

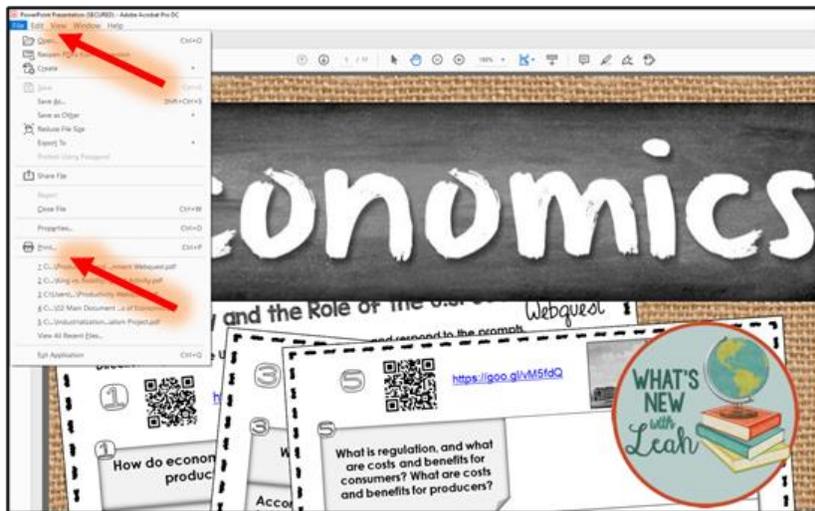
# Use Your Existing Resources for Distance Learning *Cheat Sheet*

Separate long PDFs into only the pages you need to share with students using the "print to PDF" option.

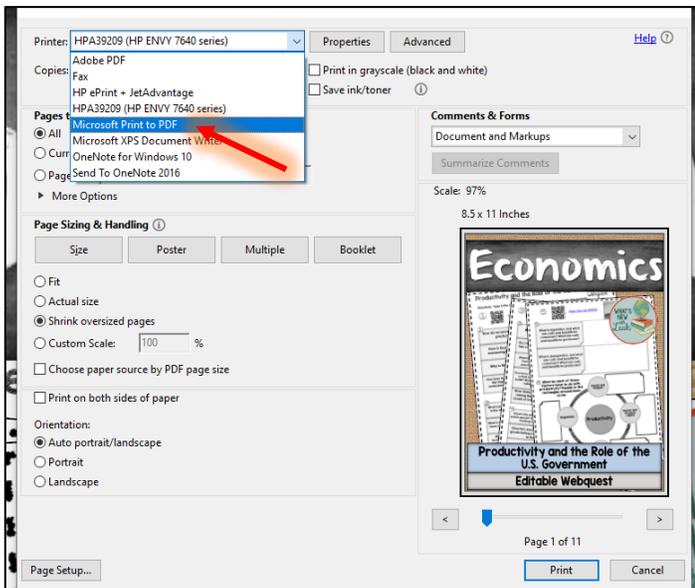
1. Open Your PDF.
2. Figure out which page you need, and then click "File."
3. Select "Print."
4. Select "Microsoft PDF."
5. Select "Print."

\*\*\*Be sure to name your PDF and save it to a location where you can easily find it.\*\*\*

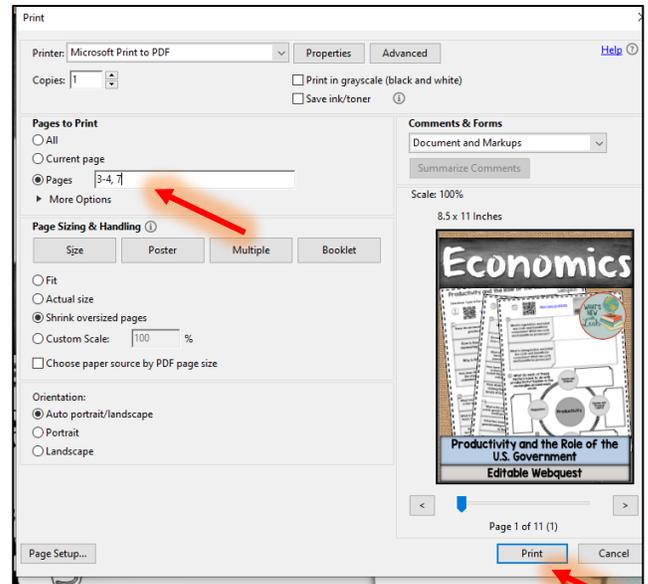
1-3



4



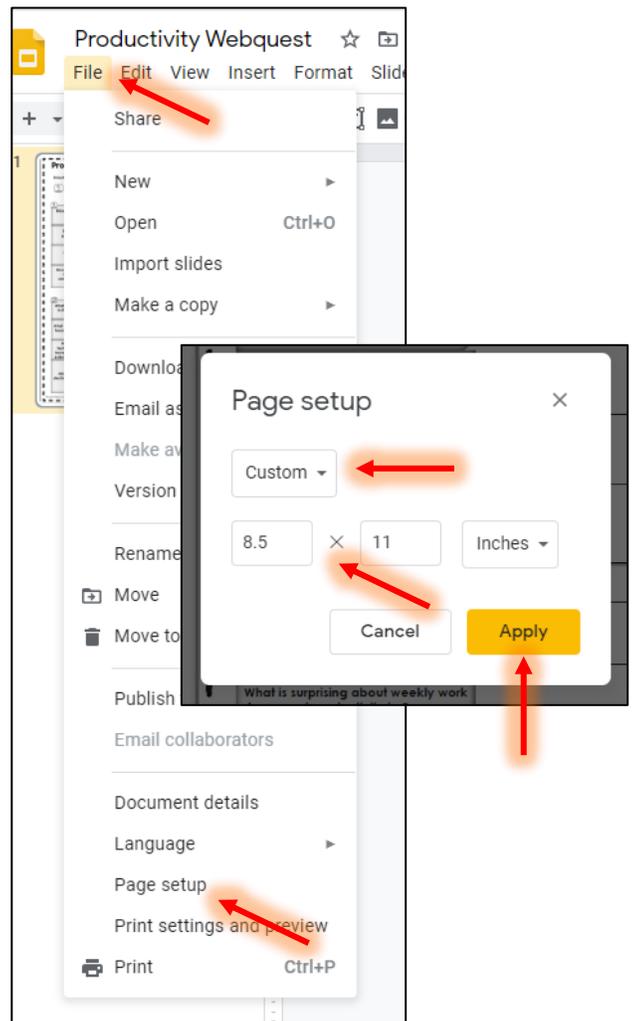
5



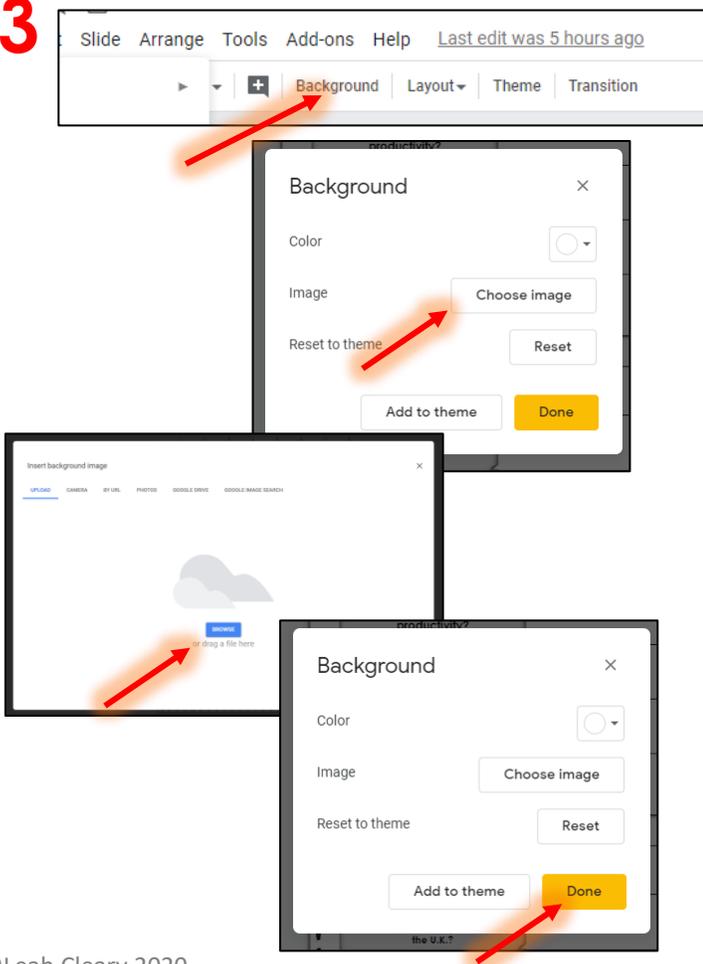
# Use a picture or screenshot of a document to create a Google Slide worksheet.

1. Either take a picture or a screenshot of your worksheet.
2. Resize your Google slide by going to "File," selecting "Page Set-up," "Custom," and 8.5 x 11 or whatever size your slide needs to be.
3. Go to the tool bar and select "Background." Select "Choose Image," upload your image to the background, and then click "Done."
4. Go to "Insert" in the toolbar to add textboxes for the students to type in, or to add shapes to obscure flat hyperlinks.
5. Make the shapes clickable by clicking on the outside of the shape, selecting the hyperlink icon in the toolbar, and then pasting the hyperlink address in the pop-up box.

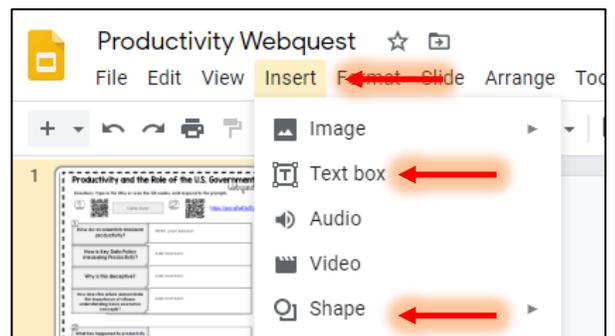
2



3



4



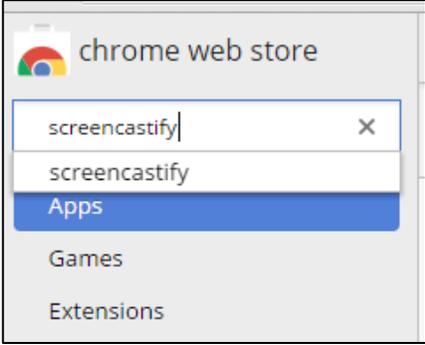
5



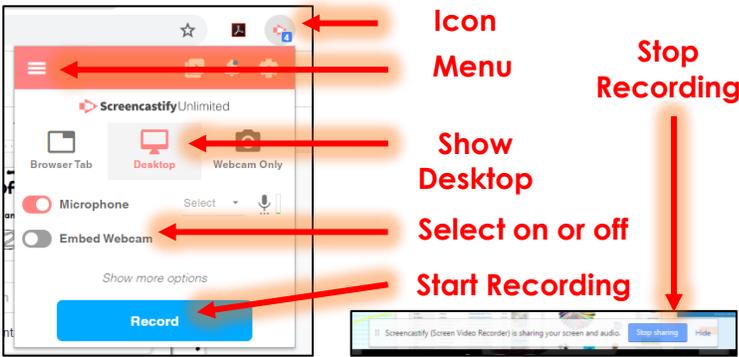
## Use Screencastify to record existing lectures of PPTs and to demonstrate activities and skills.

1. Head to the Chrome Web Store and search "Screencastify." Select "Add to Chrome" and follow the prompts.
2. Click on the Screencastify extension in your browser. Turn on your microphone and/or your camera (if you want to show your face). You can also click on the menu to access your recordings and your account. Hit "Stop Sharing" when you are finished recording.
3. Rename your video and share it with the Screencastify Link, by email, on social media, in Google Classroom, or download it to your computer as an MP4 or a Gif.

**1**



**2**



Icon Menu

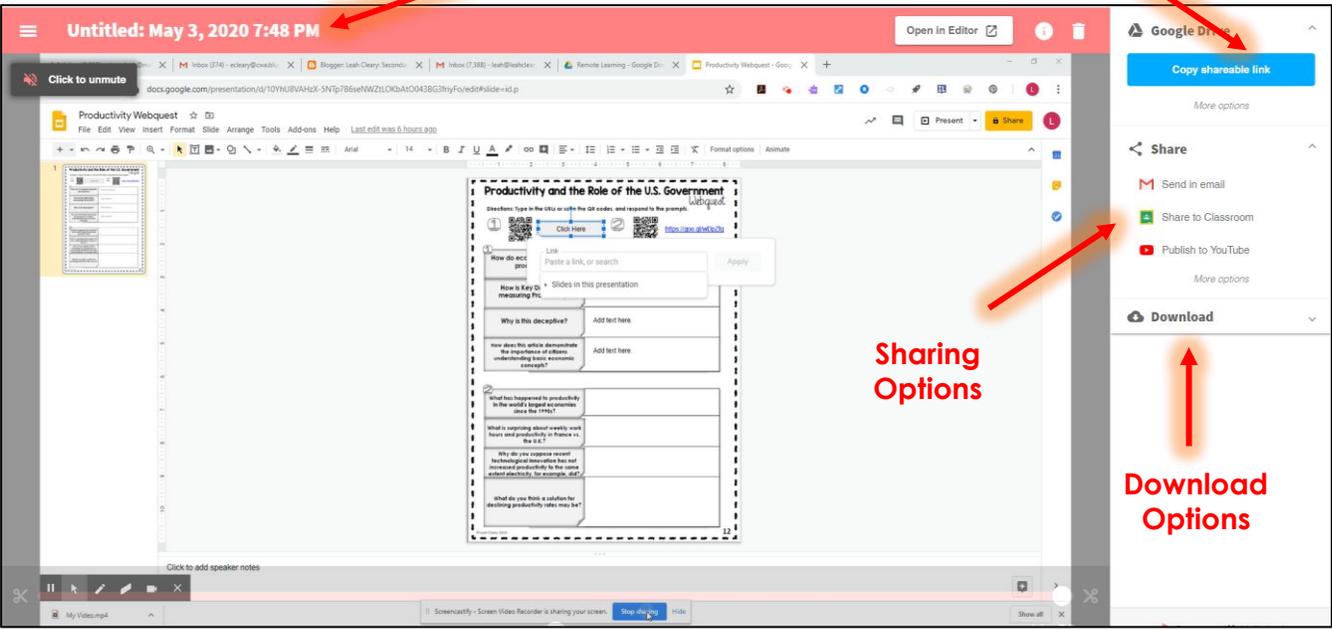
Stop Recording

Show Desktop

Select on or off

Start Recording

**3**



Rename

Sharing Link

Sharing Options

Download Options

For more info, go to [leahcleary.com](https://leahcleary.com), and check out **THIS** post!