

## Checklist for the use of Polaris Braille Notetaker

**Student Name:**

**Date:**

**Brand of notetaker used and software version:**

### General Orientation to Device

Student can:

- Turn on/off device
- Knows where the lock switch is
- Understand the purpose of and perform soft reset
- Understand the purpose of and perform hard reset
- Remove and replace battery
- Find all the buttons and the purpose of each
- Utilize cursor routing keys
- Increase/decrease speaking rate
- Increase/decrease pitch
- Increase/decrease speaking volume
- Turn on/off speech
- Turn on/off braille display
- Access help function
- Other (please specify):

### Utilities and Settings

Student can:

- Access settings menu
- Set time/date
- Check battery status
- Set up internet access/WiFi
- Set up printer
- Turn WiFi and Bluetooth on and off
- Update the device
- Other (please specify):

### Menu and File Navigation

Student can:

- Navigate to and around the device's main menu
- Navigate from SD to internal memory as well as any external drives
- Create and move folders
- Copy, cut, and paste files
- Move files from the SD to internal memory and visa-versa
- 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
- Set math mode in word processor
- Other (please specify):

## Calculator

Student can:

- Open calculator function
- Perform basic maths functions
- Use memory functions
- Copy to clipboard
- Open Polaris Math menu
- Check/change braille maths code

## Electronic Mail

Student can:

- 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

Student can:

- 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**

Student can:

- 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**

Student can:

- 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**

Student can:

- 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 can:

- Memorise and enter their 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 an app
- Locate the app description and decide whether it is an app they wish 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

Preferred App to Read VA Connect Content:

Student can:

- Add an account to the device
- Search VA Connect for a desired text
- Download and retrieve a VA Connect file
- Choose the format they would like to access the book (.txt, .brf, etc)
- Extract a VA Connect file and move the extracted file if desired
- Navigate a VA Connect book by chapter, page, etc.
- Search within the VA Connect book for specific text
- Other (please specify):

SVRC SSP Staff (November, 2021)