

How to Turn a PDF into a PNG or Image File

1. Open the PDF you will be using in Adobe Reader.
2. Make the page fit to the screen. Click on the box at the top that says 100%. On the drop down, select Zoom to Page Level. You should now see the entire page displayed.
3. Press on your Print Screen button on your keyboard. This will take a picture of the screen for you.
4. Go into your screenshot folder. (If you aren't sure where this is, on your "Type here to search" bar simply type screenshot. Your most recent screenshot should show up in the photo section. Double click on the image to enlarge it and open your photo editor.
5. Your screenshot will show the entire screen. You need to crop this image so that you only have the worksheet.
6. Click on Edit & Create. Select Edit.
7. Drag the frame around just the worksheet.
8. Click on Save a Copy. You will then be able to title the image as you save it as a png file.

How to Make a PDF Fillable in Google Slides

1. Open Google Slides.
2. Create a New Document.
3. Select the 2 text boxes and click delete.
4. Under the file drop down, select Page setup.
5. Click on the drop down where it says Widescreen. Select custom. Type 8 1/2 x 11 and click Apply.
6. Under the Slide drop down select Change background.
7. Select Choose image.
8. Under Upload select Browse. Find the screenshot you saved earlier and select.
9. Under the Insert drop down select Text box.
10. Add text boxes to each spot where you want children to be able to type an answer.
11. Where it says Untitled Presentation, click and type your worksheet title.

How to Share Assignments in Google Classroom

1. Once you have opened your Google Classroom, select Classwork at the top.
2. Click the + Create button that is blue. Select Assignment.
3. You can add a title and directions for your students.
4. Then, click on the paperclip.
5. You will be able to add the file you created in Google Slides. Select Google Drive. The file you just edited in Google Slides should appear under your recent files. Click on the document and select Add.
6. At first the drop down on the right will say Students can view file. Be sure to change this to Make a copy for each student. Each student will then have their own copy to answer and submit.
7. You have shared your assignment with your class and are now ready for your students to complete their work!