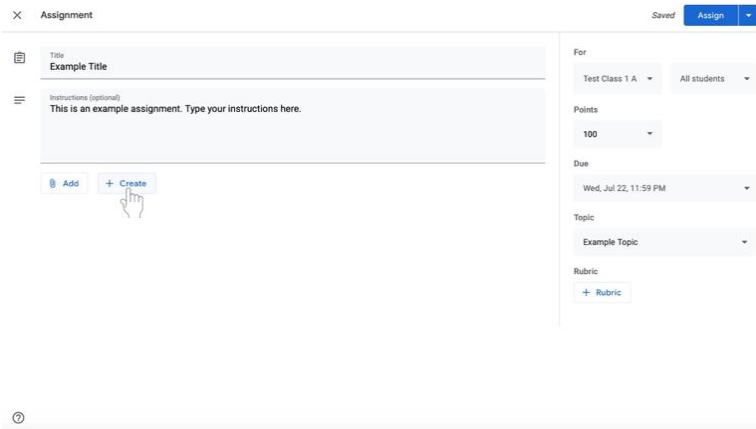


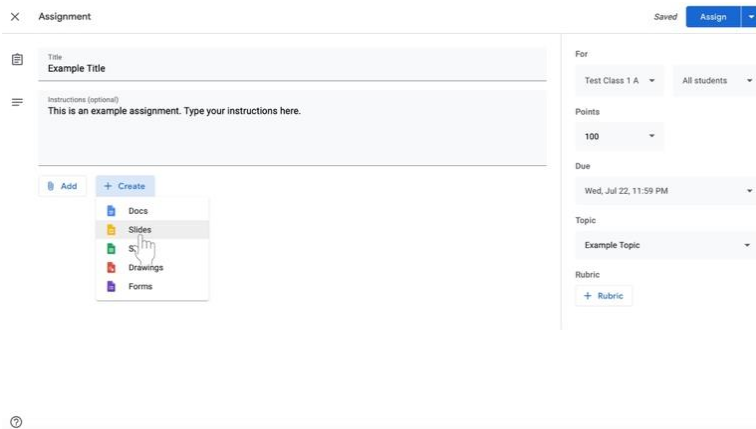
## Using Google Slides with assignments

Similar to Google Docs, disciples can create presentations and other assignments with Google Slides. Similar to PowerPoint, disciples can add bullet points, pictures, and more to their slides. Catechists can assign a Slides presentation for disciples to complete assignments with phrases and some creativity.

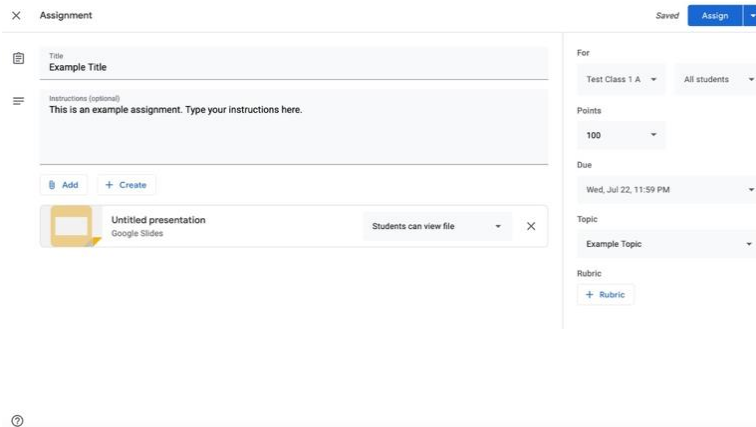
1. In the assignment that you are creating/editing, click the **Create** button below the Title and Instructions.



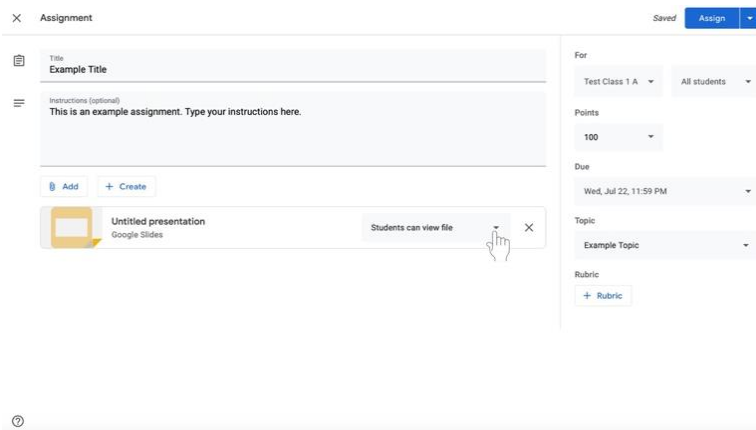
2. Select **Slides**. A Google Slides presentation will now be attached to the assignment.



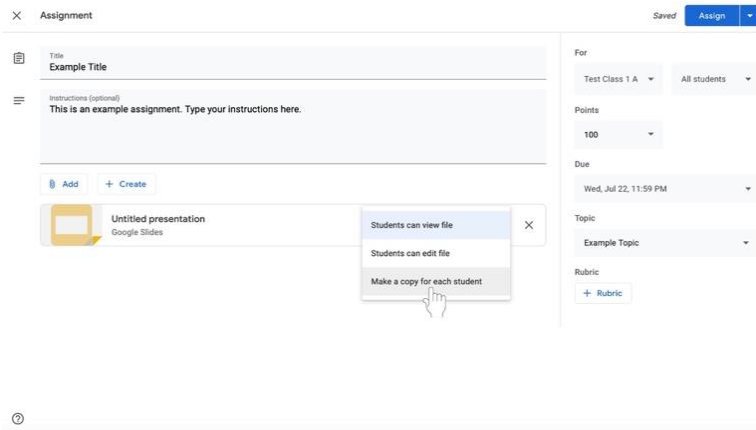
3. Change document editing permissions as soon as the Google Slides presentation is added to the assignment.
  - a. If disciples **do not** need to edit the file, select **Students can view file** to the left of the document name. **Students can view file** is the default setting. This setting is for a document that is **view only** for disciples.



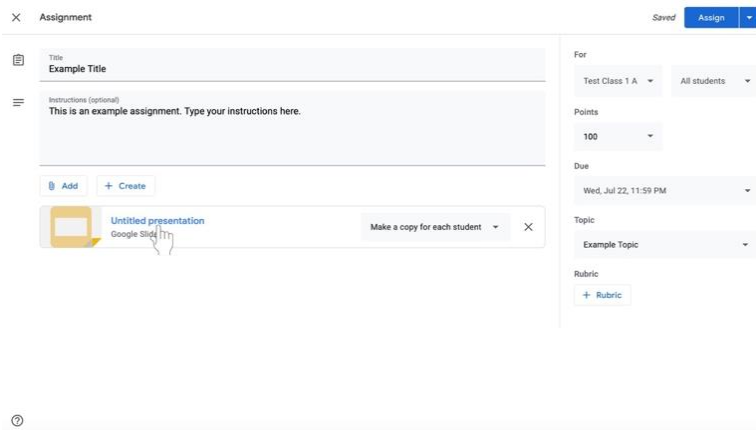
- b. If you are creating a presentation that disciples must complete **individually**,
  - i. Click on the box next to the document name that says Students can view file, Students can edit file, or Make a copy for each student.



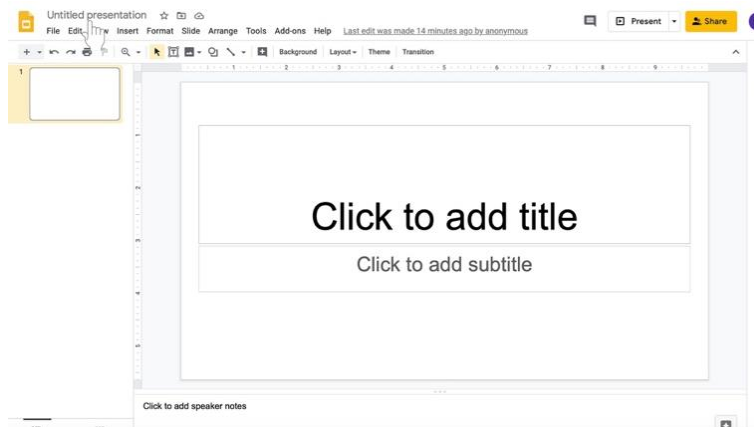
- ii. Select **Make a copy for each student** to make a separate copy of the same document for every disciple.



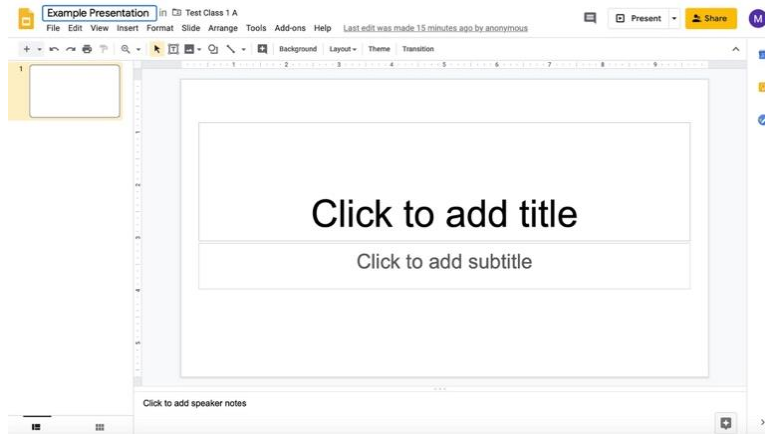
4. Click on the title of the Google Slides presentation, labeled **Untitled presentation**. The presentation will open in another window or tab.



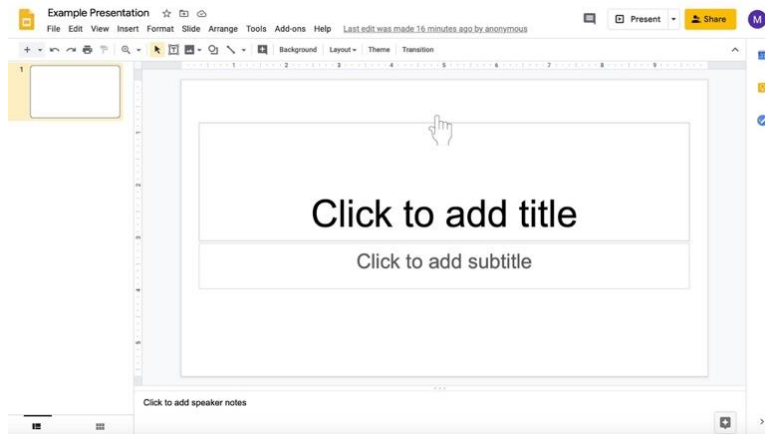
5. To name the document, click on the top right corner of the document where it says **Untitled presentation** in gray.



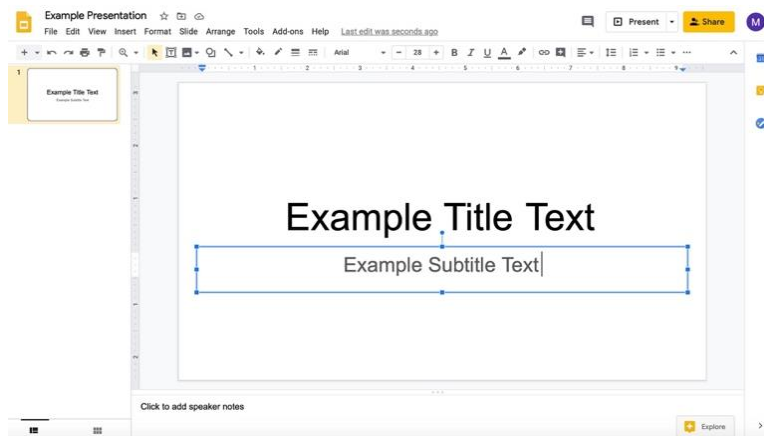
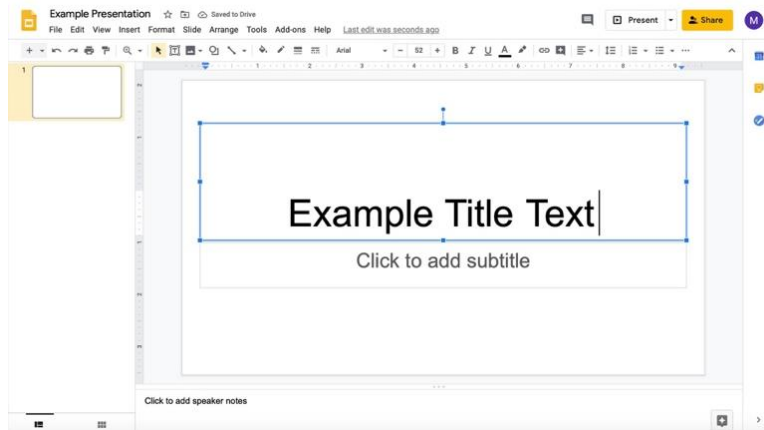
6. Type in the new presentation name.



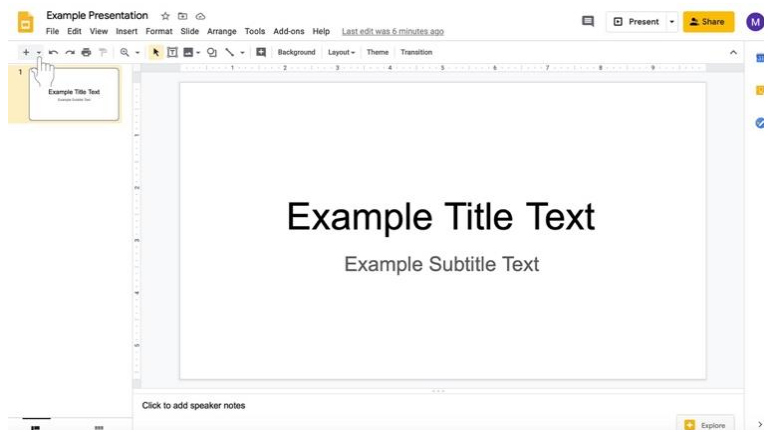
7. Edit the body of the Google Slides presentation accordingly.
- a. If you wish to send a **completely blank document for disciples to edit**, no further action is required.
    - i. **Note that disciples can also edit a presentation with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 35 and 36.**
  - b. If you wish to send a **presentation with some information (i.e. titled slides)**,
    - i. Click in the title slide.



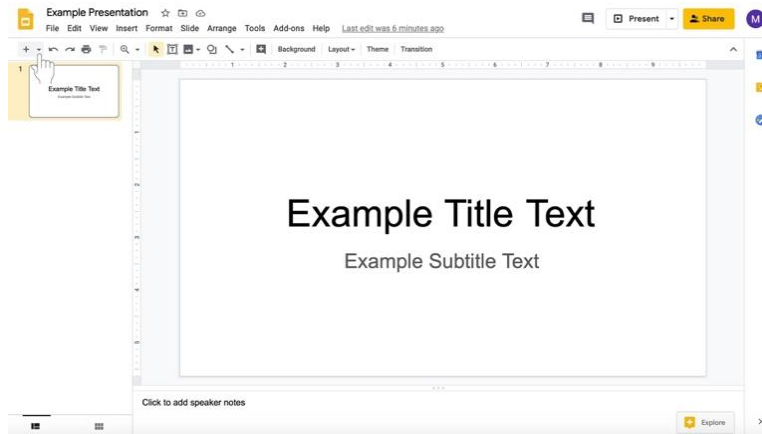
- ii. Type in the text boxes, such as “Click to add title” and “Click to add subtitle.”



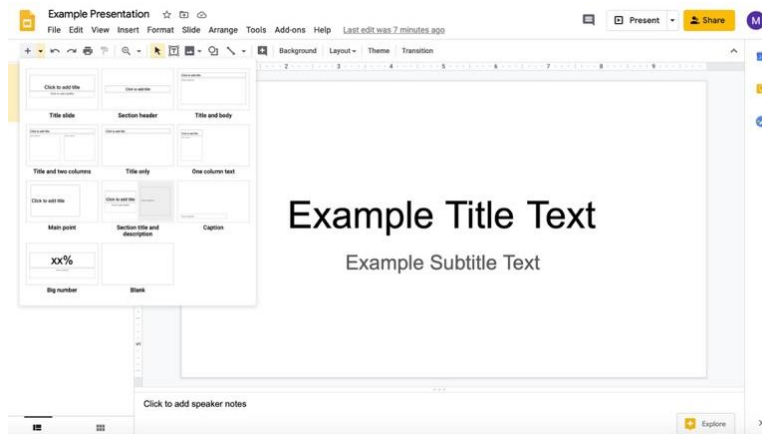
- iii. To add more slides, click on the **down arrow to the right of the +** to add new slides. The icon is under the document name and menu with File, Edit, and View options.



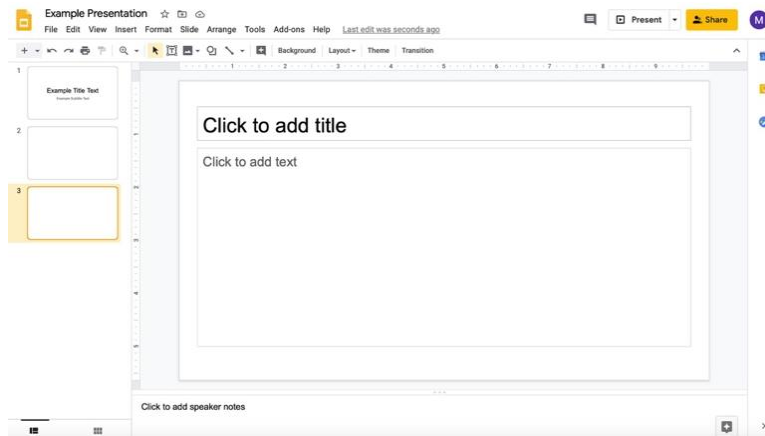
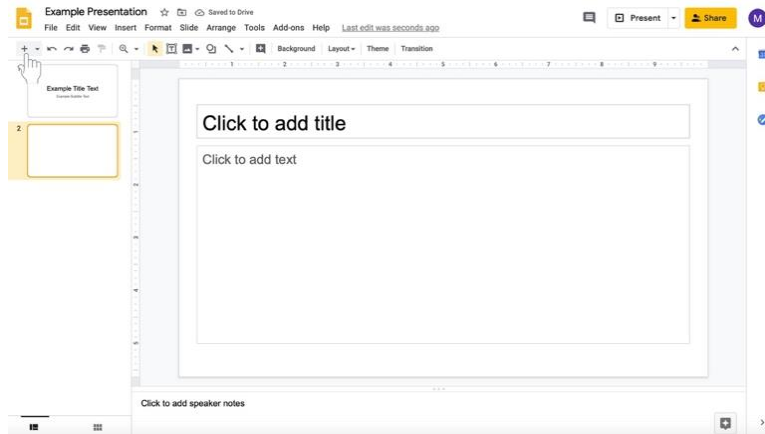
iv. Select the type of slide you would like to add.



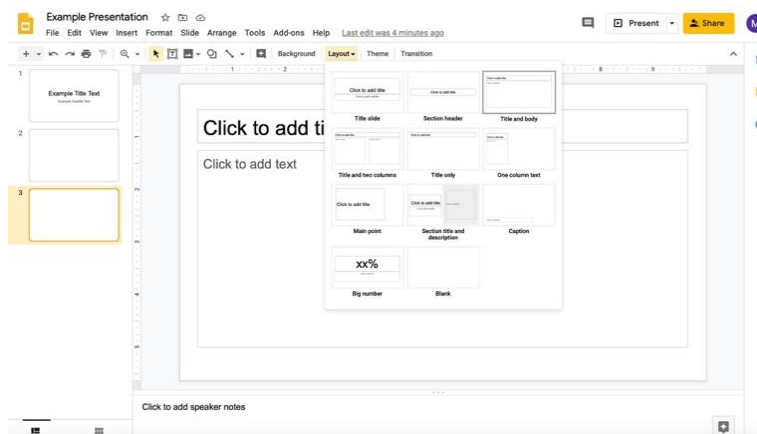
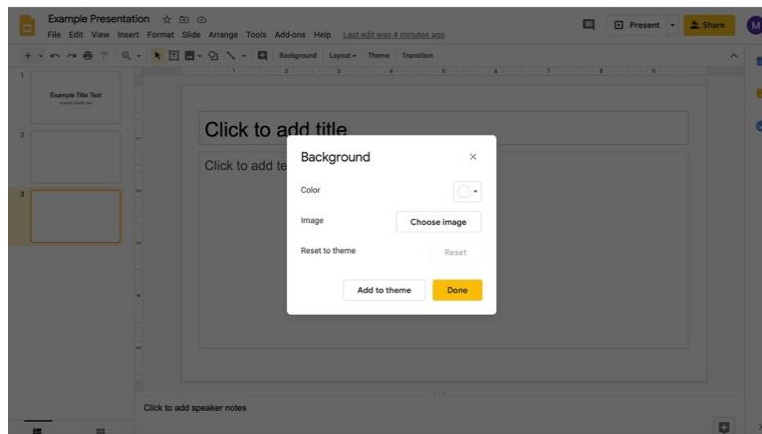
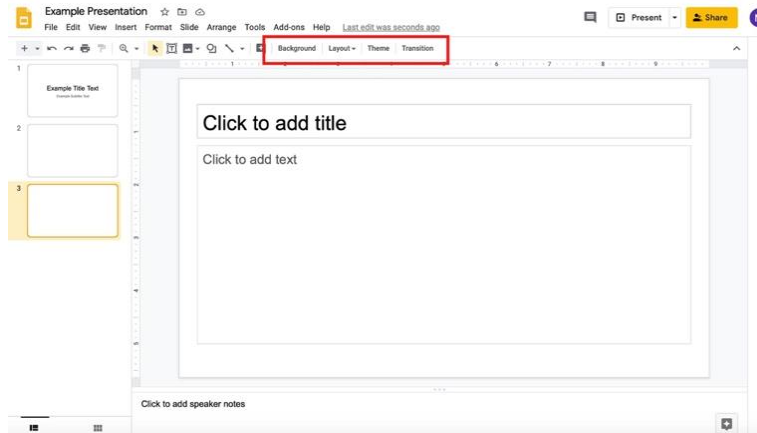
v. Add information to slides.



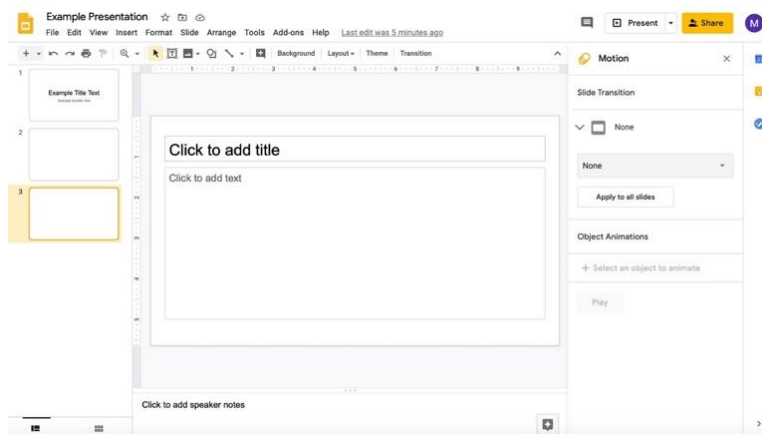
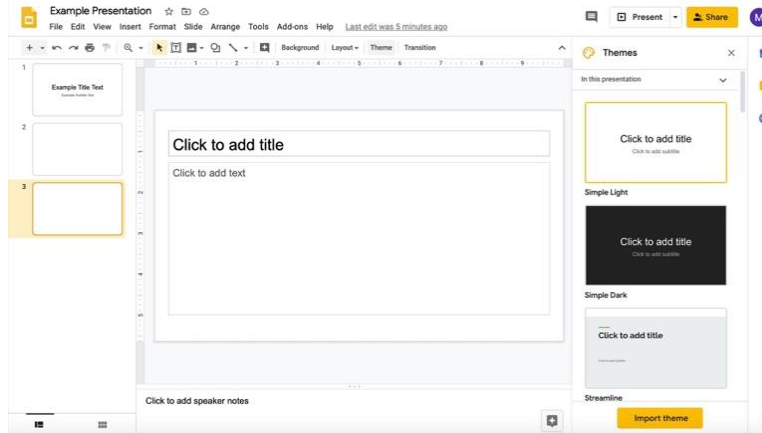
- vi. To add another slide of the same type, click on the + instead of the down arrow.



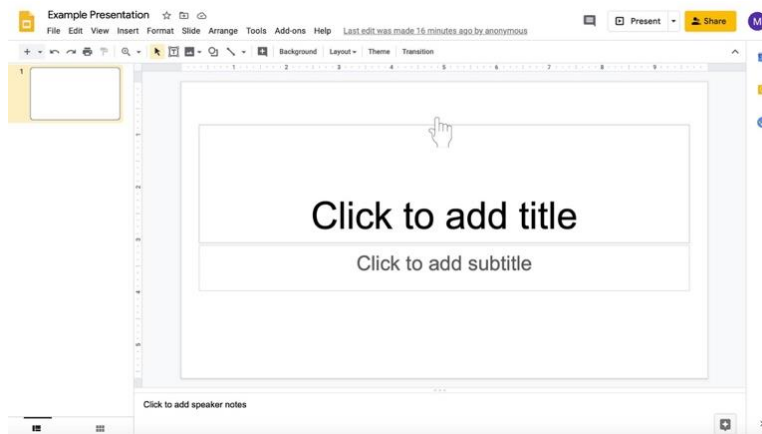
- vii. In the same row with the + to add slides towards the center, the you can change the background of the presentation, theme (present layout and color), layout of the slide, and transitions of the presentation (highlighted here in a red box).



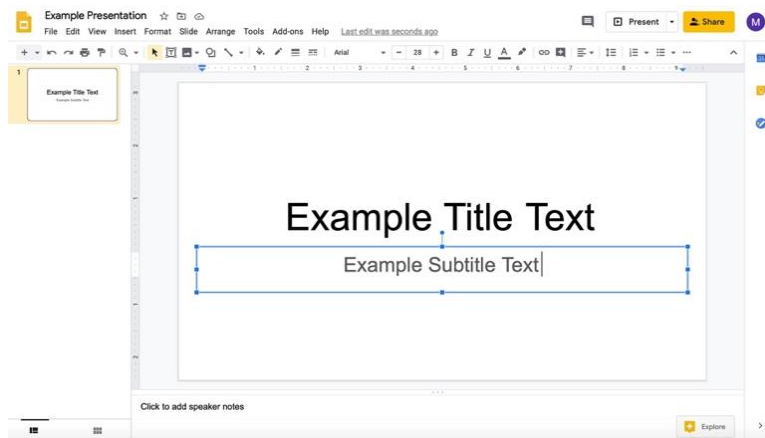
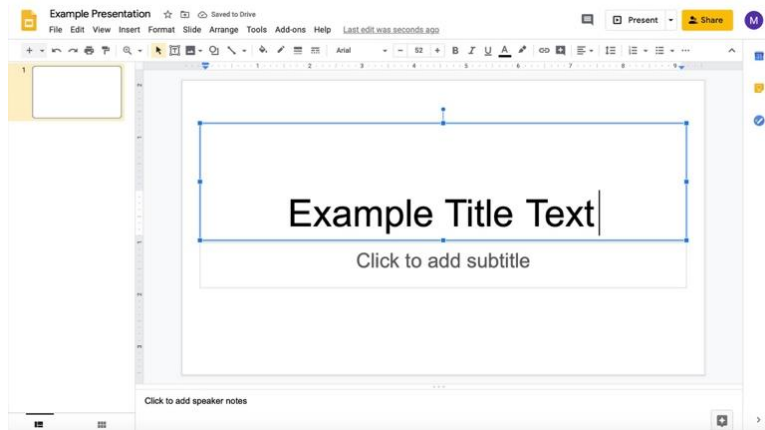




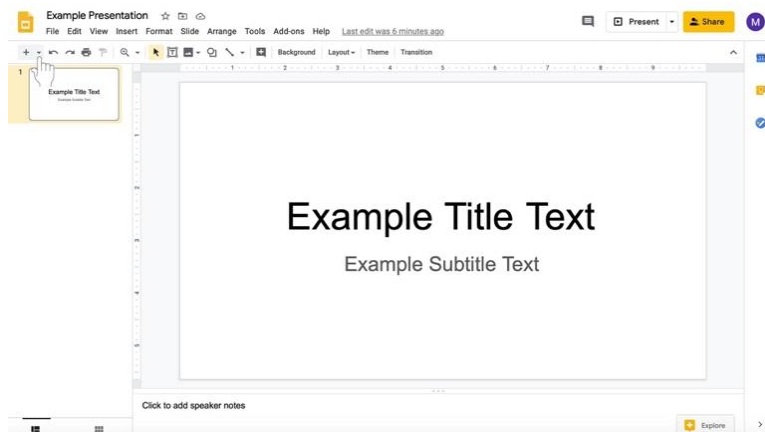
- viii. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 35 and 36.**
- c. If you wish to send a **document with long instructions or supplementary text**,
- i. Click in the title slide.



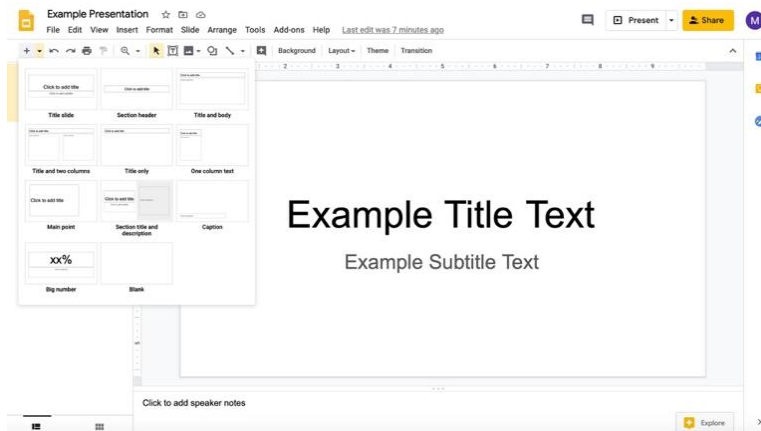
- ii. Type in the text boxes, such as “Click to add title” and “Click to add subtitle.”



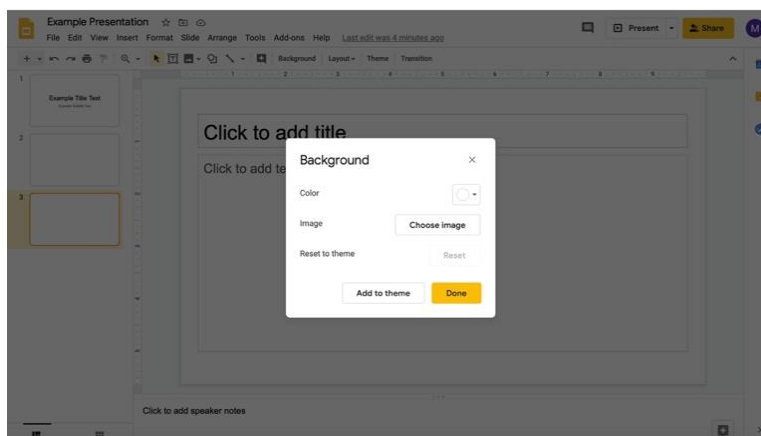
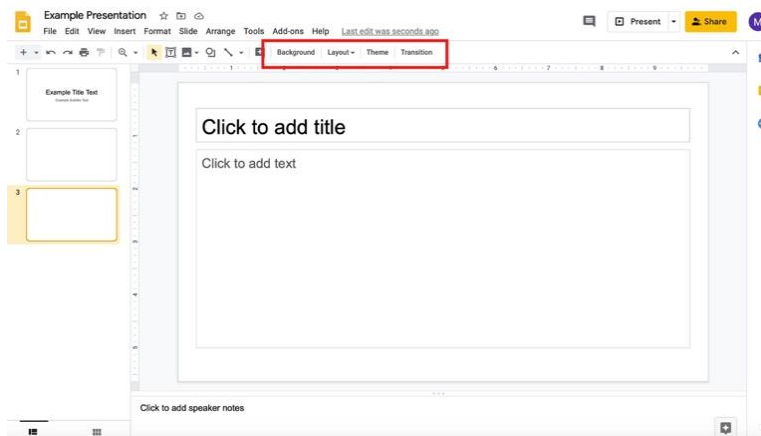
- iii. To add more slides, click on the **down arrow to the right of the +** to add new slides. The icon is under the document name and menu with File, Edit, and View options.

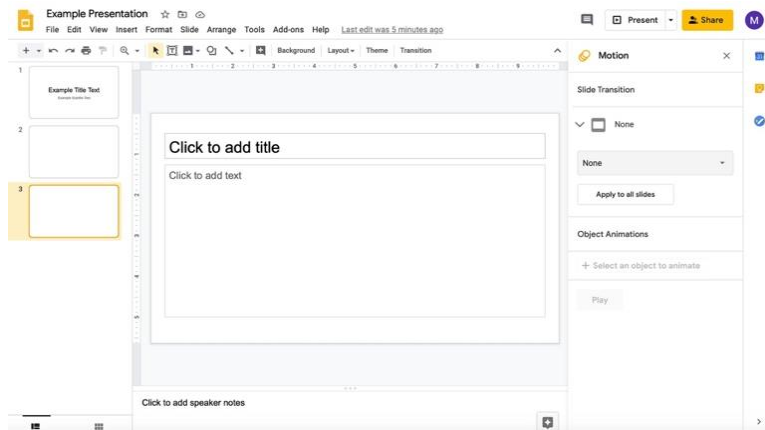
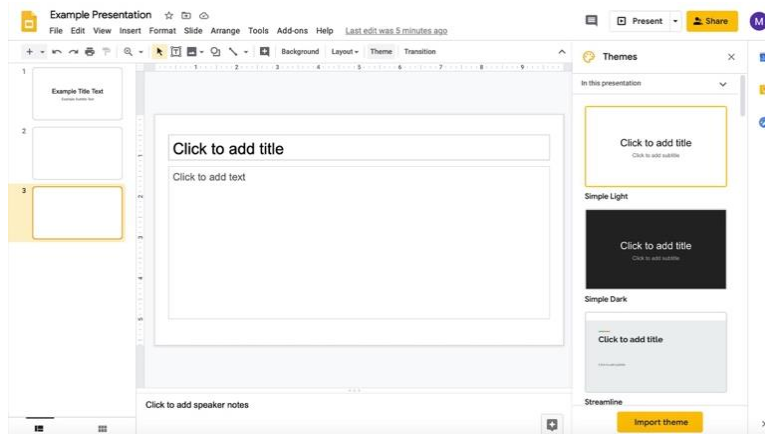
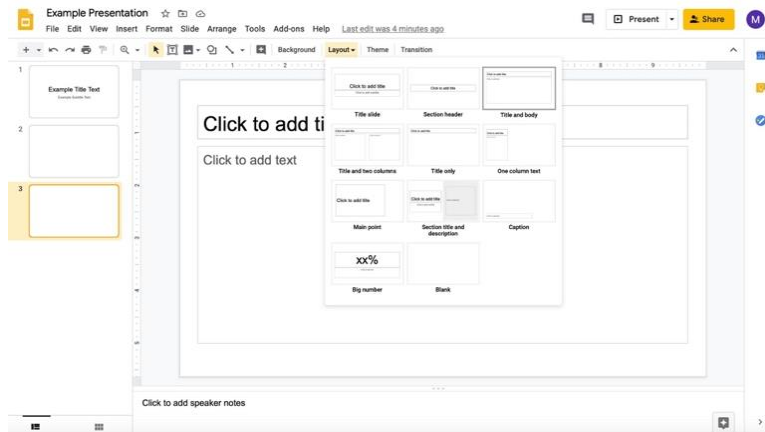


- iv. Select the type of slide you would like to add.



- v. Add information to slides by clicking in the pre-created text boxes (as in the title slide).
- vi. In the same row with the + to add slides towards the center, you can change the background of the presentation, theme (present layout and color), layout of the slide, and transitions of the presentation (highlighted here in a red box).





vii. **Note that disciples can also edit a document with questions or other material provided by the catechist with the appropriate permissions outlined in step 3 on pages 35 and 36. Disciples can also be prevented from editing a document with the appropriate permissions outlined in step 3 on pages 35 and 36.**

8. Return to the tab where you are editing the assignment.
9. Continue creating the assignment.