



## How to Use the Slides in Google Classroom

When you click on the link that you received from Historic Yates Mill, you will be asked if you want to make a copy of this document. By clicking "Make a Copy," you will make a copy and open an editable version of the Mill Power Pack. This version will be saved to your Google Drive. You can then make changes to these slides if desired. If you are using Google Classroom, you can "assign" these slides to your students.

### **Notes for teachers not using Google Classroom:**

In case you are not using Google Classroom and want to share the slides (without any changes that you've made) with your students, we are also sending you a "presentation" link that you can give your students so that they can open and view the slides we are sending you. This link does not allow students to edit or change the slides. Students do not need a Google account to open this link.

If you *do* make changes to the slides and want to share that edited version with your students *and* if you aren't using Google Classroom to assign the slides, there are some options.

1. When you have your copy of the Mill Power Explorer Pack open in your Google Drive, click on the yellow "Share" button in the top right corner of your screen. Two boxes will appear: a "Share with people and groups" box and a "Get link" box.
  - Go to the "Get link" box. It will most likely say "Restricted: Only people added can open link." You would want to click on the blue line below that which says "Change to anyone with the link." You will see a drop down menu appear to the right giving you the choice of whether people with the link can View, Edit, or Comment. Unless you want students to be able to change the slides, you will want the "View" option. Then hit the "Copy link" button. The link will be copied and you can paste it into an email to your students. (Anyone with this link can open the file; that means if your students forward it to someone else, that person can open the file, too.)

- Alternatively, if you want to share the slides *only* with people whose email you will include, you would enter their emails in the "Share with people and groups" box that appears above the "Get Link" box when you hit the yellow "Share button." **Do not hit the Done button after entering their emails;** instead hit the "Enter" button on your keyboard. This will bring up a screen with a drop-down menu on the right in which you can decide whether the recipients can edit, view, or comment on the slides. Choose whichever option you prefer. ***(Please note: If you choose edit, students will be able to make changes to the slides in your Google Drive.)*** After you finish, you can type a message in a message box and hit Send. Only the people whose email you have included will be able to open the link; if they forward it to someone else, that person will not be able to open it.
2. You can also choose to download the Google Classroom Slides as a PDF and send that to your students; to do so, when you have the Google Slides open, go to File—Download—PDF. The links to video, audio, and other resources will still work in the PDF version. You can then save that PDF version to your computer and then attach it to an email that you send your students.

### **Note about Interactivity of Crossword Puzzle and Word Search**

Currently the Crossword and Word Search are PDFs; if your students have printers at home they can print these activities out. If you would like your students to be able to type into the Crossword puzzle or circle words in the Word Search, that ability is possible through the use of hidden slides. In Google Classrooms, you can assign students a copy of the slides and ask them to go to the hidden slides (currently #21 and 22) to complete those activities.

Please let us know if you have any questions or concerns about using these Google Slides. You can reach us at [yatesmill@wakegov.com](mailto:yatesmill@wakegov.com) or at (919) 856-6675.