



USING E-PACKS A HOW-TO GUIDE

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21 Ruakura Rd, Hamilton East,
Hamilton 3216, New Zealand
Phone: +64 800 864 863
E-mail: instant@atc.org.nz

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Contents

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

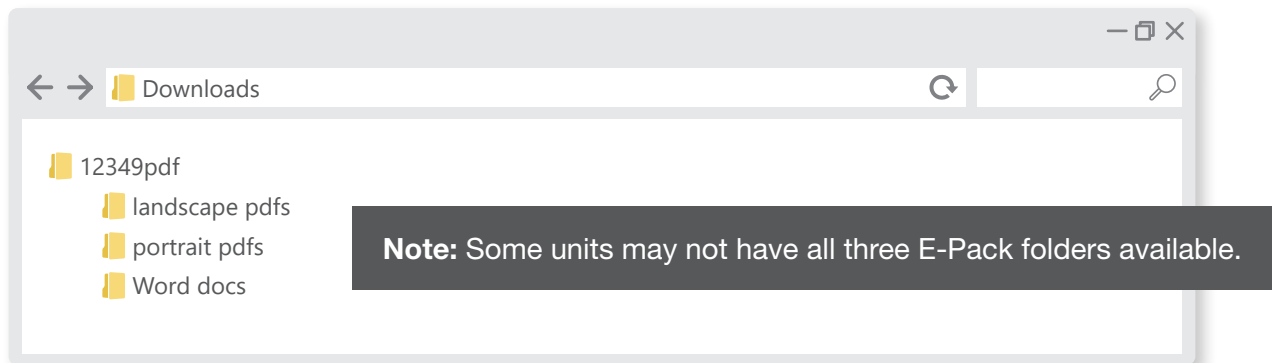
Step 1: Downloading and selecting an E-Pack	4
Step 2: Setting up a course online	5
Step 3: Creating student access	7
Step 4: How to work within an editable PDF	8
Using Google Drive and editable PDFs (Xodo)	8
Using a PC, Mac or Laptop and editable PDFs (Adobe Reader)	12
Using a Surface Tablet and editable PDFs	16
Working with Xodo within an iPad	17
Working with Xodo within an Android tablet	24
Using Word Templates	25
Step 5: Submitting your work for marking	26
Step 6: Assessing, giving feedback and reporting	26
Step 7: Student re-submit	26

Step 1: Downloading and selecting an E-Pack

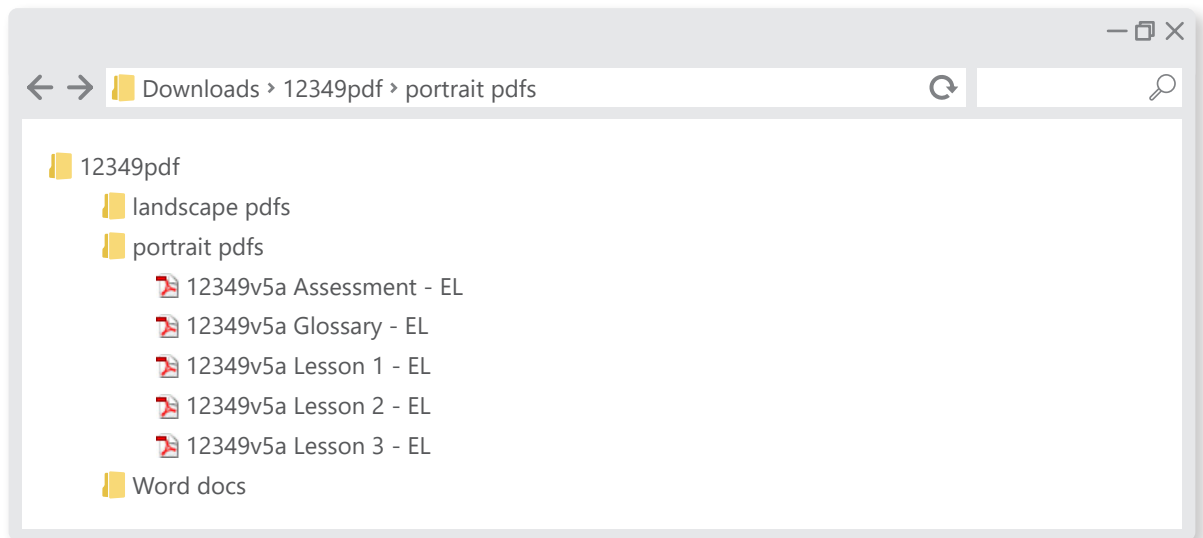
Download a PDF folder from your Member's Library.
(The example used here is US12349)



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.

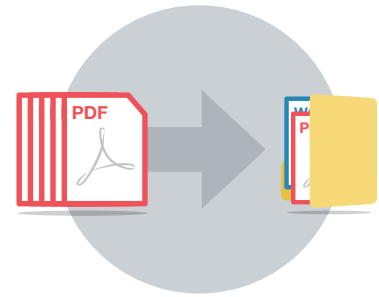


We will now add these files to your course so your students can access them.

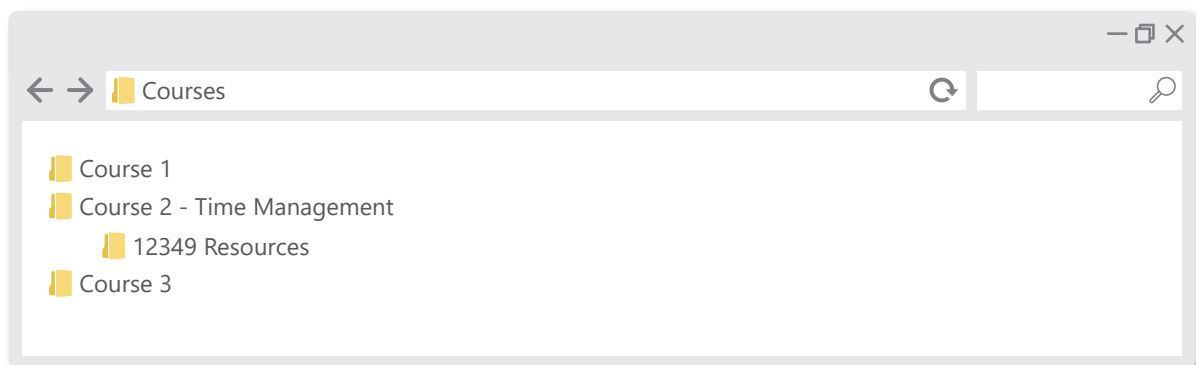
Step 2: Setting up a course online

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'.

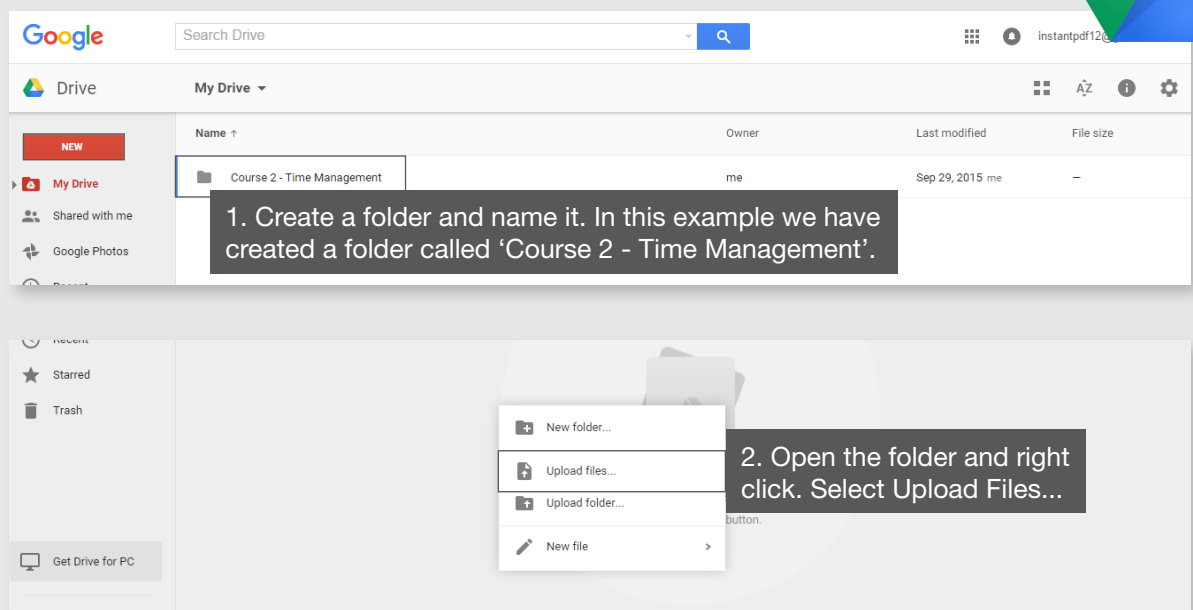


Add any other files you want to supplement your course content or assessment with, such as: video, Word documents, spreadsheets, slide presentations, additional instructions etc. Reorder the files in the sequence you want students to access them.



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.



Continued on next page... >

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	Status
12349v5a Assessment - EL.pdf	1.7 MB / 1.7 MB	Waiting...
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.

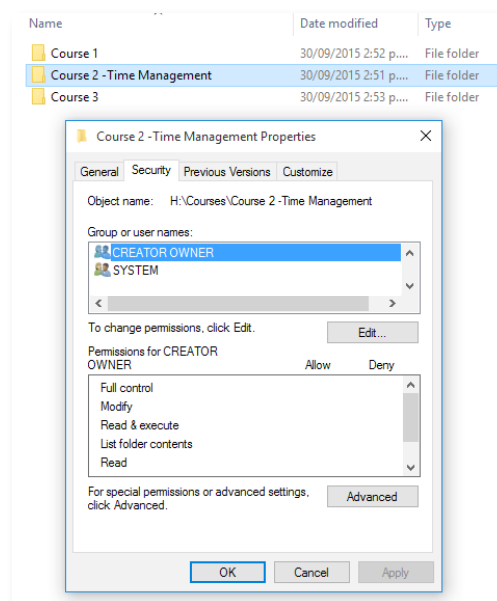
File Name	Progress	Status
12349v5a Assessment - EL.pdf	1.7 MB	Uploaded
12349v5a Glossary - EL.pdf	67.5 KB	Uploaded
12349v5a Lesson 1 - EL.pdf	662 KB	Uploaded
12349v5a Lesson 2 - EL.pdf	474 KB	Uploaded
12349v5a Lesson 3 - EL.pdf	246 KB	Uploaded
12349v5a Lesson 1 Additional Web Links.docx	11.1 KB	Uploaded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

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

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

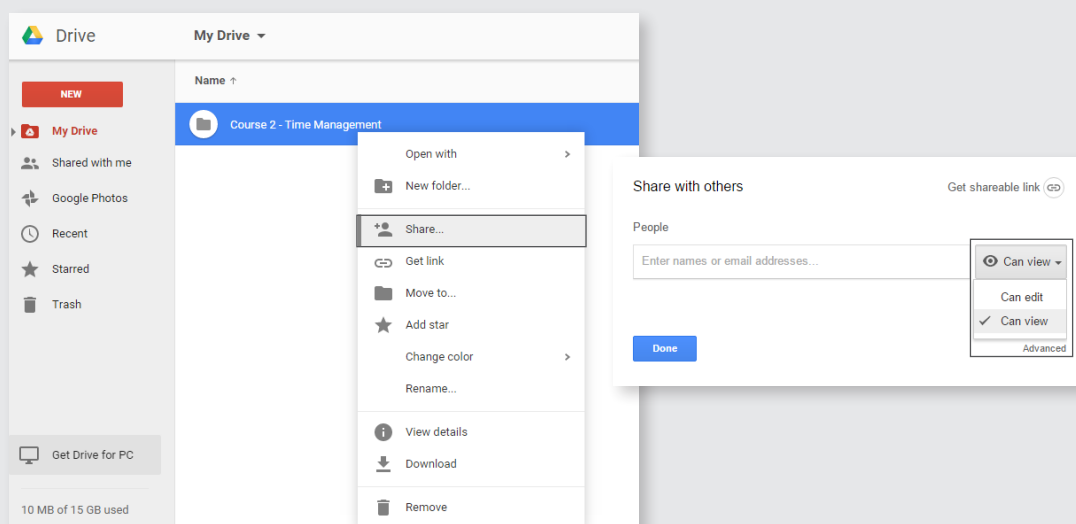
Step 3: Creating student access

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.

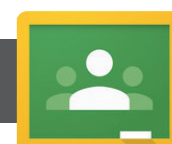


To create access on Google Drive

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.

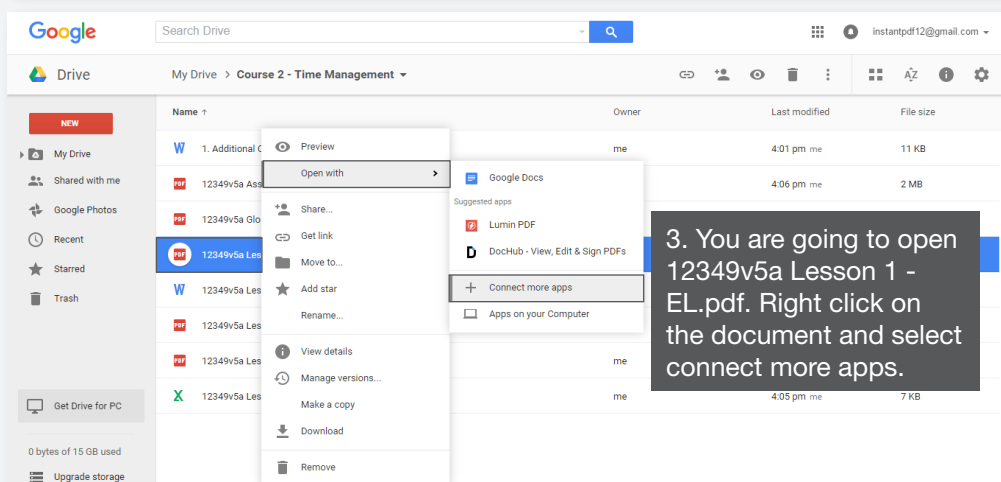
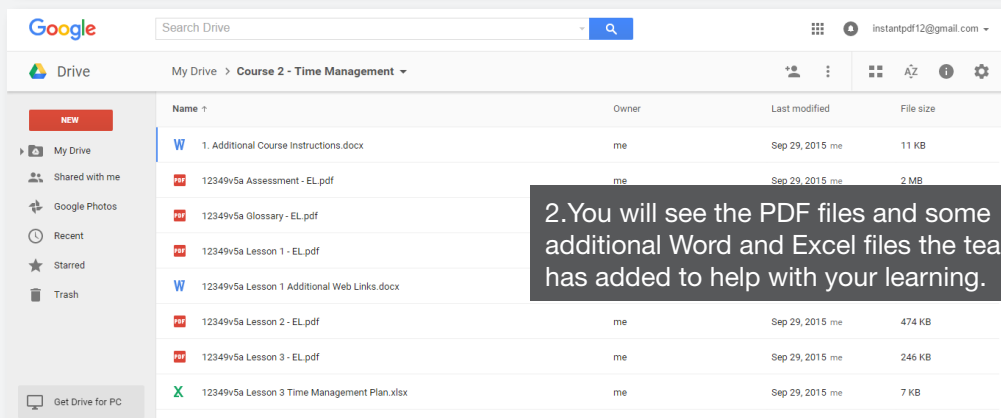
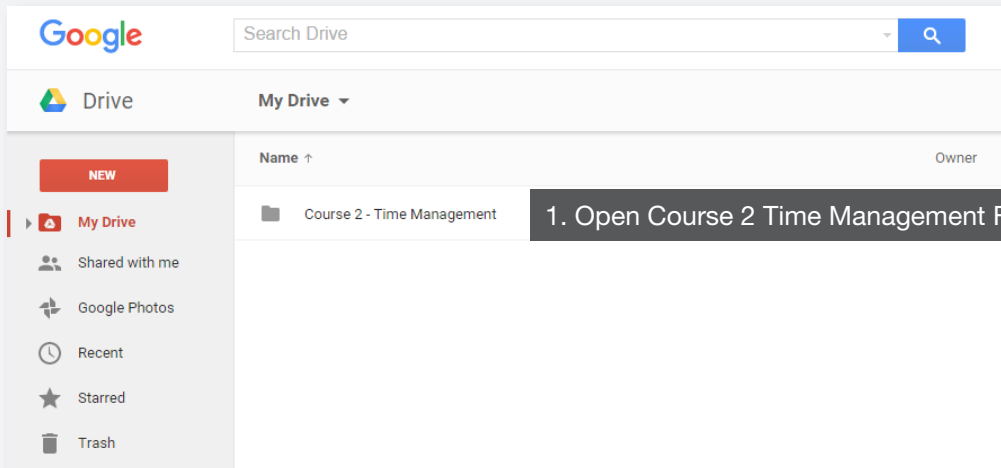


Step 4: How to work within an editable PDF

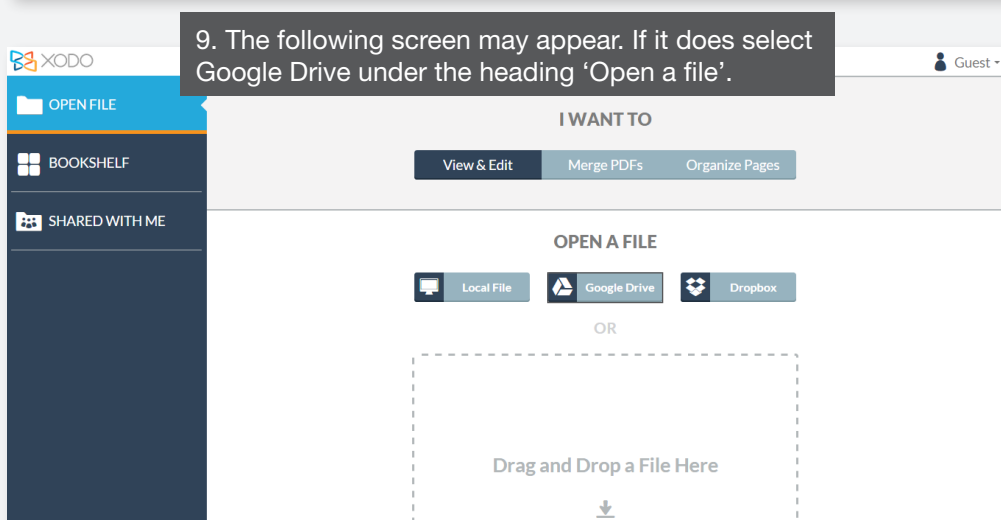
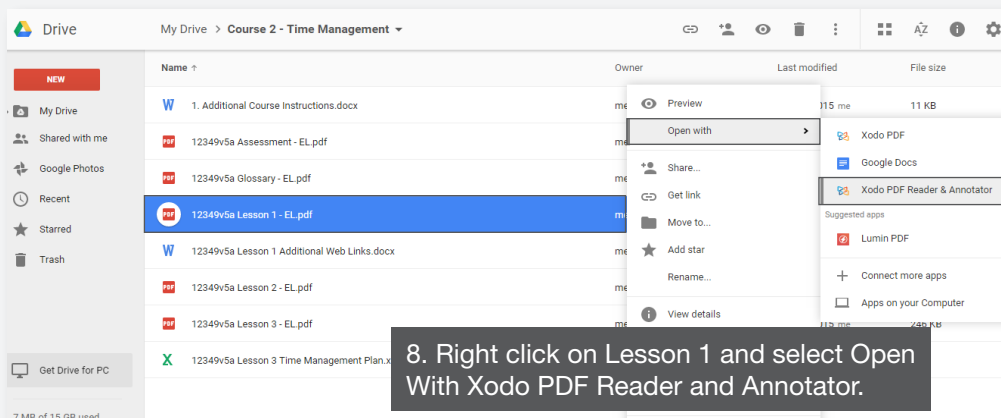
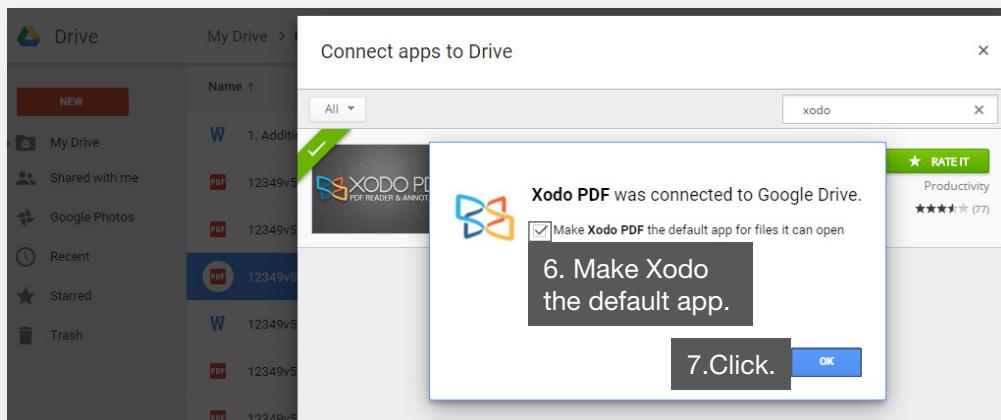
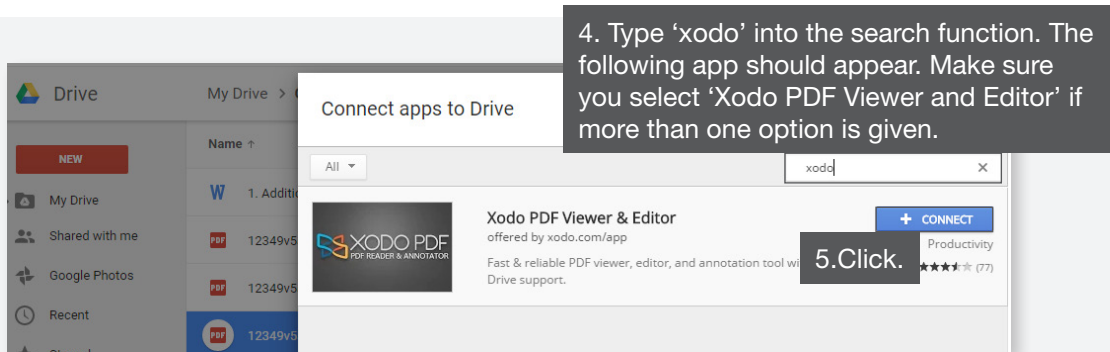
> Using Google Drive and editable PDFs

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

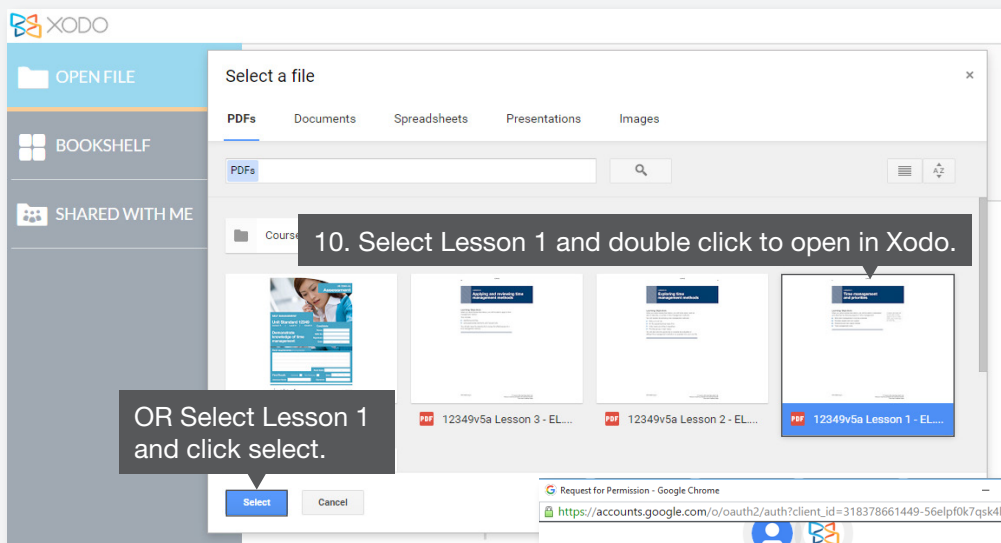
We will use an example using a course for Time Management. You will notice some additional files have been added to supplement additional teaching and student resource materials for this particular school.



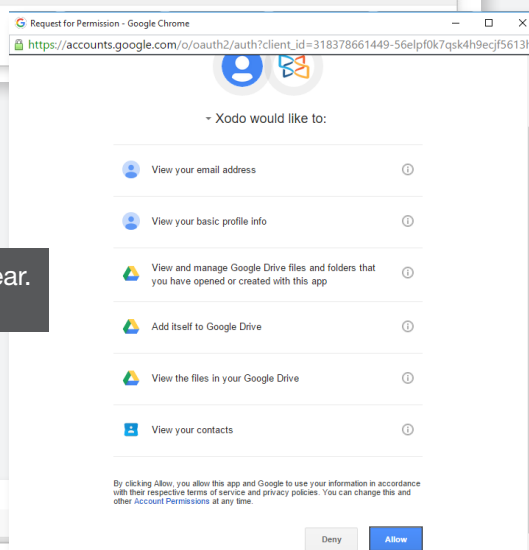
Continued on next page... >



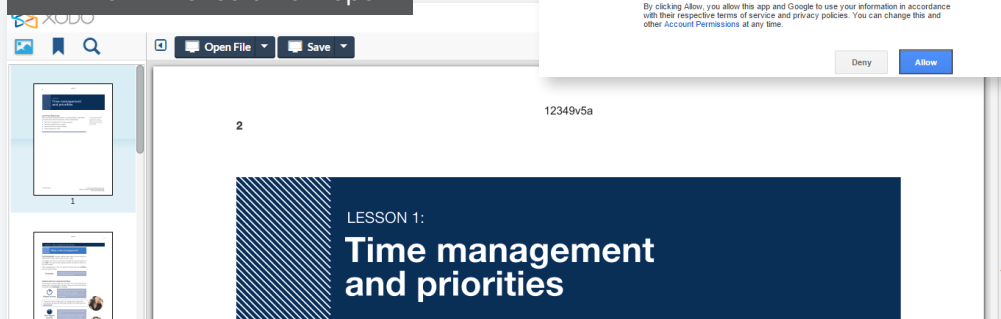
Continued on next page... ➔



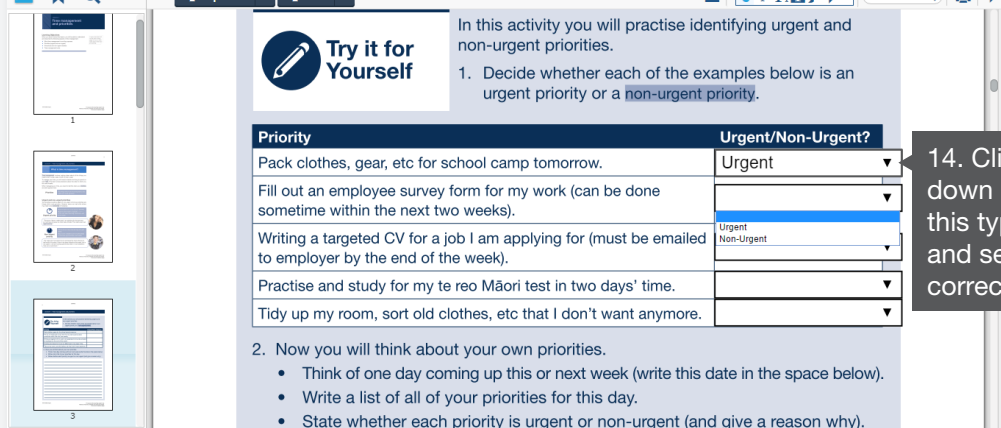
11. The following pop-up screen may appear. If it does click Allow to continue.



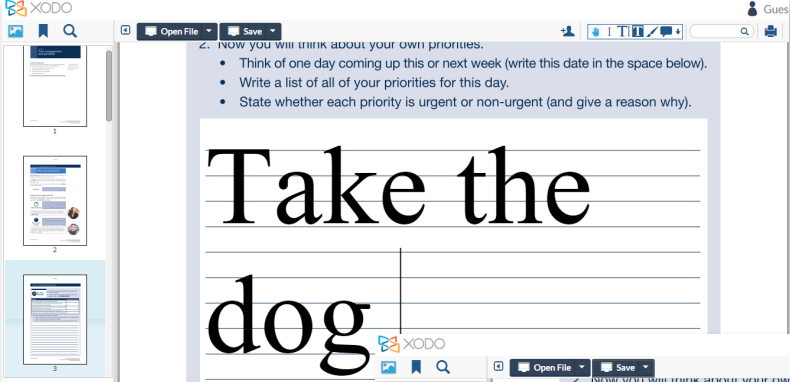
12. The PDF should now open.



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



Continued on next page... ➔



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).

Take the dog


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.

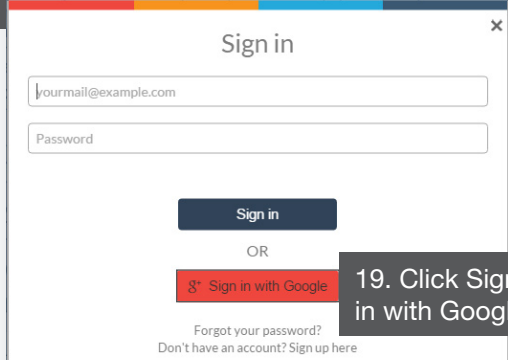
REMEMBER TO DO THIS BEFORE YOU CLOSE THE PDF!

Take the dog for a walk to the park and buy some milk.
Pay the power bill.....

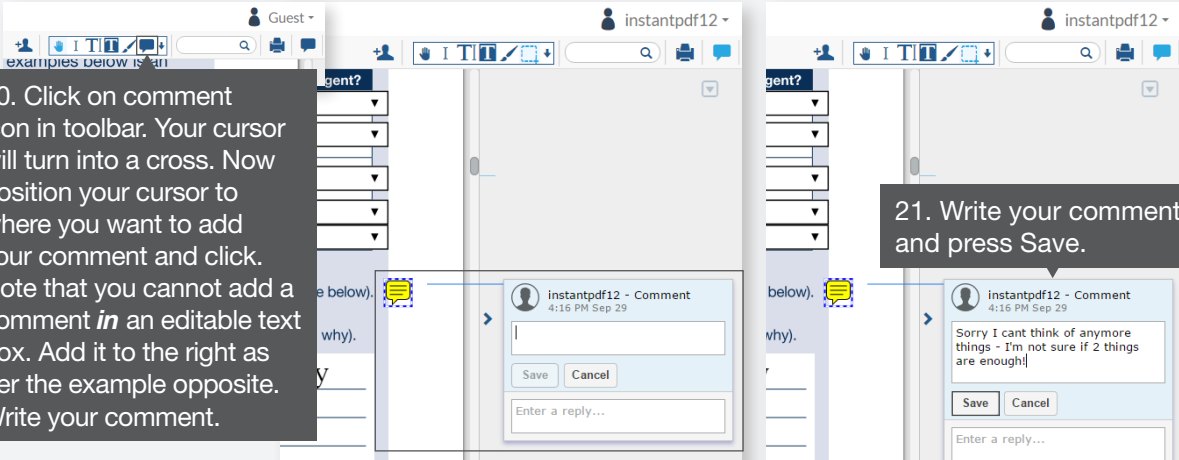
17. If you wish to add a comment in your PDF the best way to do this is to sign in to Xodo. This will add your Google username to the comment showing that it is you that made the comment. If your teacher adds a comment to your work using the same process you will be able to tell which comment belongs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



18. Click on Guest in right hand corner and choose Sign in.



19. Click Sign in with Google.



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.

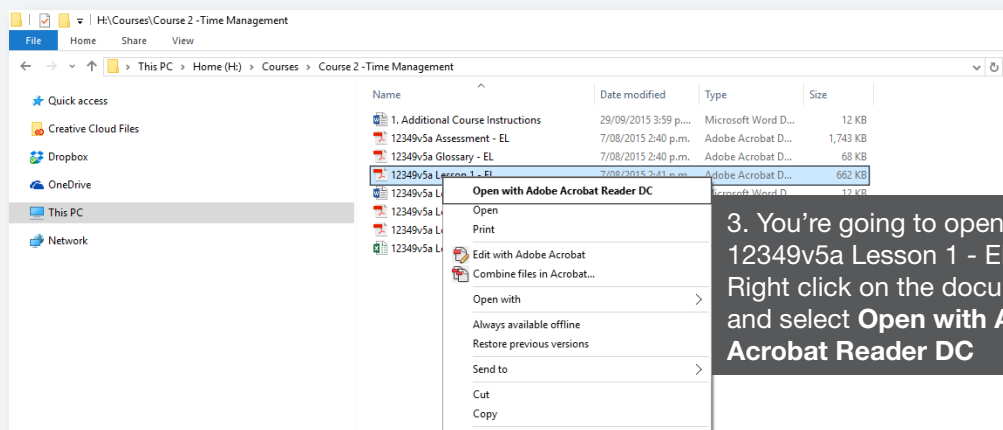
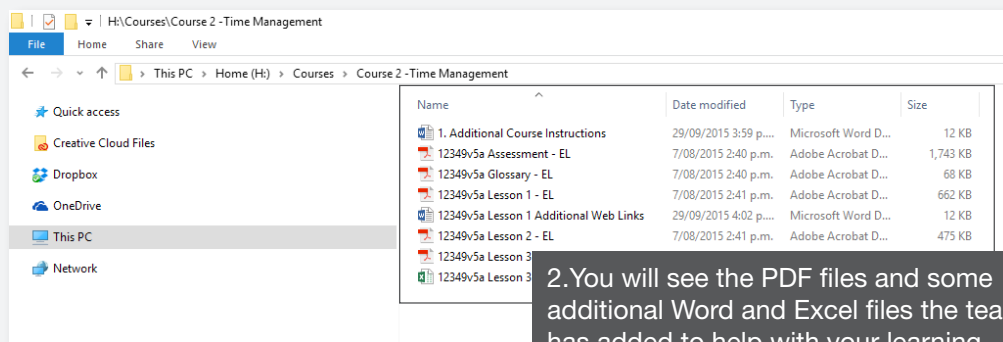
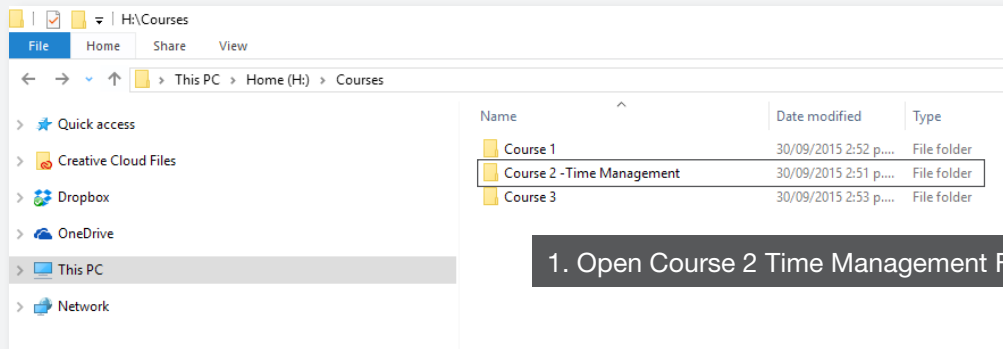
21. Write your comment and press Save.

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.



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 URL in the browser is <https://get.adobe.com/uk/reader/>. The page is titled "Step: 1 of 3". It features the Adobe logo and the product name "Adobe Acrobat Reader DC". Below the product name, it says "Version 2015.008.20082" and "System requirements". There is a section for "Optional offer:" with a checkbox for "Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings." A callout box says "Untick box if you do not want McAfee installed." There is also a "Terms & conditions:" section. A large yellow "Install now" button is at the bottom right, with a callout box saying "Follow instructions to download and install." and "Total size: 76.11 MB". At the bottom left, there is a "Choose your region" link. At the bottom center, there is a copyright notice: "Copyright © 2015 Adobe Systems Software Ireland Ltd. All rights reserved. Terms of use | Privacy | Cookies".

Step: 1 of 3

Adobe Acrobat Reader DC

Version 2015.008.20082
System requirements

Your system:
Windows 10, English
Do you have a different language or operating system?

Click here if you want to specify a different operating system from that shown.

Optional offer:
☒ Yes, install the free McAfee Security Scan Plus utility to check the status of my PC security. It will not modify existing antivirus program or PC settings.

Untick box if you do not want McAfee installed.

Terms & conditions:
By clicking the "Install now" button, you agree to the automatic installation of updates to Adobe Acrobat Reader DC, and to the Adobe Software Licensing Agreement and the McAfee Security Scan Plus License Agreement.

Follow instructions to download and install.

Install now

Total size: 76.11 MB

Choose your region

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Terms of use | Privacy | Cookies

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

The screenshot shows the Adobe Acrobat Reader app interface. The top bar has "Home", "Tools", and "Document" tabs. The "Document" tab is active, showing a PDF document titled "12349v5a". The document content includes a title "LESSON 1: Time management and priorities" and a section "Learning Objectives". The "Learning Objectives" section lists: "When you have finished this lesson, you will be able to understand and describe the following aspects of time management." and "What time management is and its purposes", "Priorities (urgent and non-urgent)", "Divisions and non-urgent matters", and "Time management tools." There is a callout box that 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 PDF Files to Word or Excel Online", "Select PDF File", "Convert to", "Document Language", and "Convert". There are also links for "Create PDF", "Edit PDF", and "Store and share files in the Document Cloud".

Home Tools Document

1 / 13

12349v5a

2

LESSON 1:
Time management and priorities

Learning Objectives

When you have finished this lesson, you will be able to understand and describe the following aspects of time management.

- What time management is and its purposes
- Priorities (urgent and non-urgent)
- Divisions and non-urgent matters
- Time management tools.

A space has been left on the right of every page for you to make notes about what you are learning.

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

12349v5a Le... 1 - EL.pdf

Convert to

Microsoft Word (*.docx)

Document Language: English (U.S.) Change

Convert

Create PDF

Edit PDF

Store and share files in the Document Cloud

Learn More

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 Adobe Acrobat Reader app interface, focusing on a "Try it for Yourself" activity. The activity title is "Try it for Yourself". The text says: "In this activity you will practise identifying urgent and non-urgent priorities." and "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?". The table contains five rows of activities. The first row is "Pack clothes, gear, etc for school camp tomorrow." with a dropdown menu showing "Urgent". The second row is "Fill out an employee survey form for my work (can be done sometime within the next two weeks)." with a dropdown menu showing "Urgent". The third row is "Writing a targeted CV for a job I am applying for (must be emailed to employer by the end of the week)." with a dropdown menu showing "Non-Urgent". The fourth row is "Practise and study for my te reo Māori test in two days' time." with a dropdown menu showing "Urgent". The fifth row is "Tidy up my room, sort old clothes, etc that I don't want anymore." with a dropdown menu showing "Non-Urgent". Below the table, it says "2. Now you will think about your own priorities." and "Think of one decision you've made recently. Write this down in the space below." The right sidebar shows the "Export PDF" panel.

Try it for Yourself

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).	Urgent
Writing a targeted CV for a job I am applying for (must be emailed to employer by the end of the week).	Non-Urgent
Practise and study for my te reo Māori test in two days' time.	Urgent
Tidy up my room, sort old clothes, etc that I don't want anymore.	Non-Urgent

2. Now you will think about your own priorities.

Think of one decision you've made recently. Write this down in the space below.

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

6. Click on the down arrow for this type of activity and select the correct answer.

Continued on next page...

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

Try it for Yourself

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).	Urgent
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

- Feed the cat - Urgent
- Find my keys I lost - Urgent
- Enter the Weetbix competition - Non Urgent
- Get to work on time - Urgent
- 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!

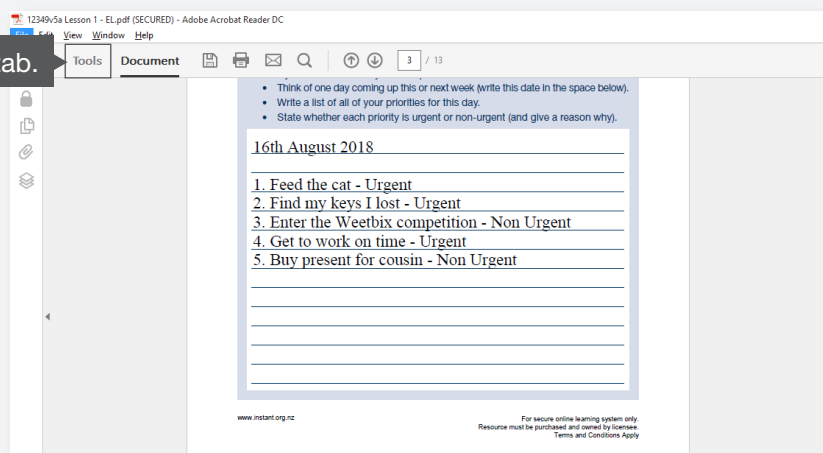
Continued on next page... ➤

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.

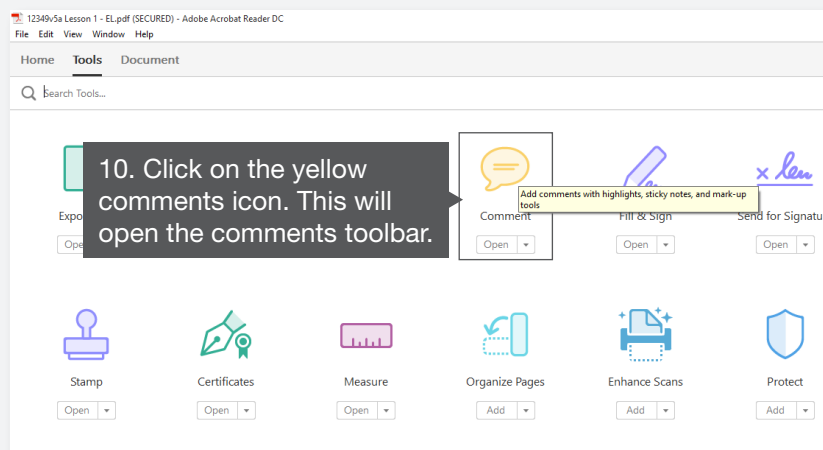
Click on 'Sign in' in right hand corner to sign in (if you do not have a sign-in you can click on 'Get an Adobe ID').

To create a comment on your PDF do the following:

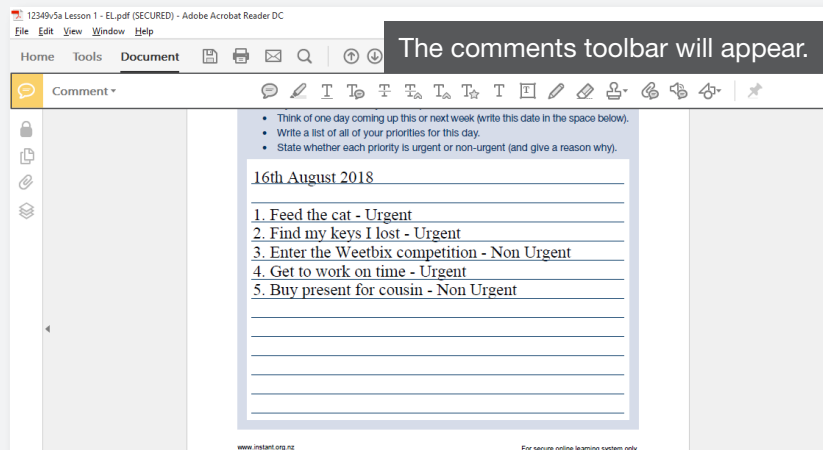
9. Click on Tools tab.



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

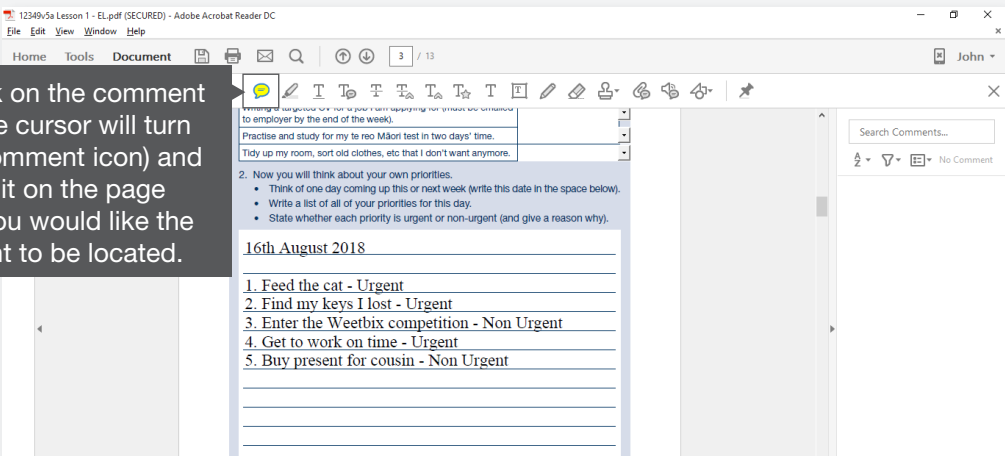


The comments toolbar will appear.



Continued on next page... ➔

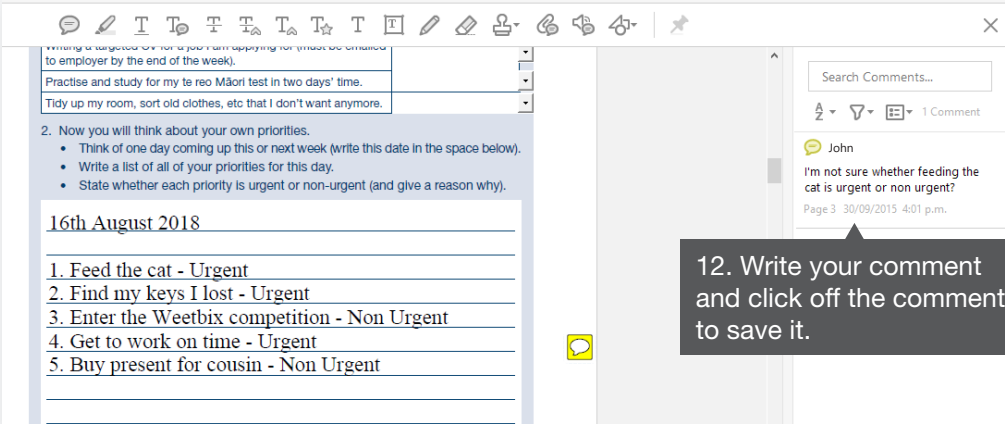
11. Click on the comment icon (The cursor will turn into a comment icon) and position it on the page where you would like the comment to be located.



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.



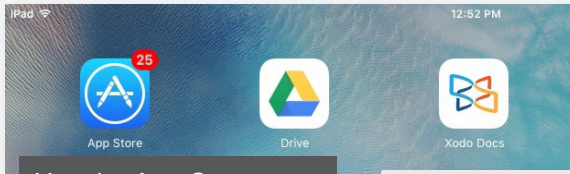
13. Continue and complete the rest of the lesson filling in any activities as you go. When you have finished the lesson save your PDF document and exit by closing the tab.

➤ 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.

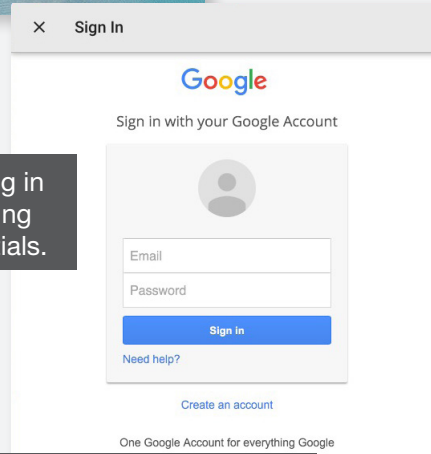
> Working with Xodo within an iPad

Setting up Xodo in an iPad and linking to Google Drive

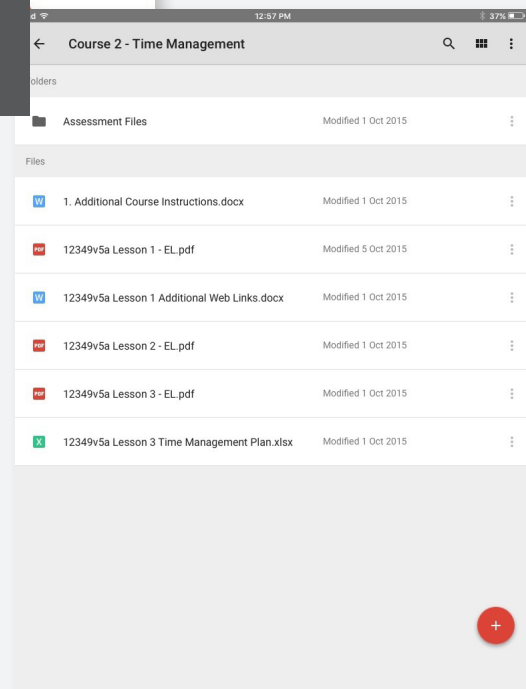


Use the App Store to download Google Drive and Xodo Docs.

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.

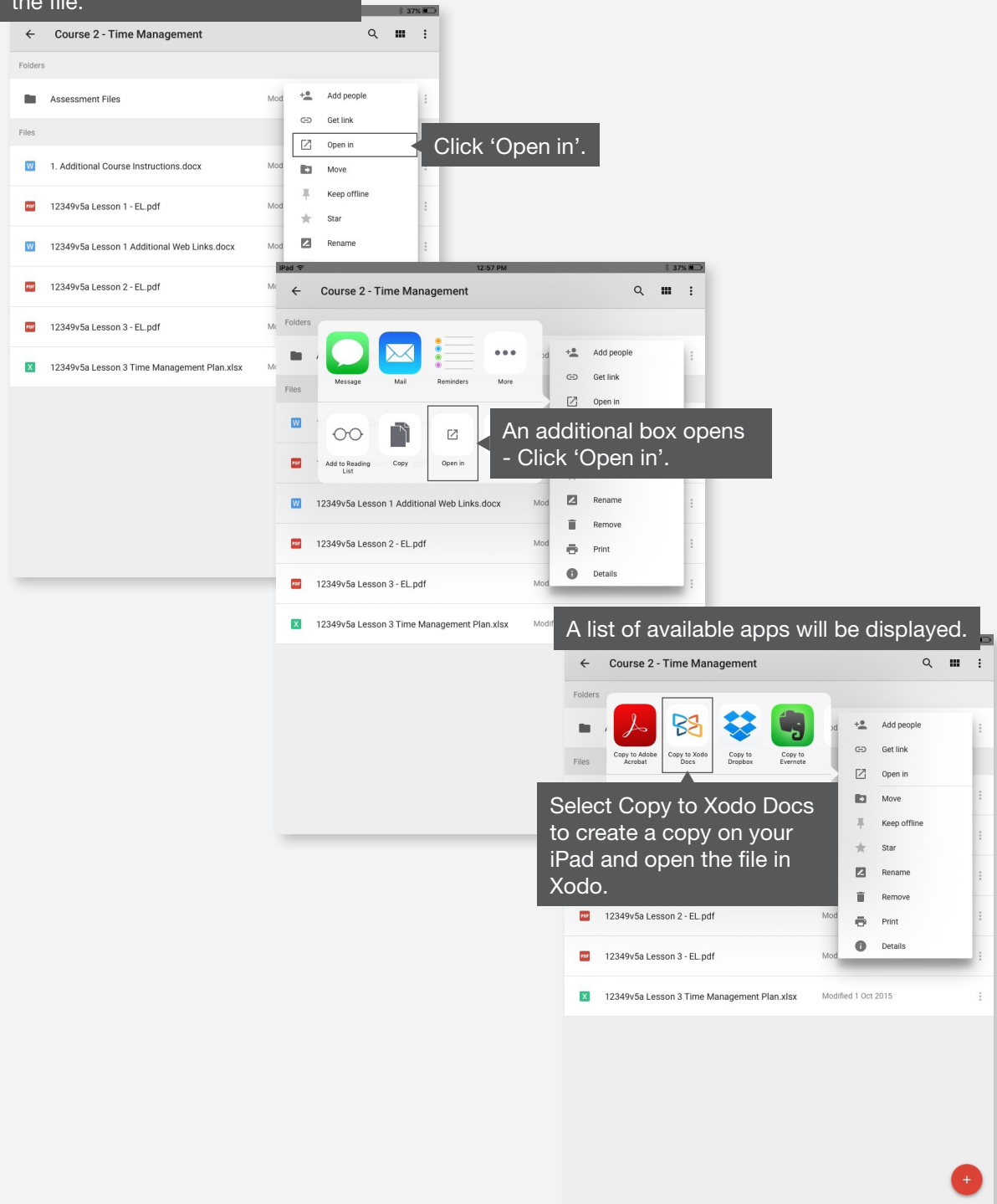


Continued on next page... >

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.

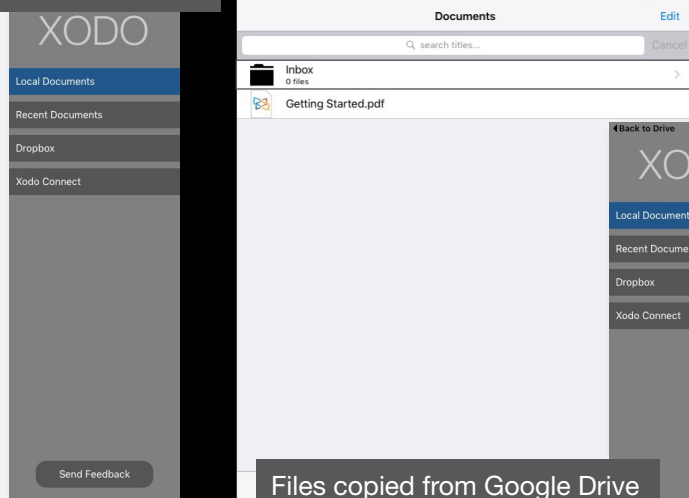
Tap (or click on the  icon to bring up the options for opening the file.



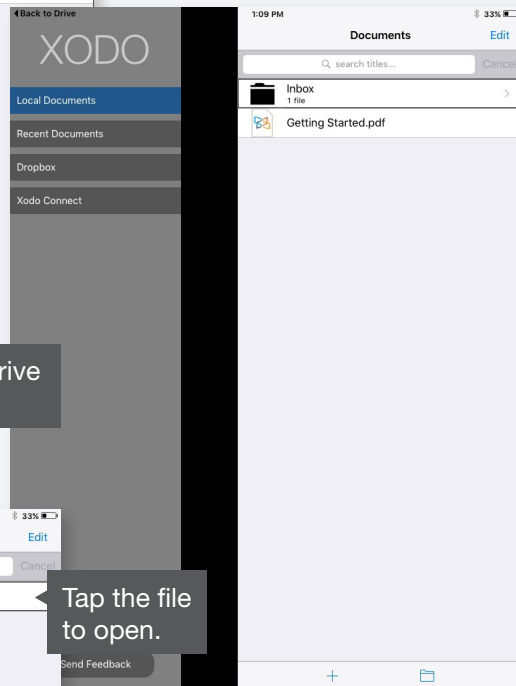
Continued on next page... 

Opening the document from Xodo (within your iPad)

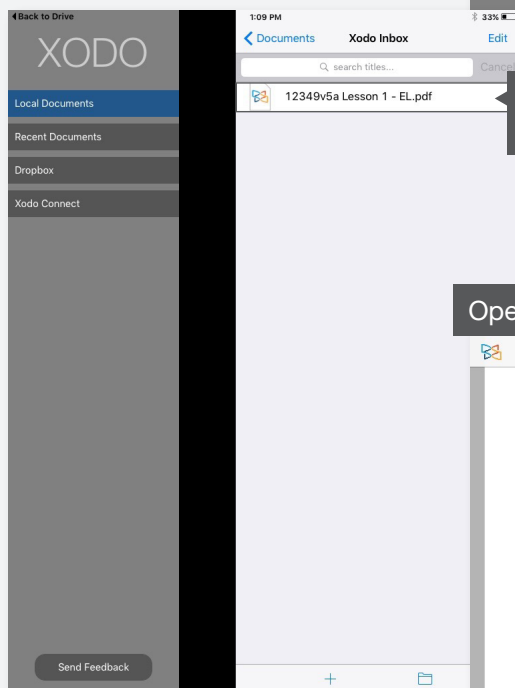
Xodo Interface.



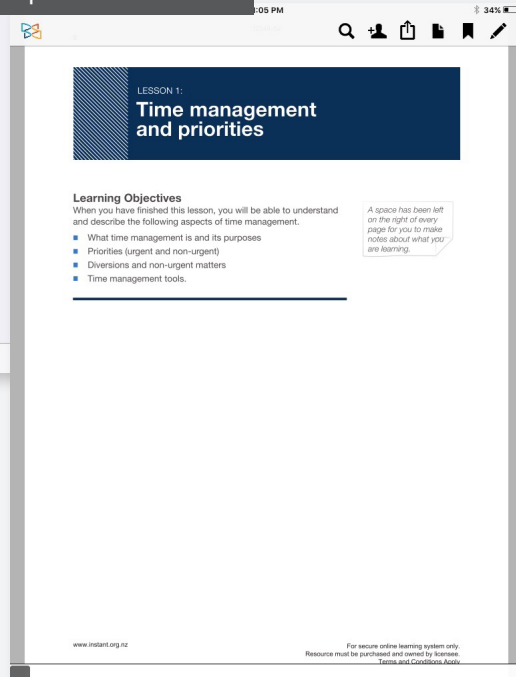
Files copied from Google Drive will appear in the 'Inbox'.



Tap the file to open.



Open PDF in Xodo.

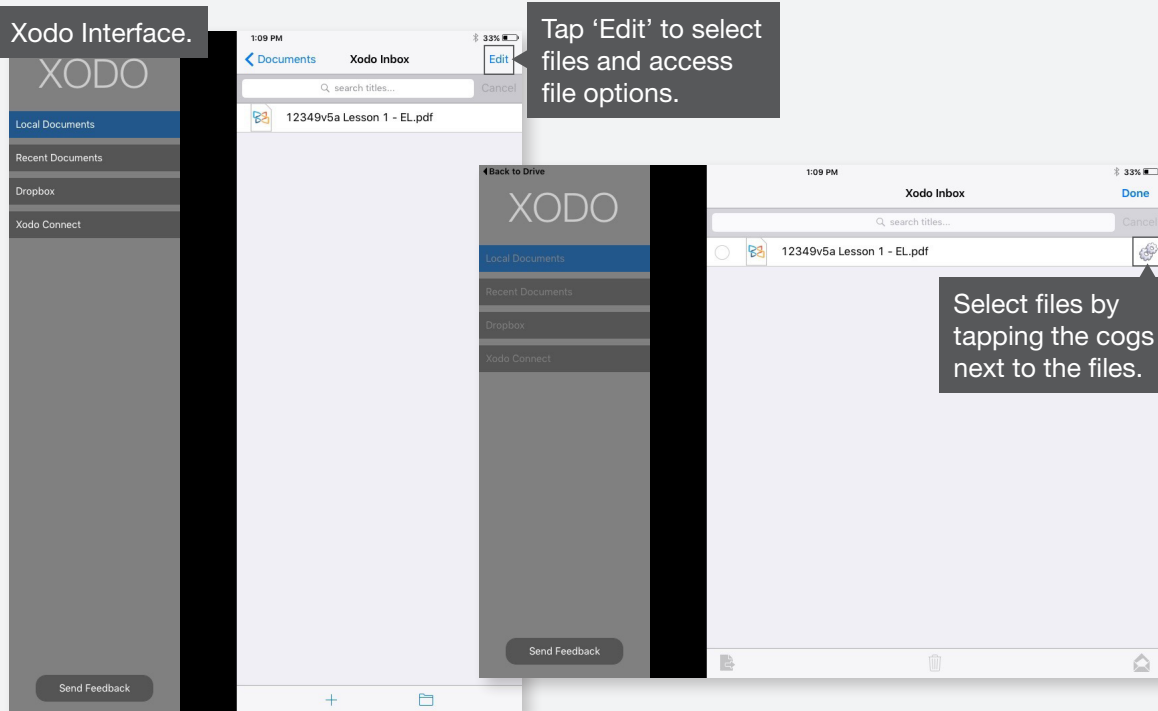


Continued on next page... ➔

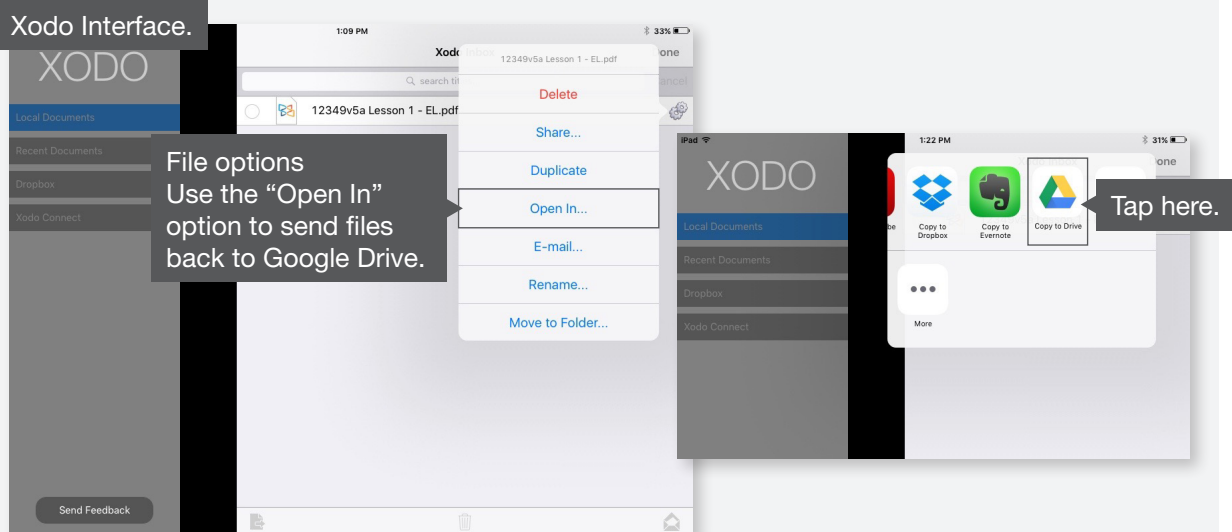
Saving a file back to Google Drive from Xodo

METHOD 1

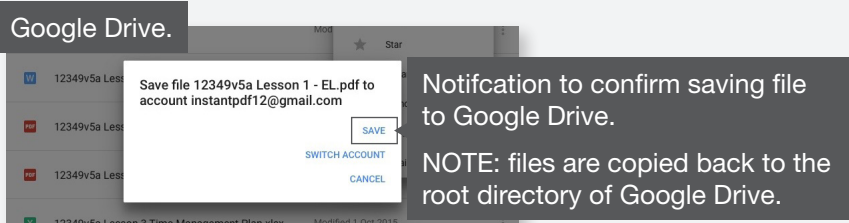
Xodo Interface.



Xodo Interface.



Google Drive.

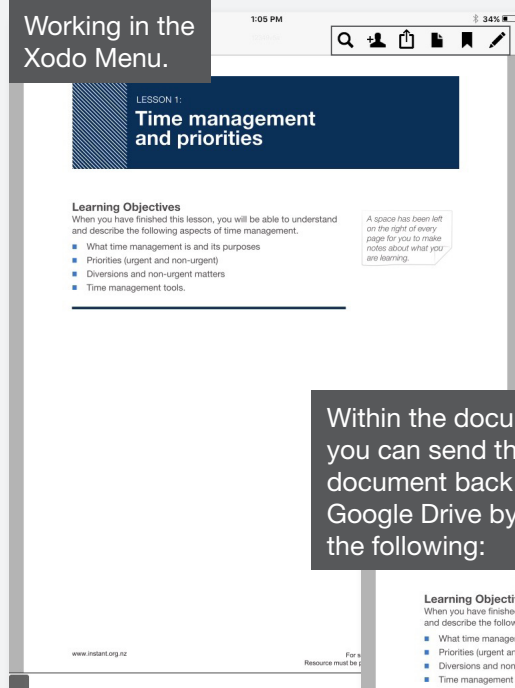


Continued on next page... ➔

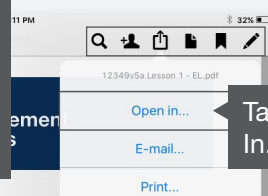
Saving a file back to Google Drive from Xodo

METHOD 2

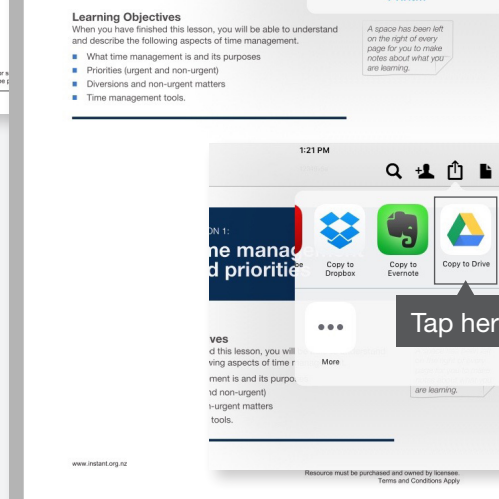
Working in the Xodo Menu.



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



Tap 'Open In...'.

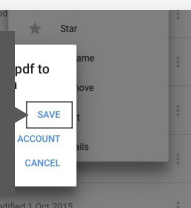


Tap here.

Google Drive.

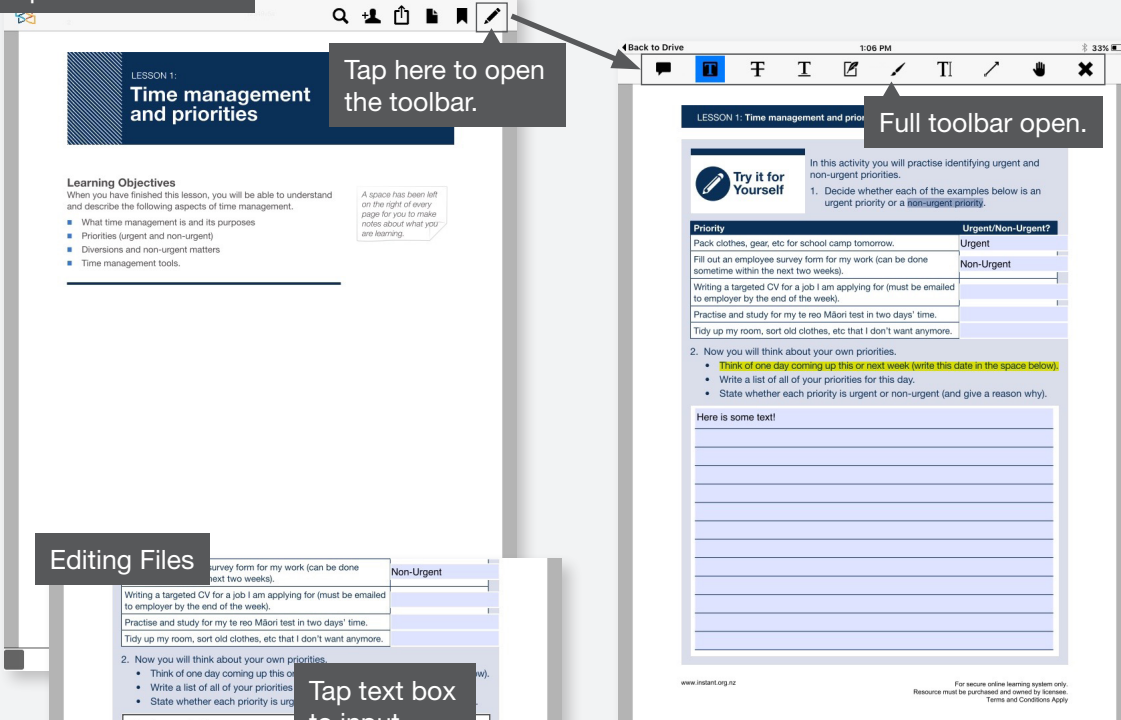
Notification to confirm saving file to Google Drive.

NOTE: files are copied back to the root directory of Google Drive.

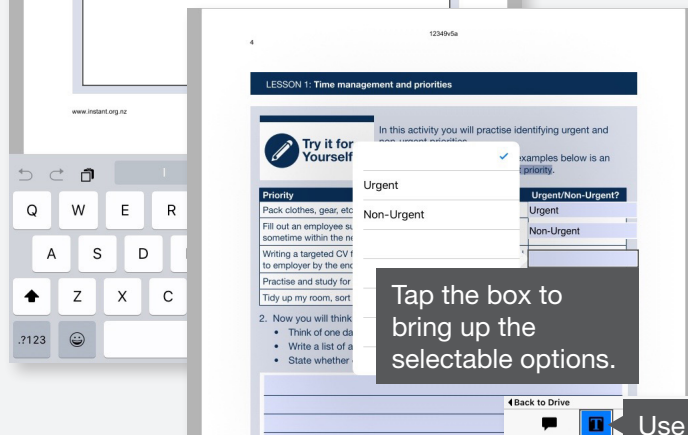
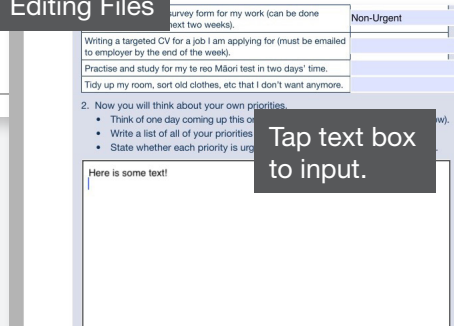


Editing a PDF in Xodo

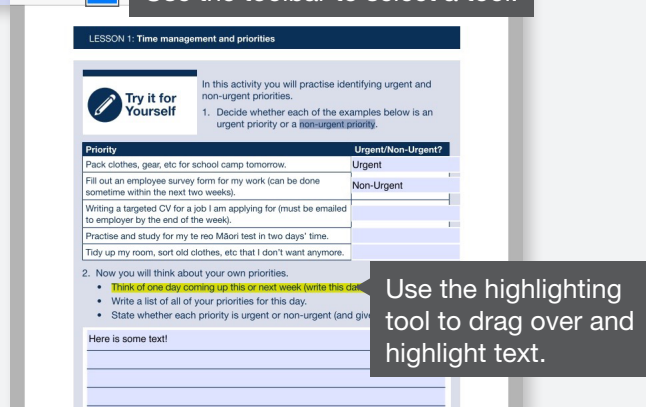
Open PDF in Xodo.



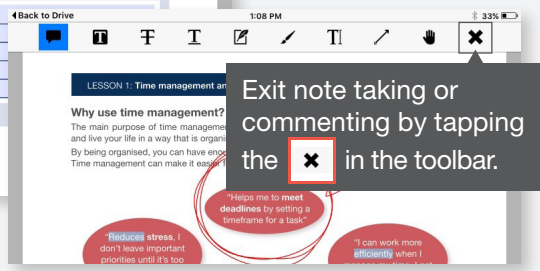
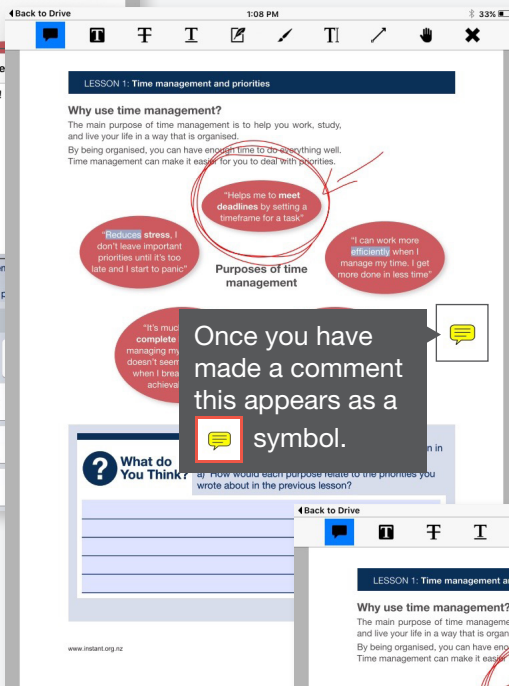
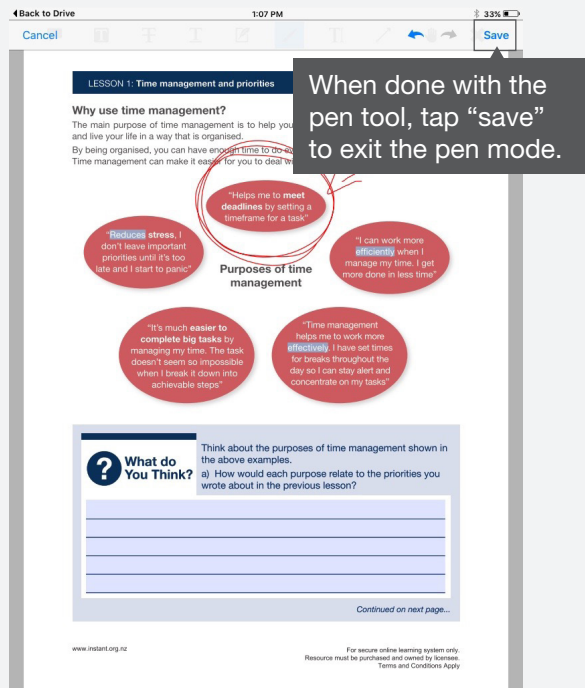
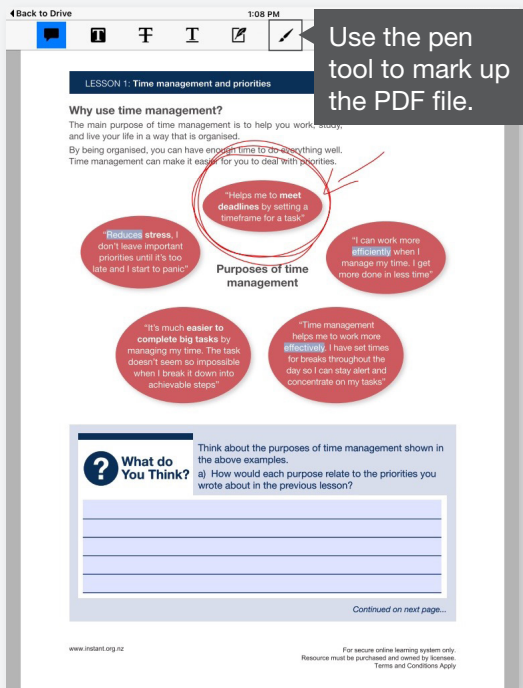
Editing Files



Use the toolbar to select a tool.

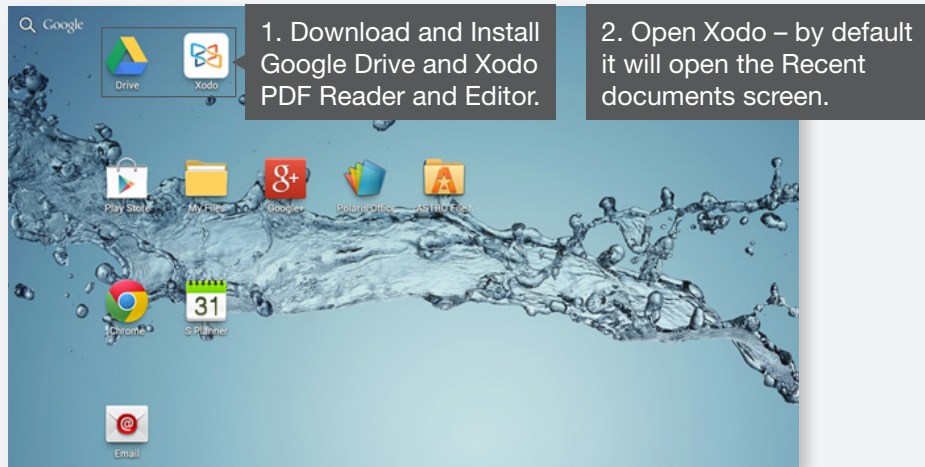


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> Working with Xodo within an Android tablet

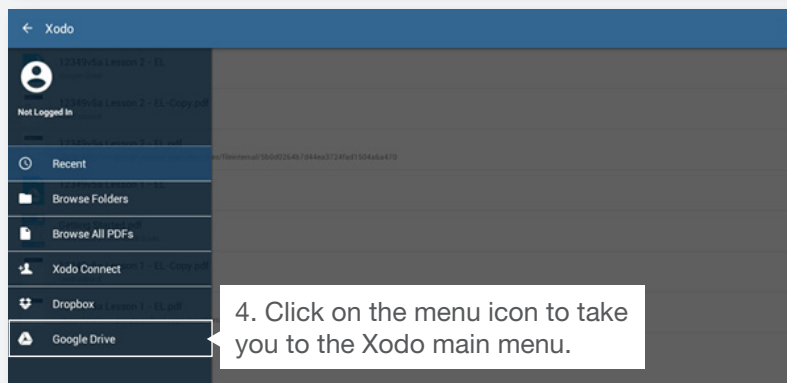
Setting up Xodo in an Android tablet and linking to Google Drive



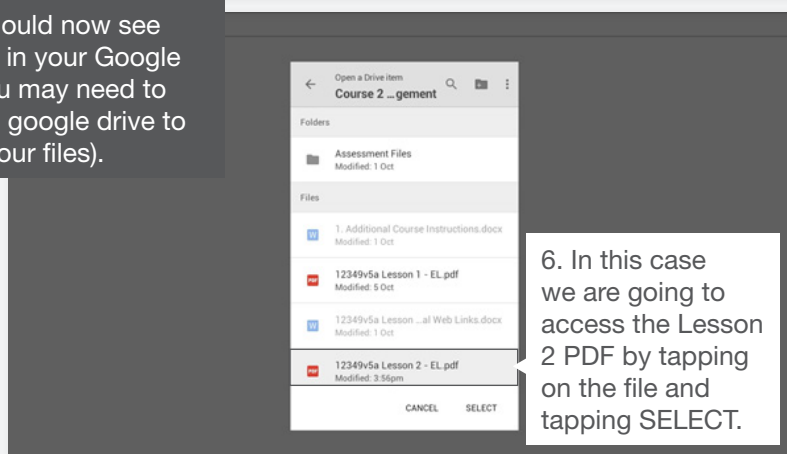
3. Click on the menu icon to take you to the Xodo main menu.



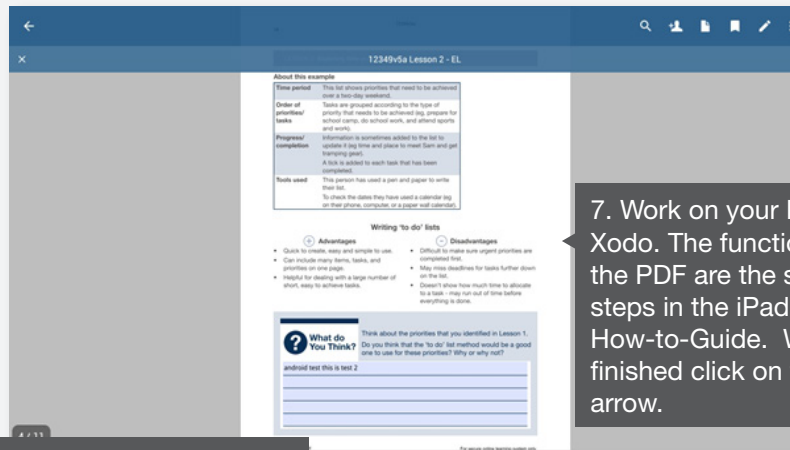
4. Click on the menu icon to take you to the Xodo main menu.



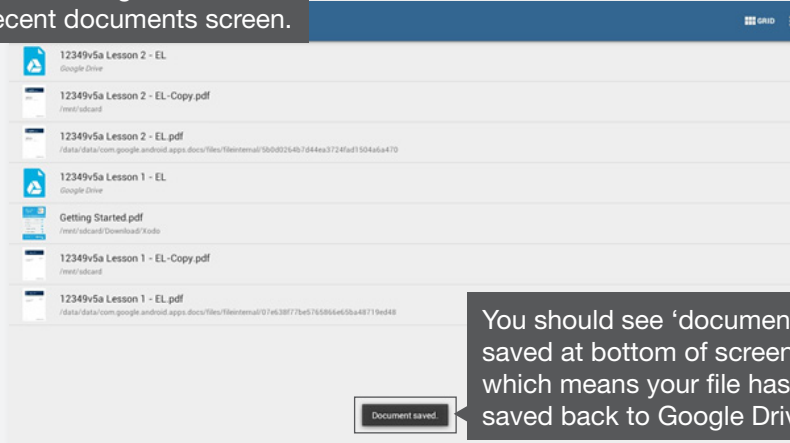
5. You should now see your files in your Google Drive (you may need to sign in to google drive to access your files).



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



> 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.



21 Ruakura Rd, Hamilton East,
Hamilton 3216

Phone: 0800 864 863

E-mail: instant@atc.org.nz

www.instant.org.nz

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