

Video:

Screenshot of Google Slides presentation

Audio:

You've created a Google Slides presentation. But as much work as you put into it, it can't help anyone

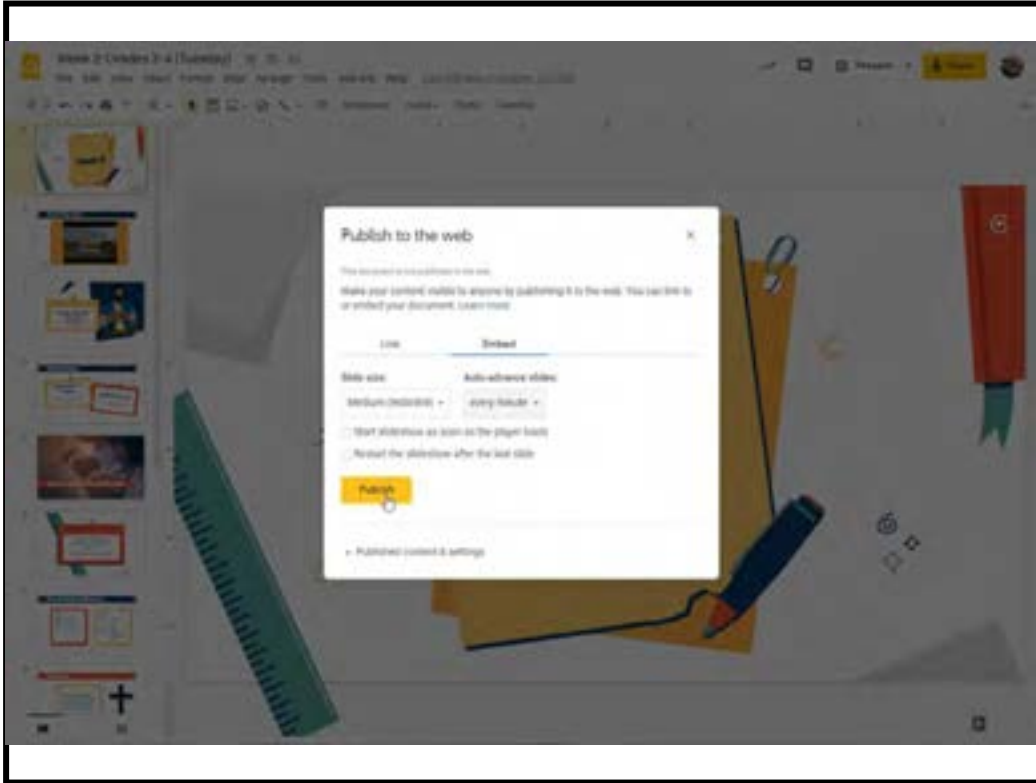


Video:

Black screen

Audio:

if they can't find it.



Video:

Screenshot of Publish to Web menu

Audio:

This training will add a new skill to your Google Slides knowledge, letting you publish your presentation online.



Video:

Screencast of Our Lady of the Assumption website with a Google Slides presentation embedded.

Audio:

And then I'll show you how to share it on the parish website.

BUT FIRST!

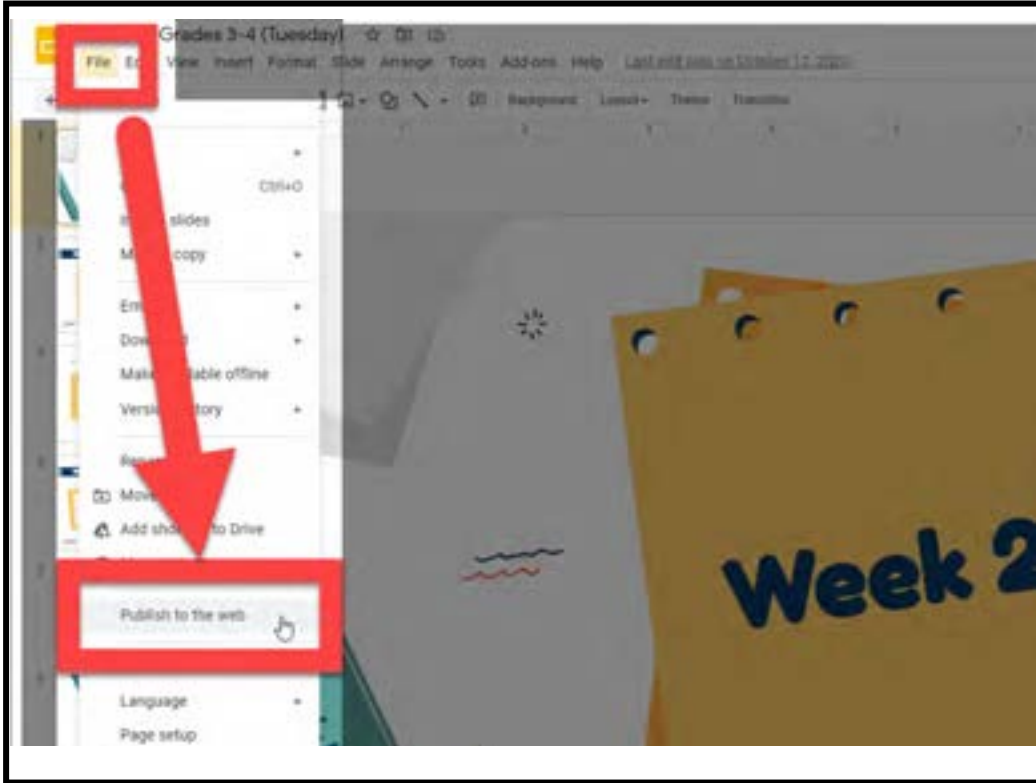
Video:

Text: But first!

Audio:

Before we start, make sure you have the website log-in information sent to your parish email account on hand.

And have a Google Slides presentation you made earlier open in browser window. You'll need those to complete the training.

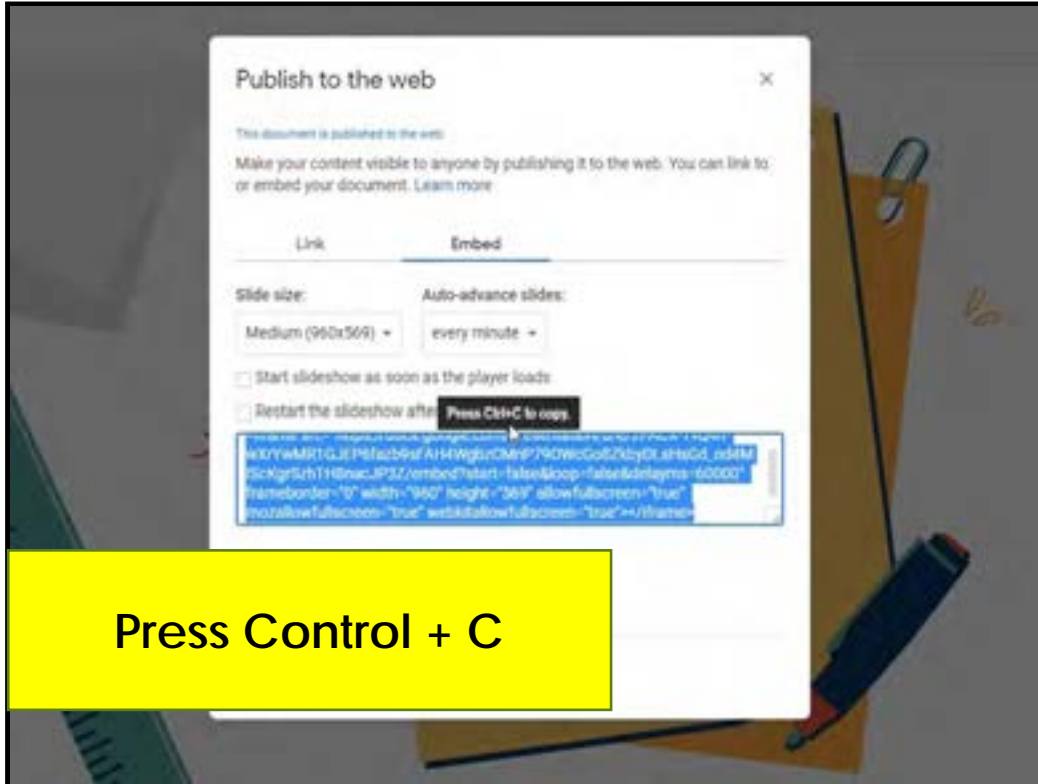


Video:

Screenshot of Google Slides File menu with mouse pointing to Publish to the Web option.

Audio:

With a previously completed Google Slides presentation open, click on the File menu, choose Publish to the Web.



Video:

Screenecast of dialog box and mouse selecting options mentioned in script

Audio:

A dialog box will appear. Click on the Embed tab.

You can choose the time for auto-advance. I recommend selecting one-minute. Click the Publish button.

A dialog box will appear asking if you want to publish. Choose OK.

An embed code will appear. As the screen tip states, press control plus C on your keyboard to copy the code.

Where will you find the Publish to Web option on Google Slides?

- * Tools menu
- * Present button
- * File menu
- * View menu

Video:

Forms with multiple choices:

Where will you find the Publish to Web option on Google Slides?

Tools menu
Present button
File menu
View menu

Audio:

Complete this quick review before we continue.

What keyboard shortcut will you use to copy the embed code?

- * Control + C
- * Control + V
- * Alt + Prt Sc
- * Shift + C

Video:

Forms with multiple choices:

What keyboard shortcut will you use to copy the embed code?

- Control + C
- Alt + Prt Sc
- Control + V
- Shift + C

Audio:

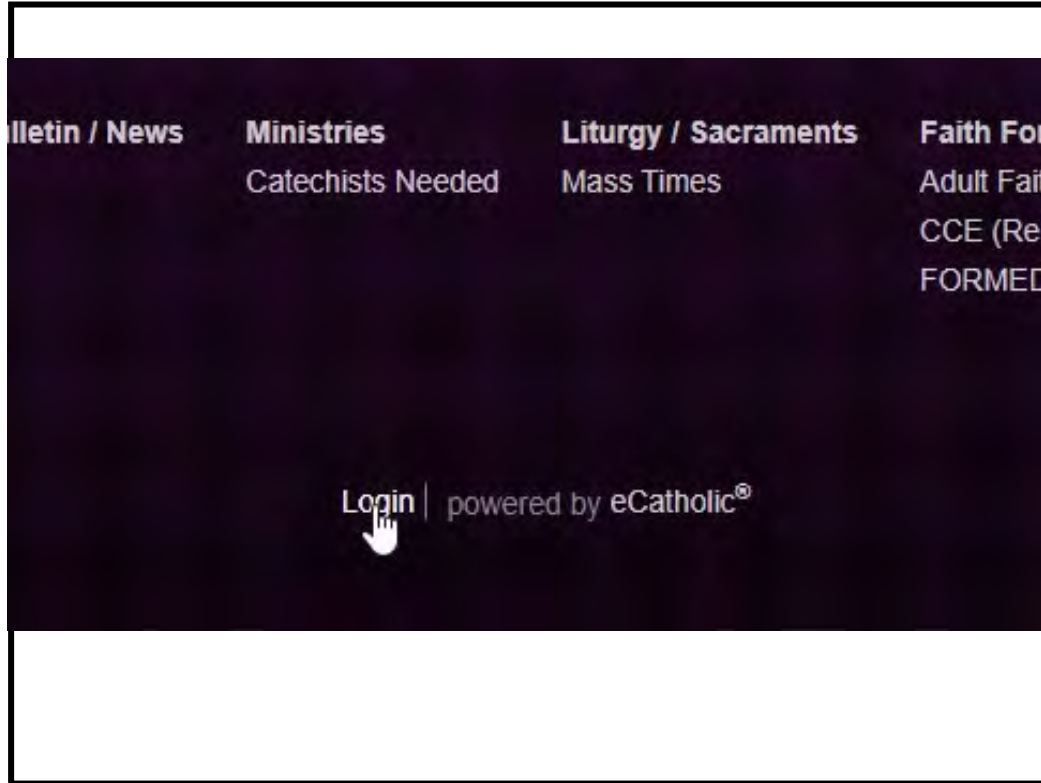


Video:

Screencast of ladyofassumption.org class list web page. Mouse opens a class page, then navigates to the bottom of the page to click on the Log In option.

Audio:

The embed code will be added to the class web page on the parish website. To change the website, you need to



Video:

Screencast zooms to bottom of screen as oversized mouse icon hovers over Login option.

Audio:

log into the site.

Scroll to the very bottom of the screen and click on Login.

REMINDER

Video:

Text: REMINDER

Audio:

Reminder: Check your parish email account to get your log-in information.

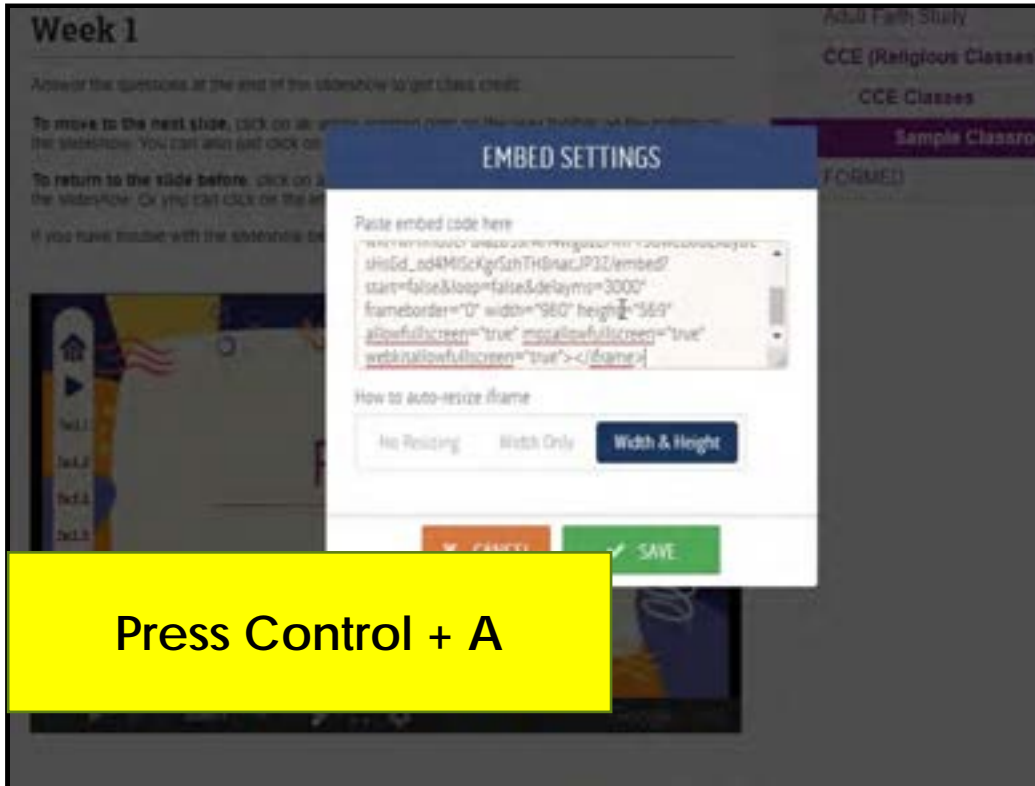


Video:

Screencast of **a mouse hovering over** class web page's Google Slides presentation, **revealing the toolbar.**

Audio:

Hover the mouse over the embedded Google Slides presentation on the page. **The presentation is** highlighted and a small menu appears on the top right. Click on the gear icon.



Video:

Screencast of class web page's Google Slides presentation being updated.

GFX: Box with words: Control + A

Audio:

A dialog box appears. Click inside the embed text box. Press Control plus A to highlight all the text.

Press backspace or delete to remove all the text.



Video:

Screencast of class web page's Google Slides presentation being updated.

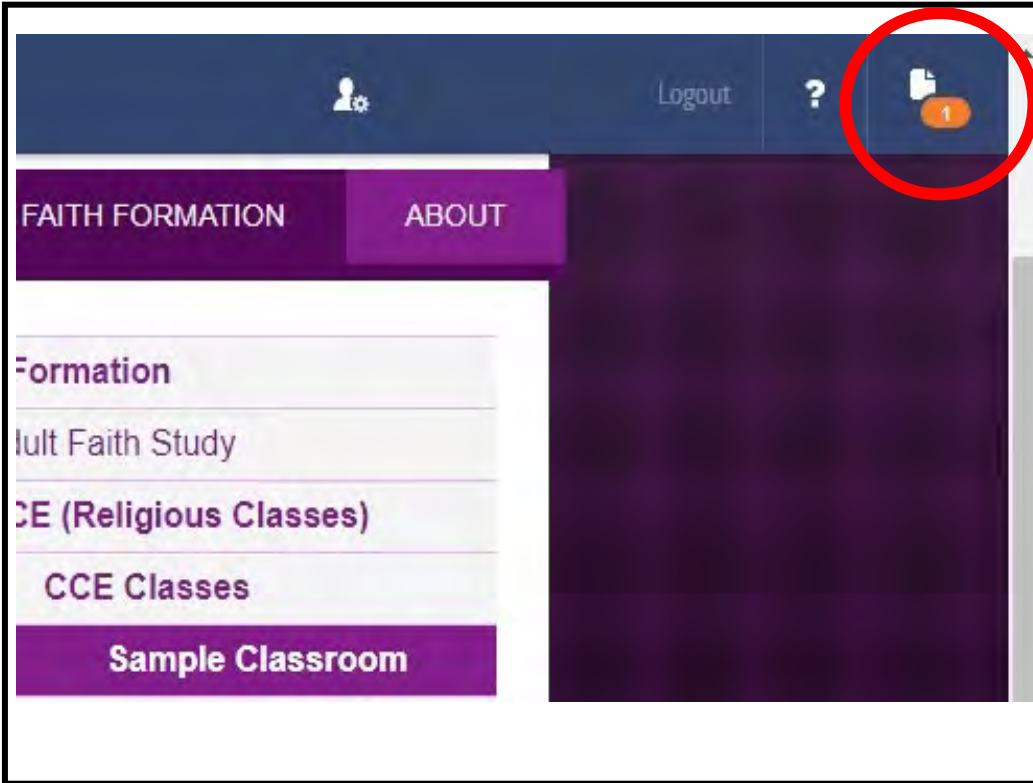
GFX: Box with words: Control + V

Square appears around Save button

Audio:

Paste the embed code you copied from the Google Slides presentation by clicking in the box and pressing Control plus V on your keyboard.

Then click the Save button. The presentation is now updated.



Video:

Close-up of top right screen with number in orange shape.

Audio:

On the top right of the website, you'll notice an orange shape with a number appeared.

The website is showing the number of pages which have unpublished changes.

We have a few more steps before we get to publishing.

The username to log into the parish website is:

- your parish email address
- your first initial and last name
- In the email sent to your parish email account
- The classroom number assigned to you

Video:

Quiz form with question:

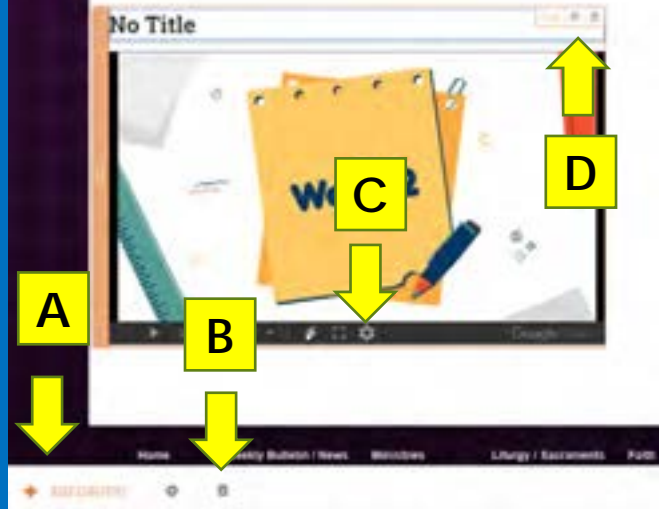
The username to log into the parish website is:

- your parish email address
- your first initial and last name
- In the email sent to your parish email account
- The classroom number assigned to you

Audio:

Time for another quick review.

To update a presentation on the web page, put your mouse over the presentation and then click on:



Video:

Quiz form with question:

To update a presentation on the web page, put your mouse over the presentation and then click on the:

Screenshot including options A, B, C, and D with arrows pointing to different areas

Audio:



Video:

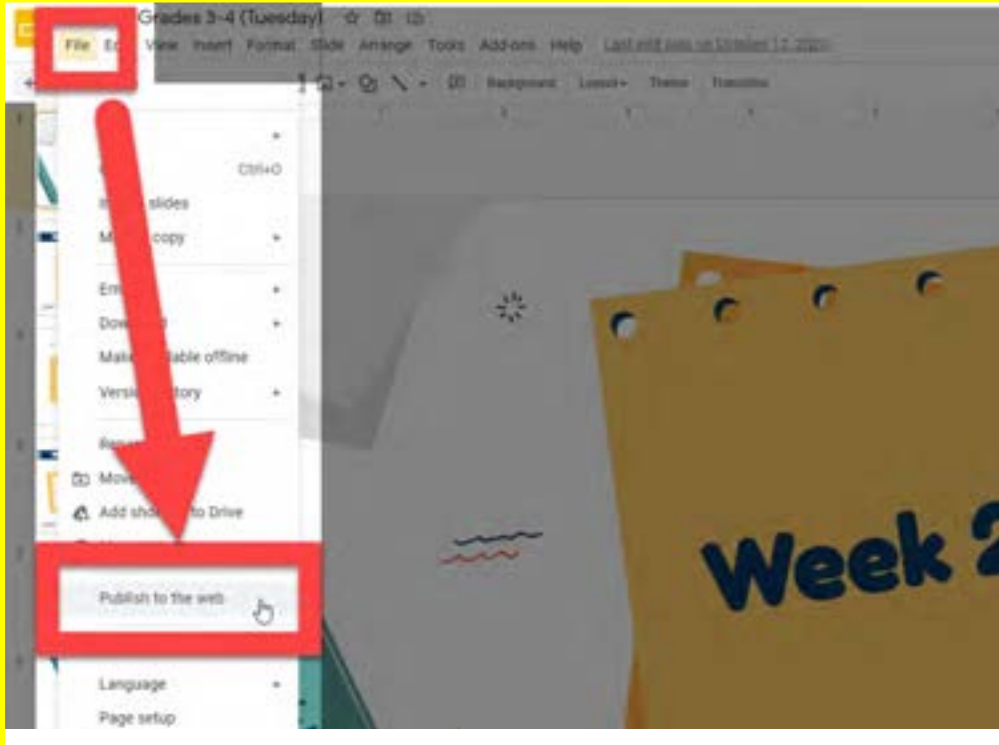
Screencast of hyperlink on class web page, then returning to the Google Slides presentation embed dialog box.

Add shapes and arrows to highlight areas.

Audio:

Class web pages also include a link to the Google Slides presentation as a backup.

The link to the presentation is provided in the same dialog box as the embed code. Click on the link tab.



Video:

Screenshot of Google Slides File menu with mouse pointing to Publish to the Web option.

Audio:

Remember: You got there by choosing File, then Publish to the Web.

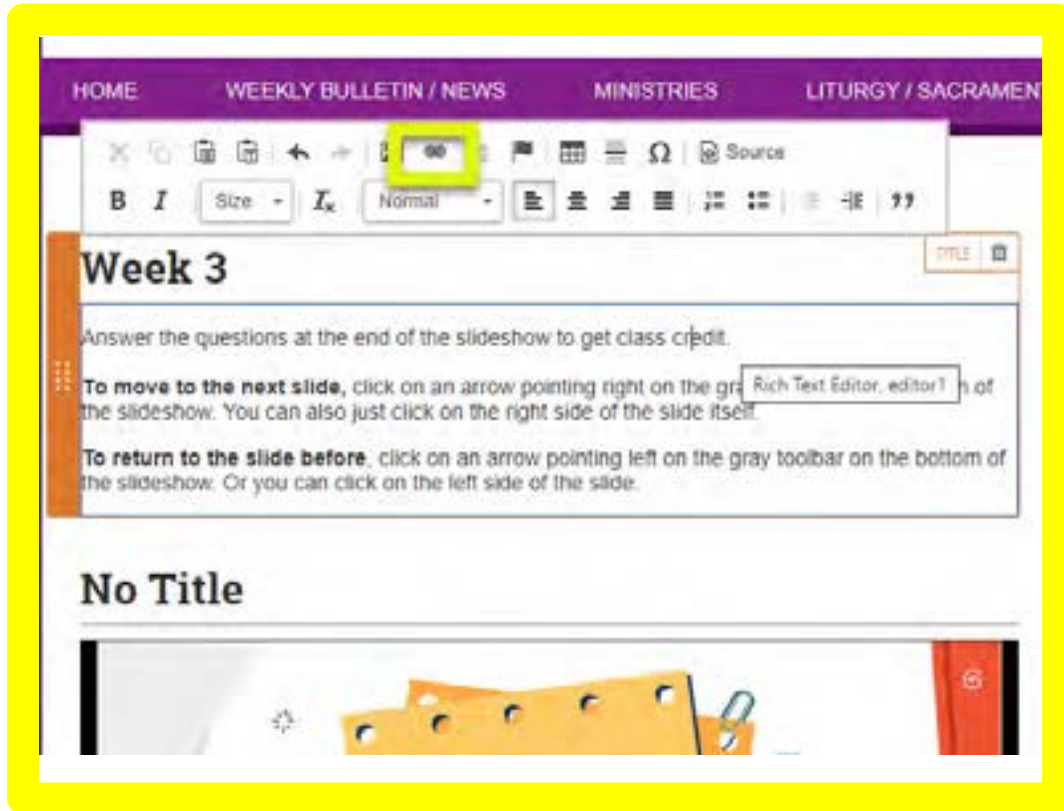


Video:

Screencast Google Slides presentation embed dialog box, with shape highlighting link.

Audio:

If the link isn't highlighted, click once on it. Then press Control plus C on your keyboard to copy it.



Video:

Screencast of link option on class web page.

Zoom into link icon on toolbar.

Audio:

Return to the class web page. **Click in** the area you want to change. You'll notice the text box is highlighted. Click and select the words you want to use as a hyperlink.

A toolbar will appear. Click on the link icon.



Video:

Screencast of link dialog box.

GFX: Box with words: Control + V

Audio:

A dialog box will appear.

Make sure link type is set to External. Delete what's in the URL box.

Press Control plus V to paste the new presentation URL. Click OK.

Where is the link to the Google Slides presentation provided?

- Within the embed code itself
- In the same place the embed code is shown, (File > Publish to Web)
- In the Google Slides View menu
- On the web page gear icon

Video:

Quiz form with question:
Where is the link to the Google Slides presentation provided?

- Within the embed code itself
- In the same place the embed code is shown, (File > Publish to Web)
- In the Google Slides View menu
- On the web page gear icon

Audio:

Review time.

Before clicking on the link icon on the toolbar to update the hyperlink:

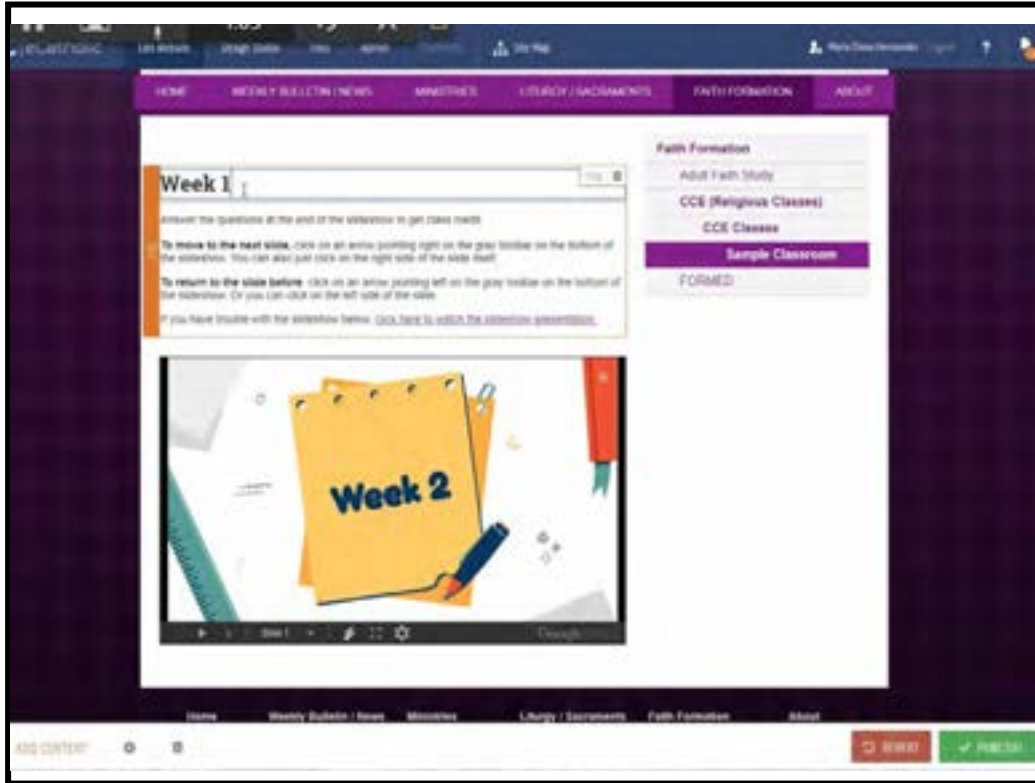
- Highlight the words that will be a link
- Choose the +Add Content button on the bottom of the website
- Click on the Source icon on the toolbar
- Click on the gear icon on the bottom of the website

Video:

Quiz form with question:
Before clicking on the link icon on the toolbar to update the hyperlink:

- Highlight the words that will be a link
- Choose the +Add Content button on the bottom of the website
- Click on the Source icon on the toolbar
- Click on the gear icon on the bottom of the website

Audio:



Video:

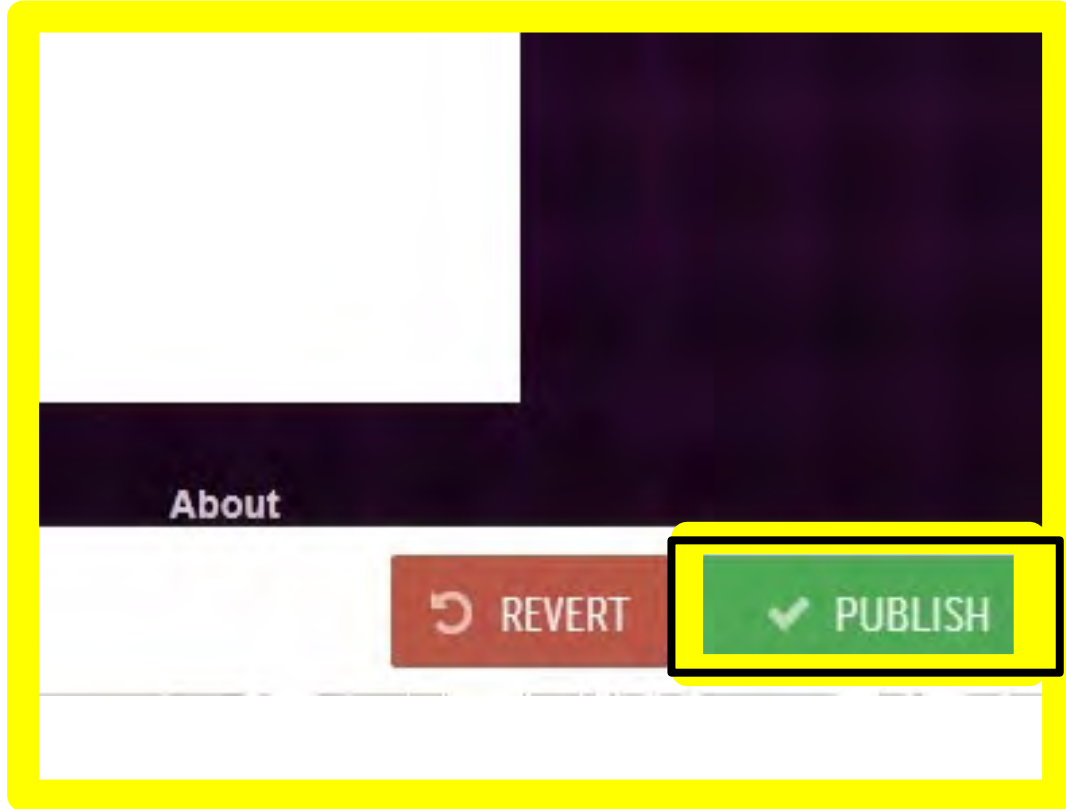
Screenecast of title being changed and words within a textbox being updated.

Audio:

To make any changes to text needed on the web page, click on the area to change. Replace any information needed.

A toolbar appears for textboxes with basic formatting options.

When you're done making updates

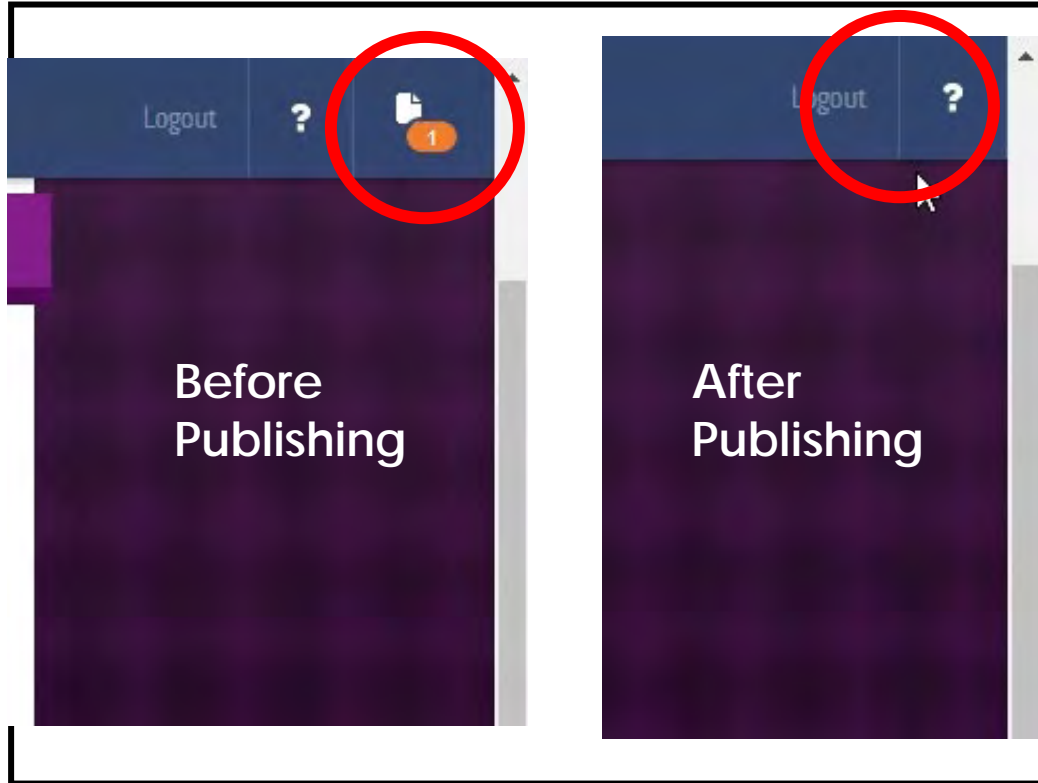


Video:

Screencast **zooms into**
Publish button being selected.

Audio:

click the green Publish button
on the bottom right of the
website.



Video:

Screencast of web page without orange box with unpublished page number, **compared to earlier screen with number of pages with unpublished changes.**

Audio:

You'll notice the icon showing unpublished page changes has now disappeared.

YOUR TURN

**Click here to visit a
sample page to update**

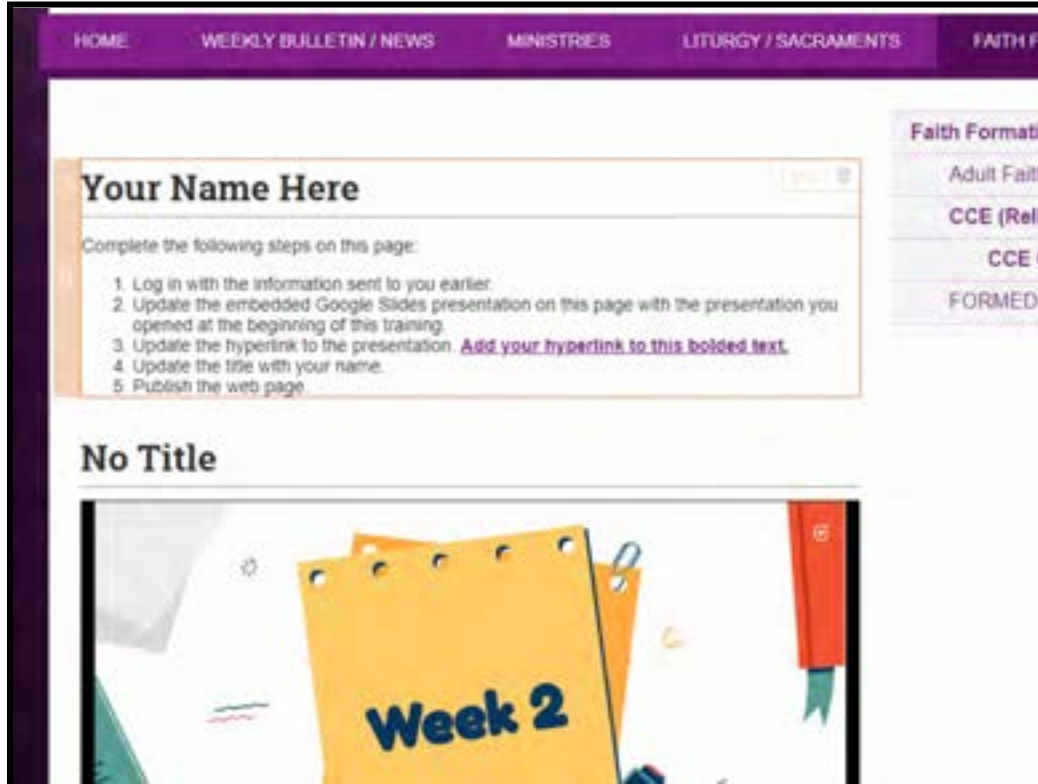
Video:

Bright-colored screen with white text: Your Turn and link to Sample Page

Audio:

Now you'll update a class web page.

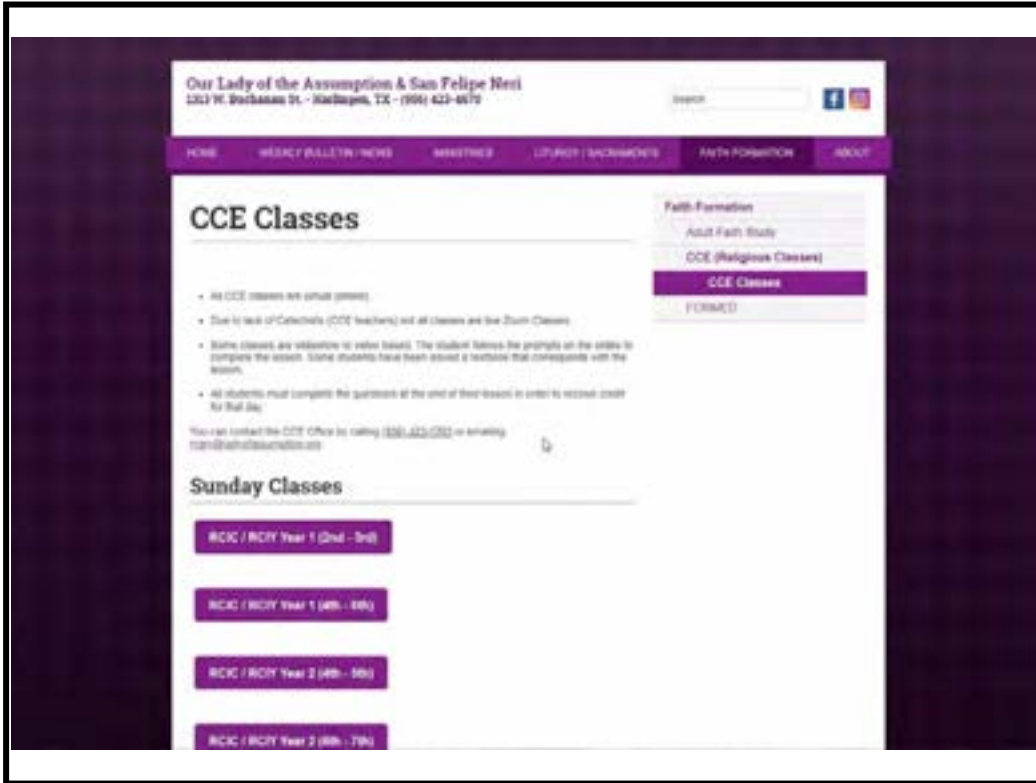
1. Go to Sample page (click here).
2. Log in with the information sent to you earlier.
3. Update the embedded Google Slides presentation you opened at the beginning of this training
4. Update the hyperlink to the presentation.
5. Update the text title with your Name.
6. Publish the web page.



Video:

Screenshot of what sample page will look like. It includes checklist items for learner to complete.

Audio:

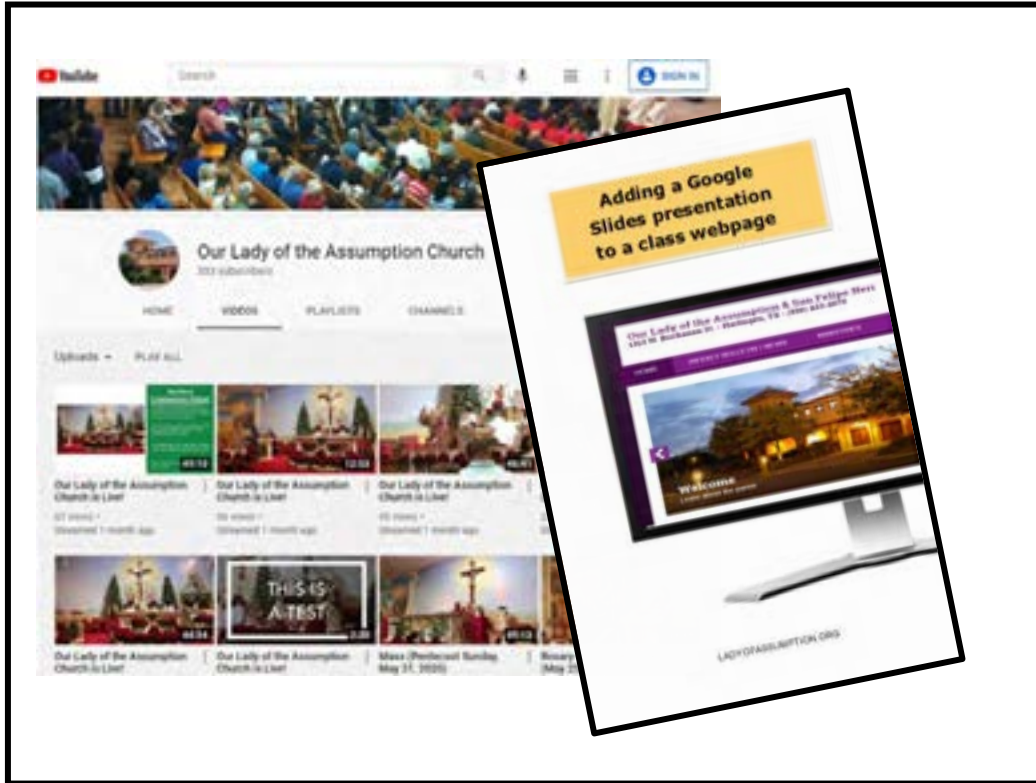


Video:

Screenshot of list of CCE classes

Audio:

Now that we've reviewed publishing a Google Slides presentation and updating a class page with the embed code and link, you'll be able to post your latest lessons on your class page.



Video:

Screenshot of video on parish's YouTube channel and image of reference handout

Audio:

A video reviewing this lesson will be posted on the parish's YouTube channel. The link, along with a reference handout for the steps, will be sent to your parish email account after the training is complete.

Thank you very much for your time.