# Use of a Braille Notetaker

NOTE: This is a general notetaker checklist.  There are notetaker specific lessons and checklists available at a variety of websites, including the manufacturer of the notetaker your student is using.

Brand of notetaker used and software version:

## General Orientation to Device

Student can

Turn on/off device

Understand the purpose of and can perform soft reset

Understand the purpose of and can perform hard reset

Remove and replace battery

Knows where all the buttons are and the purpose of each

Utilize cursor routing keys

Student can increase/decrease speaking rate

Student can increase/decrease pitch

Student can increase/decrease speaking volume

Student can turn on/off speech

Student can turn on/off braille display

Student can access help function

Other (please specify):

## Utilities and Settings

Access settings menu

Set time/date

Check battery status

Set up internet access/WiFi

Set up printer

Turn WiFi and Bluetooth on and off

Other (please specify):

## Menu and File Navigation

Navigate to and around the device’s main menu

Navigate from SD to internal memory as well as any external drives

Can create and move folders

Can copy, cut, and paste files

Can move files from the SD to internal memory and visa-versa

Can delete files

Other (please specify):

## Word Processing

Student can:

Open a new word processing document

Save and retrieve documents from within the word processor

Navigate by letter, word, sentence, line, and paragraph

Insert or delete text

Select, cut, copy, and paste text

Access the word processing menus

Print or emboss a document when connected to a wired embosser/printer

Print or emboss a document when connected to a WiFi or Bluetooth embosser/printer

Spell check

Change the font size, style, and other font attributes

Other (please specify):

## Electronic Mail

Add an email account

Navigate to inbox

Open and read messages

Reply to and forward messages

Delete messages

Create a new message, add a recipient, and add a subject

Create folders, navigate between folders, and move messages to folders.

Mark and flag messages

Use “find” command to locate a specific message

Other (please specify):

## Calendar

Open calendar program

Create new event

Modify event

Delete event

Create recurring event

Change calendar view (day view, 5 day week, month, etc)

Set reminders using calendar

Other (please specify):

## Reminders/Tasks

Open reminder app

Create new reminder

Mark reminder as “complete”

Modify reminder

Delete reminder

Create recurring reminder

Sets reminders to occur at a specific time or location

Other (please specify):

## Contacts

Open contacts

Create new contact

Modify contact

Delete contact

Create new group

Add/delete members in group

Delete group

Other (please specify):

## Use of Google Apps

Student uses the following apps (check all that apply)

Google Drive

Google Docs

Google Sheets

Google Slides

Google Hangouts

Google Classroom

Google Calendar

Other (please specify)

Student is able to:

Sign into Google via a Google account

Access Google Drive and navigate folders

Open folders and files

Share documents with others

Open documents shared with them

Change and update sharing settings

Access menus in Google Apps

Adjust font size, style, alignment, etc

Access the help menu

Other (please specify)

## Internet

Name of preferred browser:

Student can:

Open a browser

Navigate to a specific site

Navigate a webpage using notetaker specific commands

Copy/paste a page link

Create and access bookmarks

Delete and organize bookmarks

View browsing history

Other (please specify):

## Voice Notes and Memos

Locate and open the voice recorder or memo app of choice

Start/stop recording

Play back recording

Save and retrieve recordings

Trim and modify recordings

Delete recordings

Share, upload, or export recording to other sources and individuals

## App Purchasing

Student is able to:

Memorize and enter his/her ID and password

Open the App/Play Store

Browse the store’s featured apps

Search the store for a given app

Find the download button for

Locate the app description and decide whether it is an app he/she wishes to download

Enter a password to download an app

Locate and open the app once it is downloaded

Use various sources to research apps to determine accessibility

## Books and Libraries

### Bookshare

Preferred App to Read Bookshare Content:

Student can:

Add a Bookshare account to the device

Search Bookshare for a desired text

Download and retrieve a Bookshare file

Choose the format he/she would like to access the book (.txt, .brf, etc)

Extract a bookshare file and move the extracted file if desired

Navigate a Bookshare book by chapter, page, etc.

Search within the Bookshare book for specific text

Other (please specify):

### Learning Ally

Student can:

Add a Learning Ally account to the device

Navigate to his/her Bookshelf

Find/read an assigned Learning Ally book

Search Learning Ally for a desired text

Download a Learning Ally book

Navigate a book by chapter, page, etc within the Learning Ally app or book reader of his/her choice if applicable

Other (please specify):

### National Library Service (NLS)

Student can:

Add an NLS BARD account to the device

Search BARD for a desired text

Download, retrieve, and extract a BARD file

Navigate an NLS book by chapter, page, etc.

Other (please specify):