

# Digital Learning Workshop

---> [Technology Trouble Ticket](#) (link)

---> **Library Information**


## Library

- [Search for books](#)
  - Make a list of books to send to library for pickup

## Digital Books & Audiobooks

- [Epic](#) (free for teachers) (Elem./Middle School)
- [Access digital media in our library](#) (High School)
  - Username: (last name, first initial @garrisonisd.com)
  - Password: bulldogs

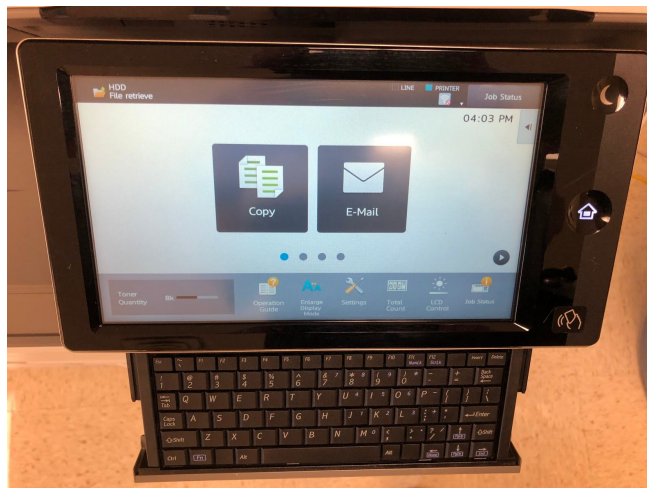
---> **Recording Videos**

- Iphone tip
  - Flip recording using App (  [Video Rotate + Flip Video Easy](#)) (link)
- Chromebook
  - Nimbus Screenshot & Screen Video Recorder - ([Chrome Extension](#)) (link)
    - [Screen Capture and Edit](#) (3:19 min. video)
    - [Record Videos](#) (4:54 min. video)
  - Screencastify - ([Chrome Extension](#)) (link)
    - [Record Videos](#) (6:23 min. video)
  - [Google Meet](#) - How to record Google Meet session (2:47 min. video)
  - [Zoom](#) - How to record Zoom Meetings (4:53 min. video)

---> **Make Editable PDFs**

- [Kami extension](#) (4:36 min. video)
- [Google Slides](#) (11:16 min. video)

---> **Use the Sharp Copy machines in the workrooms to send PDF scans to your email**



---> [Change PDF to picture](#) (link)

---> [Split PDF into different pages](#) (link)

---> [How to create an interactive Bitmoji Classroom](#) (11:32 min. video)

---> **Posting Videos**

- Seesaw (Grades PK-2)
- Google Classroom (Grades 3-12)
- Flashdrives

**\*\*\* Distance Learners with NO internet will need their video lessons/assignments put on flashdrives. \*\*\***

**---> Hotspots have been ordered, so this should be temporary.**

## GOOGLE SLIDES

### HOW TO CREATE AN EDITABLE DOCUMENT FROM A PAPER HANDOUT STEP-BY-STEP INSTRUCTIONS:

1. Scan your handout on the Sharp copy machine in any of the lounges and have it email you the copy.
  - a. This copy will be sent to you in a PDF format
2. Retrieve the email and put the document in your desired folder within Google Drive.
3. Convert the file to a picture file by going to the [website in this link](#) and download the picture file.
  - a. This copy will be in a picture format.
4. Place this file in your desired Google Drive folder
5. Open Google Slides and create a new (blank) slide.
6. Change the slide size so that it is the size of your handout (8.5 inches by 11 inches).
  - a. Click on 'File', then 'Page setup'
  - b. Click the down arrow next to Widescreen and select 'Custom'
  - c. Change the numbers to 8.5 x 11 inches
  - d. Click 'Apply'
7. Remove the preset text boxes by right clicking on them and selecting 'Cut'
8. On your toolbar, select the 'Background' tab
9. Click on 'Choose Image' and go to the folder with your desired picture and click 'Insert'
10. Click on 'Done'
11. Select 'Insert', then 'Text box' and place it in the desired location.
12. Copy and paste the text box and resize into any other locations you want
13. Name and share your slide