Create an **inclusive digital classroom** with Microsoft Teams for Education
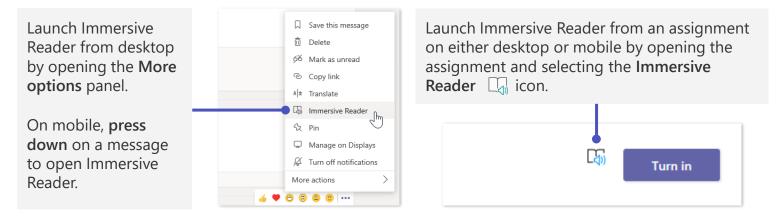
Included in Microsoft 365, **Microsoft Teams** comes with a range of built-in accessibility features to make class and homework easier for students—including students who have diverse abilities, need accommodations for vision and hearing, or are English Language Learners. **Learning Tools** like Immersive Reader use proven techniques to aid reading and writing for students regardless of ability.

In this guide, see how to get started with some of the key accessibility features in Teams.

1 Immersive Reader

Immersive Reader helps improve reading and comprehension for students, including those with dyslexia or other learning disabilities. Immersive Reader is integrated into **Teams** and other Microsoft apps like **Word, OneNote, PowerPoint, Flipgrid,** and **Edge.**

Launch Immersive Reader from desktop by opening the **More options** panel.

On mobile, **press down** on a message to open Immersive Reader.

Launch Immersive Reader from an assignment on either desktop or mobile by opening the assignment and selecting the **Immersive Reader** icon.

Turn in

Immersive Reader includes features that enable you to ...

Read text aloud with a variety of Voice Options	Adjust text size, spacing, font, and color with Text Options	Highlight parts of speech using Grammar Options	Focus on individual lines and translate text to over 110 languages
Voice Speed / Voice Selection (Female, Male)	Text Size 42 / Increase Spacing / Font: Calibri, Sitka, Comic Sans	Syl·la·bles / Parts of Speech: nouns, verbs, adjectives, adverbs / Show labels	Line Focus / Picture Dictionary / Beta Translate: Spanish (Mexico)

2 Live captions

For students who are hard of hearing, have dyslexia, or need support focusing, Teams can detect what's said in a class session or meeting and present real-time captions with speaker attribution.

Teams also integrates with Communication access real-time translation (CART) services to enable professional services to provide real-time transcription of meetings or events. **(Coming soon)**

In **More options** , select **Turn on Live Captions.**

- Call me
- Apply background effects
- Turn on live captions
- Start recording

3 Message translation

For students who aren't learning in their native language, Teams can be set to translate each message into their preferred language.

Teams translation currently supports over 35 languages, and can be turned on in both the desktop and mobile versions of the app.
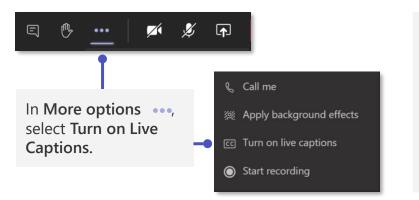
Click your profile picture and navigate to **Settings > General** to view language options.
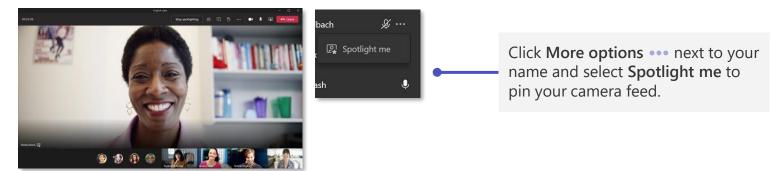
4 Try Spotlight and Together Mode for class time

Spotlight pins a specific participant's camera feed for everyone in the class to ensure all attendees are looking at the same screen. To enable full access for Deaf or hard of hearing students, Microsoft Teams supports spotlights for both the teacher and class interpreter.
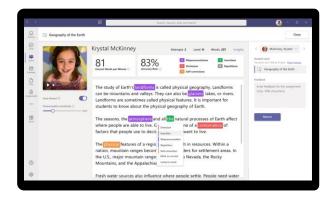
Click **More options** next to your name and select **Spotlight me** to pin your camera feed.

Together Mode places class members or participants together in a virtual space—helping students feel more connected and reducing cognitive load.

Go to **More options** and select **Together Mode.**

- Gallery
- Large gallery (Preview)
- Together mode (Preview)

5 Use Reading Progress to practice reading at any time

Reading Progress, a new tool built into Microsoft Teams, helps students build literacy skills through personalized, independent reading experiences. The app also saves teachers time through a streamlined review process that collects and analyzes data with Insights. You can learn more about Reading Progress here.

Make corrections easily with the built-in Auto-detect* feature. Auto-detect flags mispronunciations, insertions, omissions, repetitions, and self-corrections on submitted student recordings.

Track and share student progress data and insights through integrated, interactive dashboards. These help identify specific fluency challenges and create a custom learning experience for each student.

6 Explore other accessibility features in Office 365

You can open Office 365 files right in Teams, including presentations, documents, notebooks, and more. Office 365 offers a range of accessibility features to make learning more inclusive for all students.

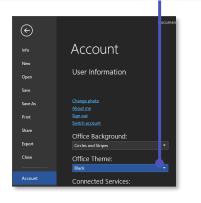**Dictation** to transcribe speech. *Available in Word, Outlook, OneNote, and PowerPoint.*

Dictate in Word for desktop and web

Dictate in Word for mobile

Dark mode helps users reduce eye fatigue and strain. *Available in Teams, Word, Outlook, OneNote, PowerPoint, and Excel.*

Navigate to **File** menu and hit the **Account** tab to change the Office theme to Black or Dark Grey

Account
User Information

In Teams, go to **Settings** and the **General** tab to switch between default, dark, and high contrast mode
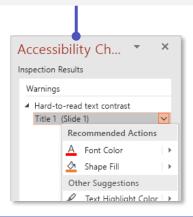
Accessibility Checker helps ensure content is accessible for parents and students who are blind. *Available in Word, Outlook, OneNote, PowerPoint, and Excel.*

In the **Review** tab, select **Check Accessibility**

Page Layout	Formulas	Data	Review

Check Accessibility

View the inspection results with recommended actions on how to make your file more accessible.

Accessibility Ch...
Inspection Results
Warnings
Hard-to-read text contrast
Title 1 (Slide 1)
Recommended Actions
- Font Color
- Shape Fill
Other Suggestions
- Text Highlight Color