samegoal

Translation

Districts on the PRO edition of SameGoal have access to the translation feature, which allows users to request document translations from directly within documents for 100+ languages.

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Tip All translation features are available across all forms used by the district, with exception of custom, district-specific forms. SameGoal's in-application translation workflow only supports translation of custom, district-specific forms for districts with 40K+ student enrollment.

Document translation

A user with at least **Can Edit** access to a document can request a translation from within the document.

Steps *To request a document translation:*

1. Navigate to the document you wish to translate.
2. Click the 文A icon in the toolbar.
3. In the **Request Translation** popup, if your district has enabled automatic translation request approvals, there will be a **Translator Email** field in the dialog box. Enter in the email for the qualified translator.
4. Click the **Language** dropdown and select the desired language.
5. If there is document content to translate, you will be able to select which fields in the document you wish to translate.
    - If the document has not been translated into the selected language before, select **Modified fields**.
    - If the document has been translated into the selected language before:
        - Select **Modified fields** to translate all fields that were not translated during prior document translations.

        - Select **All fields** to have all fields translated, including re-translating previously translated fields.
6. Optionally include a note for the translator.
7. Click **Request Translation**.

If your district has enabled automatic translation request approvals, the request will be sent directly to the translator email you entered. Otherwise, the request will be sent to administrative users to be approved or denied.

Once the translator receives the translation request email, they can then translate the document or review the machine translation (depending on district policy).

When the document translation has been marked complete by the translator, the user who requested the translation will receive a notification and the document will appear in both English and the translated language(s).

Tip Documents cannot be translated into a language if there is not a saved form translation for the given language.

Tip Translations are tracked in Document History. The translation event will display the status of the request and will also allow an administrative user, the document owner, or the user responsible for requesting the translation to delete the translation.

Tip If you select **Display Form Translation** instead of requesting a document translation, the saved form translation will be displayed immediately. However, any authored content in the document will not be translated and a document translation request will not be sent.

Form translation

In order to be able to request a document translation, the form type must have a saved translation for the given language. For example, in order to translate Jane's IEP into Spanish, there must first be a saved Spanish translation for IEPs at the district level.

Each form type will only need to be translated once per language. When a form type has been translated into a given language once, that saved form translation will be used for subsequent document translations of that form type, in that language.

In order to save a form translation, an administrative user must request a form translation.

Workflow options

Administrative users can configure translation workflow options at the district level:

- **Automated translation with human review:** Depending on district policy, districts may optionally use automated translation backed by the Google Cloud Translation API. When enabled, documents will be machine translated prior to being sent to the qualified human translator for review.
    - To ensure essential information has been translated accurately and conveys the meaning of the source document, the local education agency would need to have a machine translation reviewed, and edited as needed, by an individual qualified to do so. Details
- **Translation requests or automatic request approval:** Depending on district policy, document translation requests made by non-admin users can either go to an administrative user for approval or they can be approved automatically and be sent directly to the translator.

Tip Both automated translation and automatic translation request approval are disabled by default.

Translator view

After a translation has been requested, the first party or third party translator will receive an email with the subject containing the language requested and document name or form type. The body of the email will include the name and email of the requestor, the district it was requested from, the requested translation language, and a link to the translator page for the requested document/form.

Steps *To translate a document/form:*

1. Click the document or form link in the email.
2. On the **Translation Details** page confirm the district and language requested. Click the **I am the requested translator for this document** button.
3. On the **Translate Form** page, contents from each document field appear in English.
    - If the district has enabled automated translation, each box will be populated with the requested translation language. Enter each box and review the translations and edit as needed.
    - If automated translation is not enabled, enter the translations into each field.
    - Replicate all styles and intended elements to the best extent possible while translating, using the toolbar along the top as needed. All translations will be autosaved.
4. If there are any fields that do not need to be translated, select the box that says **This field is not translatable** in order to satisfy the validation check.
5. Once all translations have been completed, click the **Mark translation complete** button at the top right.
    - You will not be able to mark the translation complete until all validation checks have been satisfied.
    - Once the button has been clicked, translations will be sent back to the original document, and the translator links will expire, removing access to this page.

Tip All fields will autosave as you work. Should you need to leave the tab before completing the translations, you may close the tab and reopen the page via the link in the email request.

Tip If the district has enabled automated translation and the fields appear empty (not yet translated), the automatic translation may not have finished yet. Wait and return to the translation page later once it has finished.

Language support

As of November 2026, the following languages are supported:

- Afrikaans
- Albanian
- Amharic
- Arabic
- Armenian
- Azerbaijani
- Basque
- Belarusian
- Bengali
- Bosnian
- Bulgarian
- Catalan
- Cebuano
- Chinese (Simplified)
- Chinese (Traditional)
- Corsican
- Croatian
- Czech
- Danish
- Dari
- Dutch
- Esperanto
- Estonian
- Finnish
- French
- Frisian
- Galician
- Georgian
- German
- Greek
- Gujarati
- Haitian Creole
- Hakha Chin
- Hausa
- Hawaiian
- Hebrew
- Hindi
- Hmong
- Hungarian
- Icelandic
- Igbo
- Indonesian
- Irish
- Italian
- Japanese
- Javanese
- Kannada
- Kazakh
- Khmer
- Kinyarwanda
- Korean
- Kurdish
- Kyrgyz
- Lao
- Latvian
- Lithuanian
- Luxembourgish
- Macedonian
- Malagasy
- Malay
- Malayalam
- Maltese
- Maori
- Marathi
- Mongolian

- Myanmar
- Nepali
- Norwegian
- Nyanja (Chichewa)
- Odia (Oriya)
- Pashto
- Persian (Farsi)
- Polish
- Portuguese (Portugal, Brazil)
- Punjabi
- Romanian
- Russian
- Samoan
- Scots Gaelic
- Serbian
- Sesotho
- Shona
- Sindhi
- Sinhala (Sinhalese)
- Slovak
- Slovenian
- Somali
- Spanish
- Sundanese
- Swahili
- Swedish
- Tagalog (Filipino)
- Tajik
- Tamil
- Tatar
- Telugu
- Thai
- Turkish
- Turkmen
- Ukrainian
- Urdu
- Uyghur
- Uzbek
- Vietnamese
- Welsh
- Xhosa
- Yiddish
- Yoruba
- Zulu