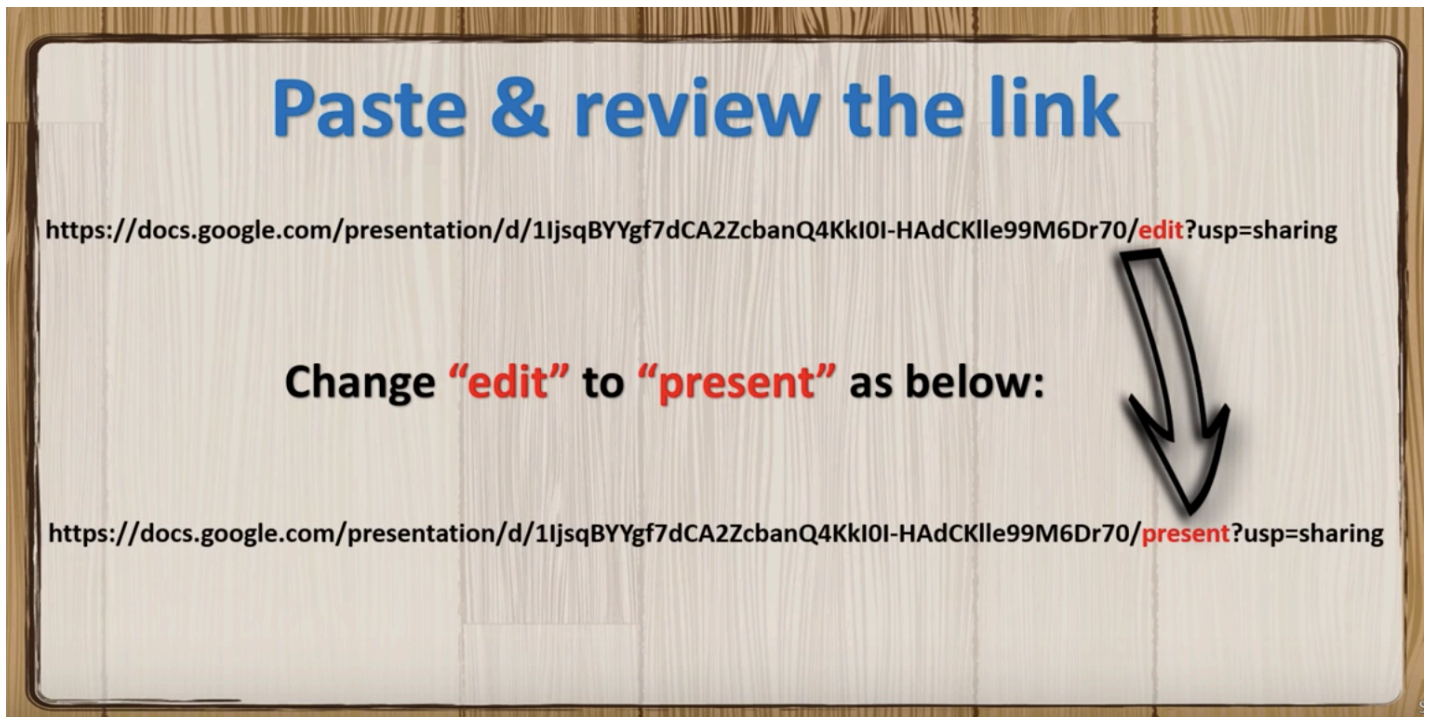


Tech Tip Tuesday: Present, Shareenshot & Permissions

Open Slides in Present Mode

To further clarify why you would use this feature. Should your team choose to use Google Slides for sharing information where the audience is not manipulating to submit. By manually changing the end of the URL, the Slides presentation will open in Present mode instead of seeing the tools and opening in View only. Using this feature can help eliminate the student clicking on the View only button and asking for permission to edit.

** Changing “edit” to “copy” allows you to share the file forcing the recipient to make a copy.



Screenshots

There may be times that you would like to show something from your computer as a static image. Screenshots are a great way to do that in addition to getting them from your students so they can show you work or a problem they might be having.

Example: Take a screenshot of a worksheet. In Slides, click the Background button and upload the screenshot image. Add text boxes over the image in the correct places for the student to complete.

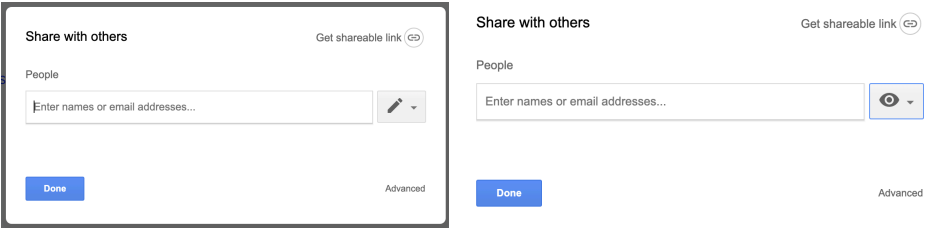
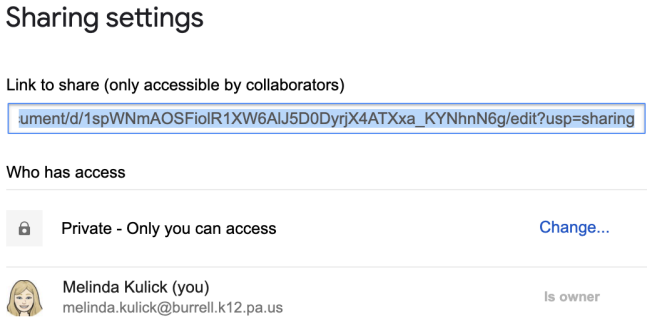
BSD laptop - The **Snipping Tool** application is already installed on your computer. Learn how to use it [HERE](#).

Mac - Keyboard shortcuts make capturing your screen easy as a built-in to the operating system. Learn how to use them [HERE](#).

Tech Tip Tuesday: Present, Shareenshot & Permissions

Sharing Permissions

Preparing a file for the Google Classroom should undergo changes in permissions before posting. Changing permission settings ensure that students are able to open the file to view or edit without asking for permission. These permissions would be used for ALL files posted to the GC. Embedding files within files also need the same settings change. An example of this would be creating a Slides and including a Meet recording of yourself teaching or an audio file reading a book.

Step 1: Click the Share button in the top right corner of your screen.	
Step 2: Pencil = Editing Eye = View Only Click Advanced in the bottom right corner.	
Step 3: Click Change.	
Step 4: Change link sharing to On - Anyone with the link. ** Posting a file for editing should ALWAYS be posted to the Class work page and setting changed to MAKE A COPY FOR EACH STUDENT. **	