# 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):