

Tutorial: Read&Write for Google Chrome Check It

Introduction

This tutorial provides users with an overview of how to use Check It, the spelling and grammar proofreading tool available as part of Read&Write for Google Chrome. Check It will check writing for spelling and grammar errors including homophones, phonetic spelling, and other words that can make writing confusing. This allows those who require writing support to get automated specific feedback on their spelling and grammar. This tool is only available when using a Google Doc.

Learning Objectives

Completing this tutorial will give you experience:

- Using the Check It feature to check for spelling and grammar errors on a Google Doc.
- Using the different options for correcting errors that Check It provides.
- Customizing Check It to ensure that it is using Canadian English.

This tutorial assumes that

- You have the Google Chrome browser in use on your computer.
- You have a Google account.
- You have access to Read&Write (check if there is still a free teacher account).
- You have internet access.
- You have a basic understanding of how to create and access Google Docs.

Case Study

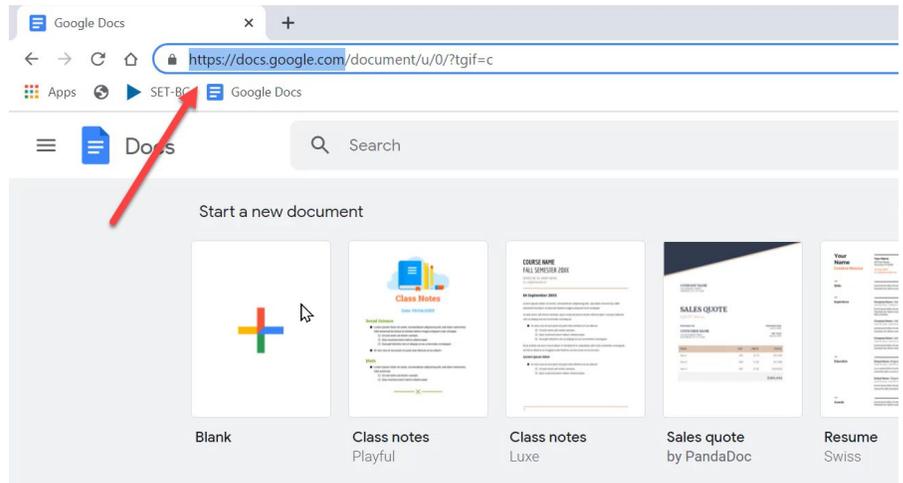
Michaela is a Grade 6 student who requires support with written output. Currently they are working on writing assignments using Google Docs and need some extra support with spelling and grammar. Michaela would benefit from using Check It to enhance the current spelling and grammar check features available on Google Docs for their written assignments. Michaela and other students like them benefit when educators familiarize themselves with Check It and other tools available within Read&Write for Google Chrome, and then share that learning by supporting students in accessing these tools.

Steps to Follow

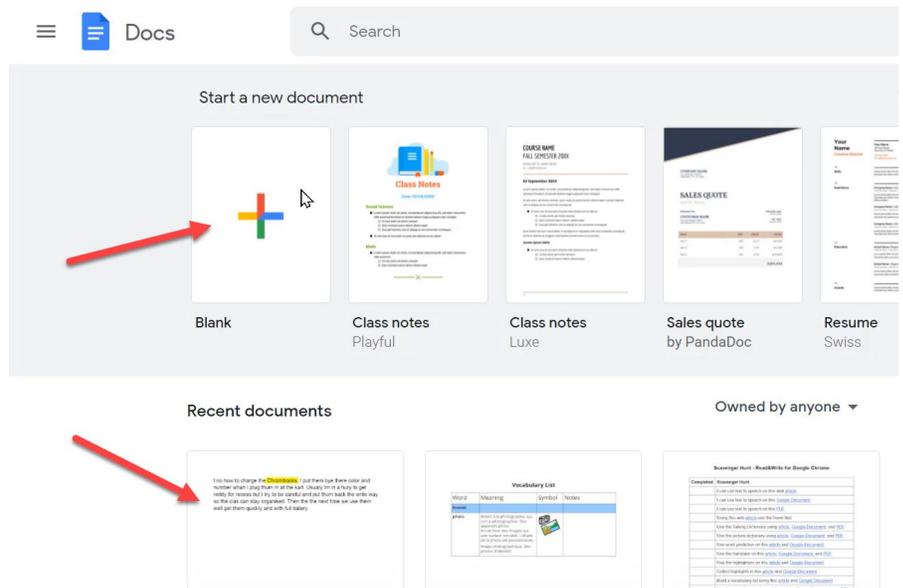
Step	Instruction	Visual Depiction
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1 Open your Google Chrome browser and navigate to [Google Docs](https://docs.google.com)

You can do this through your Google apps shortcut, by typing the url, or by searching “Google Docs”

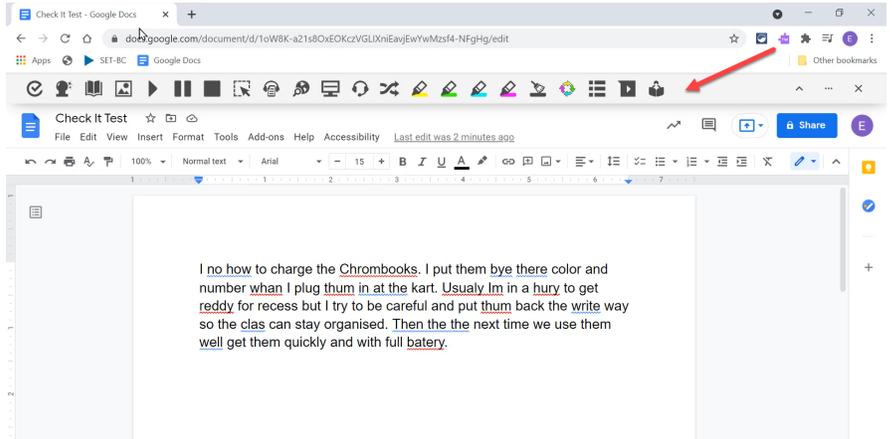


2 Open a new or existing Google Doc that you would like to check for spelling and grammar. You will need to be logged into your Google Account to do this.

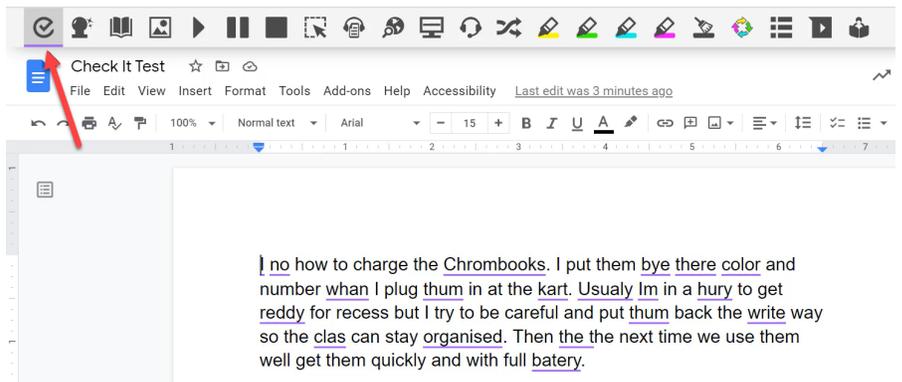


Step Instruction Visual Depiction

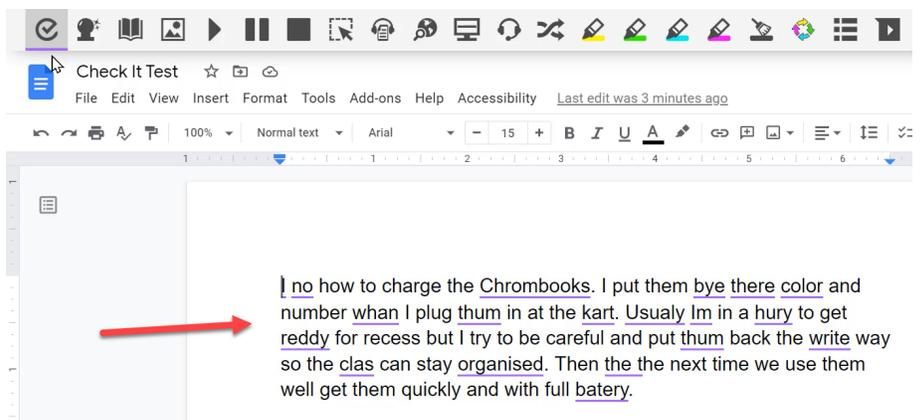
3 Check that the Read&Write extension toolbar is visible at the top of your screen. If it's not there, select the purple puzzle piece icon on the top right corner of your screen to activate. If it still doesn't appear, try refreshing your browser.



4 Once the toolbar is open, click on the Check it icon to activate the tool. A purple bar will appear at the base of the icon to show you that it is activated.

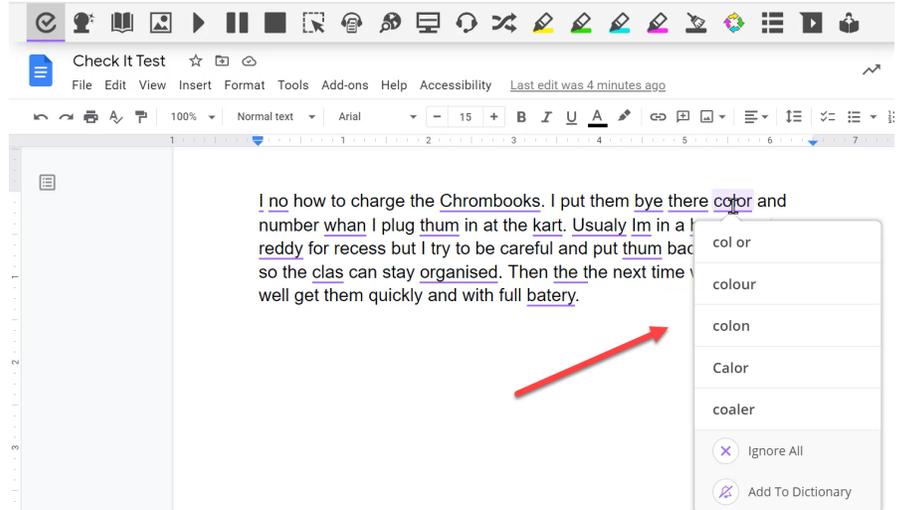


5 If you do not already have text in the Google doc, type some in. Check it will identify errors by underlining them in purple. Check it identifies some errors that Google docs spell checker doesn't, and both are continually updated and improved to be helpful for users.

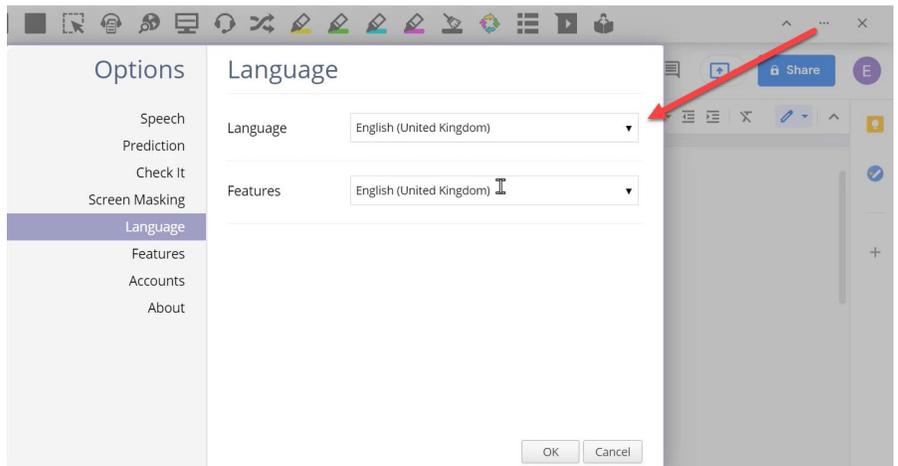


Step Instruction Visual Depiction

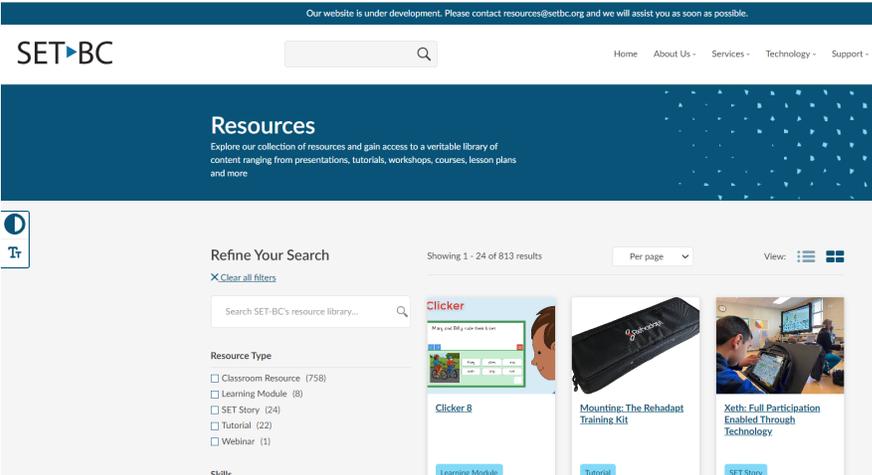
6 Check offers suggested corrections with options to select, ignore all, or add to dictionary.



7 To ensure that Check It is using Canadian English, select the “...” at the top right side of the tool bar for the Options menu. Navigate to the Language tab, and make sure that both Language and Features are set to English (United Kingdom).



Step	Instruction	Visual Depiction
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8	To learn more about the Read&Write for Google Chrome extension, view the other demonstrations and tutorials available in our SET-BC Read&Write course. Visit: www.setbc.org/resources	
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