

Google Read & Write: Accessing the Toolbar

Introduction

This tutorial will provide information on how to access and open the Read & Write Toolbar using the automated icon. This is the toolbar that contains all the features, tools, settings, and customizations you and your students will access.

Learning Objectives

Completing this tutorial will give you experience:

- On how to access the Read&Write toolbar so it appears over websites or documents.
- On how to move the Read&Write toolbar for the best visual display.

This tutorial assumes that

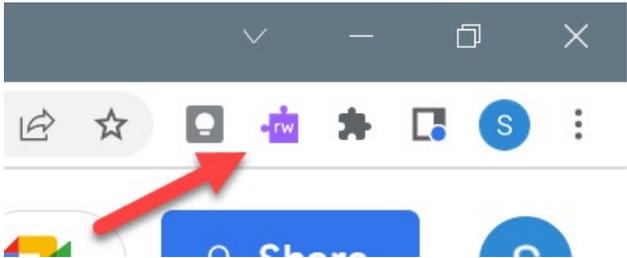
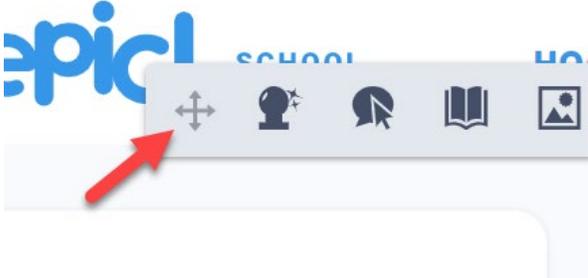
- You have a device that is connected to the internet.
- The Read & Write extension has already been installed.
- You are signed in with your email account that has access to the premium features.

Case Study

Miss. Raymond plans to use the various features of the toolbar with her students. The school has already purchased licenses and installed the extension. Students have already signed in.

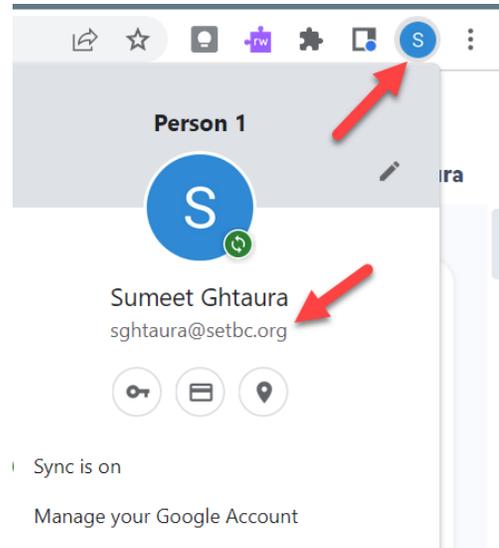
Miss Raymond has already chosen which features the students will use to support their literacy skills. They will be using to Word Prediction and Talk and Type, but they need to know how to access the toolbar to be able to begin their task.

Steps to Follow

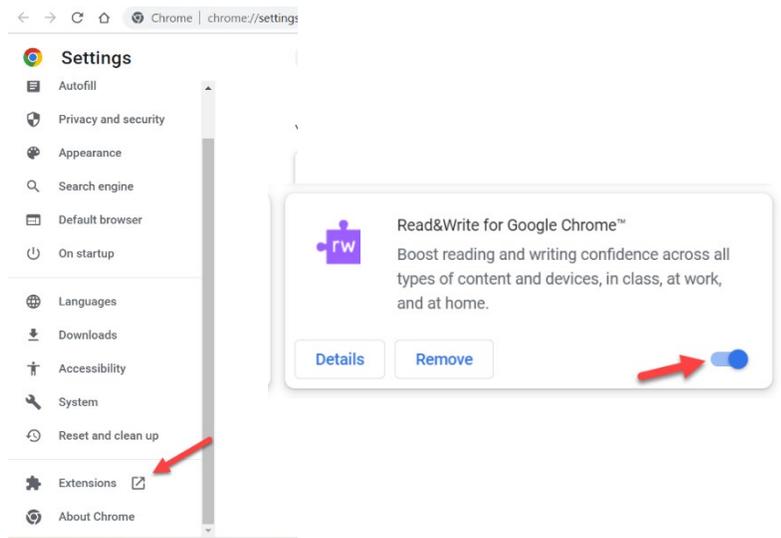
Step	Instruction	Visual Depiction
1	Once the Read & Write extension has been installed, and you are signed in with your email address that is linked to Read & Write, a purple puzzle piece icon will appear at the top right side of your browser.	
2	Navigate to website that you may use with your students, such as Epic! Click on the purple puzzle piece icon at the top right of your browser. The Read & Write toolbar should appear at the top of your browser.	
3	Click and hold the Move button to drag the toolbar to a different area on your screen if needed. Let go when you have found an ideal spot that allows for the best visual support. Proceed to use the features of the toolbar.	

Step Instruction Visual Depiction

- 4 If you are unable to see the Read & Write purple puzzle piece icon, try the following:
- a. Check to see if you are signed in with the correct email address that was used to create a premium account.



- b. Check to see if the Read & Write extension is enabled in your browser Settings in the Extensions section and is not turned off. Toggle it on if it is not enabled.



- c. Restart your browser if this if the above do not work.
- d. Contact your Administrator or Texthelp to troubleshoot any account access issues.

