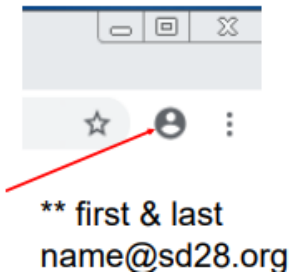
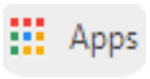
Sharing Files from Google Docs

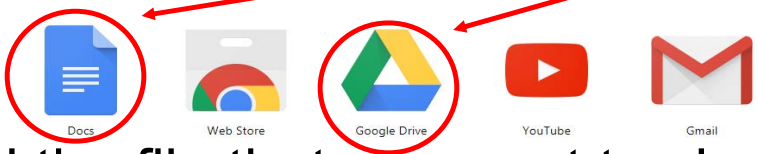
1. After opening Google chrome browser, sign in to your Google account



2. Open file in Google Doc



Click on Apps (top left) and select Docs or Drive



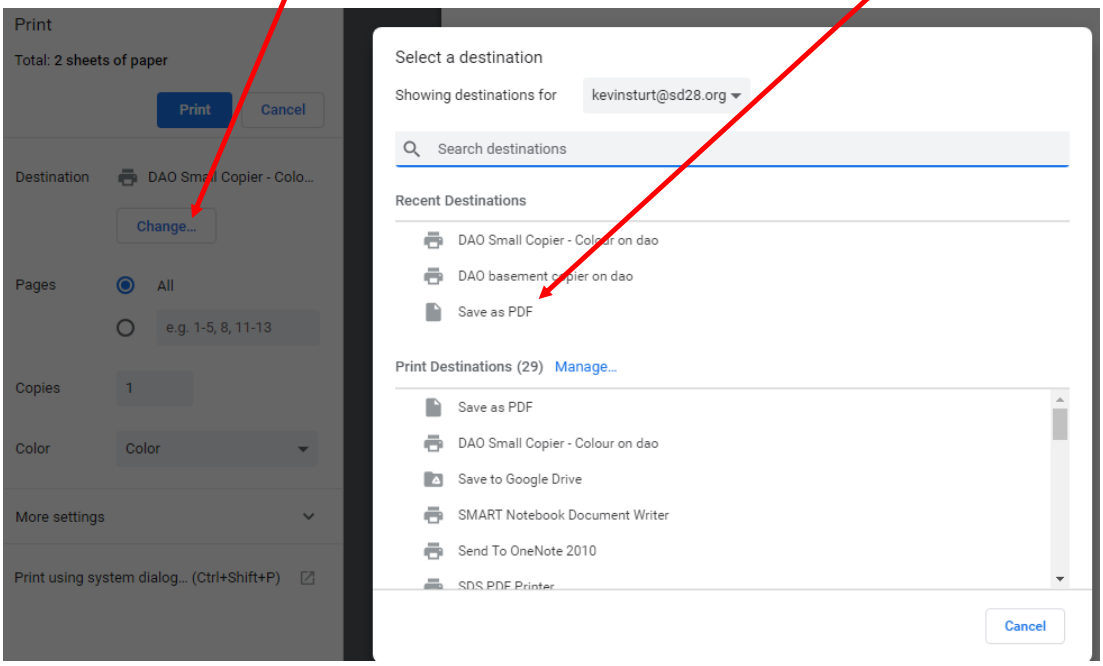
3. Find the file that you want to share .

Option 1: Select the text of the Google Doc, copy (Ctlr-C) and paste (Ctrl-V) it into a MS Word file (Ctlr-Alt-W)

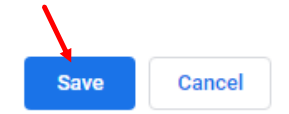
Option 2: Print file as PDF

Find the print icon (or from File & Print menus)

* change the printer to "Save as PDF"

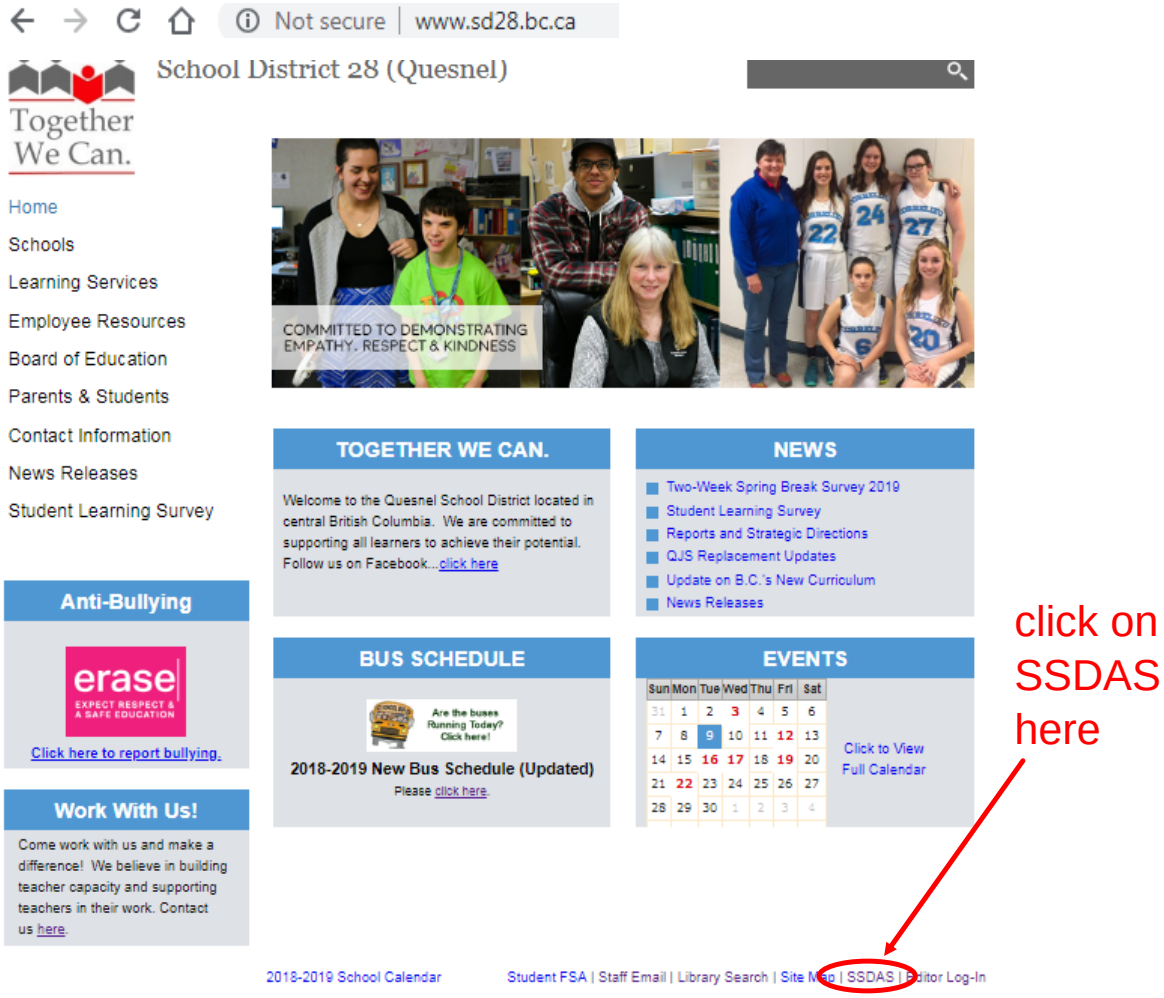


* Select "Save", Name the file and choose where it will be saved.



Getting to SSDAS & Digital Report

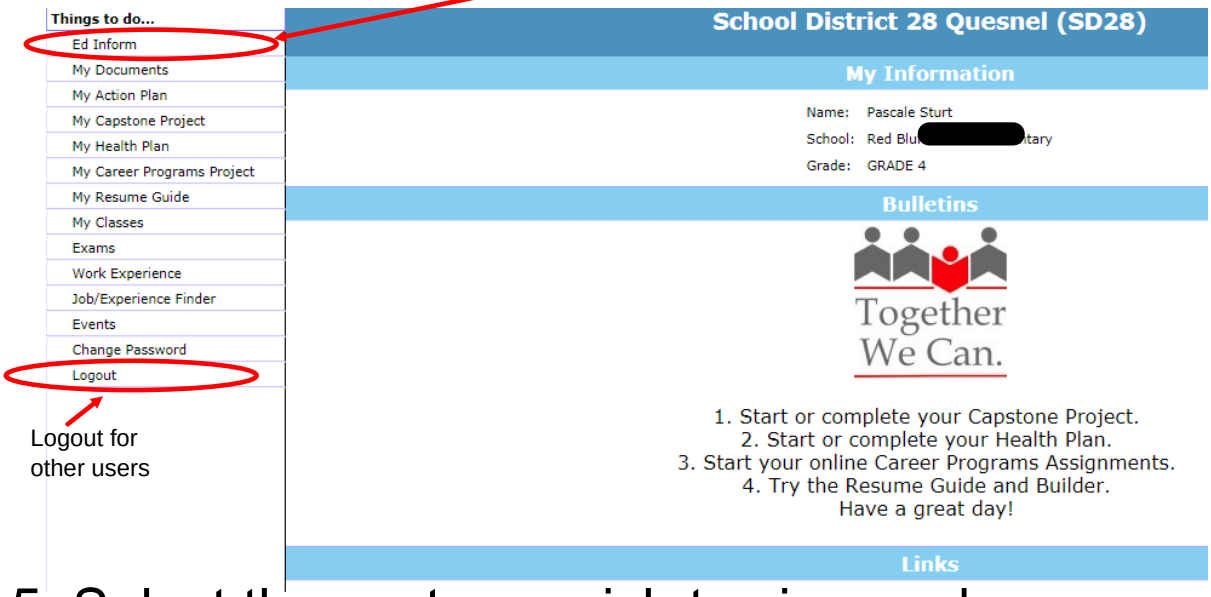
1. Go to SD28 Homepage and scroll down to the bottom of the page. Click on SSDAS.



2. Click on "SSDAS login"

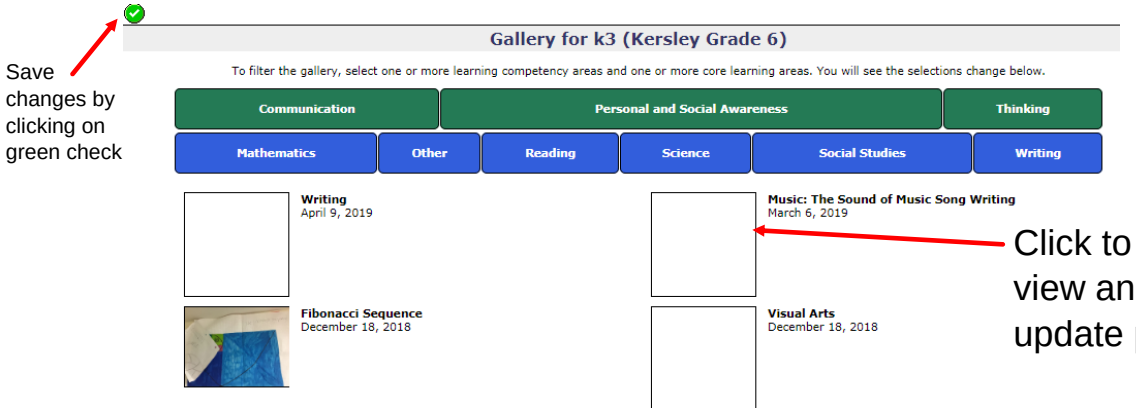
3. User name and password is the same as what you use logging into your computer. Then click login.

4. Go to "Ed Inform"



Logout for other users

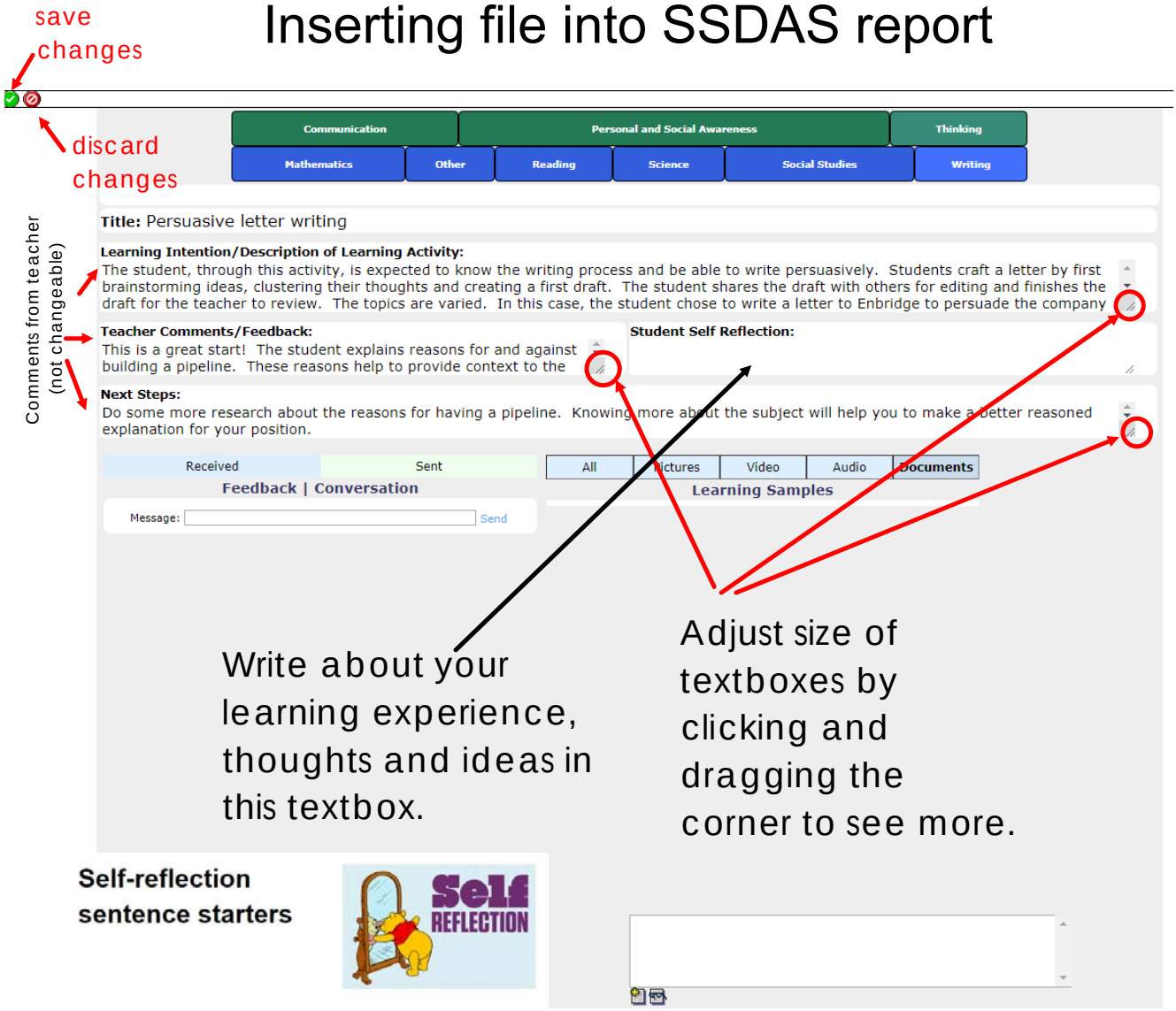
5. Select the post you wish to view and update.



Save changes by clicking on green check

Click to view and update post

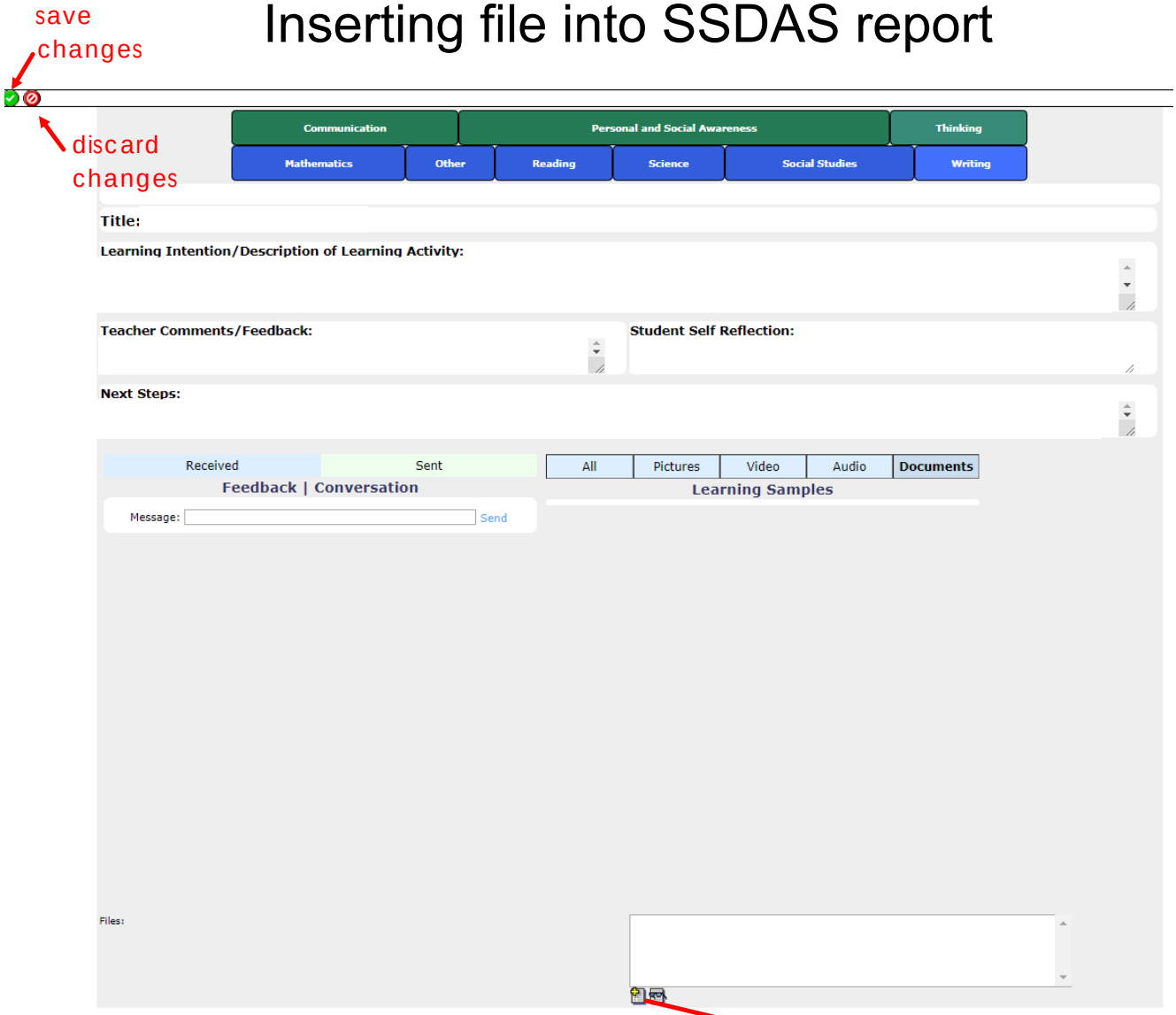
Inserting file into SSDAS report



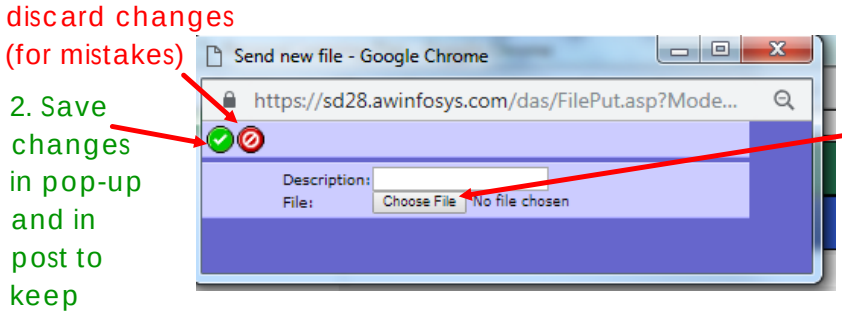
Self-reflection sentence starters

1. I learned....
2. I enjoyed...
3. Something challenging was...
4. Next time, I will/would....
5. What I want to learn next is...
6. I feel ...

Inserting file into SSDAS report

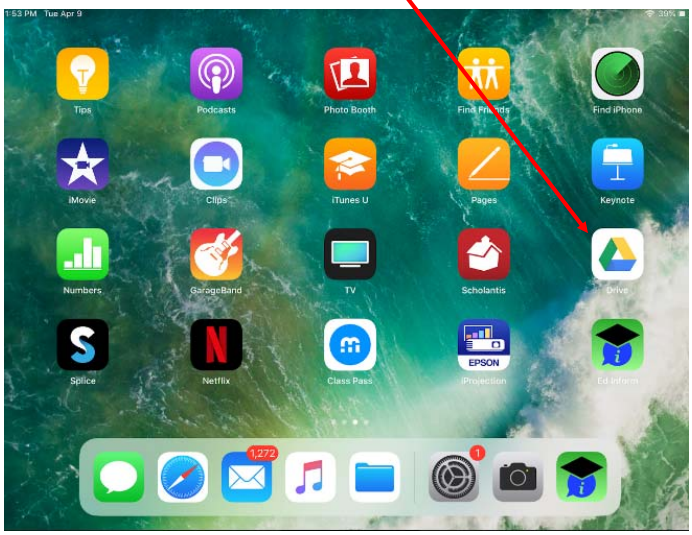


At the bottom of the page, clicking on the add ( ) icon will open this pop-up for you to find files.

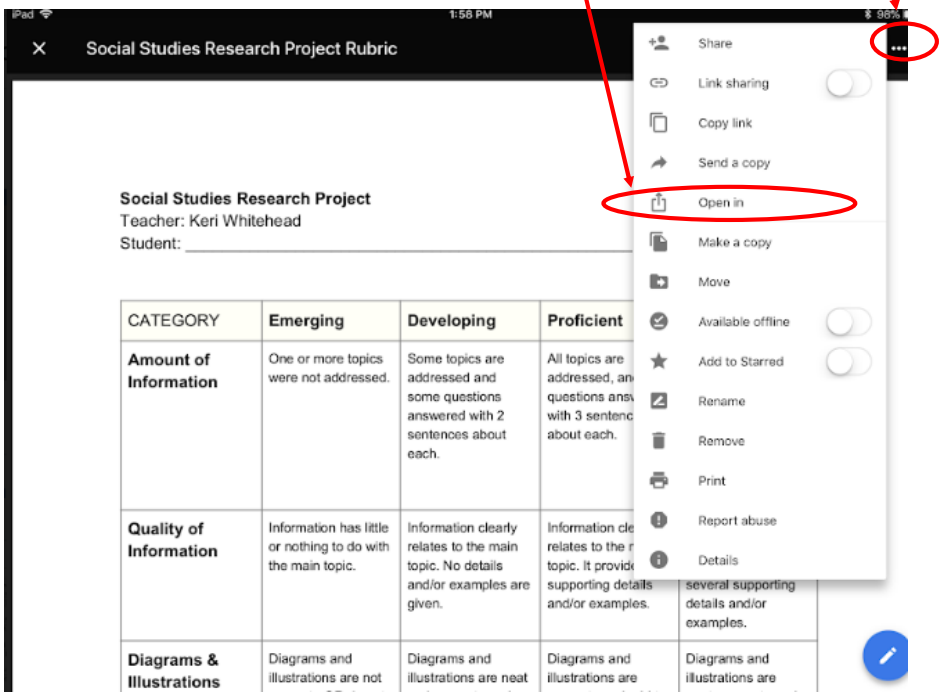


Sending Files to Ed Inform

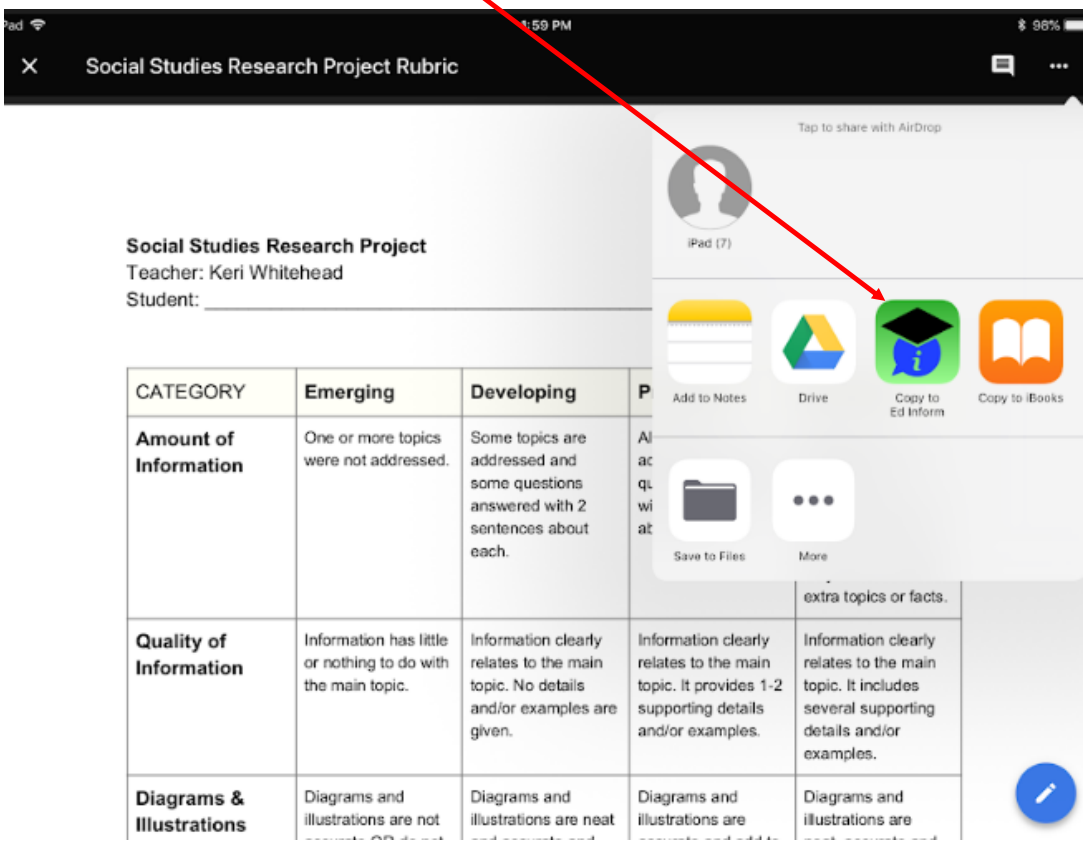
1. On the ipad, go to Drive and find the file that you want to include in your digital report.



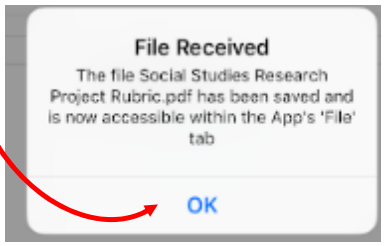
2. Click on top right ... (3 dots) to get the drop down menu. Select Open in"Ed Inform"



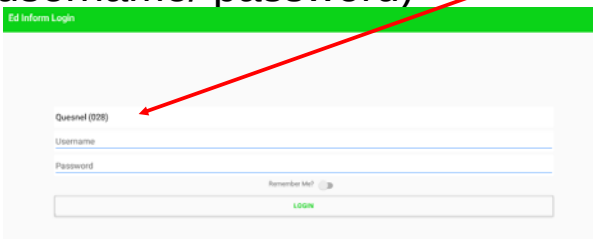
3. Select "Copy to Ed Inform"



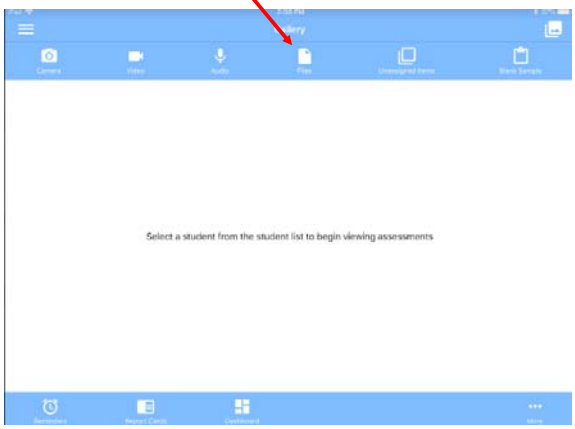
4. Click on "OK" for the File Received pop-up



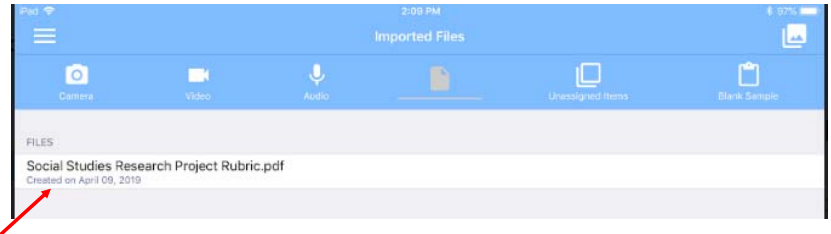
5. Login to Ed Inform (select Quesnel (028) regular username/ password)



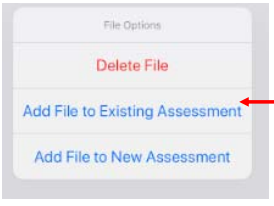
6. Click on the Files icon (top centre)



7. Notice the file that you imported. Click on the file and "Add to Existing"

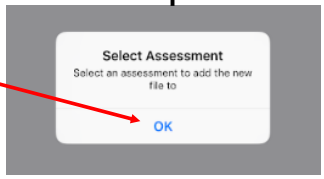


Click on file



Choose add file to existing assessment

8. The teacher will tell you which post it will go to after you click "OK"

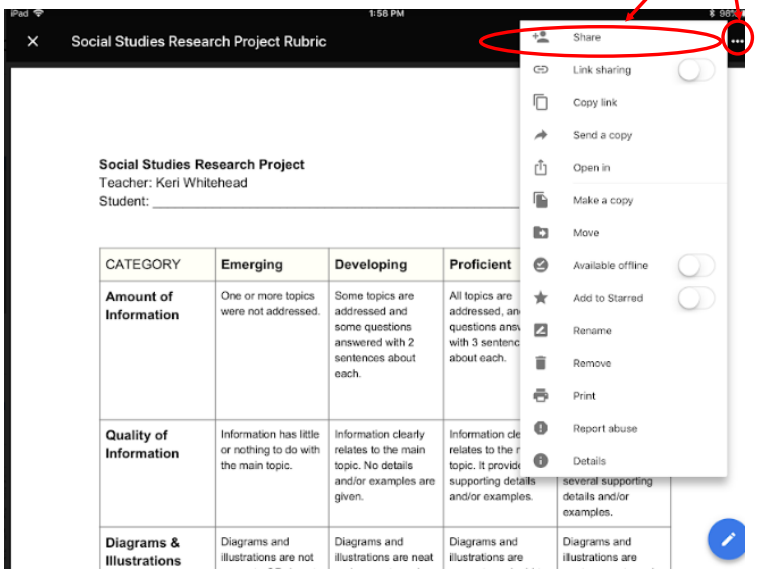


Sharing a Google Doc or File

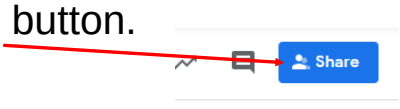
1. When signed in to Google, open file in Google Doc

Click on Apps (top left) and select Docs or Drive

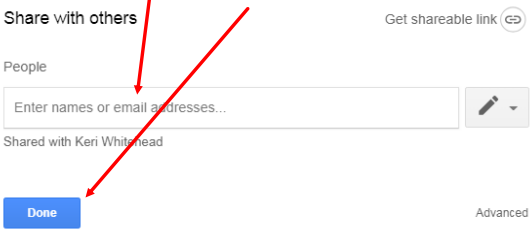
Option 1: Google Drive: Find the file that you want to share. Click on top right ... (3 dots) to get the drop down menu. Select "Share"



Option 2: Google Docs: Open the Google Doc that you want to share and click on blue "Share" button.

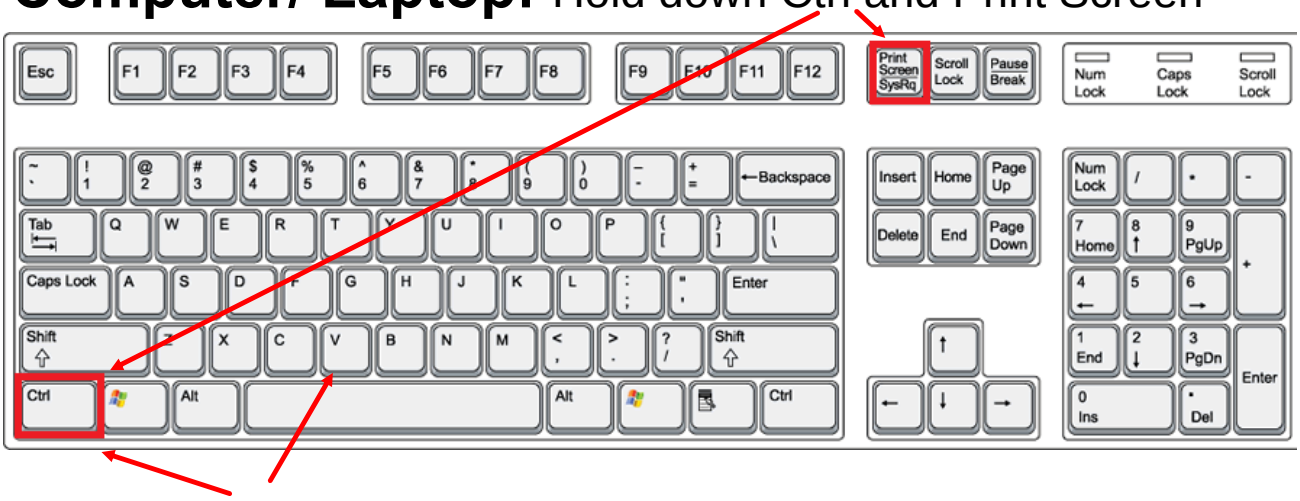


3.Type your teacher's email (remember @sd28.org and Done to send)



Screen Shots

Computer/ Laptop: Hold down Ctrl and Print Screen



To paste into a Google or Word Doc, hold down Ctrl and V

Ipad: Hold down Power on/off and Home buttons and release

Click here to upload picture to **Drive** or **Mail**