

Support information gathering and sharing

A suggestion for implementing the strategy
'Using digital technologies' from the Guide:
[Technology tools for learning](#)

-
- Includes:**
- Take photos
 - Enable voice typing
 - Use voice technology
 - Utilise video
 - Offer graphic organisers
 - Useful resources

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Take photos



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Enable voice typing

Speech-to-text shifts the focus from the physical act of writing to expressing thoughts.

Speech-to-text is sometimes called dictation, voice-to-text, or speech recognition technology.

Tips for using speech-to-text

- When dictating, learners need to speak clearly and pronounce words correctly.
- Try using a headset with a built-in microphone to achieve the highest level of word accuracy.
- While dictating, learners will need to say the punctuation too. For example, they may need to say “full stop” or “question mark” at the end of a sentence.
- Learners will still need to plan, organise, and structure their thoughts into coherent phrases and sentences.
- In general, dictation is more accurate if you say whole phrases and sentences, not just individual words.

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Use voice technology

Voice technology tools offer learners alternative ways to gather information and share it with others.

Voice-memo technology uses the built-in microphone on a device.

Voice memos can be used to:

- record instructions, key ideas, or explanations
- record memos to self, for example, reminders, brainstorming, and lists
- read work aloud and check for errors or fluency
- share ideas with others.

Virtual assistants such as Siri can be used to:

- access information
- check work, for example, spelling, maths, or facts
- ask questions.

For further information, explore:

- [Siri on your iOS device](#)
- [Google Assistant on your Android or Chrome device](#)
- [Use the voice memos app](#)
- [Android voice recorder](#)

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Utilise video



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Offer graphic organisers

Support learners to organise their thoughts and complete multi-stage tasks.

Graphic organisers provide learners with a framework to:

- think and plan strategically
- collect and compare information
- break down information into manageable chunks.

Common online organisers include:

- [Coggle](#)
- [MindMup 2.0](#)

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Useful resources



Just say it: Voice recognition for empowering student and educator learning

Read time: 17 min

A sabbatical report investigating the latest voice recognition software in educational contexts.

Publisher: Educational Leaders

[Visit website](#)



How to use voice typing in Google Docs

Read time: 3 min

An article explaining how to enable and use voice typing in Google Docs.

Publisher: How-To-Geek

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ADHD and dyslexia strategies: How to turn on text-to-speech on your mobile device

A short video explaining how to use text-to-speech on a mobile device.

Publisher: You Tube

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