

STAR Services is happy to provide this guide to support your staff with translating our online training courses. We cannot guarantee accuracy of any language translation nor are we able to translate tests. We encourage a management-level employee who understands the language to verify the accuracy of the translation before having Direct Support staff use this option. Individual agencies are responsible to determine learner competency upon course completion. If you would like recommendations of how to determine competency, please contact the [Training Help Desk](#).

## Device and Browser Compatibility

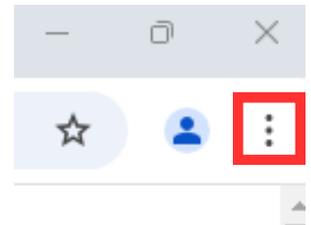
Translation tools can be accessed by using the Google Chrome web browser on a desktop device. You can download Chrome using the link below.



[Google Chrome](#)

## Navigation

From the Chrome home page, click on the **vertical three dot menu** in the top right corner of the screen.



Select **“Settings”**, which will open in a new tab.

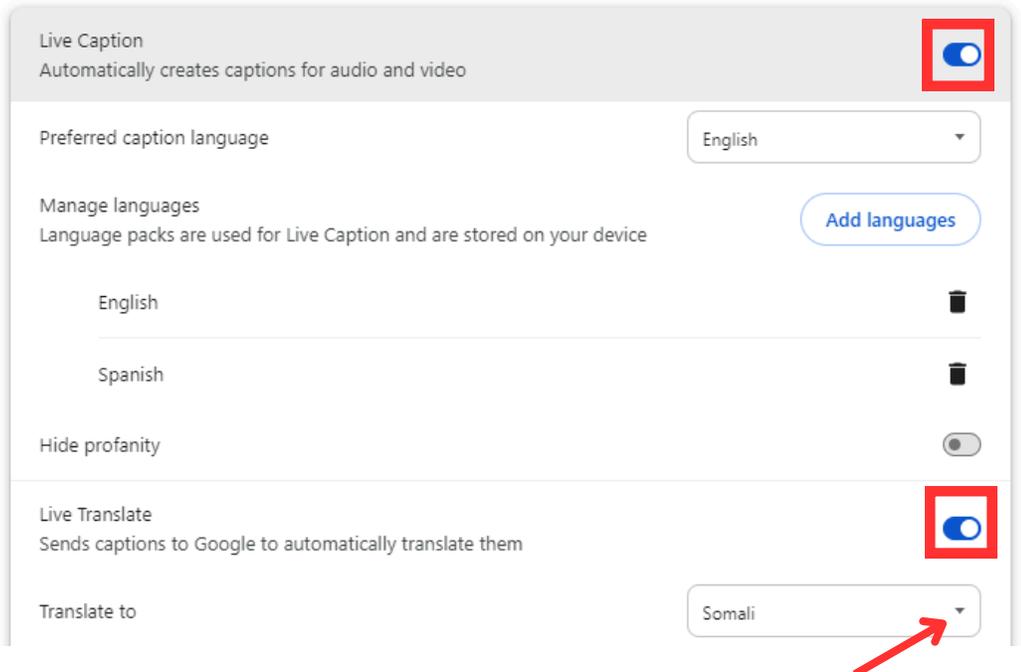
In the **“Settings”** tab, select **“Accessibility”** from the menu on the left

Slide the **“Live Caption”** radio button to **turn on**. This will open a new set of options

Turn on the **“Live Translation”** radio button. Then select the **preferred language from the dropdown menu**

Now all audio played in the Chrome web browser will be captioned and translated

### Accessibility

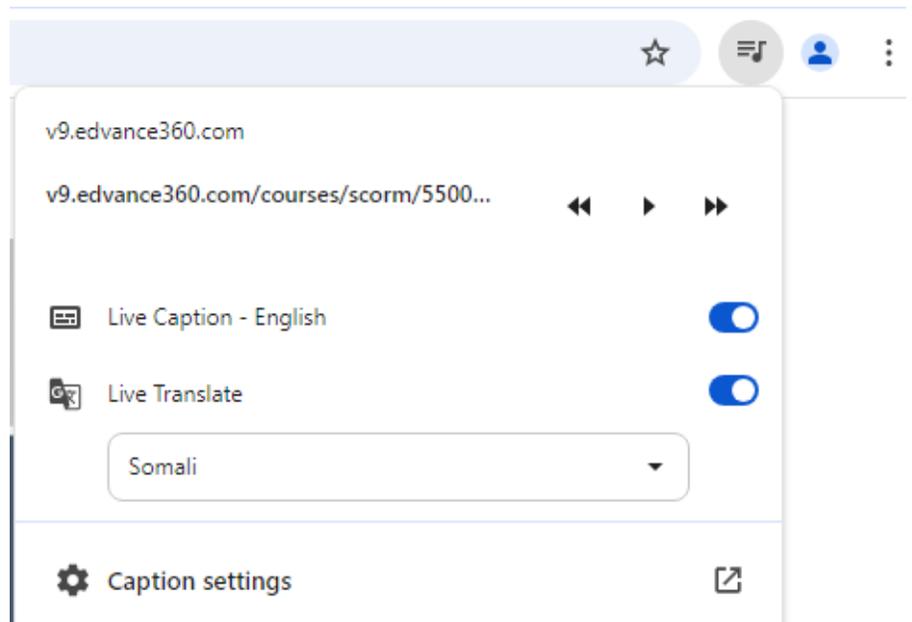


## Changing Languages

When any video plays in the Chrome web browser, the  will display in the top right corner of the screen, allowing users to control audio *and* captions.

Captions and translation can be turned on and off as needed, using the radio buttons.

Use the dropdown language menu to select language for translation.



## Other Translation Considerations

Users will likely need to slow down audio speed when using the live translation tool.

In STAR Services training videos, this can be changed by clicking on the **Playback Speed** button on the video tool bar at the bottom of the screen.

