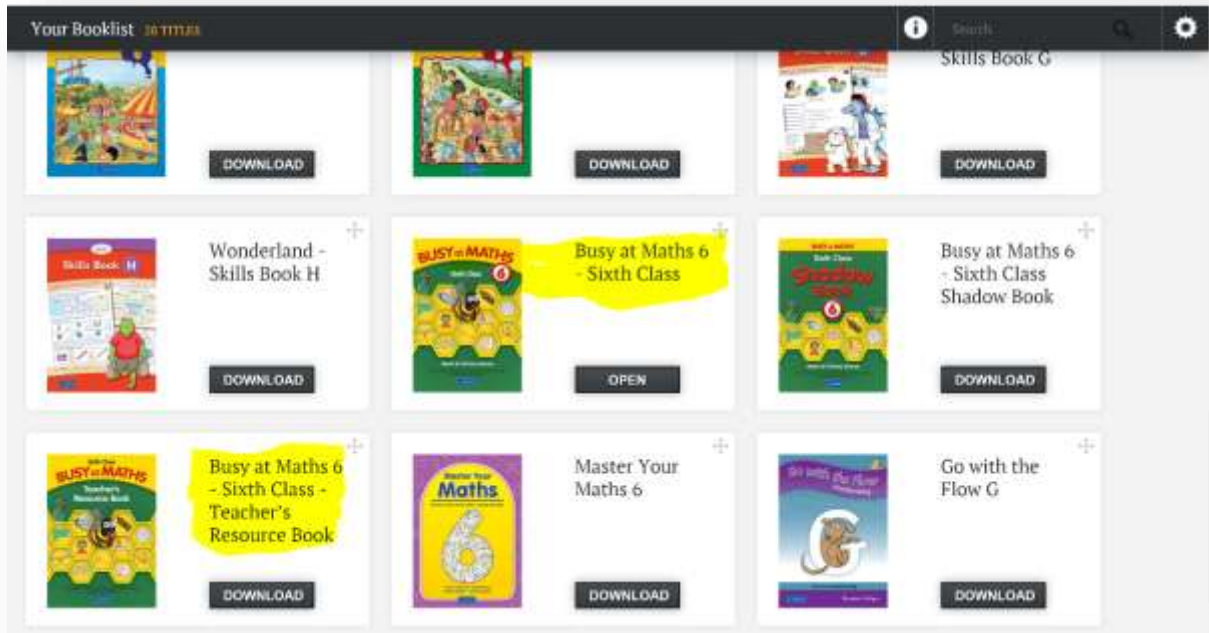


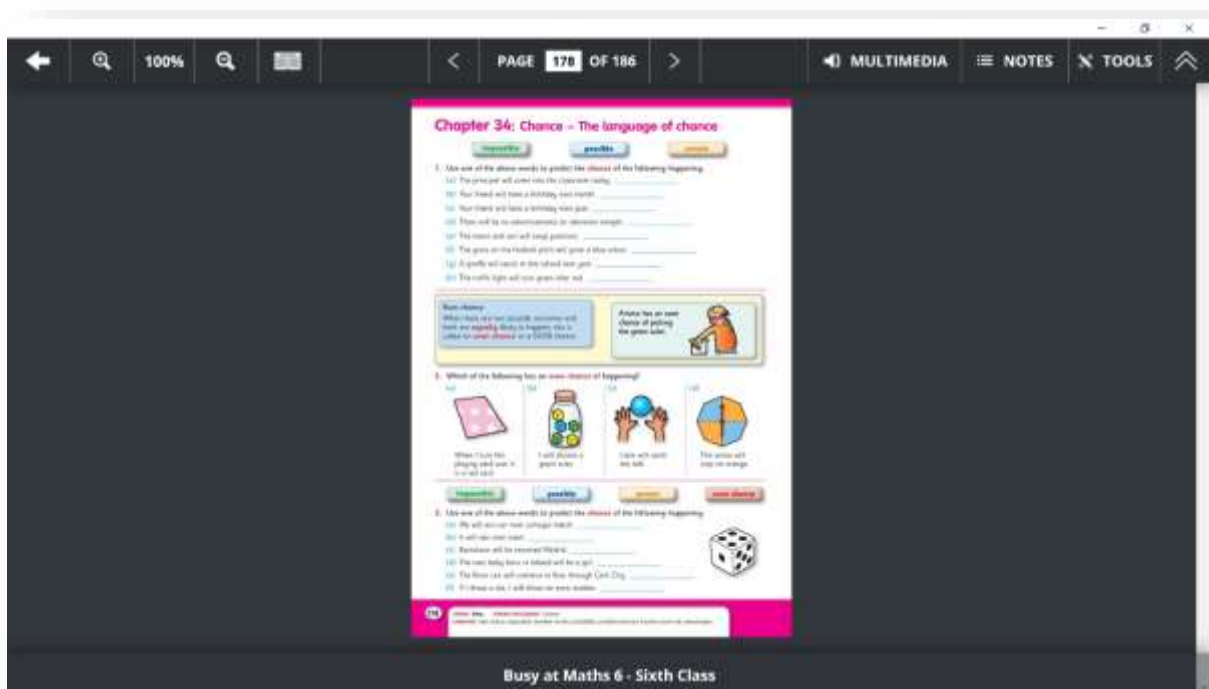
Create Activities on Google Classroom using Online E-Books

1. Open the publisher's website or application and go to the online e-book you wish to use. For today's example I was using the CJ Fallon application that I had previously downloaded to my computer, as I wanted to choose 'Busy at Maths', the book we had been using in my own school.

Your list will appear as follows. Open/download the book you want. I will be using the Busy at Maths book (for questions) and the Busy at Maths – Teacher Resource Book (for answers to self-correct at home), to put together my activities on Google Classroom for the week.



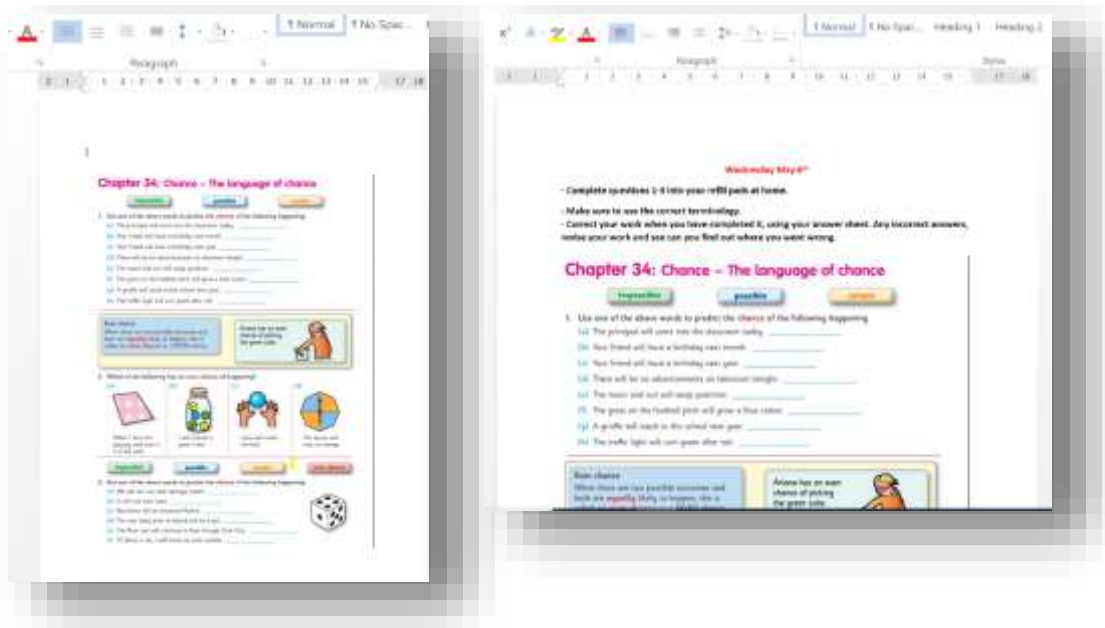
2. Go to the page you wish to in the e-book you wish to take for your activity. I am going to focus on the 'Chance' chapter of the book.



3. With the 'Snipping Tool' open, click new in the top left corner. If you click 'mode', beside new, you will have several different screen shot options. I personally always use the 'rectangular snip' as this allows you just screenshot the area of the page you want. For this activity, I want the class to complete Q1-3, for Monday's work. I snip that area of the page and I will be presented with an image of it, like below here (left).

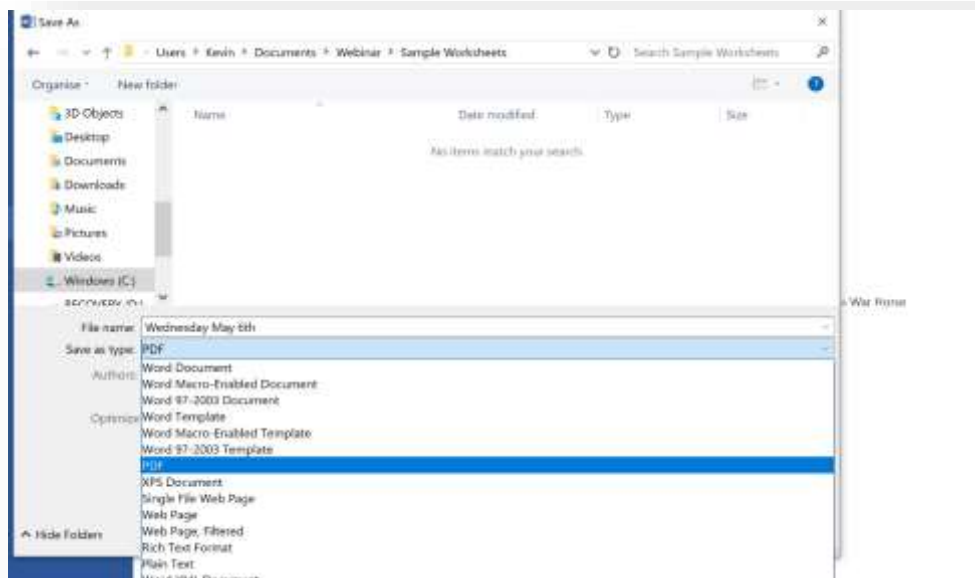
Next, in the Snipping Tool, click edit at the top and click copy. You now want to go to 'Word' where you are going to paste this image into it. It will then appear like below (middle). Finally you want to type in the instructions you would like your class to follow, similar to below (right).

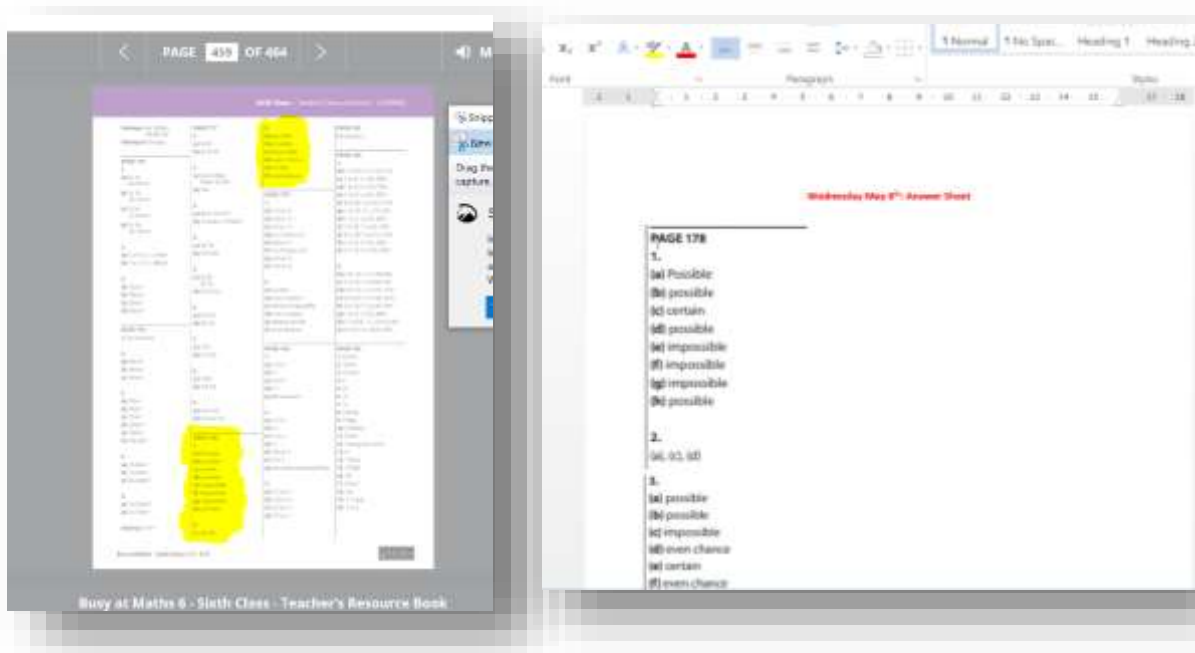
<https://www.getepic.com/>



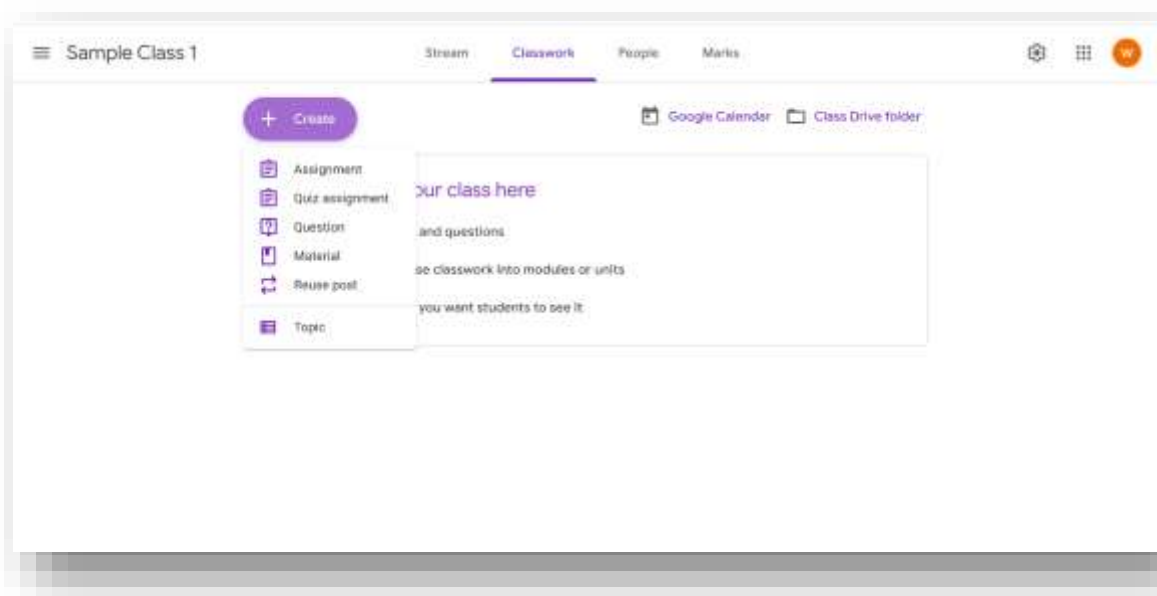
4. You repeat these steps until you have all the work together in one word document, along with the instructions for your students.

5. You now want to save the document as it is ready for uploading to Google Classroom. I usually save it twice, once as a word document and once as a pdf. It will be the pdf I will upload to Google Classroom, as this is an uneditable document, so students cant alter or change the worksheet by mistake. You save it as a pdf, by simply selecting pdf when saving like below.

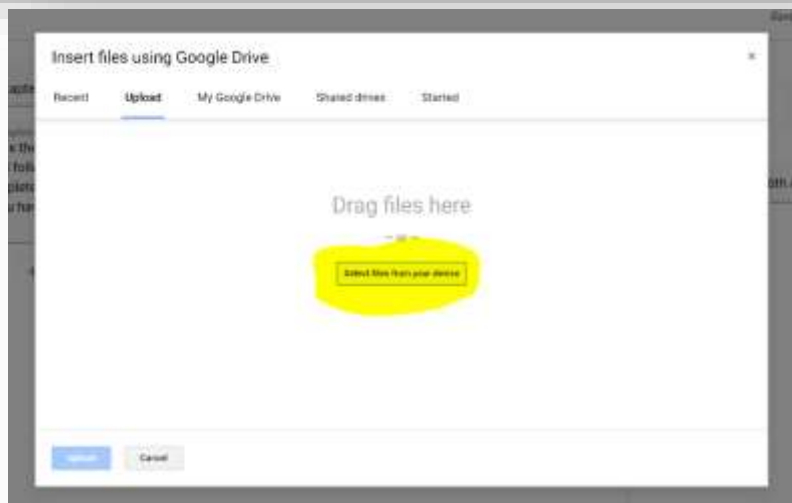
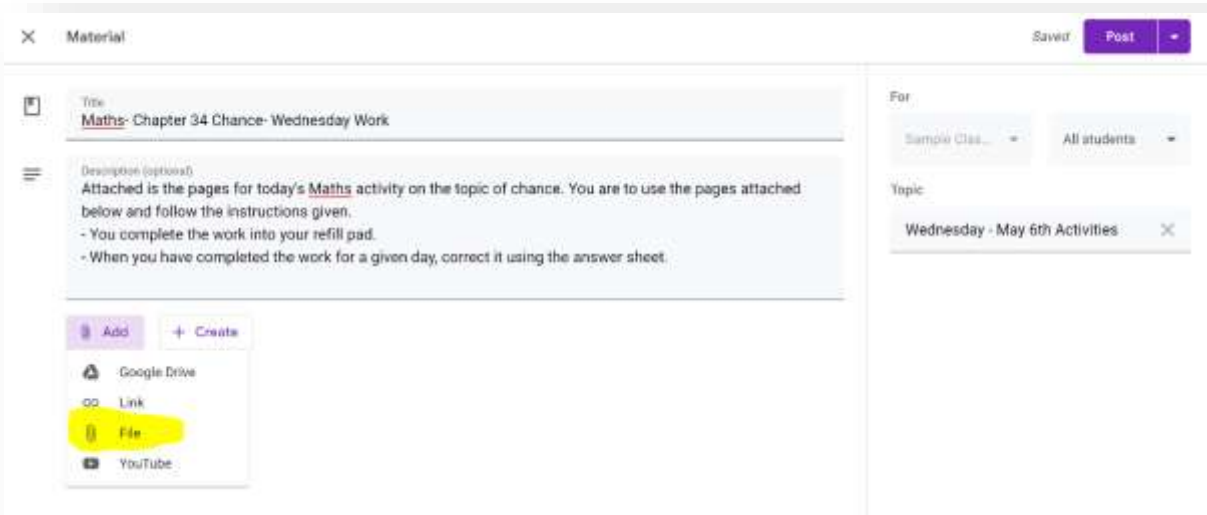




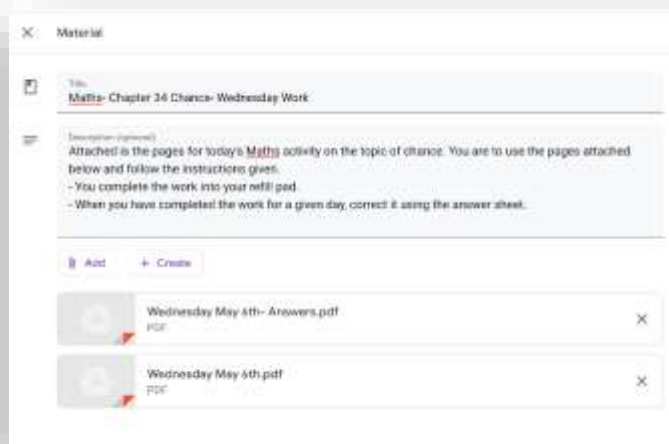
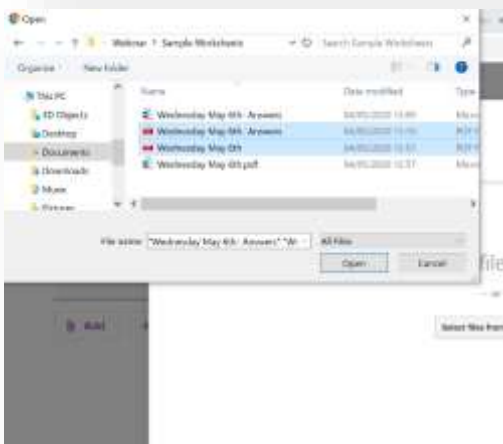
8. You are now ready to upload all the material to Google Classroom. In the 'Classwork' section at the top, click 'Create' and select 'material'. For all these types of activities where I am taking things from e-books, I upload it as just material as the children are just looking at and using the documents for their work at home.



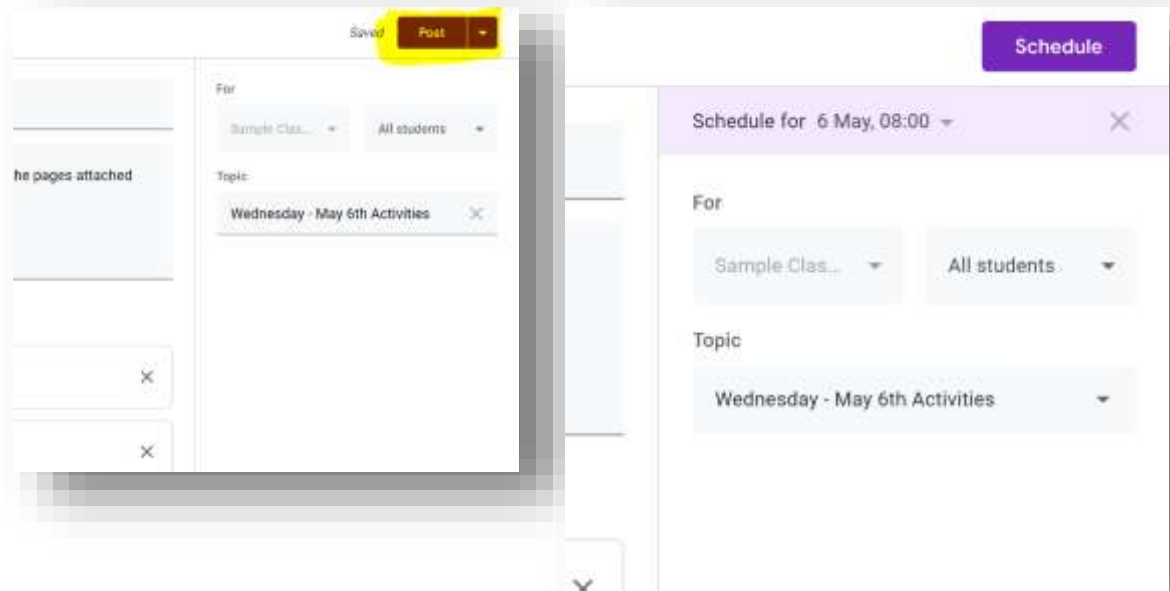
9. Type out your title and description. You can add a topic if you would like (I usually have the week as the topic, for example 'May 11th – May 15th'). You next want to attach the documents you have created. You do this by clicking 'add' and 'file'.



10. Find the desired files and upload them. Remember you are uploading the pdf versions so they can't be edited or changed by the class. When you have uploaded the documents they will appear like so on the bottom (right image).



11. You can now upload this straight to Google Classroom by clicking 'post' (left image), or you can schedule it to be uploaded at a later date (right image), by clicking the downward arrow to the right of post. I usually use the schedule option as this allows me prepare and upload work for the upcoming, without having to do it all Monday morning. For the sake of this activity, the work I created was for Wednesday- May 6th. For this reason I will schedule the work to be uploaded at 8am on Wednesday, so the class have it for when they need it.



12. When you select your scheduled date and time, the material automatically uploads. If you have chosen the incorrect date or time, this can be edited and re-scheduled. Unfortunately, if you happen to upload material straight away that was due to be scheduled, you can't take this down. You will have to re-upload all the material and make sure to schedule it this time around.

13. Your uploaded work should appear like so, ready for use. It will be greyed out (only visible to you) until your upload date and time, where it will then have colour.

