

How To Save Videos and PDFs in your Drive so they can be Viewed from School Website

Saving in Drive

1. Be signed into your district email.
2. Click on the waffle at the top right.
3. Click on "Drive"
4. Find the PDF or Video
5. Click on the item once. Then click on the link icon
6. Click on the arrow next to "Jordandistrict.org"
7. Change it to "Anyone with the Link"
8. Make sure it shows: "Anyone with the link" "Viewer"
9. Click "Copy Link"
10. Click "Done"
11. You will insert your copied link into your website.



#3

Drive



#6

Jordandistrict.org ▾

Anyone in this group with this link can view

#7



Get link



#9

https://drive.google.com/file/d/129aRMhmT3j_wwCANFA9yA9_mcqxLpeL/...

Copy link

#8



Anyone with the link ▾

Anyone on the internet with this link can view

#8

Viewer ▾

How To Create a Google Slides PD with Links

Creating a Google Slides

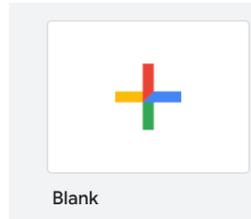
1. Be signed into your district email.
2. Click on the waffle at the top right.
3. Click on "Slides"
4. Click on "Blank"
5. You can select a Theme or add your own background.
6. Create the slides according to what you want to share with your community. To add a new slide, click on the + button
7. To insert a link on your slide, click "insert" "video" "My Drive". You can search your drive for the saved video.
8. When saving you have two options. You can save as a PDF OR you can share as view only.

To save as PDF; Click "File" "Download" "PDF". You will need to save this in your Drive.

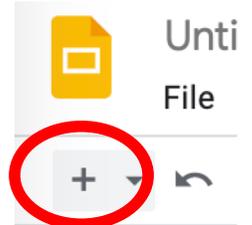
To Share as View Only: Click on "SHARE"
-Click the down arrow next to the Jordandistrict.org.
You will select "Anyone with the link"
-Once done, it should say, "Anyone with the link" is a "Viewer" you will copy that link and paste it into your webpage.



Slides

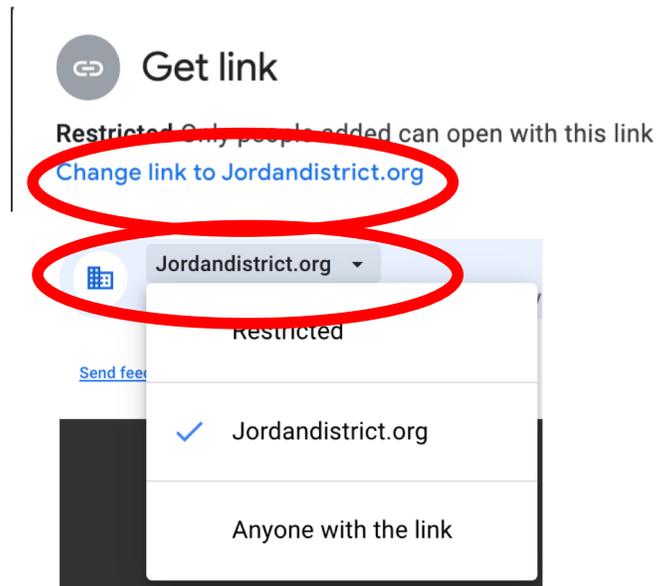


#4



#6

#8



Get link



<https://docs.google.com/presentation/d/1PVJwVutQPc0C5V8jFY9kTS7ydG...>

Copy link



Anyone with the link ▾

Anyone on the internet with this link can view

Viewer ▾

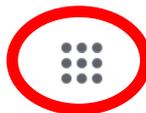
[Send feedback to Google](#)

Done

How To Create a Google Form for Kindergarten Session Request

Creating a Google Form

1. Be signed into your district email.
2. Click on the waffle at the top right.
3. Click on "Forms"
4. Click on "Blank"
5. Create a title and description



#2



#3

Forms

6. Create your first question:

Student Last Name.

-The question type should change to short answer. If it doesn't, click the down arrow.

-Be sure to make the question "Required"

7. Add another question by clicking the "+" button.

8. Create your second question:

Student First Name

-Follow steps above: short answer, required, add another question.

9. Create your third question:

Student Birth Date

-Answer type should change to date.

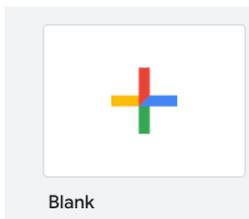
10. Final question will be:

Select Kindergarten Session

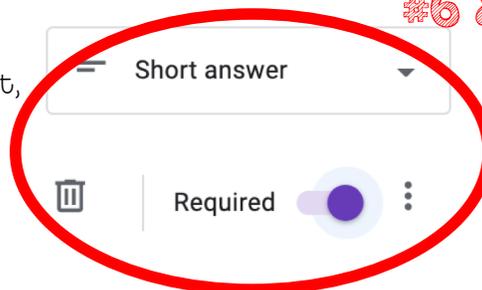
-Question type will be "Multiple Choice"

-Change Option 1 to AM

-Change Option 2 to PM



#4



#6 & 8

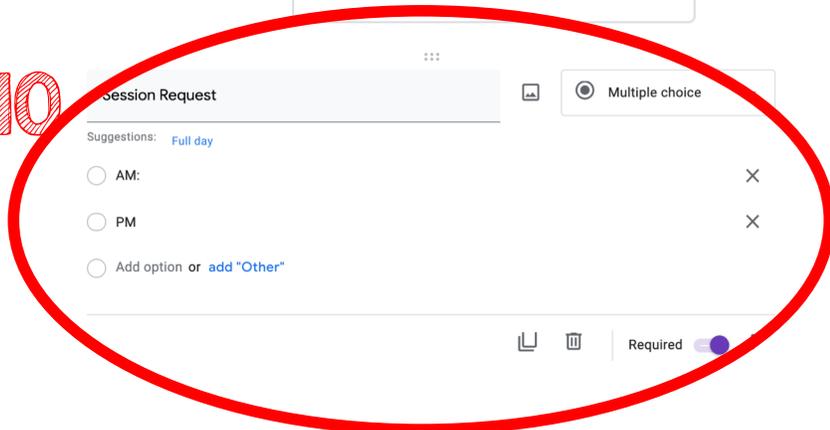


#7



#9

#10



Sending/Linking a Google Form

11. Go into your Google Form



#12

12. Click on the setting icon

13. Be sure it DOES NOT RESTRICT TO JORDANDISTRICT.ORG USERS

14. Click on "Save"

#13

Requires sign in:

Restrict to users in Jordandistrict.org and its trusted organizations ?

Limit to 1 response

15. Click on "SEND"

16. Click on the Link Icon

#15

#16

#17

17. Click on "COPY"

18. You will paste this link into your webpage.

