

Technology Tutorial Guide



A Step-by-Step, Quick Start Guide for Educators

Overview

The purpose of this Technology Tutorial Guide is to help educators adapt our curriculum for online learning.

How to Use

The purpose of this quick start guide is to help educators step-by-step on how to adapt Dairy Council of California curriculum and resources for online learning.

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Links to Resources—Online Learning page, HealthyEating.org

[Online Learning](#)

Access resources to support online learning and instruction to accommodate at home or in class instruction.

[Let's Eat Healthy!](#)

HealthyEating.org, brought to you by Dairy Council of California, is committed to elevating the health of children and families through the pursuit of lifelong healthy eating habits. Find resources for families, teens and children on healthy eating in English and Spanish.

Videos

[Healthy Eating](#)

You will find videos that answer questions about healthy eating and some of our classroom resources that support our free nutrition lesson plans.

Assessments

[Learning Assessments](#)

Quickly access assessments directly from this page or embed assessment links easily into lessons. Assessments are available for each grade level from Kindergarten to Eighth grade. Watch the [How To Use Online Learning Assessments](#) video to learn more.

Pre-Instruction

Download Dairy Council of California curriculum and resources from our website [Online Learning](#). Here are some ways that you can adapt the curriculum and resources for online use.

Splitting PDF Pages *(if you only need a part of the PDF file)*

Windows

1. Open PDF file in Adobe Acrobat Reader
2. Go to Printer (drop-down box) > Select Microsoft Print to PDF
3. Enter the pages you want to split
4. Click Print > Title and save new PDF document

macOS

1. Open PDF file in **Preview**.
2. Click **View > Thumbnails**
3. Press ⌘ or Shift and click the pages you want to split
4. Drag and drop the selected pages to your desktop

Turning PDF page to image file (.PNG)

1. Open PDF file
2. Options:
 - a. **Windows PC**
Press Windows key > Type snipping tool > Press Enter > Click New > Drag to screenshot worksheet > Save
 - b. **macOS**
Press Shift+⌘+5 > Drag to screenshot worksheet > Click Capture

Google, Schoology

Turning PDF page to editable worksheet

1. Open PDF file
2. Options:
 - c. **Windows PC**
Press Windows key > Type snipping tool > Press Enter > Click New > Drag to screenshot worksheet > Save
 - d. **macOS**
Press Shift+⌘+5 > Drag to screenshot worksheet > Click Capture
3. Open Google Drive
4. Click New > Google Slides
5. Delete default boxes on initial slide

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6. Click File > Page setup > Custom (8.5 x 11 or 11 x 8.5 depending on page orientation) > Apply
7. Right-click on slide > Change background > Choose image file of worksheet > Upload browse or drag file > Click Done
(Doing this helps keep the worksheet in place and prevents students from deleting or moving it around)
8. Options:
 - a. Add textboxes with text i.e. "Type your answers here." on areas where you want students to type
 - b. Students create their own textboxes
9. When sharing the file to students, make sure to "Make a Copy"
(This ensures that no changes are made to the master copy)

ClassDojo

1. Open your class
2. Click on Portfolios > Create Activity
3. Add activity name and instructions > Choose Response type: Text, Video, Photo, Drawing, Worksheet
4. Select students to assign (whole class or individual)

Seesaw

1. Open SeeSaw
2. Click Add (large green circle) > Assign Activity
3. Select Create New Activity > Add activity name and instructions
4. Click Add Template for Student Responses > Upload images, files, etc. > Click the green checkmark (top right corner)
5. Review title, instructions > Click Save
6. Select students to assign (class or individual)

In-Class Instruction

Tips and tricks during instruction

- Use the Instructional Sequence in the educator guide and tailor it to what will work for you and your students.
- Share pages from the student workbook, videos, and games with your students. If short on time, pre-record nutrition lessons for the students to view on their own and continue the discussion via tools like Zoom, Flipgrid, and Padlet.
- Assign in-class activities as student projects—give them different options on how they would like to present it (writing, video, drawing, etc.)
- Share Family Connection letters and [videos](#) with families
- Watch [Building a Healthier Classroom: 5 Teacher Tips that Work!](#)

Zoom

Share document, website, video, etc. to view by sharing your screen

1. Click **Share Screen** in your Zoom meeting toolbar
2. Choose a screen share option
 - a. Check **Share Computer Sound** to share sound played by your computer.
 - b. Check **Optimize for full screen video clip** if you are sharing a video clip in full screen mode.
3. Click Share

Sharing a whiteboard (if annotation is allowed)

1. Click **Share Screen** in your Zoom meeting toolbar
2. Choose **Whiteboard** option - annotation tools will pop up

Breakout rooms for live pair-share or small/whole group discussions

Flipgrid

Use Flipgrid to facilitate discussion through videos. Post topics, questions, etc. and have students post their responses. Teachers can reply to students with video or text and allow students to reply to other students' responses.

Padlet

Create Know/Want to Know/Learned (K/W/L) charts, interactive discussion, student research, student/family learning portfolios

Going Deeper – Further Exploration

Use these resources to help deepen nutritional learning of students and families.

[Games + Activities](#)

- **MyPlate Match Game** - Test what you know about the food groups
- **Quizlet for Grades 3 and Up** - Online quizzes designed to encourage curiosity, start conversations + test student knowledge
- **Kahoot** - Game-based learning platform best suited for students ages 8 years and older

[Virtual Farm Tours](#)

Take your students on a virtual field trip with the Mobile Dairy Classroom and [request](#) a free assembly when in-class instruction resumes.

YouTube Playlists

Share these videos with students during instruction and with families to continue the learning at home.

- [Ask a Nutritionist](#)
- [Mobile Dairy Classroom](#)
- [Nutrition Made Easy Education Videos to Teach Healthy Eating](#)
- [Healthy Eating for Teens](#)
- [Healthy Eating Videos for Parents](#)