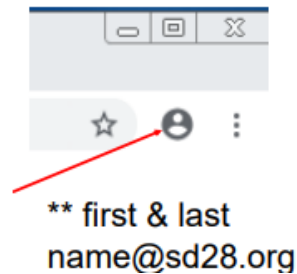
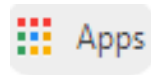


## Sharing Files from Google Docs

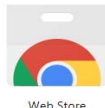
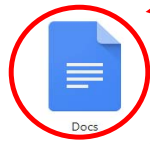
1. After opening Google chrome browser, sign in to your Google account



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 (Ctrl-C) and paste (Ctrl-V) it into a MS Word file (Ctrl-Alt-W)

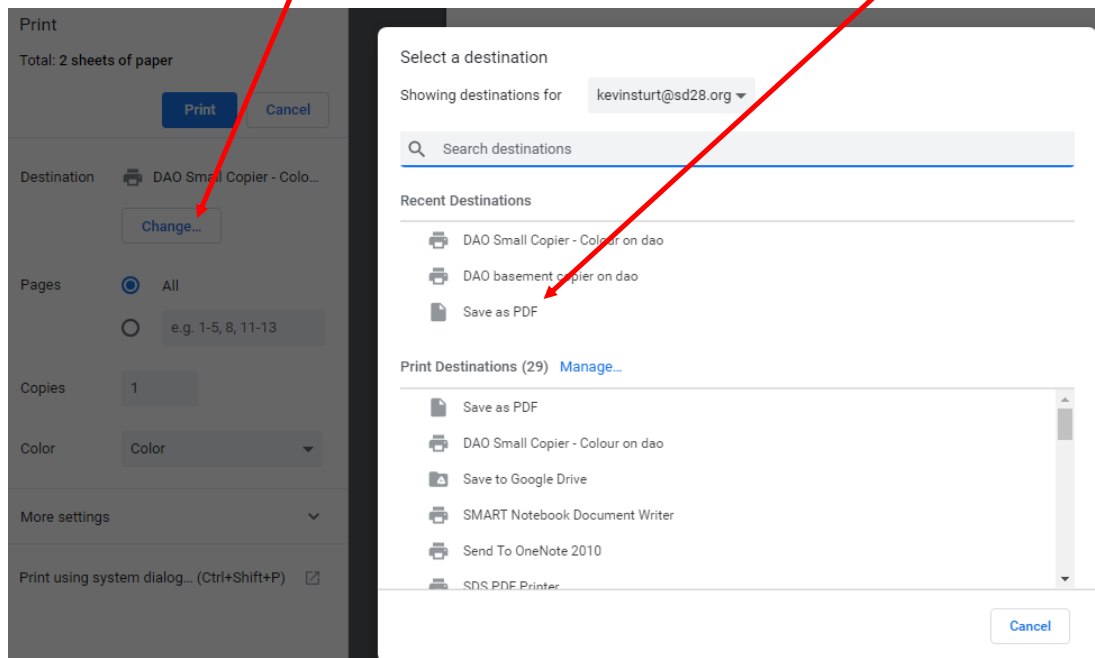


## Option 2: Print file as PDF



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.

← → ↻ 🏠 ⓘ Not secure | www.sd28.bc.ca

**Together We Can.** School District 28 (Quesnel) 🔍

Home  
Schools  
Learning Services  
Employee Resources  
Board of Education  
Parents & Students  
Contact Information  
News Releases  
Student Learning Survey

**TOGETHER WE CAN.**  
Welcome to the Quesnel School District located in central British Columbia. We are committed to supporting all learners to achieve their potential. Follow us on Facebook...[click here](#)

**NEWS**  
■ Two-Week Spring Break Survey 2019  
■ Student Learning Survey  
■ Reports and Strategic Directions  
■ QJS Replacement Updates  
■ Update on B.C.'s New Curriculum  
■ News Releases

**Anti-Bullying**  
**erases**  
EXPECT RESPECT & A SAFE EDUCATION  
[Click here to report bullying.](#)

**Work With Us!**  
Come work with us and make a difference! We believe in building teacher capacity and supporting teachers in their work. Contact us [here](#).

**BUS SCHEDULE**  
Are the buses Running Today?  
[Click here!](#)  
**2018-2019 New Bus Schedule (Updated)**  
Please [click here](#).

**EVENTS**  
Sun Mon Tue Wed Thu Fri Sat  
31 1 2 3 4 5 6  
7 8 9 10 11 12 13  
14 15 16 17 18 19 20  
21 22 23 24 25 26 27  
28 29 30 1 2 3 4  
[Click to View Full Calendar](#)

2018-2019 School Calendar | Student FSA | Staff Email | Library Search | Site Map | **SSDAS** | Editor Log-In

click on  
SSDAS  
here

2. Click on "SSDAS login"

**SSDAS uses in SD#28**

[SSDAS login](#)

[SSDAS websites for students and teachers](#)

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



4. Go to "Ed Inform"

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

# Inserting file into SSDAS report

save changes

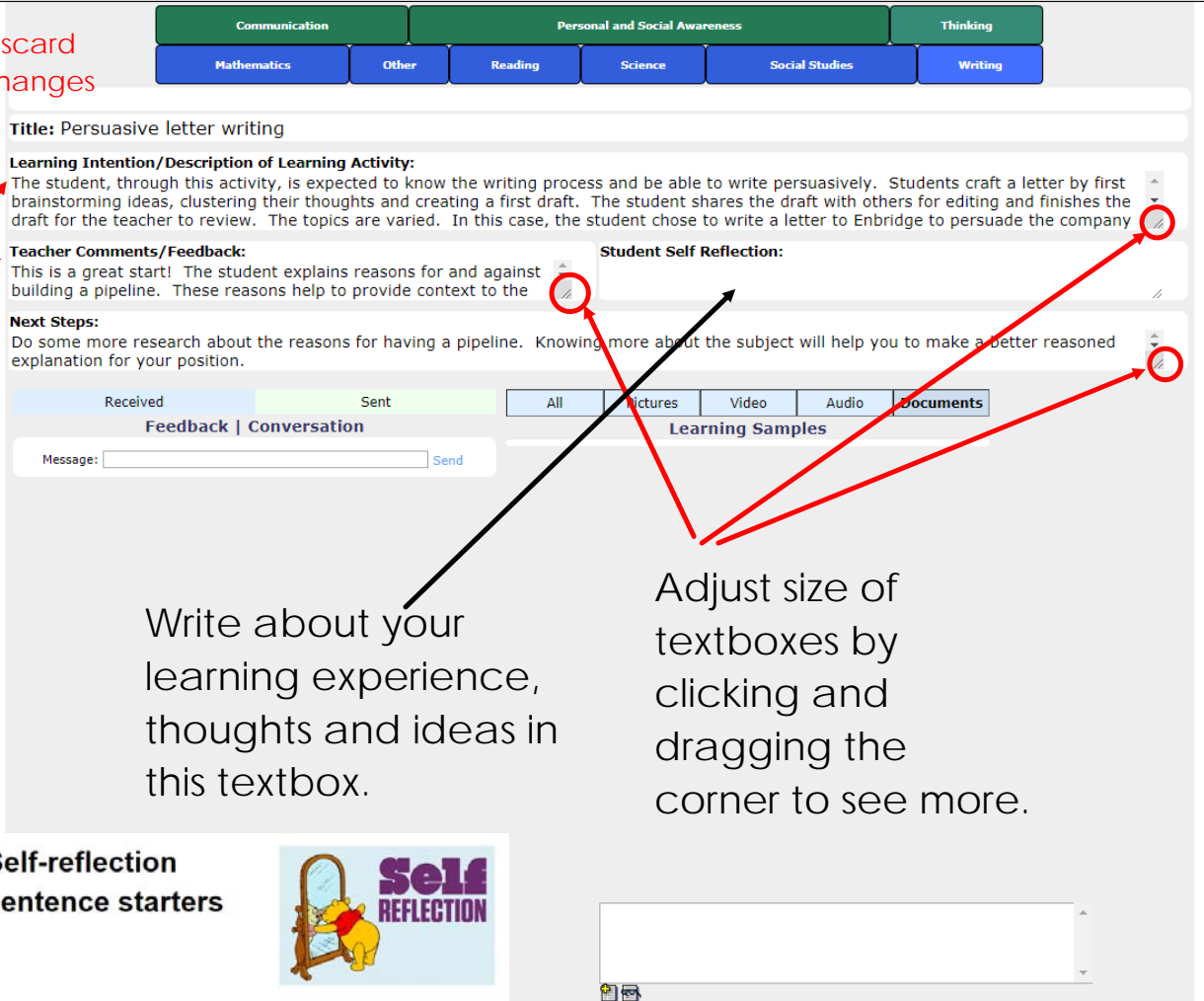
discard changes

Comments from teacher (not changeable)

Write about your learning experience, thoughts and ideas in this textbox.

Adjust size of textboxes by clicking and dragging the corner to see more.

Self-reflection sentence starters



**Communication** **Personal and Social Awareness** **Thinking**

Mathematics Other Reading Science Social Studies Writing

**Title:** Persuasive letter writing

**Learning Intention/Description of Learning Activity:**  
The student, through this activity, is expected to know the writing process and be able to write persuasively. Students craft a letter by first brainstorming ideas, clustering their thoughts and creating a first draft. The student shares the draft with others for editing and finishes the draft for the teacher to review. The topics are varied. In this case, the student chose to write a letter to Enbridge to persuade the company

**Teacher Comments/Feedback:**  
This is a great start! The student explains reasons for and against building a pipeline. These reasons help to provide context to the

**Student Self Reflection:**


**Next Steps:**  
Do some more research about the reasons for having a pipeline. Knowing more about the subject will help you to make a better reasoned explanation for your position.

Received Sent All Pictures Video Audio Documents

Feedback | Conversation

Message:  Send

Learning Samples

- 
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

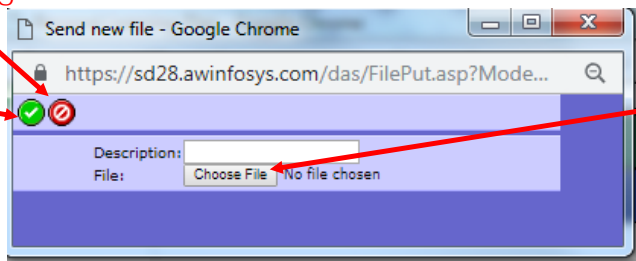
save changes  
discard changes

The screenshot shows the SSDAS report interface. At the top, there are navigation tabs for 'Communication', 'Personal and Social Awareness', and 'Thinking'. Below these are sub-tabs for 'Mathematics', 'Other', 'Reading', 'Science', 'Social Studies', and 'Writing'. The main content area includes fields for 'Title:', 'Learning Intention/Description of Learning Activity:', 'Teacher Comments/Feedback:', 'Student Self Reflection:', and 'Next Steps:'. Below these is a 'Feedback | Conversation' section with a 'Message:' input field and a 'Send' button. To the right is a 'Learning Samples' section with tabs for 'All', 'Pictures', 'Video', 'Audio', and 'Documents'. At the bottom, there is a 'Files:' section with a large empty box and a small icon for adding files.

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

discard changes  
(for mistakes)

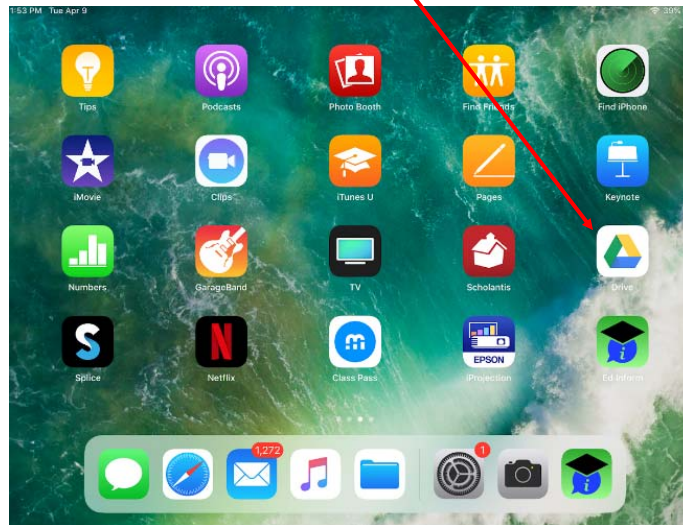
2. Save changes in pop-up and in post to keep evidence.



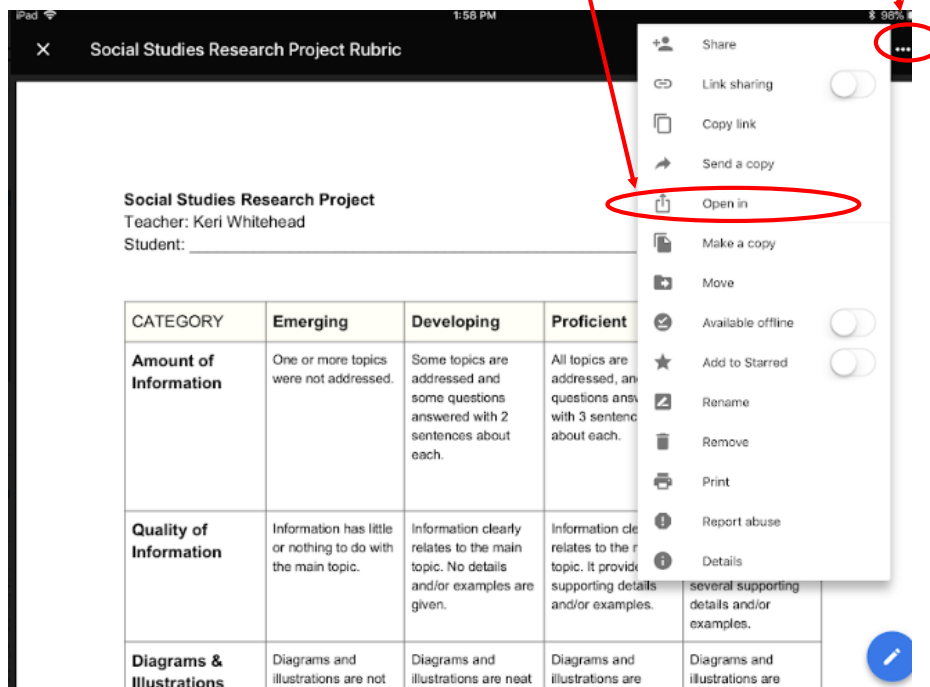
1. Click on "Choose File" to browse your computer to find files (word document files (.docx), video (mp4), or images (pdf, jpg)).

# Sending Files to Ed Inform

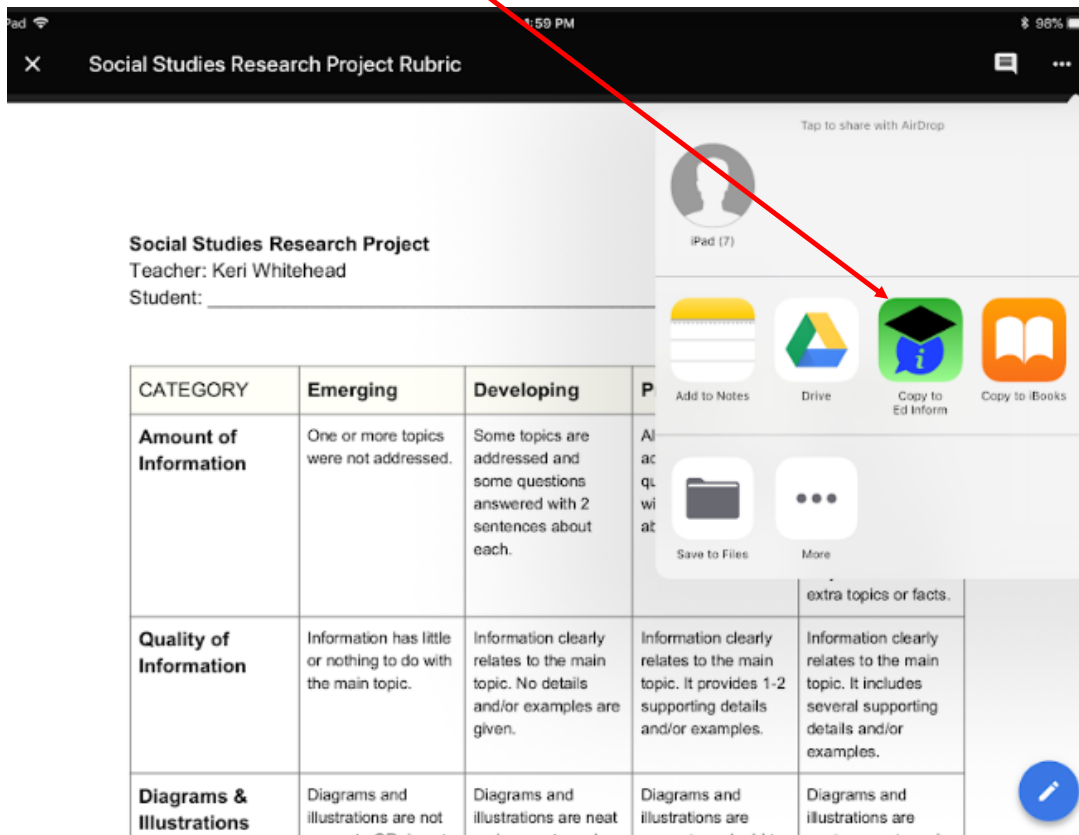
1. On the iPad, go to Drive and find the file that you want to include in your digital report.



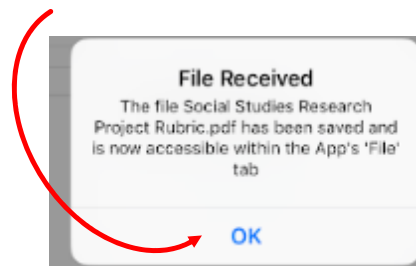
2. Click on top right ... (3 dots) to get the drop down menu. Select Open in "Ed Inform"



### 3. Select "Copy to Ed Inform"

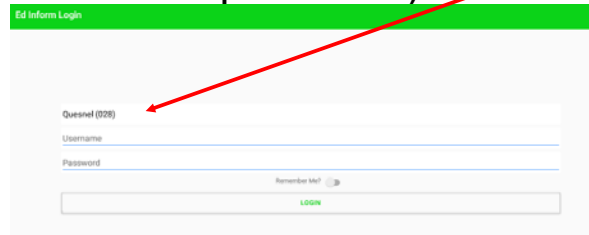


### 4. Click on "OK" for the File Received pop-up

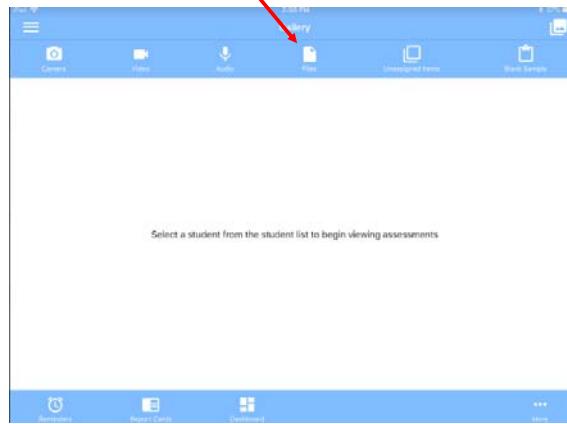




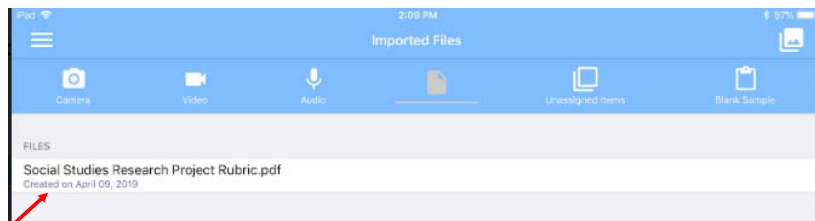
5. Login to Ed Inform (select Quesnel (028) regular username/ password)



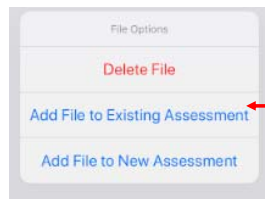
6. Click on the Files icon (top centre)



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

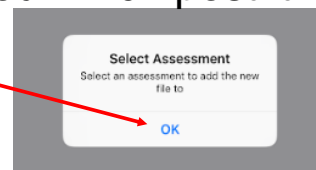


Click on file



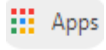
Choose add file to existing assessment

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



## Sharing a Google Doc or File

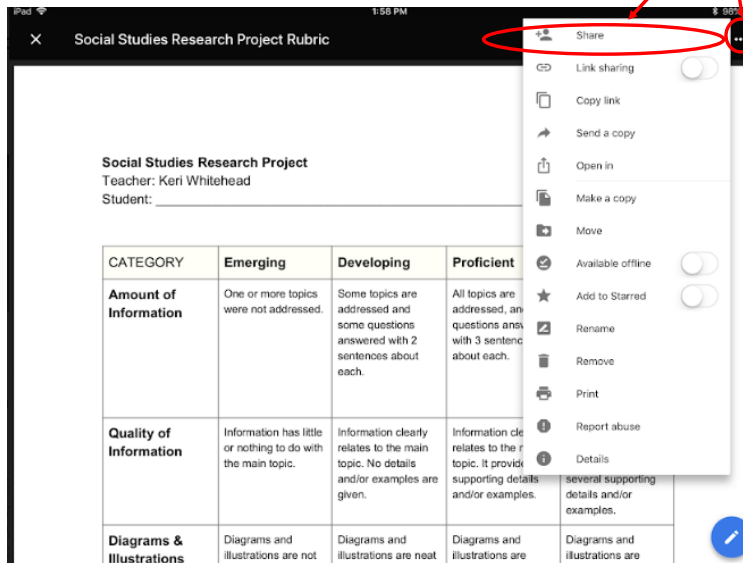
1. When signed in to Google, open file in Google Doc



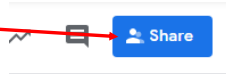
Click on Apps (top left) and select Docs or Drive



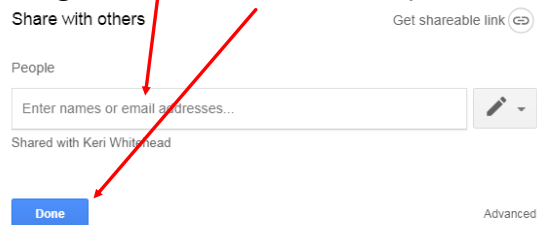
Option 1: Google Drive: Find the file that you want to share. Click on top right ... (3 dots) to get the drop down menu. Select "Share"



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

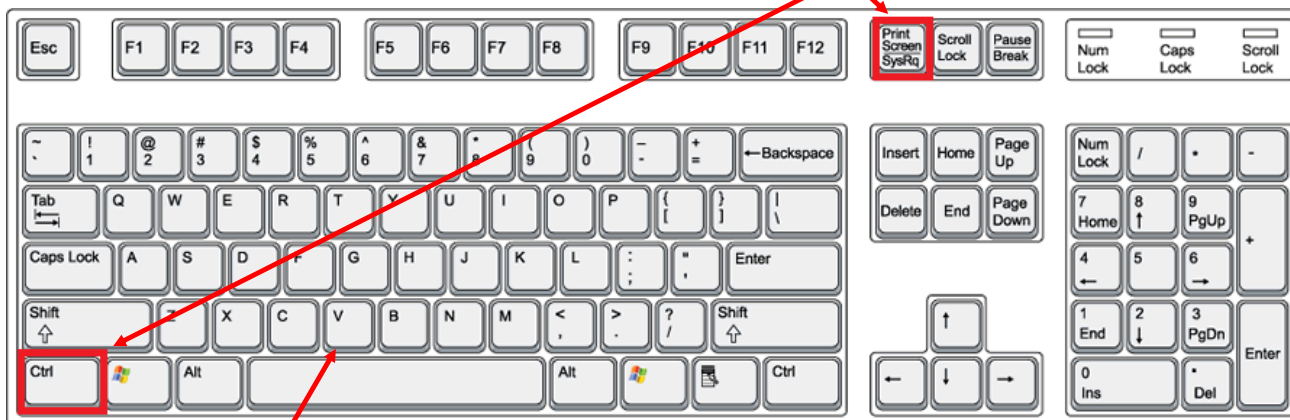


3. Type your teacher's email (remember @sd28.org and Done to send)



# 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**

