Translation

Districts with a SameGoal Pro Edition subscription have access to SameGoal's translation feature.

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

Translation features

Translation features include:

- **Multi-language document support.** Print documents that display form and field content in both English and a second language.
- **In-district and third-party translation workflows.** SameGoal supports human translation performed by staff both within and outside the district.
- **Automated translation with human review.** Depending on district policy, districts may optionally use automated translation backed by the Google Cloud Translation API. When enabled, to ensure that essential information has been accurately translated 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
  - Automated translation is disabled by default. If your district opts to use automated translation with human review, administrators need to enable it.
- **Translation requests or automatic request approval** Depending on district policy, document translation requests made by non-admin users can either go to an admin

user for approval, or they can be approved automatically and be sent directly to the translator.

- Automatic approval is disabled by default. If your district opts to use automatic request approvals, administrators need to enable it.

Document translation

Any document that has been modified can be translated from within the document by the document owner or an administrative user.

Steps *To request a document translation:*

1. Enter the document you wish to translate.
2. Click the translation icon [🗛] in the toolbar.
3. From the **Request Translation** pop-up, click the language dropdown menu and select the language you want the document to be translated to.
4. If your district has enabled automatic translation request approvals, there will be a **Translator Email** field in the dialog box. Enter in the translator's email.
   - Even if your district has enabled automated machine translation, a qualified human reviewer will need to review and complete the translation.
5. Select what fields in the document you wish to translate.
   - If the document has not been translated into the selected language before:
     - Select **Modified**.
   - If the document has been translated into the selected language before:
     - Select **Modified** to translate all fields that were not translated during prior document translations.
     - Select **All** to have all fields translated, including previously translated fields. Previously translated fields will be made available for edit/review and will be displayed with their existing translation.
6. Optionally include a note.
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.
   - You can check the status of the request in the Document History panel.
8. A qualified translator will then either translate the document or review the machine translation.
9. Once the document has been translated, you will receive a notification and the document will appear in both English and the translated language(s).

💡 Tip You are able to delete a document translation in Document History by clicking on the three dots in the corner of the translation event.

Form translation/retranslation

In order to be able to request a document translation, the form type (e.g. Individualized Education Program) must have a saved translation.

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.

Form translations can occur in one of two ways:

1. The first time the form type is requested within a document.
   - For example, the first time a request for an IEP to be translated in Spanish is made, the IEP form type will also be sent to the translator in a separate email to be translated in Spanish. Once the form type has been translated, the next time an IEP translation in Spanish is requested, only the document fields will be included.
2. When an administrator requests a translation for the form type.
   - If a form needs to be retranslated, an administrator can also request a retranslation.

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.

🔅 **Tip** If a document and form type are requested, two separate emails will be sent. One will contain the requested document fields and form titles in the other.

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. Under the **Translate** bar, 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.
   - Before a translation can be marked complete, all fields will need to have a translation entered, or you will need to select **This field is not translatable**.
4. Once all translations have been completed, click the **Mark translation complete** button at the top right.
   - 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.

Language support

As of August 2, 2024, 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
- Dutch
- Esperanto
- Estonian
- Finnish
- French
- Frisian
- Galician
- Georgian
- German
- Greek
- Gujarati
- Haitian Creole
- 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