Text

## Speech Recognition for Windows Devices

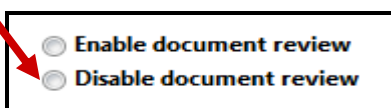
- 4) Select the radio button for **Headset Microphone**, then click **Next**. You will see a screen that explains proper microphone placement.



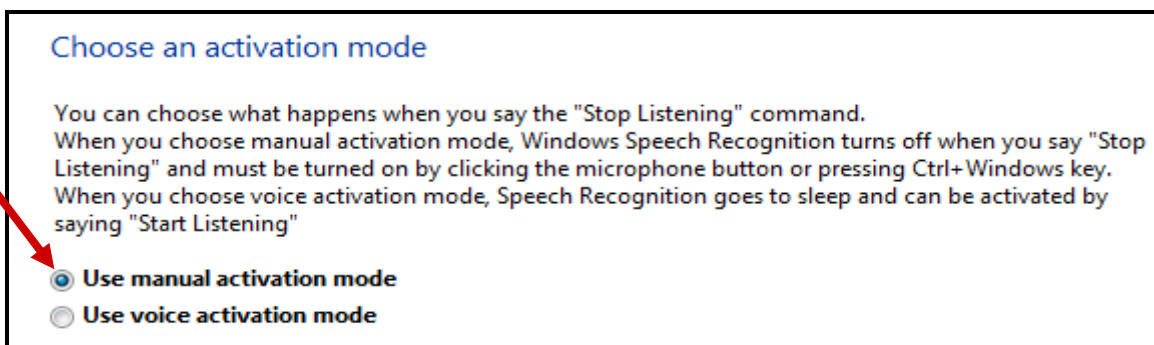
- 5) Read the quoted text on the page, then click Next. **\*\*If the volume of the microphone needs to be adjusted, you will need to do so before proceeding here.\*\*** You will then see a screen that lets you know your microphone is ready. Click **Next**.



- 6) You will be prompted to enable or disable document review. Click on **Disable document review**, and click **Next**.



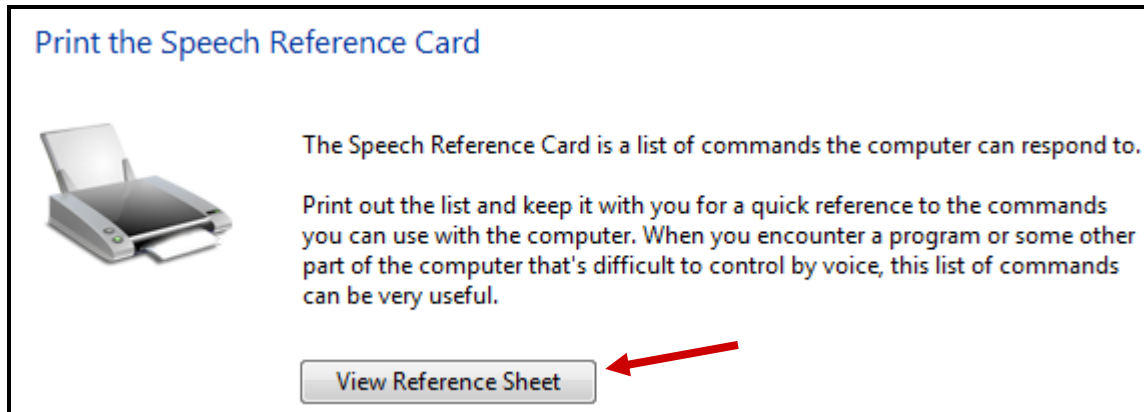
- 7) Choose an activation mode to manually start it each time it will be used by selecting **Use manual activation mode**



# Speech-to-Text

## Speech Recognition for Windows Devices

- 8) There is a reference sheet for use with this software. To view it, click the “**View Reference Sheet**” button. This is a lengthy Windows Help article and cannot be used with the secure browser. Click **Next**.



- 9) Deselect “**Run Speech Recognition at startup**” and click **Next**.



- 10) You will be prompted to start or skip the tutorial. It's fairly straightforward, but you may choose to have some staff do this tutorial for better understanding. Click **Next**.
- 11) You will then see the **Speech Recognition** widget on the screen. To activate, click the microphone button. Once this widget appears on the screen, you can launch the secure browser and log the student with the support into the system. The widget will remain on the screen, and the student will be able to use the software to enter any text in the test.

