

# Digital tools for inclusion and multilingual literacy learning

DIALOGUES 2024-2027

**iNN** Universi  
Inland N



Co-funded by the  
European Union



# Material for training sessions on digital skills and digital resources for multilingual literacy learning

- The objective of using this material is to improve the level of competences and skills of Zambian teacher educators on using digital equipment in multilingual settings, including digital resources for hearing-impaired students.
- This document contains the slides prepared for these sessions. The training material is focused on two topics: 1. Speech-to-text-technology, and 2. Storybooks Zambia for multilingual literacy learning



Co-funded by the  
European Union

## Instructions for use

1. Go through the points step by step first, then test the speech-to-text function together
2. Make notes of any observations or tips you may have that can facilitate use by others

## CONTENT

Speech-to-text in Power Point

Captions in Teams meetings

Captions in Zoom meetings

Live captions on the phone



# Captions in Power Point

Requires Windows 10

Requires reliable internet connection

It is recommended to use an external microphone

Trouble shooting:

If you see problems in the captions or subtitles, try speaking more deliberately.

Try to avoid or eliminate background noise that may interfere with your voice.



# Step-by-step to captions in Power Point

---

On the **Slide Show** ribbon tab, select **Subtitle Settings**. Or, you can adjust the settings without leaving your presentation through the context menu, **Slide Show** or **Presenter View** menus > **Subtitle Settings** > **More Settings**.

---

Use **Spoken Language** to see the voice languages that PowerPoint can recognize, and select the one you want. This is the language that you will be speaking while presenting. Unfortunately, there are no Zambian languages available yet, only English.

---

Use **Subtitle Language** to see which languages PowerPoint can display on-screen as captions or subtitles, and select the one you want. This is the language of the text that will be shown to your audience.

---

In the **Subtitle Settings** menu, set the desired position of the captions or subtitles. They can appear over the top or bottom margin of the slide (overlaid), or they can appear above the top or below the bottom of the slide (docked). The default setting is **Below Slide**.



# Captions in Teams meetings

Teams can detect what's said in a meeting and present real-time captions as has built-in closed captioning you can turn on from the meeting controls.

This is how to do it:

Turn captions on and off

- To use live captions in a meeting, go to your meeting controls at the top of the screen and select **More actions**  > **Language and speech**  > **Show live captions** .
- To stop using live captions, go to your meeting controls and select **More actions**  > **Language and speech**  > **Hide live captions** .



Co-funded by the  
European Union



# Captions in Zoom meetings

## Requirements for viewing captions in a meeting

Zoom desktop app for Windows, macOS, or Linux: [Global minimum version](#) or higher/Zoom mobile app for Android or iOS: [Global minimum version](#) or higher

[Manual](#) or [automated](#) captions enabled

### How to do it

1. Sign in to the Zoom mobile app.
2. Join a meeting or webinar.
3. In the meeting controls toolbar, swipe and tap the **Captions** icon CC. Captions will appear above the meeting controls.



Co-funded by the  
European Union



## Captions on your mobile phone (e. g. for WhatsApp video calls)

### Android

Go to Settings > Accessibility > Hearing  
enhancements > Live caption > swipe to activate Use  
Live Caption

### iOS

Go to Settings > Accessibility > Live Captions – turn  
on Live Captions. By default, live captions are shown  
across all apps.



# Live Transcribe

- For Android phones, transcribes what is being said (in 120 languages/dialects)
- Uses Google speech recognition technology
- Developed in partnership with Gallaudet University, a school for deaf and hard of hearing
  - Download in Google Play and use (free of charge), remember to allow the app to use the microphone

You can download your spoken language to use it offline

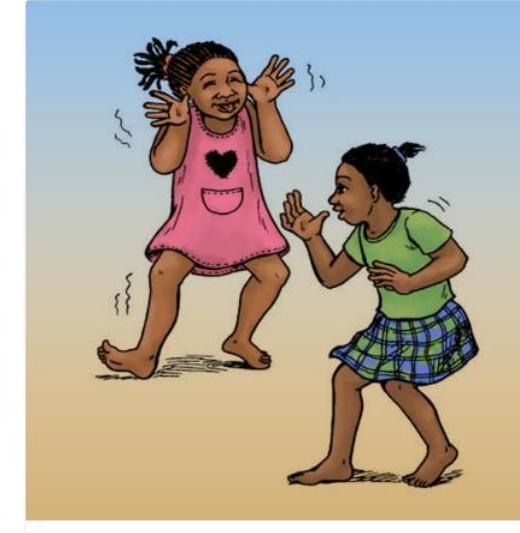
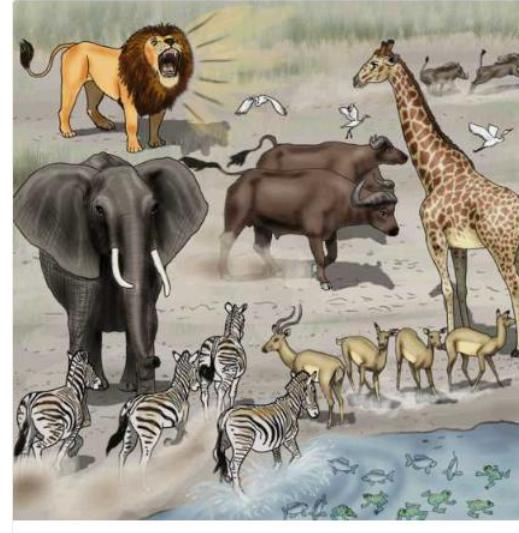
For more see:

[How to set up and use Live Transcribe on your Android phone](#)



Co-funded by the  
European Union





# Storybooks Zambia as a digital tool for multilingual literacy learning

DIALOGUES workshop, Zambia, April 2025



Co-funded by the  
European Union



# Storybooks Zambia

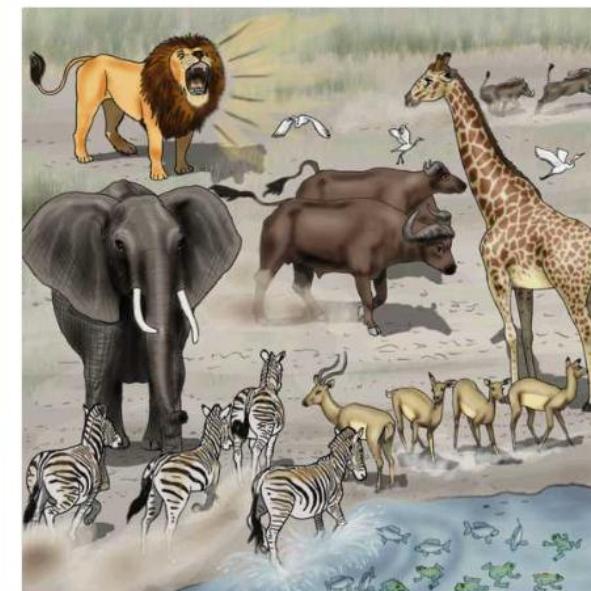
Change language

## Change level



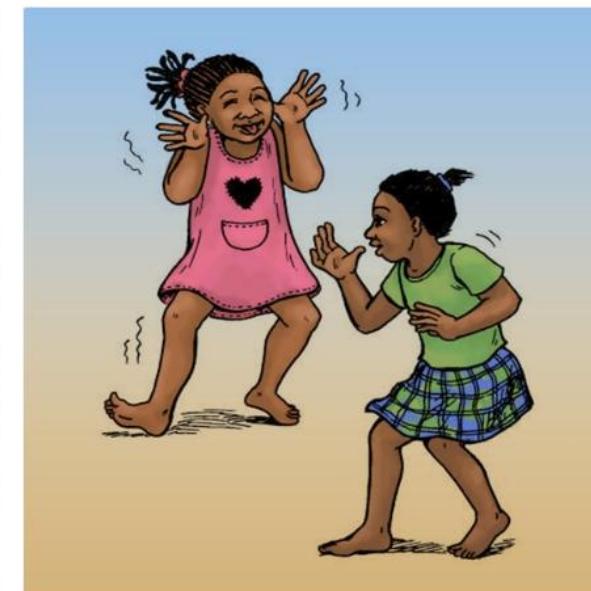
I like to read!

Level 1



## Counting animals

Lev



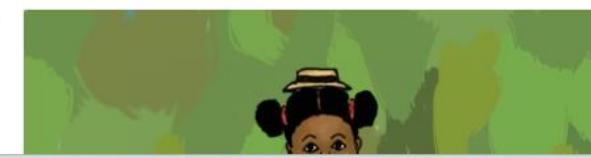
## Feelings

Level 1



## Fire

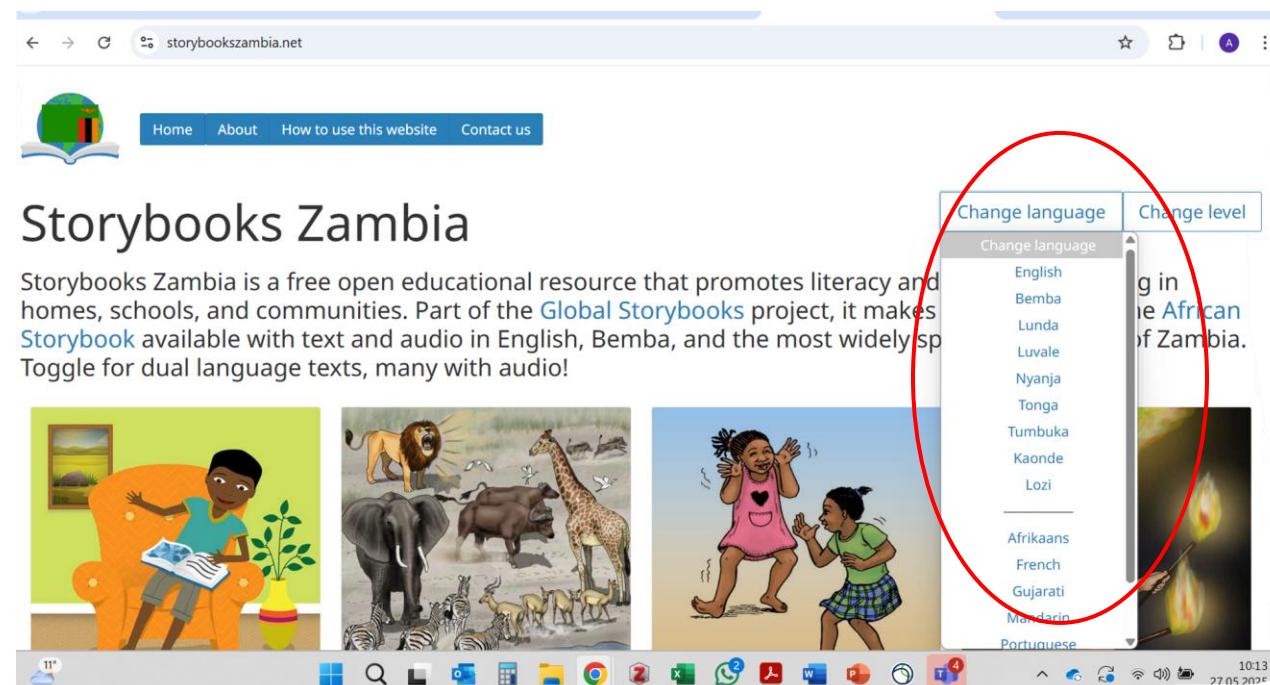
Level 1



# How to use storybookszambia.net

For reading on screen

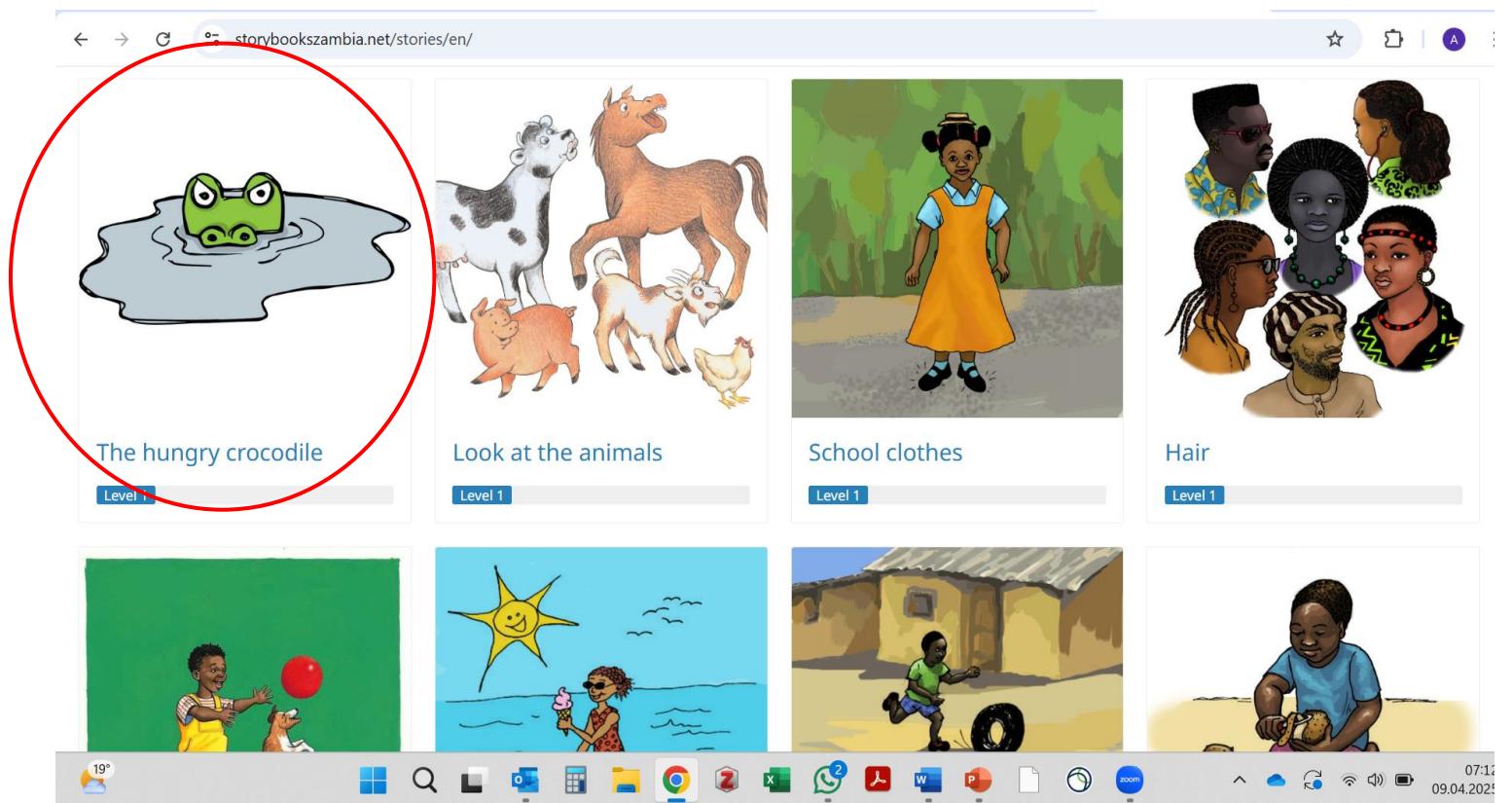
- Open the website on your laptop or smartphone: Write **storybookszambia.net** in the search field.
- Choose: Change language
- Select the language you prefer for reading



# How to use storybookszambia.net

For reading on screen cont.

- Select the story you would like to use by clicking on the story. There are 40 stories on five levels.



The hungry crocodile - Storybook

storybookszambia.net/stories/en/0156/

Home About How to use this website Contact us

Back to stories list

Change language Download Options

# The hungry crocodile

en bem

Christian G. Wiehan de Jager Darshan Soni English Level 1

0:00 / 0:30

You can listen to the story by clicking here.

You can adjust the reading speed by clicking here.

You can autoplay the whole story by clicking here.

Once there was a very hungry crocodile.

14°C Skyet 14:04 10.06.2025



The first page of each story gives important information.

The hungry crocodile

en bem

Christian G. Wiehan de Jager Darshan Soni English Level 1

0:00 / 0:30

You can listen to the story by clicking here.

You can adjust the reading speed by clicking here.

You can autoplay the whole story by clicking here.

Once there was a very hungry crocodile.

The hungry crocodile - Storybook

storybookszambia.net/stories/en/0156/#text03

Once there was a very hungry crocodile.

Use the arrow or the side bar to move up and down in the book.

Click on this icon to listen to the text.

It is possible to toggle between two languages.  
If you want another language, go to the top page  
and select the language you want.



|     |
|-----|
| ↑   |
| ↓   |
| 🔊   |
| en  |
| bem |

The hungry crocodile - Storybook

storybookszambia.net/stories/en/0156/#text03

Kwaliko Injwena iyali ne nsala saana.

You can switch between English and the language you have chosen throughout the story.



↑  
↓  
🔊  
en  
bem

# How to use storybookszambia.net

For reading on paper

- All the stories can be printed for free.
- At the bottom page, you will find the button: Download PDF.

Written by: Christian G.  
Illustrated by: Wiehan de Jager  
Read by: Darshan Soni  
Language: English  
Level: Level 1  
Source: The hungry crocodile from African Storybook

Read more level 1 stories:

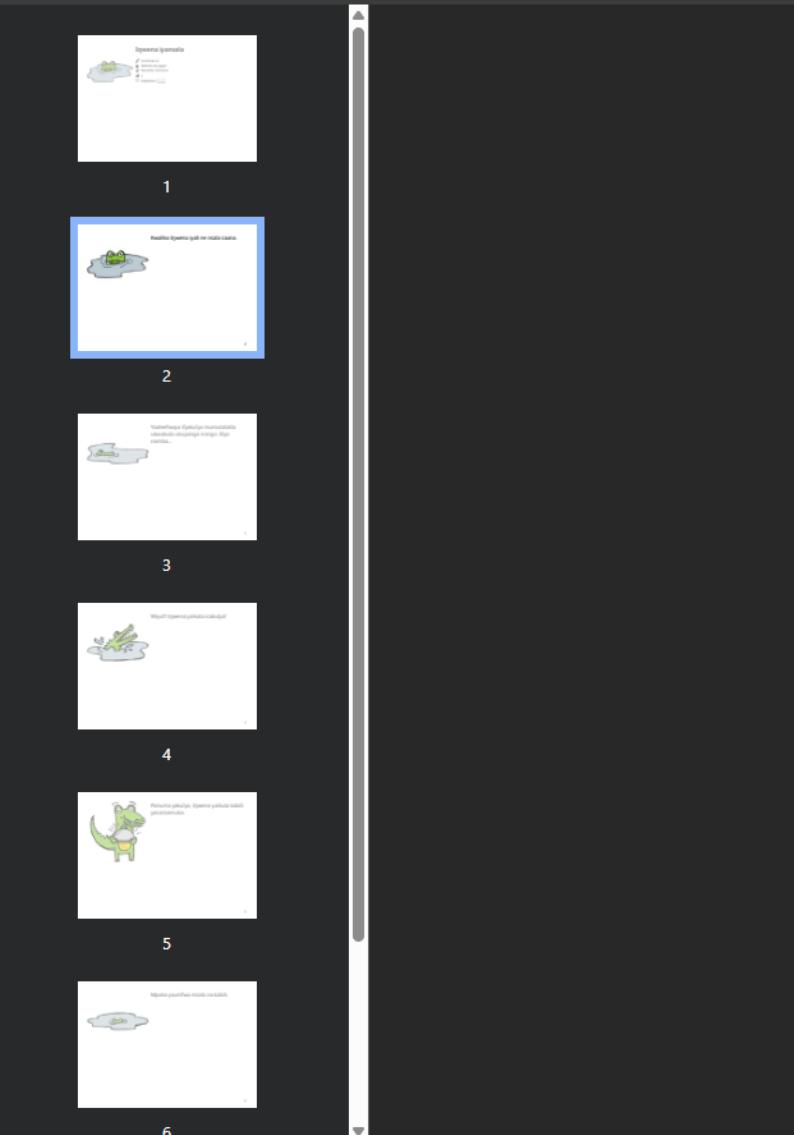
My body Where is my cat? Counting animals Cooking  
Lazy little brother Feelings Look at the animals School clothes  
Two What are you doing? Hair Weather book Fire  
I like to read!

CC BY  
This work is licensed under a Creative Commons Attribution 3.0 International License.

Options

Back to stories list Download PDF

Click here to download the story to your computer.

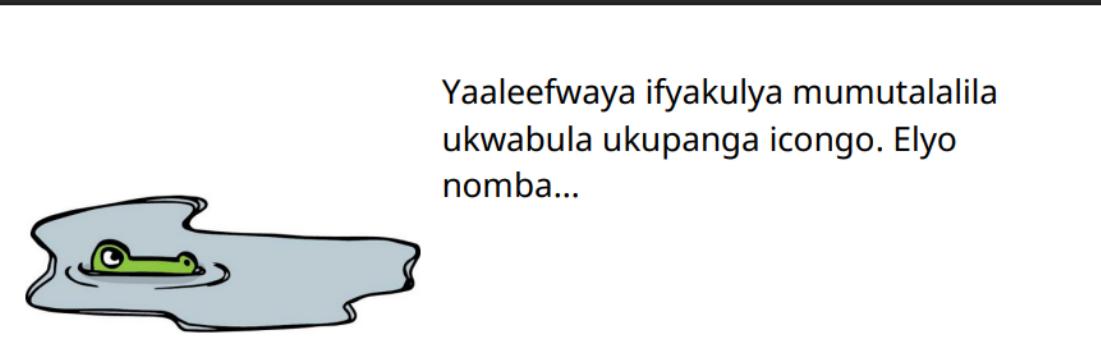


Kwaliko Iŋwena iyali ne nsala saana.



Dual language books will be available later – a regional language and English. .

2



# Why use storybooks?

- Extensive reading is paramount for literacy development
- Stories allow for free, voluntary reading
- Stories are more engaging than textbooks
- Stories develop reading for enjoyment, creating a reading culture



What are you doing?

Level 1



Where is my cat?

Level 1



My body

Level 1



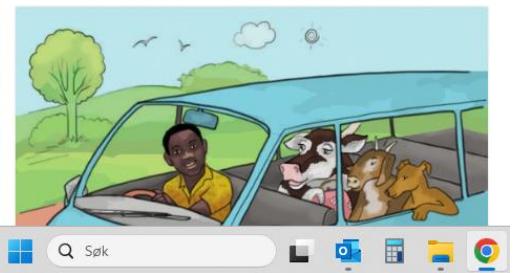
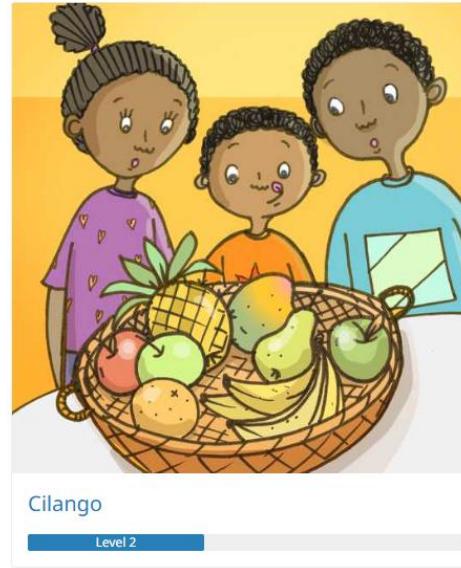
Why hippos have no hair

Level 2

# Why use *multilingual* storybooks?

Parallel texts -

- assist comprehension
  - Reading the same text in L1 and L2
  - Facilitate pedagogical translanguaging
- build metalinguistic awareness
  - Comparing, contrasting, and exploring languages
- support identity confirmation
  - Pupils' competences and experiences are recognized and valued



storybookszambia.net/stories/lun/

The screenshot shows the Storybooks Zambia website. At the top, there is a navigation bar with links: Home, About, How to use this website, and Contact us. A red arrow points from the text 'You can read more on how to use the stories by clicking on the top bar.' to the 'How to use this website' link. Below the navigation bar, the text 'Storybooks Zambia' and 'Lunda' is displayed. On the right, there are 'Change language' and 'Change level' buttons. The main content area features five story cards, each with an illustration and a title: 'Naken'ga kutan'ga!' (Level 1), 'Kuchinda tunyama' (Level 1), 'Munatiyilang'a' (Level 1), 'Kesi' (Level 1), and two smaller cards below them. A Windows taskbar is visible at the bottom of the screen.

You can read more on how to use the stories by clicking on the top bar.

Storybooks Zambia

Lunda

Change language Change level

Naken'ga kutan'ga!

Kuchinda tunyama

Munatiyilang'a

Kesi

Advarsel om bra... Er aktiv

Søk

09:06 19.06.2023

- Explore and use this website as a resource for developing multilingual literacy in Zambia!
- Sign language versions will be published soon!

The screenshot shows the 'How to use this site' page of the Storybooks Zambia website. At the top, there is a navigation bar with links: Home, About, How to use this website, and Contact us. Below the navigation bar, the text 'Storybooks Zambia' and 'How to use this site' is displayed. There are three main sections: 'Reading stories', 'Listening to stories', and 'Downloading stories'. Each section contains a bulleted list of instructions. At the bottom, there is a Windows taskbar.

Storybooks Zambia

How to use this site

Reading stories

- Click on a story to read it.
- Click on [Change language](#) to read the story in a different language.
- Click on [en](#) and [bem](#) icons to switch quickly between English and Bemba, respectively.
- Please note that this only changes the language of the text. Click on [Change language](#) to change the language of the audio as well.

Listening to stories

- Click on the [play](#) icon beside any text on the page to hear the text read aloud.
- To pause or restart the audio at any point, click on the [play/pause](#) icon.
- To hear the entire story read aloud, click on the audio controls at the top of the page. (Please note that not all stories have audio versions.)
- If you do not see any audio controls, or if the audio controls are greyed out, it means that there is no audio available for that language at this time.
- **Audio speed:** Use the slider under the playback controls to adjust the reading speed. Click on the [x](#) icon to return to normal speed (1x).

Downloading stories

09:06 19.06.2023