# 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)