samegoal

Translation

Approve/deny a translation request

Once a translation has been requested, a notification will be sent to all administrative users for approval (a blue indicator will appear on the bell icon at the top right of the screen). An administrative user may approve or deny any translation request.

Steps *To approve or deny a translation request:*

1. Open your Notifications Tray (bell icon at the top right of the screen) to view notifications.
2. Select the translation request that you wish to approve/deny by clicking the underlined **Approve/Deny** link.
    - The notification will include the title "Translation Request: [Form Name]" followed by the student name, their ID number, and the date of the request.
3. The **Approve/Deny** page will include:
    - **Date**: The date the translation was requested
    - **Requested By**: Name and email address of the requestor
    - **Document**: A link to the document that a translation is being requested for
    - **Form Translation**: If a form type has not been translated in the requested language previously a note will show that the form will also be translated
    - **Translator Email**: The email address of the first or third party translator that will be translating or review/editing automated text
    - **Note for Translator (optional)**: An optional field to include a note to be included in the email sent to the translator
    - **Automated Translation**: A note will show whether or not automated translation has been enabled. If not enabled, there are instructions for how to enable automated translation.
4. Enter the first or third party translator's email address in the **Translator Email*:** field, and an optional note if desired.

    - Even if your district has enabled automatic translation, a qualified human reviewer will need to review and complete and translation.
5. To approve the translation request, click on **Approve Request and Send to Translator**. An email with a link to the requested document fields (and a separate email with a link to the form titles if applicable) will be sent to the email provided. You will be brought back to the page you were previously on before clicking on the notification.
6. To deny the request (e.g. request made in error), click the **Deny Request** button.

Once the document fields (and form if applicable) have been marked as "Completed" by the translator, the document will appear in both English and the translated language(s).

Tip The Document History panel within a document will display the status of the translation request (**Pending**, **Denied**, **Complete**).

API Translation Setup

If your district uses a translation vendor, you can configure an API translation integration, and when form/document translations are requested, the requests will be sent directly to your translation vendor to be completed.

Steps *To configure API translation:*

1. While logged in as an admin user, navigate to **Settings** > **Data Imports/Exports**.
2. Click **+add data import/export**.
3. Provide required account information, including the primary contact's information.
4. Select **Export** and click **Add import/export**.
5. Add the endpoints **translate/complete** and **translate/register**, and click **Update data export**.
6. The primary contact will have received an email. They should accept TOS and generate a Client Secret.
7. The primary contact should then save the **Client ID** and **Client Secret**, and complete setup.
8. An admin user will need to log out and log back in (or visit samegoal.com/iep/acceptance) to accept the Data Sharing Agreement.

Once API translation has been configured in SameGoal, work with your translation vendor to finish configuration on their end.

When API translation setup is finalized, when translations are requested, you will not need to provide a translator email, as the request will automatically be sent to your translation vendor.