



# USING E-PACKS A HOW-TO GUIDE

Website and application (including apps) content changes regularly. This may mean that changes may have been made to content that is mentioned in this How-to-Guide. Please ensure you use the solution that best fits your individual requirements. E-Packs are currently NOT compatible with a Google 'classroom' environment.

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[www.instant.org.nz](http://www.instant.org.nz)

# Contents

Only **Steps 4 and 5** apply for Students. **All** steps apply for teachers.

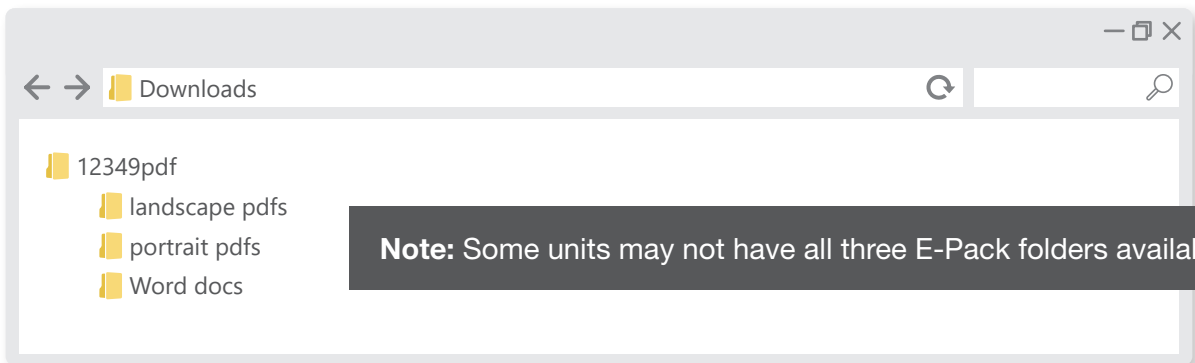
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# Step 1: Downloading and selecting an E-Pack

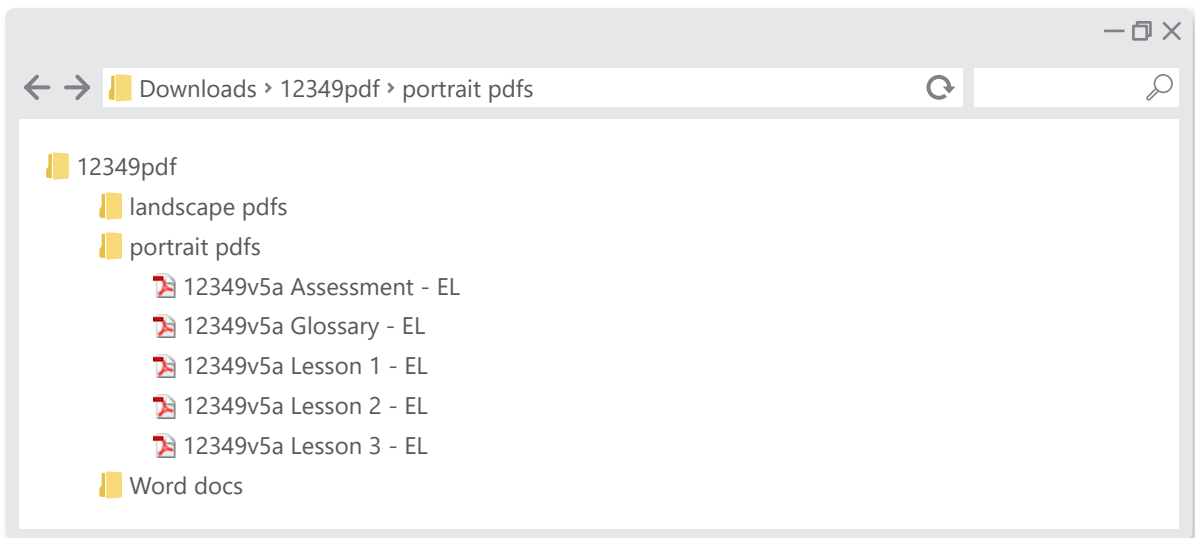
Download a PDF folder from your Member's Library.  
(The example used here is US12349)



Locate the downloaded folder on your computer...



Select the PDF pack you want to use. In this case we are going to use the portrait PDF pack.

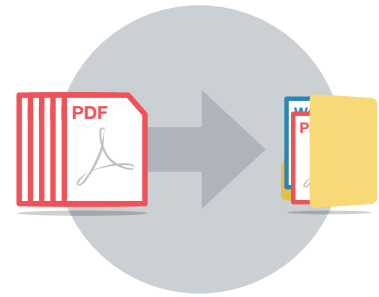


We will now add these files to your course so your students can access them.

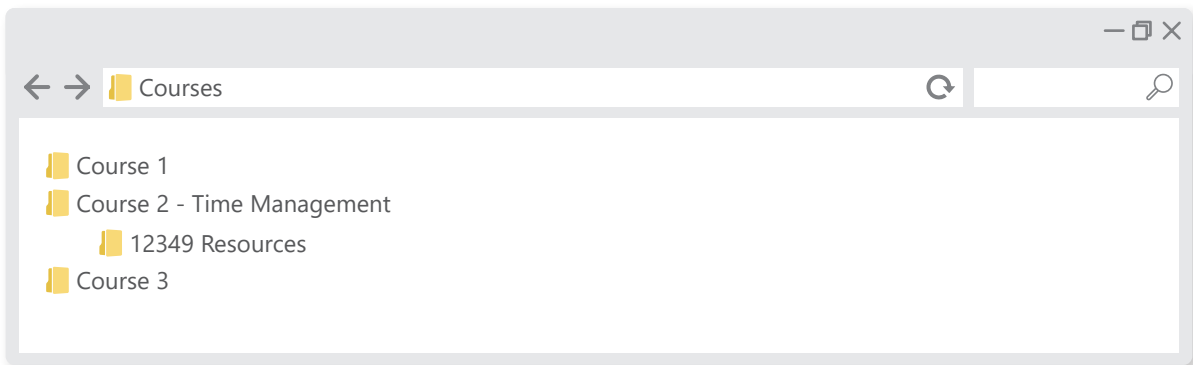
## Step 2: Setting up a course online

Adding PDFs and additional resources to your course is very simple. You can add documents to your course folder by either 'cut and paste' or 'click and drag'.

Create a folder within your local secure server (ensure this folder is accessible by your students). Name this folder by the title you want your course to be called eg 'Course 2 - Time Management'.



Add any other files you want to supplement your course content or assessment with, such as: video, Word documents, spreadsheets, slide presentations, additional instructions etc. Reorder the files in the sequence you want students to access them.



You now have a complete set of teaching materials as well as any other supporting materials you have created yourself.

To add files to your Google Drive, open your Google Drive account.

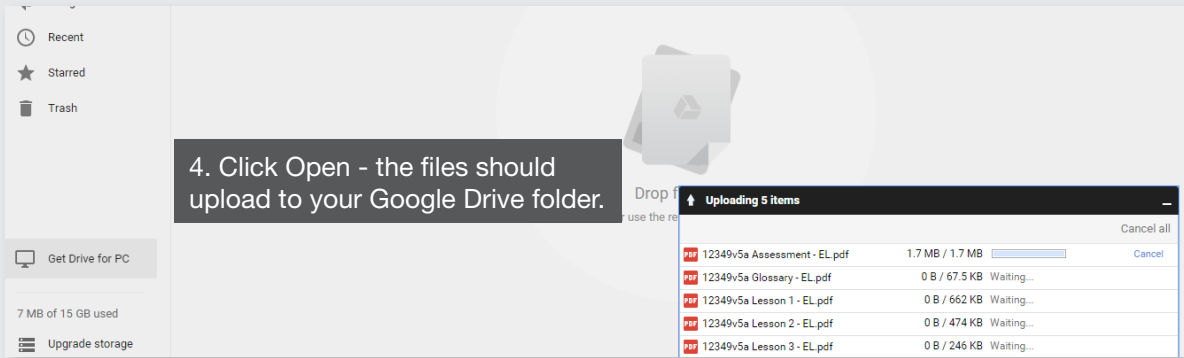
1. Create a folder and name it. In this example we have created a folder called 'Course 2 - Time Management'.

2. Open the folder and right click. Select Upload Files...

Continued on next page... >

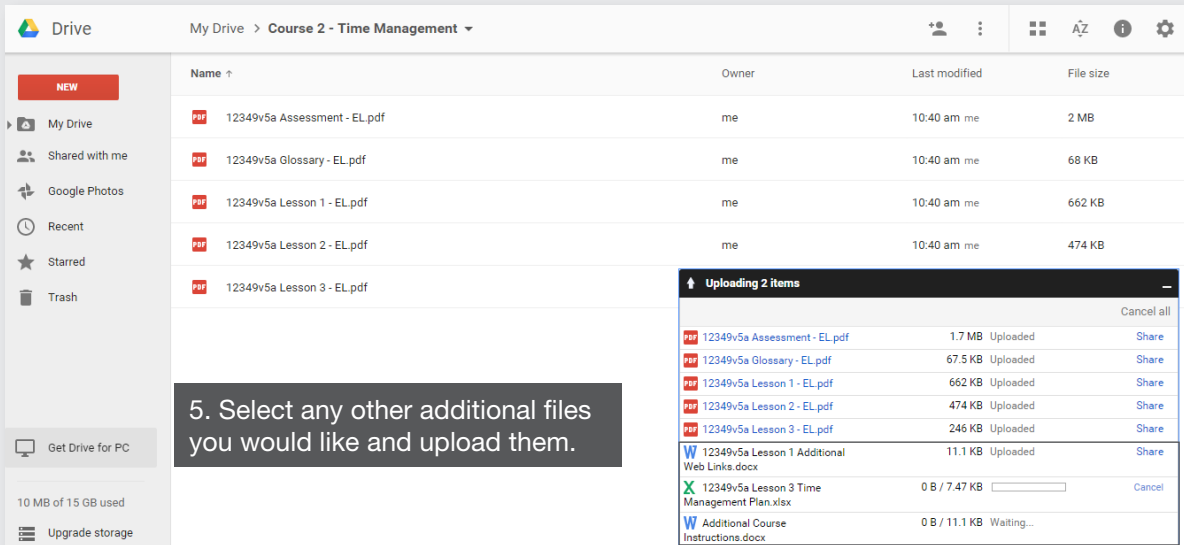
The image shows a Google Drive interface. At the top, there's a search bar and a 'NEW' button. Below that, a table lists folders. One folder, 'Course 2 - Time Management', is highlighted. A text box points to this folder with the instruction '1. Create a folder and name it. In this example we have created a folder called 'Course 2 - Time Management'. Below the table, a context menu is open over the 'Course 2 - Time Management' folder, showing options: 'New folder...', 'Upload files...', 'Upload folder...', and 'New file'. A text box points to the 'Upload files...' option with the instruction '2. Open the folder and right click. Select Upload Files...'. The Google Drive logo is visible in the top right corner.

3. Browse, find and select the chosen PDFs you have decided to use from your Member's Library (see Step 1).



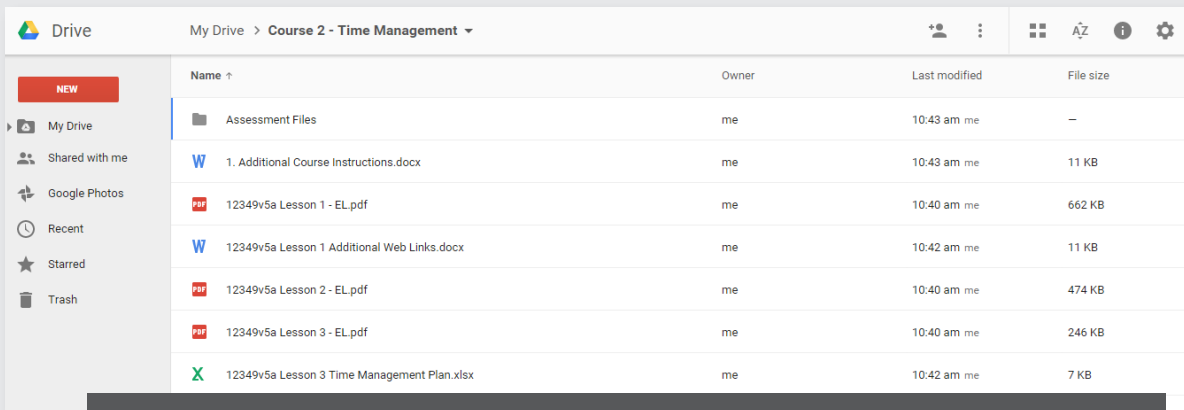
4. Click Open - the files should upload to your Google Drive folder.

File Name	Progress	Cancel
12349v5a Assessment - EL.pdf	1.7 MB / 1.7 MB	Cancel
12349v5a Glossary - EL.pdf	0 B / 67.5 KB Waiting...	
12349v5a Lesson 1 - EL.pdf	0 B / 662 KB Waiting...	
12349v5a Lesson 2 - EL.pdf	0 B / 474 KB Waiting...	
12349v5a Lesson 3 - EL.pdf	0 B / 246 KB Waiting...	



5. Select any other additional files you would like and upload them.

File Name	Progress	Cancel	Share
12349v5a Assessment - EL.pdf	1.7 MB Uploaded		Share
12349v5a Glossary - EL.pdf	67.5 KB Uploaded		Share
12349v5a Lesson 1 - EL.pdf	662 KB Uploaded		Share
12349v5a Lesson 2 - EL.pdf	474 KB Uploaded		Share
12349v5a Lesson 3 - EL.pdf	246 KB Uploaded		Share
12349v5a Lesson 1 Additional Web Links.docx	11.1 KB Uploaded		Share
12349v5a Lesson 3 Time Management Plan.xlsx	0 B / 7.47 KB	Cancel	
Additional Course Instructions.docx	0 B / 11.1 KB Waiting...		

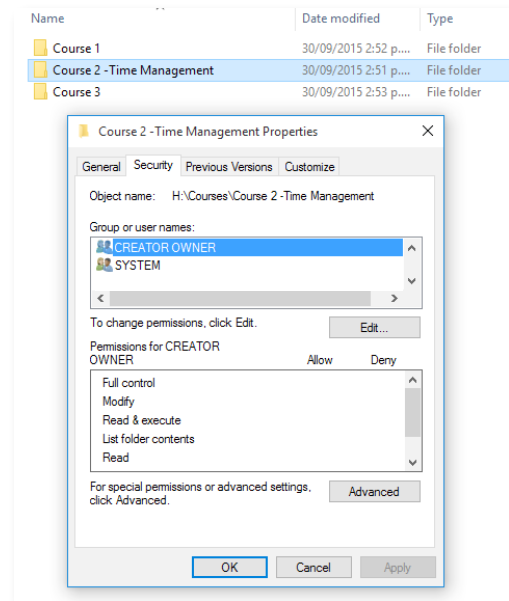


6. Rearrange files so they appear in order (HINT: you can create subfolders to help you).

Name	Owner	Last modified	File size
Assessment Files	me	10:43 am me	-
1. Additional Course Instructions.docx	me	10:43 am me	11 KB
12349v5a Lesson 1 - EL.pdf	me	10:40 am me	662 KB
12349v5a Lesson 1 Additional Web Links.docx	me	10:42 am me	11 KB
12349v5a Lesson 2 - EL.pdf	me	10:40 am me	474 KB
12349v5a Lesson 3 - EL.pdf	me	10:40 am me	246 KB
12349v5a Lesson 3 Time Management Plan.xlsx	me	10:42 am me	7 KB

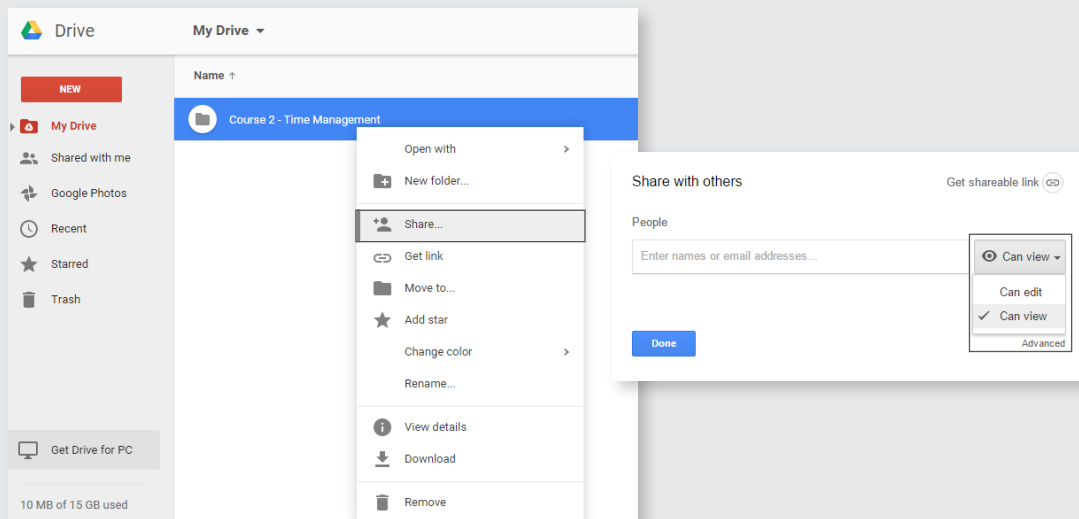
## Step 3: Creating student access

It will depend on how your server is setup as to how you share files with students. You may be able to share the course folder by making it 'read only'. Students will be able to copy files but not edit them. If you are unsure consult your IT specialist on the best way to share files.



### To create access on Google Drive

If placing files on Google Drive then you may link these files via google classrooms. You can also share files directly from your google drive. You can share files or folders with students and these can be made 'view only'. Students will need to take copies of the files and work on them in their own google drive or devices by downloading them. They can then share their progress with you. It is best to experiment on the best way to access and share files.



**Note:** You can also link files in Google Drive to Google Classrooms.



# Step 4: How to work within an editable PDF



## Using Google Drive and editable PDFs

Once you have accessed a copy of the PDF you want to work with, do the following:

We will use an example using a course for Time Management. You will notice some additional files have been added to supplement additional teaching and student resource materials for this particular school.

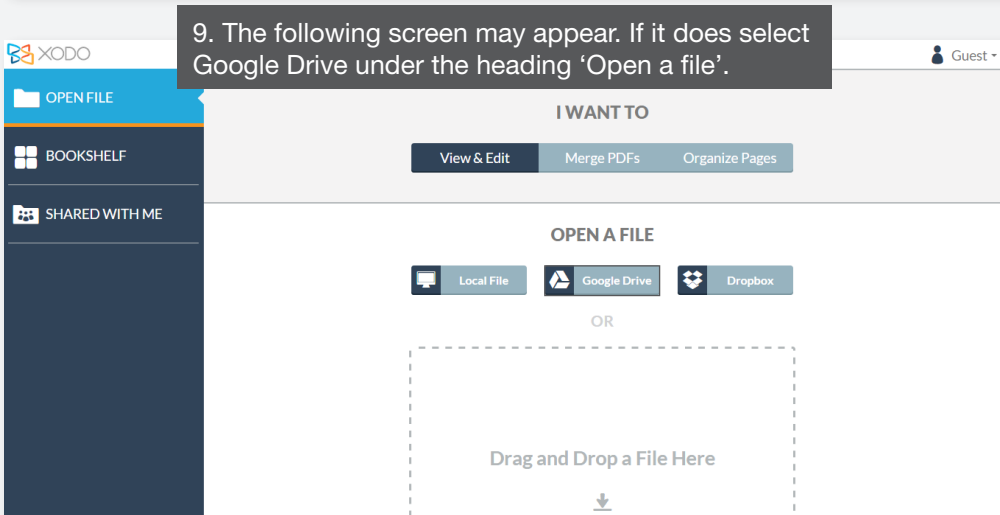
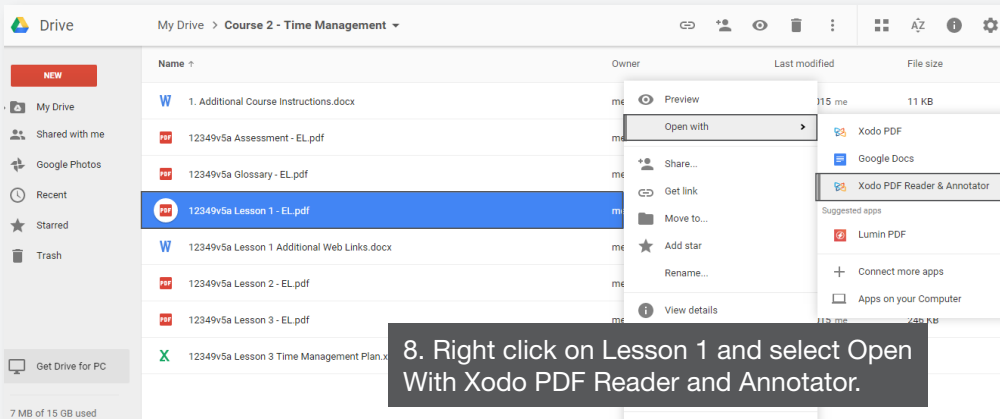
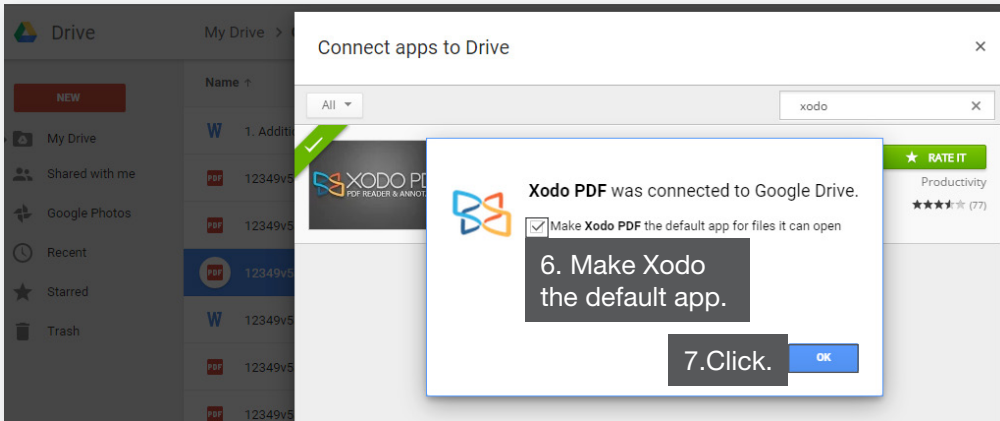
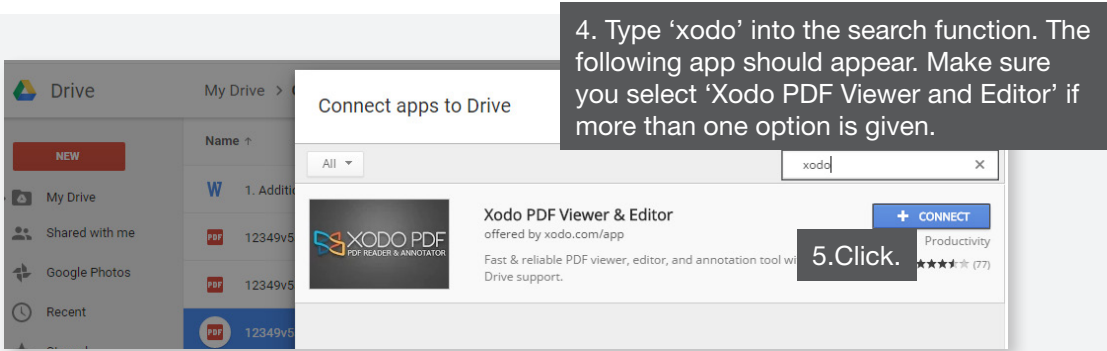
1. Open Course 2 Time Management Folder.

2. You will see the PDF files and some additional Word and Excel files the teacher has added to help with your learning.

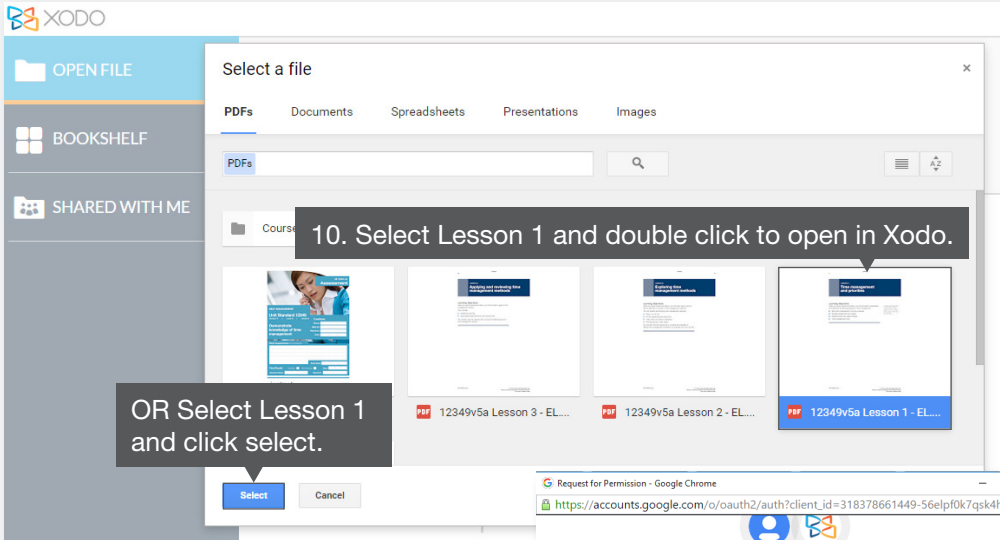
3. You are going to open 12349v5a Lesson 1 - EL.pdf. Right click on the document and select connect more apps.

Continued on next page... >

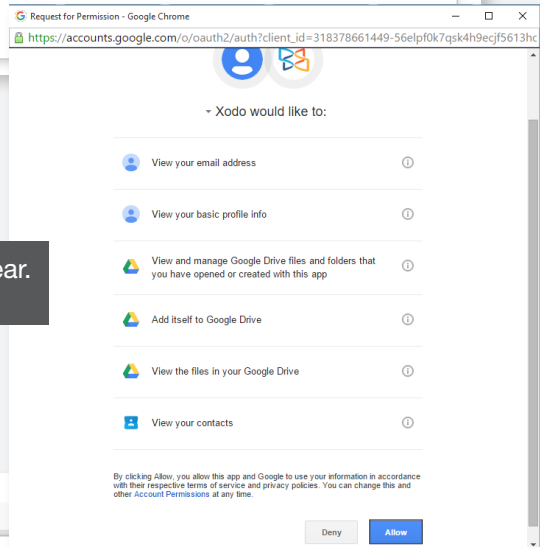




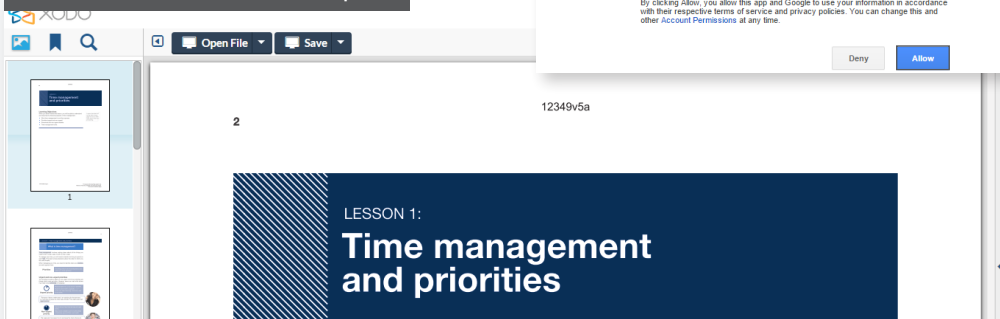
Continued on next page... >



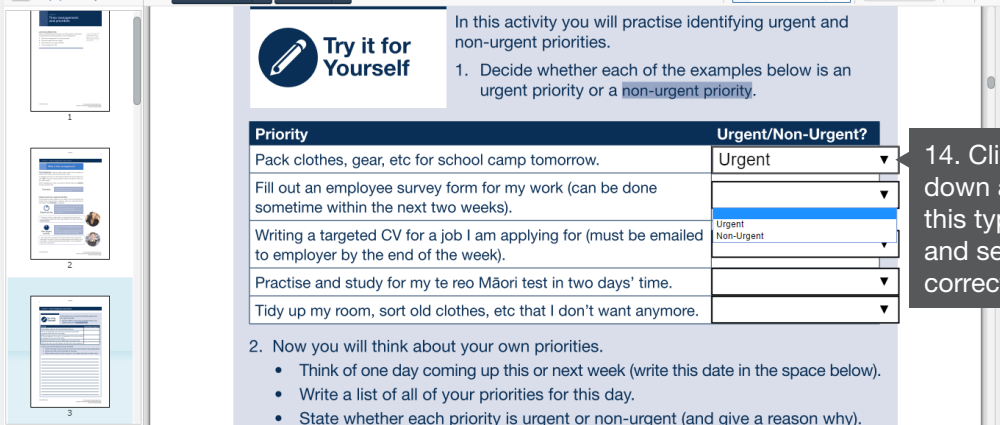
11. The following pop-up screen may appear. If it does click Allow to continue.

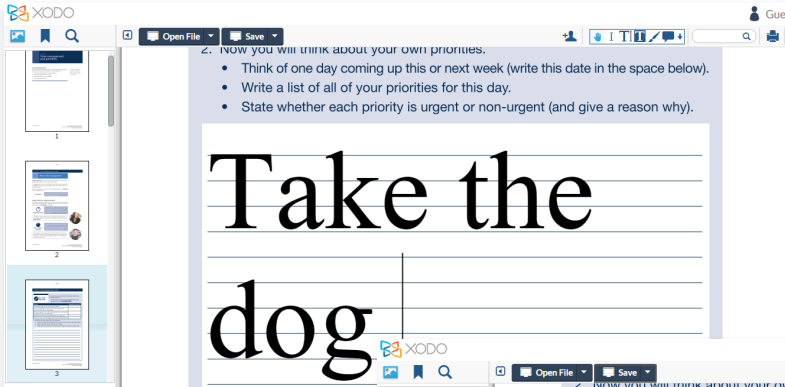


12. The PDF should now open.



13. Read through the lesson until you get to the first activity to complete. The activity for US12349 Lesson 1 is a pick list.

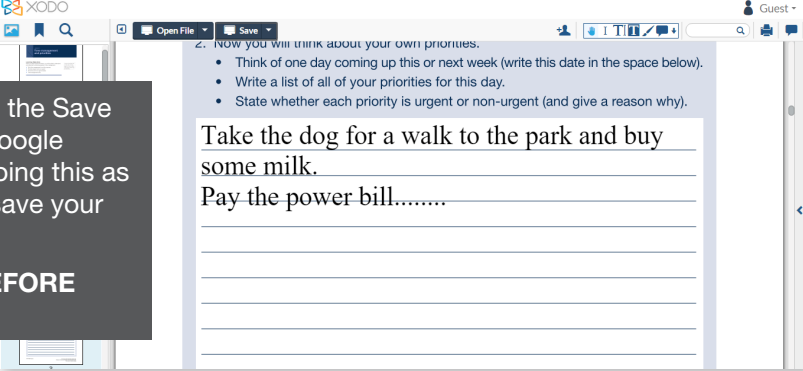




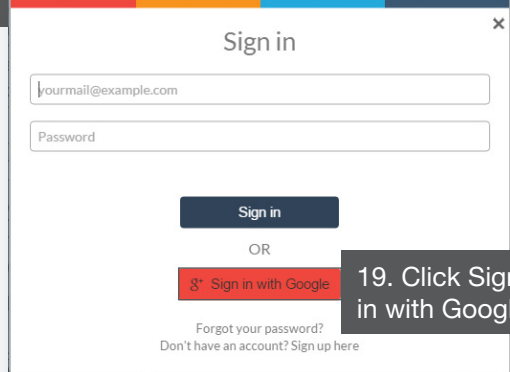
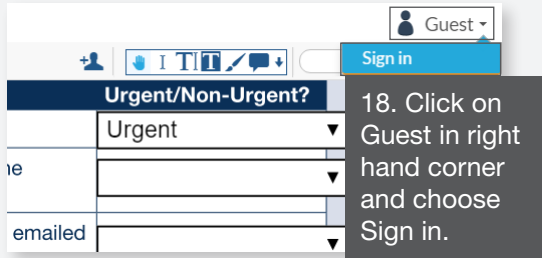
15. Scroll down to the next activity which requires you to enter some text. Click in the text box provided and start typing your answer. The text may appear very big to start with but as you type it will 'auto size'.

16. To save your work click on the Save button as shown and select Google Drive. You will need to keep doing this as Xodo does not automatically save your work to google drive.

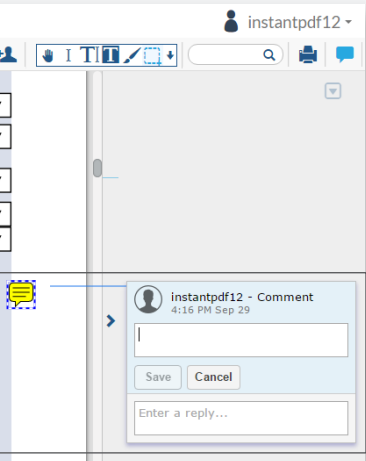
**REMEMBER TO DO THIS BEFORE YOU CLOSE THE PDF!**



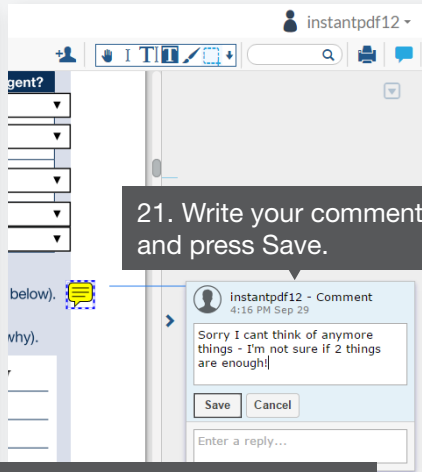
17. If you wish to add a comment in your PDF the best way to do this is to sign in to Xodo. This will add your Google username to the comment showing that it is you that made the comment. If your teacher adds a comment to your work using the same process you will be able to tell which comment belongs to which person.



20. Click on comment icon in toolbar. Your cursor will turn into a cross. Now position your cursor to where you want to add your comment and click. Note that you cannot add a comment *in* an editable text box. Add it to the right as per the example opposite. Write your comment.



21. Write your comment and press Save.

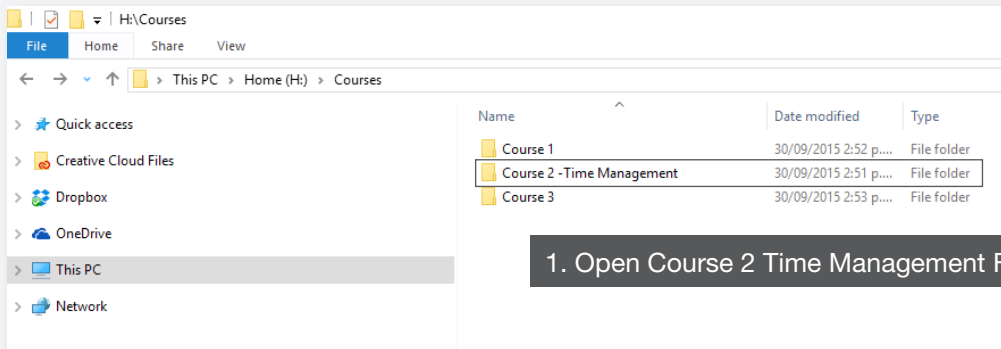


22. Continue and complete the rest of the lesson filling in any activities as you go. When you have finished the lesson save your PDF document and exit by closing the tab.

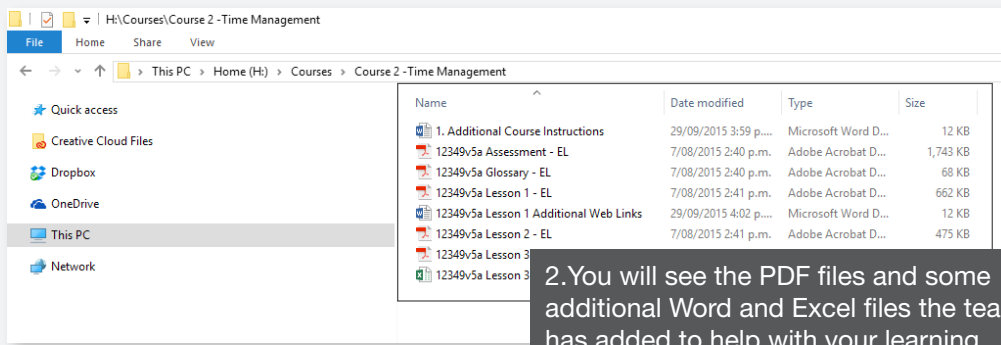
## ➤ Using a PC, Mac or Laptop and editable PDFs

Once you have accessed a copy of the PDF you want to work with, do the following:

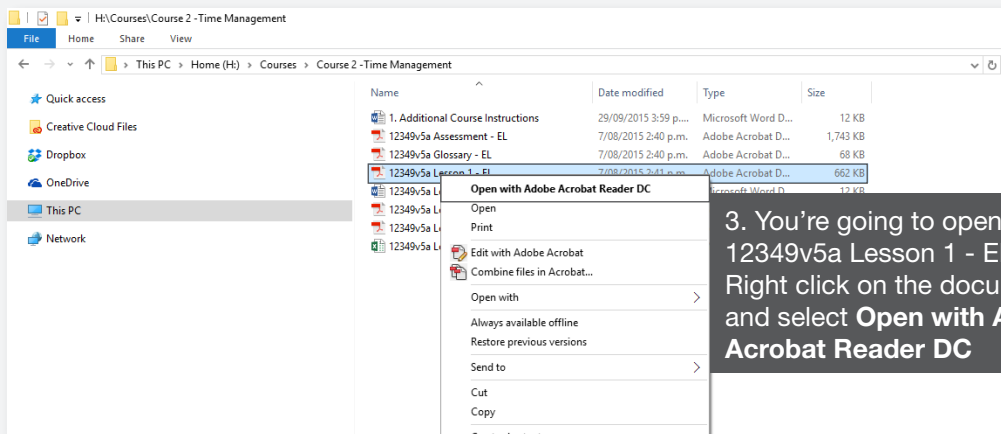
We will use an example using a course for Time Management. You will notice some additional files have been added (Word and Excel) by the teacher for this particular course.



1. Open Course 2 Time Management Folder.



2. You will see the PDF files and some additional Word and Excel files the teacher has added to help with your learning.



3. You're going to open 12349v5a Lesson 1 - EL.pdf. Right click on the document and select **Open with Adobe Acrobat Reader DC**

Continued on next page... ➤

## NOTE

If you do not have Adobe Reader installed you can download it free from <https://get.adobe.com/uk/reader/>

The screenshot shows the Adobe Acrobat Reader DC download page. The browser address bar displays <https://get.adobe.com/uk/reader/>. The page is titled "Step: 1 of 3". The main content area includes the Adobe Acrobat Reader DC logo, version information (2015.008.20082), and system requirements (Windows 10, English). An "Optional offer" section for McAfee Security Scan Plus is checked. A "Terms & conditions" section is also visible. A yellow "Install now" button is prominent. Annotations include: "Click here if you want to specify a different operating system from that shown." pointing to the system requirements; "Untick box if you do not want McAfee installed." pointing to the McAfee checkbox; and "Follow instructions to download and install." pointing to the "Install now" button.

### 4. The PDF should open in the Reader App as shown.

The screenshot shows the Adobe Acrobat Reader App interface. The document is titled "12349v5a" and is on page 2. The main content is a lesson titled "LESSON 1: Time management and priorities". Below the title are "Learning Objectives" and a list of bullet points: "What time management is and its purposes", "Priorities (urgent and non-urgent)", "Diversions and non-urgent matters", and "Time management tools.". A callout box says: "A space has been left on the right of every page for you to make notes about what you are learning." The right sidebar shows the "Export PDF" panel with options to convert to Microsoft Word, Create PDF, or Edit PDF.

### 5. Read through the lesson until you get to the first activity to complete. The activity for US12349 Lesson 1 is a pick list.

The screenshot shows the "Try it for Yourself" activity section. It contains instructions: "In this activity you will practise identifying urgent and non-urgent priorities." and a numbered list: "1. Decide whether each of the examples below is an urgent priority or a non-urgent priority." Below this is a table with two columns: "Priority" and "Urgent/Non-Urgent?".

Priority	Urgent/Non-Urgent?
Pack clothes, gear, etc for school camp tomorrow.	Urgent
Fill out an employee survey form for my work (can be done sometime within the next two weeks).	
Writing a targeted CV for a job I am applying for (must be emailed to employer by the end of the week).	Urgent Non-Urgent
Practise and study for my te reo Māori test in two days' time.	
Tidy up my room, sort old clothes, etc that I don't want anymore.	

Annotation: "6. Click on the down arrow for this type of activity and select the correct answer." points to the dropdown arrow in the "Urgent/Non-Urgent?" column.

Continued on next page...

6. Scroll down to the next activity which requires you to enter some text.

In this activity you will practise identifying urgent and non-urgent priorities.

1. Decide whether each of the examples below is an urgent priority or a non-urgent priority.

Priority	Urgent/Non-Urgent?
Pack clothes, gear, etc for school camp tomorrow.	Urgent
Fill out an employee survey form for my work (can be done sometime within the next two weeks).	
Writing a targeted CV for a job I am applying for (must be emailed to employer by the end of the week).	
Practise and study for my te reo Māori test in two days' time.	
Tidy up my room, sort old clothes, etc that I don't want anymore.	

2. Now you will think about your own priorities.

- Think of one day coming up this or next week (write this date in the space below).
- Write a list of all of your priorities for this day.
- State whether each priority is urgent or non-urgent (and give a reason why).

16th August 2018

1. Feed the cat - Urgent
2. Find my keys I lost - Urgent
3. Enter the Weetbix competition - Non Urgent
4. Get to work on time - Urgent
5. Buy present for cousin - Non Urgent

Click in the text box provided and start typing your answer.

You may notice that the text boxes are coloured blue to show you that you can edit them. If you wish not to have these boxes highlighted then do the following:  
On the toolbar select Edit ► Preferences ► Forms

Preferences

Categories:

- Commenting
- Documents
- Full Screen
- General
- Page Display
- 3D & Multimedia
- Accessibility
- Adobe Online Services
- Email Accounts
- Forms
- Identity
- Internet
- JavaScript
- Language
- Measuring (2D)
- Measuring (3D)
- Measuring (Geo)
- Multimedia (Legacy)
- Multimedia Trust (legacy)
- Reading
- Reviewing
- Search
- Security
- Security (Enhanced)
- Signatures
- Spelling
- Tracker
- Trust Manager
- Units
- Usage Information

General

- Automatically calculate field values
- Show focus rectangle
- Show text field overflow indicator
- Always hide forms document message bar

Highlight Color

- Show border hover color for fields
- Fields highlight color:
- Required fields highlight color:

Auto-Complete

Off  Remember numerical data (e.g., telephone number)

Edit Entry List...

The auto-complete feature is now off. No suggestions will be made while you type in form fields. Choose Basic or Advanced from the drop-down box to turn the feature on.

Form Tracker Preferences

OK Cancel

Untick Show Border hover colour for fields.

## HINT

When you have finished typing an answer you can go automatically to the next editable textbox/activity by pressing the TAB key on your keyboard.

12349v5a Lesson 1 - EL.pdf (SECURED) - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Document

Comment

7. To save your work click on the Save button as shown  
**REMEMBER TO DO THIS WHEN YOU CLOSE THE PDF!**

Writing a targeted CV for a job I am applying for (must be emailed to employer by the end of the week).

Practise and study for my te reo Māori test in two days' time.

Tidy up my room, sort old clothes, etc that I don't want anymore.

2. Now you will think about your own priorities.

- Think of one day coming up this or next week (write this date in the space below).
- Write a list of all of your priorities for this day.
- State whether each priority is urgent or non-urgent (and give a reason why).

16th August 2018

1. Feed the cat - Urgent
2. Find my keys I lost - Urgent
3. Enter the Weetbix competition - Non Urgent
4. Get to work on time - Urgent
5. Buy present for cousin - Non Urgent

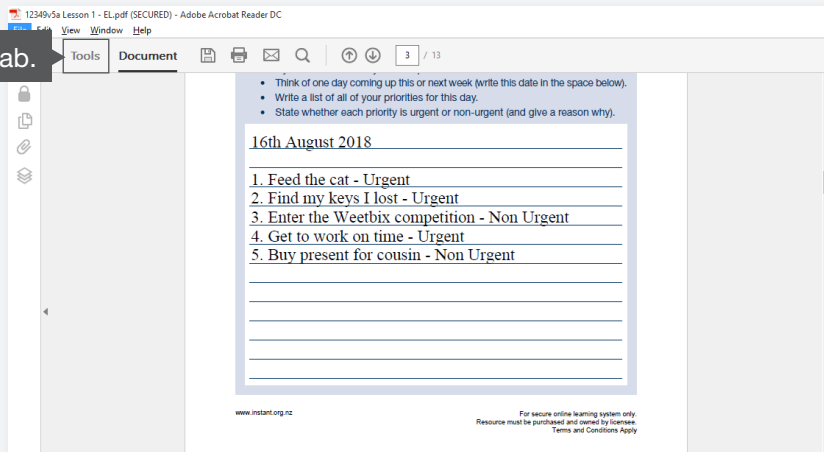
Continued on next page... ➔

8. If you wish to add a comment in your PDF the best way to do this is to sign in to Adobe. This will add your username to the comment showing it is you that made the comment. If your teacher adds a comment to your work using the same process you will be able to tell which comment belongs to which person.

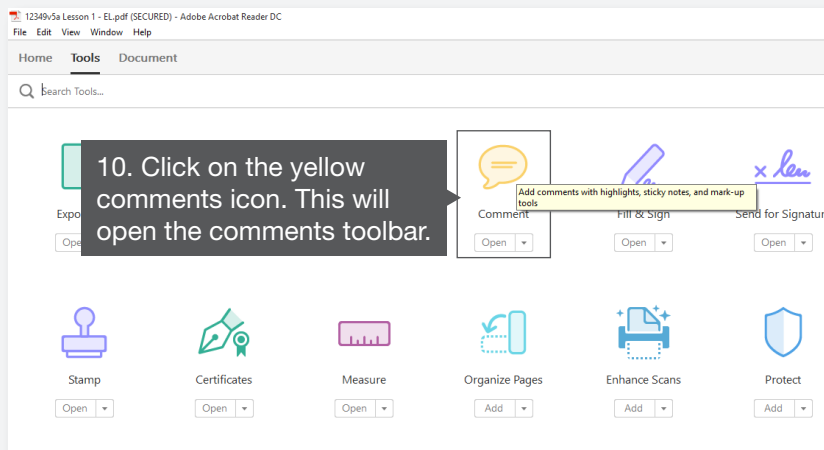
Click on 'Sign in' in right hand corner to sign in (if you do not have a sign-in you can click on 'Get an Adobe ID').

To create a comment on your PDF do the following:

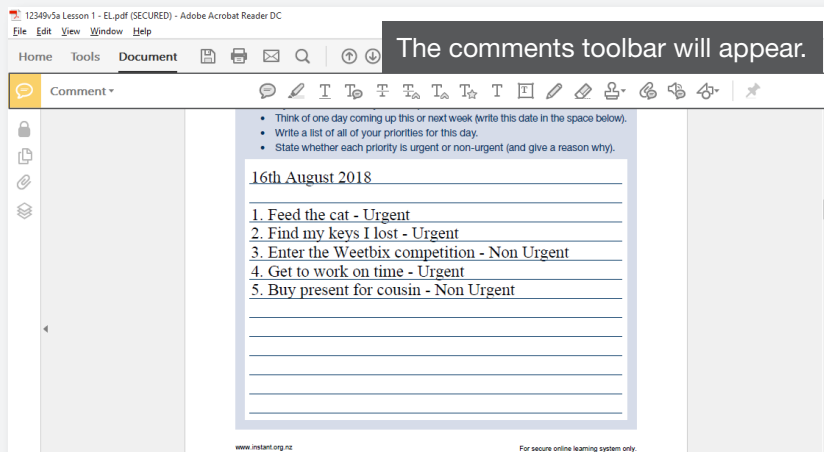
9. Click on Tools tab.



10. Click on the yellow comments icon. This will open the comments toolbar.



The comments toolbar will appear.



Continued on next page... ➤

11. Click on the comment icon (The cursor will turn into a comment icon) and position it on the page where you would like the comment to be located.

16th August 2018

1. Feed the cat - Urgent
2. Find my keys I lost - Urgent
3. Enter the Weetbix competition - Non Urgent
4. Get to work on time - Urgent
5. Buy present for cousin - Non Urgent

12. Write your comment and click off the comment to save it.

I'm not sure whether feeding the cat is urgent or non urgent?  
Page 3 30/09/2015 4:01 p.m.

13. Continue and complete the rest of the lesson filling in any activities as you go. When you have finished the lesson save your PDF document and exit by closing the tab.

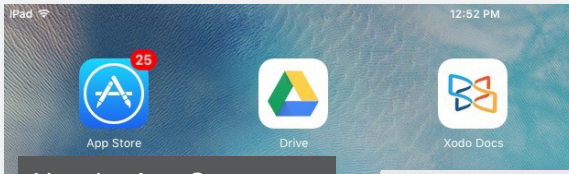
## > Using a Surface Tablet and editable PDFs

Once you have accessed a copy of the PDF you want to edit we recommend using the Adobe Reader Touch App. This App should give very similar functionality as Adobe Reader DC.



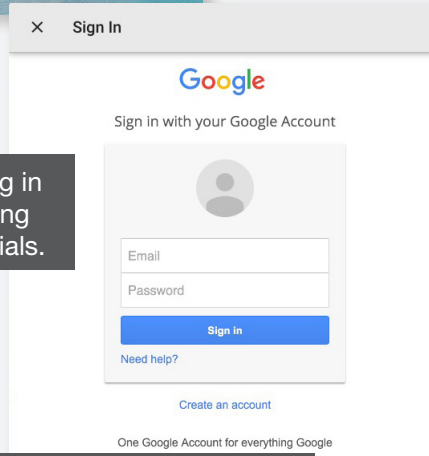
## > Working with Xodo within an iPad

### Setting up Xodo in an iPad and linking to Google Drive

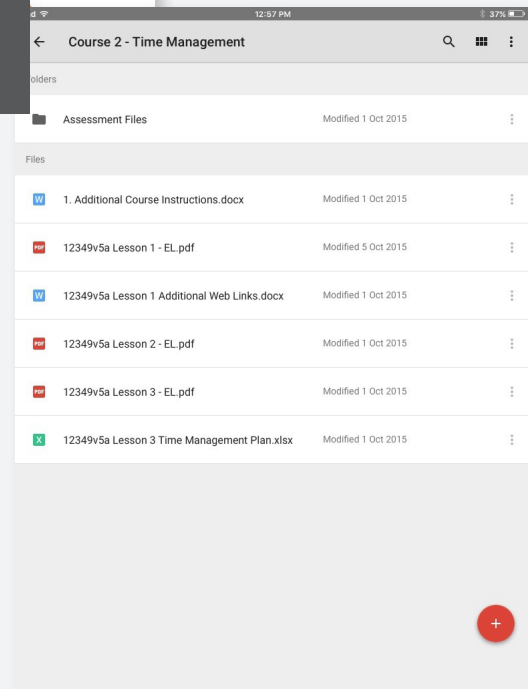


Use the App Store to download Google Drive and Xodo Docs.

On first opening, log in to Google Drive using your Gmail credentials.




Your Google drive will appear. We will open Lesson 1 for the Course 2- Time Management.

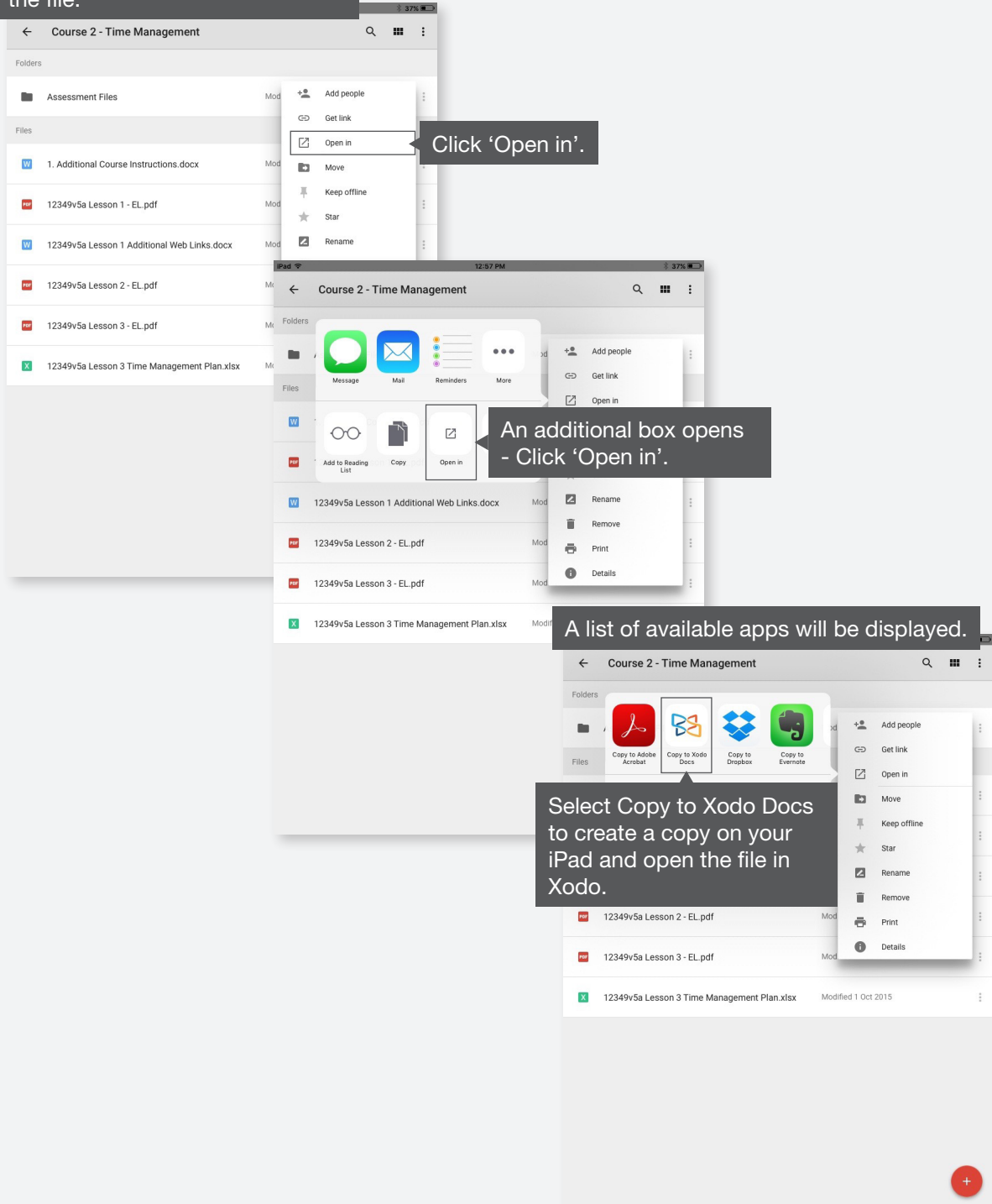


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## Copying a document to Xodo from Google Drive

When you open a PDF document in Google Drive using Xodo, the app will create a copy of the PDF onto your iPad. When you finished editing the PDF, you will need to copy it back to Google Drive.

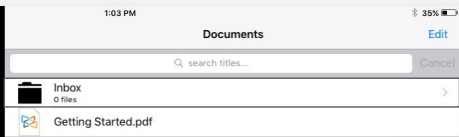
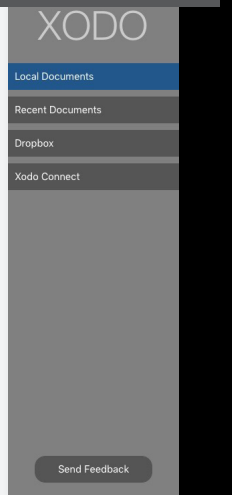
Tap (or click on the  icon to bring up the options for opening the file.



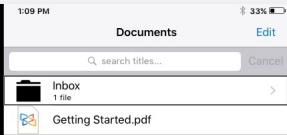
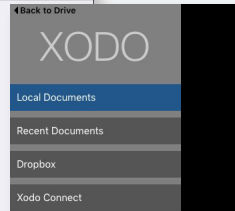
Continued on next page... 

## Opening the document from Xodo (within your iPad)

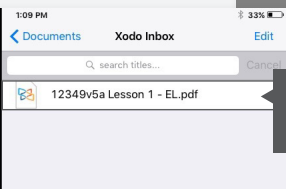
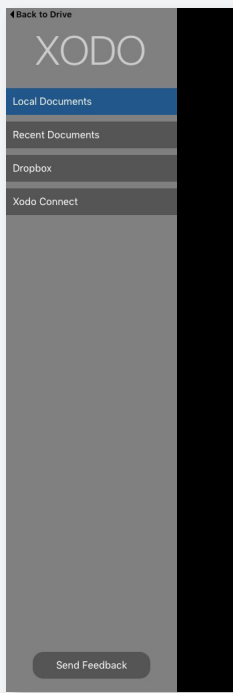
Xodo Interface.



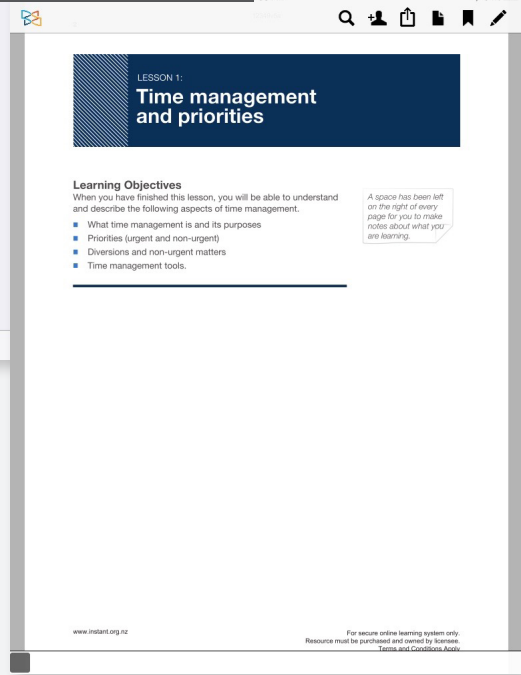
Files copied from Google Drive will appear in the 'Inbox'.



Tap the file to open.



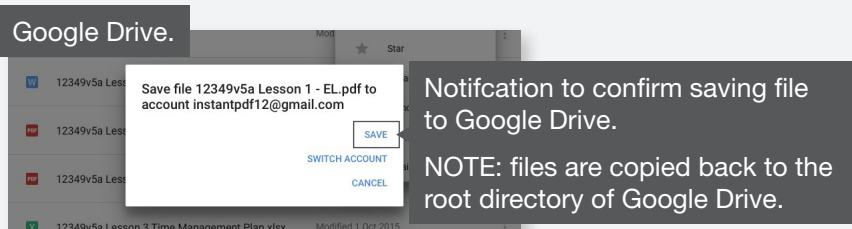
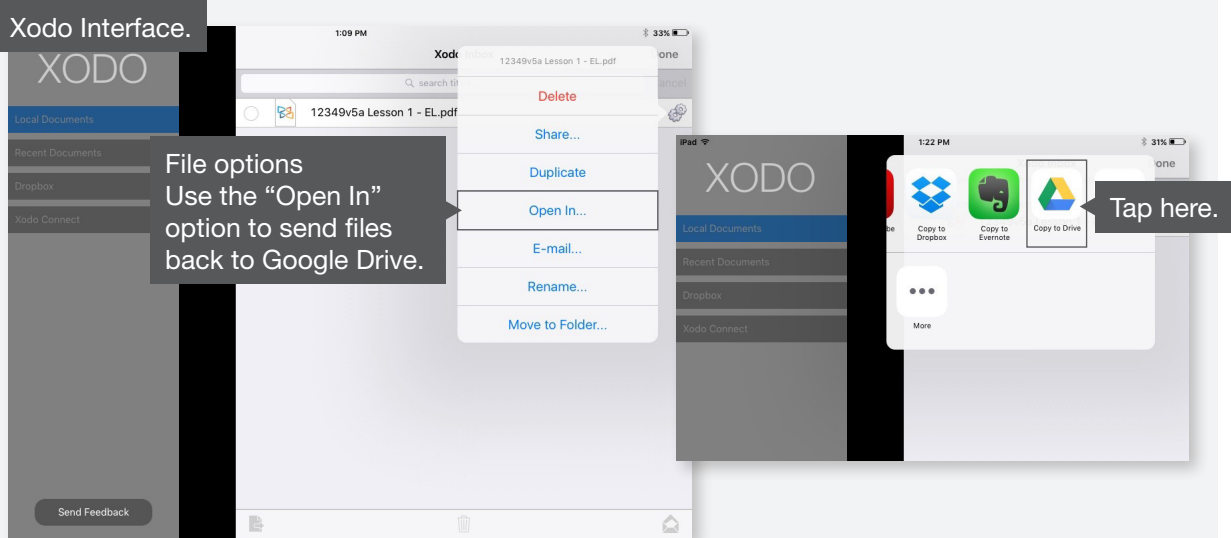
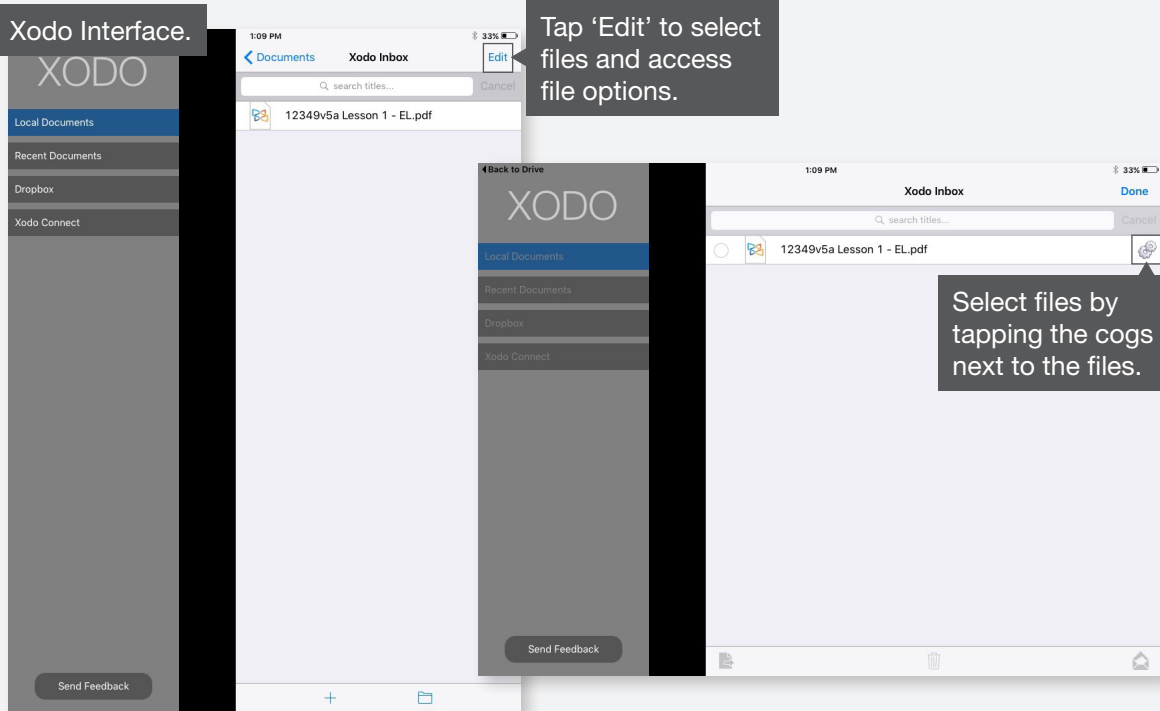
Open PDF in Xodo.



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# Saving a file back to Google Drive from Xodo

## METHOD 1

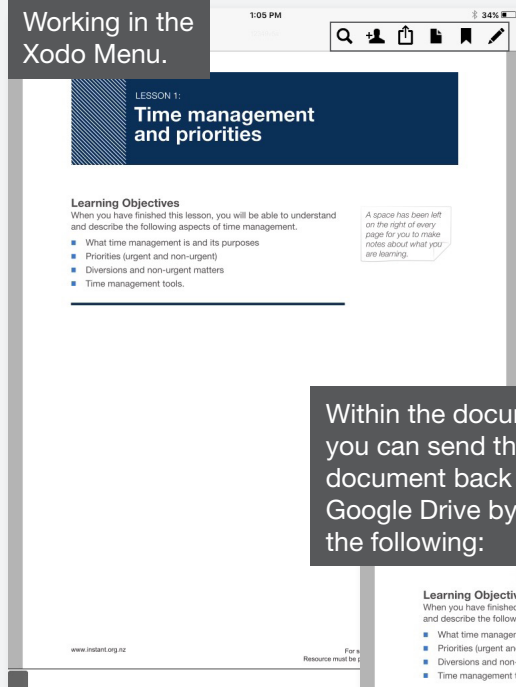


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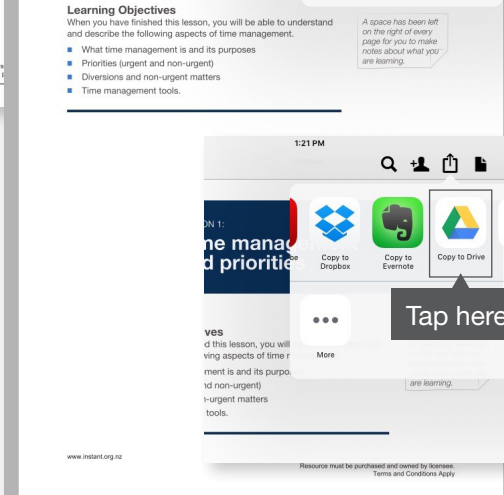
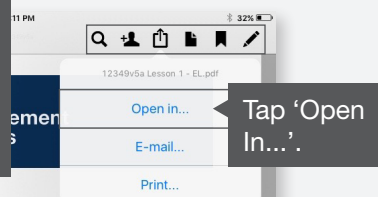
# Saving a file back to Google Drive from Xodo

## METHOD 2

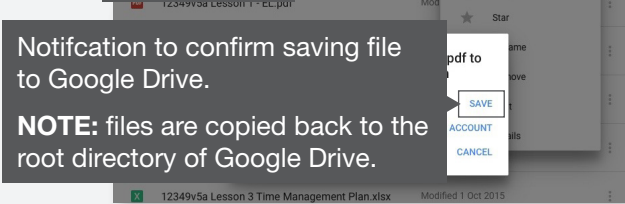
Working in the Xodo Menu.



Within the document you can send the document back to Google Drive by doing the following:



Google Drive.



# Editing a PDF in Xodo

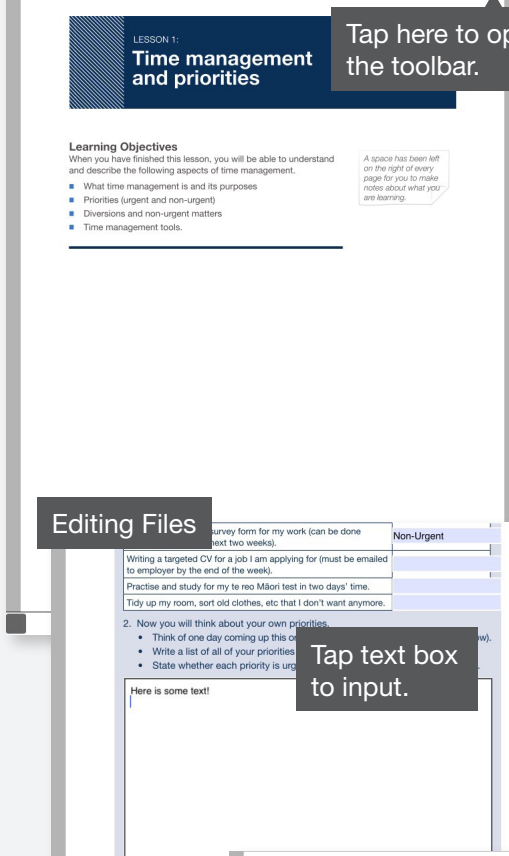
Open PDF in Xodo.



Tap here to open the toolbar.

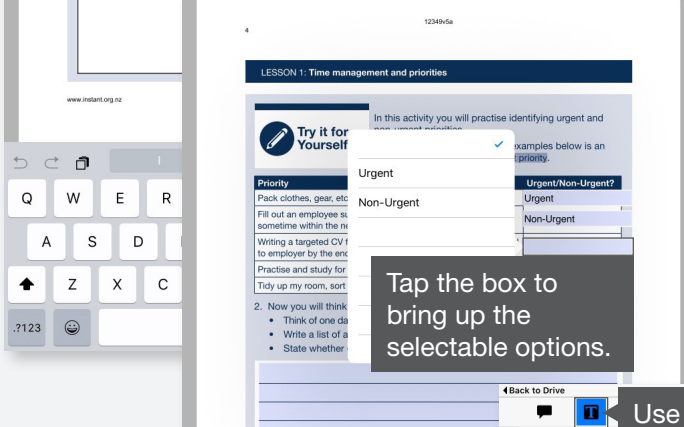


Full toolbar open.



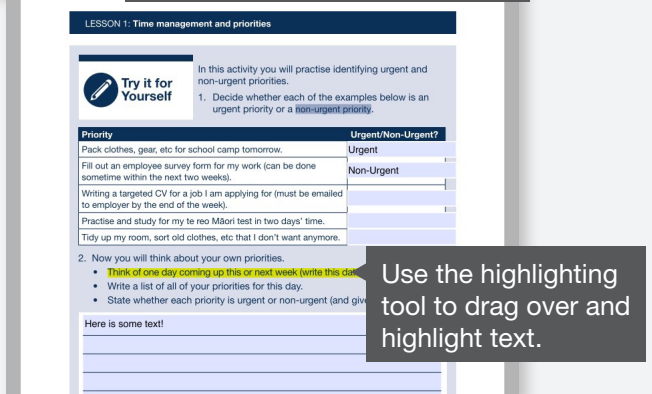
Editing Files

Tap text box to input.

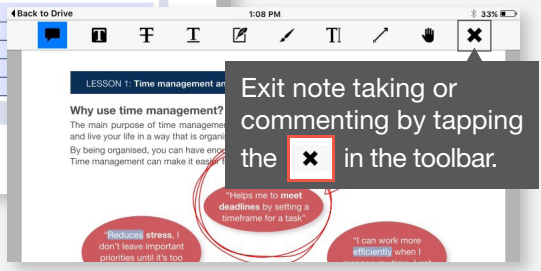
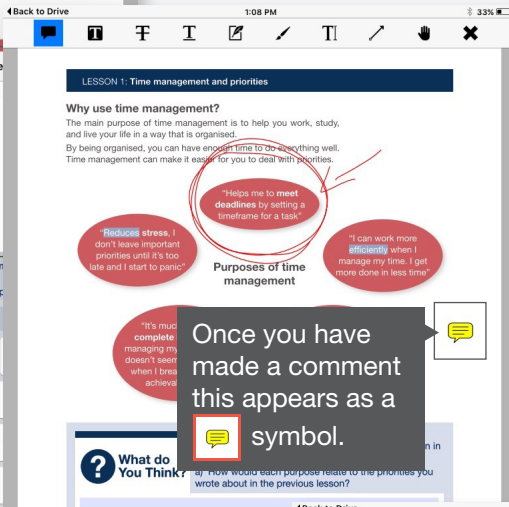
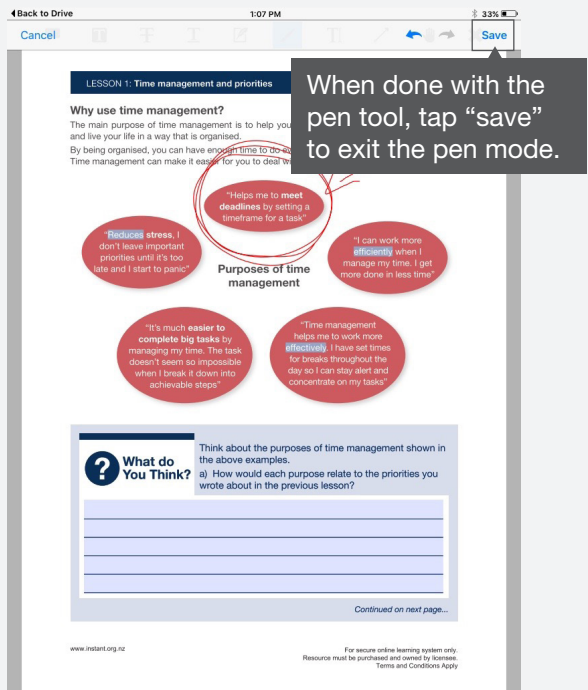


Tap the box to bring up the selectable options.

Use the toolbar to select a tool.

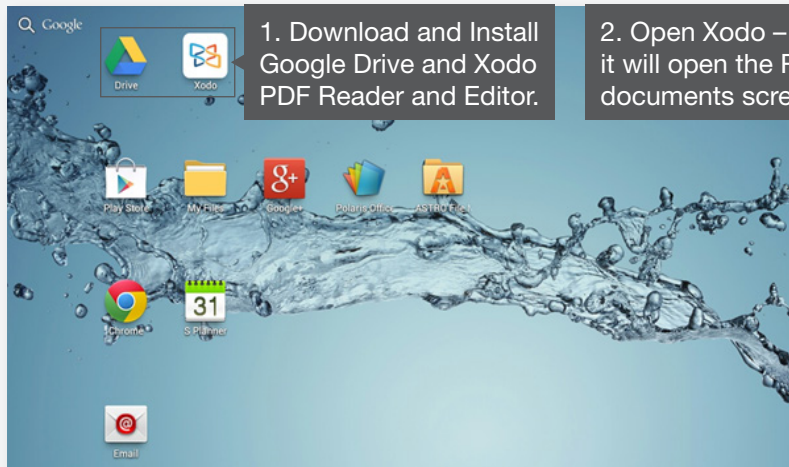


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## > Working with Xodo within an Android tablet

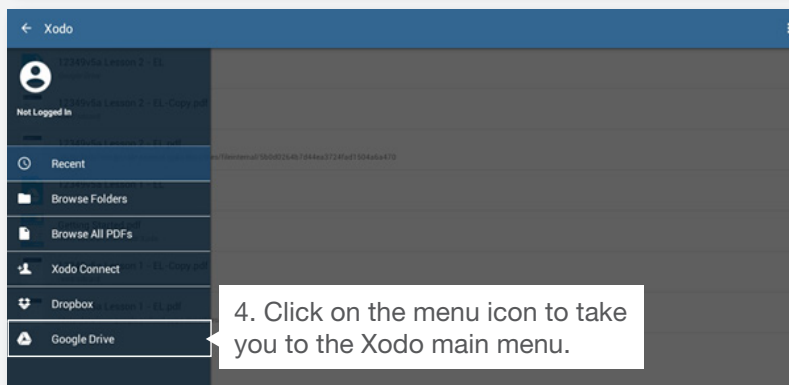
### Setting up Xodo in an Android tablet and linking to Google Drive



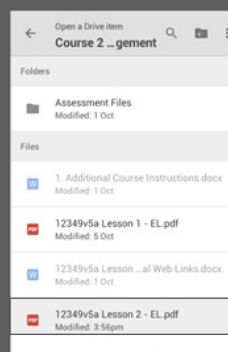
3. Click on the menu icon to take you to the Xodo main menu.



4. Click on the menu icon to take you to the Xodo main menu.



5. You should now see your files in your Google Drive (you may need to sign in to google drive to access your files).



6. In this case we are going to access the Lesson 2 PDF by tapping on the file and tapping SELECT.

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7. Work on your Document in Xodo. The functions for editing the PDF are the same as for steps in the iPad section of this How-to-Guide. When you are finished click on the backwards arrow.

8. Xodo will go back to the Recent documents screen.

You should see 'document saved at bottom of screen which means your file has been saved back to Google Drive.

## > Using Word Templates (Only selected resources have Word templates available)



Word templates can be used to create total flexibility for your course.

- If printing coloured hard copies of learner guides, Word templates can be printed and used to minimize photocopying while still gaining the advantage of students accessing hard-copies of learning material.
- Additional learning material and activities can be added around the existing activities in the templates all in the one document. These may be converted to Google Docs etc.
- Assessment tasks can be completed electronically and converted to Google docs if required. Please note that any alteration to the assessment tasks will void the Instant Education Solutions Moderation guarantee as per our terms and conditions. We do not recommend changing the assessment tasks to avoid assessment and moderation issues.

## Step 5: Submitting your work for marking

Once you have completed your PDFs and/or assessments your teacher will need to mark them. If you have downloaded files onto your own drive you will need to name them in a way that your teacher knows the work completed is yours.

To share or submit your work for marking, do one of the following:

**Note:** Ask your teacher which method to use.

Upload your files to a place your teacher has setup for you to submit.

- Share your folder electronically with your teacher allowing them to view, edit and/or download the resources to their own computer or device.
- Email the files using your school email address.
- Place your files on a USB stick and submit them.

## Step 6: Assessing, giving feedback and reporting

It is best you take a copy of your students work before assessing. This will allow you to keep a record for the assessment for moderation and reporting purposes. It is best that this location is secure and not shared with any students. You can also place any assessment schedules and sample answers in this location to help with marking.

If giving feedback or marking electronically it is best to use the 'comment' function as discussed in step 5. Remember the following when working with PDFs and commenting:

- Use the same reader/annotator apps that the student has used (ones recommended within this guide)
- When commenting ensure you log into the App so that your comments are recorded with your App logon name. This will authenticate you as the assessor. Some Apps only allow you to place comments outside of the editable text boxes.
- If entering text boxes, some Apps only allow you to place text outside of the editable text boxes.
- If highlighting text you can only highlight non-editable text.
- You may be able to use drawing tools in some apps.
- You may wish to use digital signatures if available within the App being used. Ensure that these can be authenticated to you as an assessor.

## Step 7: Student re-submit

Ensure you fill in the assessment coversheet and clearly note what evidence the student needs to resubmit. It is recommended that you get the student to resubmit a new file that is separate to the one they originally submitted. Electronically this is easily done by the student obtaining another copy of the PDF and filling in only the additional evidence that is required. When reassessing you can copy this into your master folder for reporting and moderation purposes.





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