ONE-WEEK DEMONSTRATION

Guidance for Principals & Administrators

What to expect, how teachers can use the platform, recommended classroom protocol, privacy considerations, and how to gather useful feedback.

> **Purpose of the demo:** Give teachers and students a low-pressure opportunity to evaluate whether real-time interpretation and translated captions can improve access to everyday classroom instruction.

What Classroom Interpreter Does

Teachers conduct their normal lesson while participating students follow the teacher's words in a selected language through interpreted audio, translated captions, or both. The demo is intended to fit into existing instruction - not require a new curriculum or a new teaching method.

The One-Week Demo at a Glance

BEFORE THE DEMO Prepare	DURING THE DEMO Use & Explore	AFTER THE DEMO Reflect & Improve
• Identify participating teachers/classes • Confirm devices, internet and headphones • Share the Teacher Quick Start • Conduct a brief microphone check	• Teach normally • Try several lesson types • Encourage students to use audio/captions • Note strengths, challenges and student reactions	• Complete the post-demo survey • Gather teacher/student observations • Identify best-fit use cases • Share accuracy, usability and feature feedback

How Teachers Should Use the Demo

- Use Classroom Interpreter during real instruction rather than testing isolated sentences.
- Try it in several settings: direct instruction, presentations, assignment directions, review, discussion, demonstrations, and vocabulary-heavy lessons.
- Teachers do not need to use it every minute. The goal is to discover when language support adds the most value.
- Speak clearly at a normal conversational pace. When possible, avoid multiple people speaking at the same time.
- Use a suitable microphone - especially when the teacher moves around the room - and have students use headphones for interpreted audio.

Recommended Classroom Protocol

1. Start the session	Teacher signs in, starts a classroom session, selects the spoken language and makes the session code available to participating students.
2. Students join	Students use the session code on a supported browser-enabled device and select the language they want to use. Headphones are recommended for audio.
3. Run a quick check	Teacher speaks a sentence and confirms with a participating student that captions/audio are being received.
4. Teach normally	Continue the planned lesson. Speak clearly, use the microphone consistently, and allow brief pauses when changing topics or introducing specialized terms.
5. Observe & note	Pay attention to comprehension, participation, ease of use, translation quality, audio/caption preference, and situations where the platform needs improvement.

Privacy & Appropriate Use

> **Student privacy:** No individual student account or student educational record is required to participate in the demo. Teachers should not enter or intentionally communicate personally identifiable or confidential student information through the platform.

- Do not upload grades, IEP information, student IDs, academic histories, contact information, or other confidential records.
- Use the demo primarily for normal classroom instruction, not private student conferences or sensitive/high-stakes conversations.
- Classroom speech must be processed to provide real-time interpretation/captions. If transcripts or recordings are enabled, follow district policy regarding access, retention, and distribution.
- District privacy, acceptable-use, accessibility, and technology policies continue to apply during the demo.

Where Human Interpreters Remain Important

Classroom Interpreter is designed to expand day-to-day language access, not replace qualified interpreters or bilingual professionals. A human interpreter may remain the appropriate resource for sensitive, confidential, legal, medical, special-education, disciplinary, or other high-stakes communication.

TEACHER QUICK START

One-Week Classroom Demo

> **Your goal:** Teach your normal lesson and use Classroom Interpreter when language support can help students follow instruction. No special curriculum is required.

Before Class - 2 Minutes

- Sign in and start a classroom session.
- Select the language you will be speaking and make the session code visible to students.
- Ask participating students to join, select their preferred language, and connect headphones if using audio.
- Do a quick microphone/audio/caption check before instruction begins.

During Class

DO

- Speak naturally and clearly.
- Use the microphone consistently.
- Try audio, captions, or both.
- Pause briefly around topic changes or unusual terms.
- Notice student engagement and comprehension.

DON'T

- Change your entire lesson plan.
- Speak unnaturally slowly.
- Use confidential student information.
- Assume every lesson must use the platform.
- Worry about finding flaws - report them.

Good Times to Try It

Direct instruction • Assignment directions • Presentations • Review sessions • Demonstrations • Academic vocabulary • Classroom discussion

Privacy Reminder

> **Use normal instructional content.** Do not enter or intentionally communicate grades, IEP information, student IDs, contact information, academic records, or other personally identifiable/confidential student information. Follow district policy for any transcript or recording features.