



Speech-to-Text (STT) Quick Guide


2023–2024

Published March 14, 2024





Speech-to-Text (STT) Tool

The embedded Speech-to-Text (STT) tool allows students testing with the appropriate accommodations as outlined in the [Idaho Usability, Accessibility & Accommodations Guidelines](#) to dictate responses to constructed-response items. To use STT, select the microphone icon  in or near the item response area and begin speaking. The dictated response will be transcribed as text in the item response area.

How to use Speech-to-Text

Students with the appropriate accommodations may use the STT tool when responding to text response items. The STT tool allows a student to dictate responses to items that support the use of STT, and the student's spoken words are then transcribed as text in the item response areas.


To begin dictating, the student selects the microphone button  that is displayed in the item's text response area (see [Figure 1](#)). The button scrolls along with the page and remains visible while the item is in focus. Students can also select whether to dictate text in English or Spanish from the language drop-down list in the formatting toolbar provided this accommodation is enabled for students.

Figure 1. Text-Response Area with STT Tool



As the student speaks, the words are transcribed into the text response area. There may be a slight delay while the text is being transcribed and dots appear in the text response area to indicate that the transcription is in process.

The student can stop the dictation by selecting the microphone button. If the student selects the microphone button again and starts dictating, the new text is appended to the previously transcribed text.

Students can dictate for five minutes at a time. The student can also control the punctuation and grammar of the text through speech commands to some extent. For example, the student can say, "New Paragraph" to create a new paragraph. It is ultimately the student's responsibility to ensure the accuracy of the transcription as well as grammar and punctuation.

If there are buttons in the formatting toolbar for an item, the buttons are disabled while dictation is on. The buttons are enabled once you stop the recording. You also cannot navigate away from the test page while dictation is on.