Getting started with *Connected+*

All *Connected* articles and learning resources are available on Google Drive as well as in print. For this reason, the *Connected* resources are referred to as "*Connected+*".

This guide is intended to assist teachers and students who are unfamiliar with Google Drive, and in particular Google Slides. If you're already using Google Drive, or Google Apps for Education, then you'll find all the *Connected+* material works exactly the same way as your other Google Drive documents. It is recommended that you use Google's Chrome web browser to access all the features of the online resources.

To get started, simply visit the contents page of each of the *Connected+* issues, and select the articles you'd like to read, or download resources from. For additional information about the features, benefits, and steps to adapt resources to your context for learning, continue to read the guide below.

'Digging Deeper' (2020), Connected (Level 2)

'Kaitiakitanga' (2020), Connected (Level 3)

'Feeling the Heat' (2020), Connected (Level 4)

'Wild Discoveries' (2019), Connected (Level 2)

'Shifting Views' (2019), Connected (Level 3)

'Seeing Beyond' (2019), Connected (Level 4)

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'Step by step' (2018), Connected (Level 2)

'Cracking the code' (2018), Connected (Level 3)

'Digital space' (2018), Connected (Level 4)

'Taking action' (2017), Connected (Level 2)

'Mahi Tahi' (2017), Connected (Level 3)

'Where to next' (2017), Connected (Level 4)
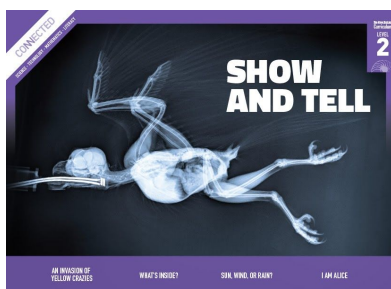
'Show and Tell' (2016), Connected (Level 2)

'Picture This' (2016), Connected (Level 3)

'Getting the Message' (2016), Connected (Level 4)
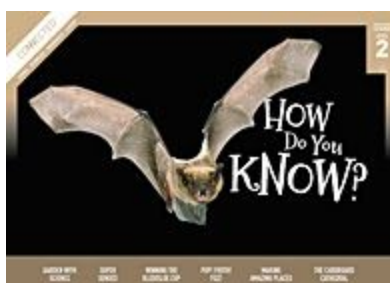
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[‘Have You Checked?’ (2015), Connected](#) (Level 2)

[‘Fact Or Fiction?’ (2015), Connected](#) (Level 3)

[‘Is That So?’ (2015), Connected](#) (Level 4)
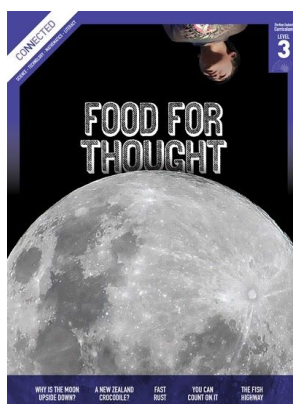

[‘How Do You Know?” (2014), Connected](#) (Level 2)

[‘Why Is That?’ (2014), Connected](#) (Level 3)

[‘What's the Evidence?’ (2014), Connected](#) (Level 4)

[‘I Spy …’ (2013), Connected](#) (Level 2)

[‘Food for Thought’ (2013), Connected](#) (Level 3)

[‘Are You Sure?’ (2013), Connected](#) (Level 4)

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Contents

1. Overview

Each *Connected+* article is reproduced online using Google Slides. Articles can be viewed, downloaded and printed from any computer.

Most of the text, images and video are also available in Google Drive for teachers and students to download, copy and reuse for educational purposes. Some images are provided under a Creative Commons attribution-only licence. This material can be used by anyone for any purpose. Find out more about the Creative Commons licences at creativecommons.org.nz.

You must attribute the writers, illustrators, and photographers of any material you reuse. In *Connected* 2013 acknowledgments are found at the end of each Google Slides article, and on the inside back cover of each printed issue. From 2014, acknowledgments are on the bottom of each slide and on the inside back cover of each printed book.
There is teacher support material (TSM) for most of the articles available as downloadable PDFs. For *Connected+*, the TSM is also available in Microsoft Word format, so that teachers can adapt the activities to meet the needs of their students and their context for learning. Both versions are available from www.connected.tki.org.nz.

Important note: Google Slides are best viewed with the latest version of the Google Chrome web browser, which you can download for free. While Google Apps supports other modern browsers (as described on their system requirements and supported browsers page), some important features (such as navigating backwards to previous slides, and linked text inside slides) remain either limited or unsupported.

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## 2. Getting started with *Connected+* Google Slides digital versions

- Find the link on www.connected.tki.org.nz to the Google Slides version of the article you wish to view.
- Once the Google Slides version of the article is open in your web browser, clicking anywhere on screen moves you to the next slide (page). Use the "Next" and "Previous" buttons to navigate, if required.
- If you are using a mobile device, you can swipe back and forward to move between pages.
- Slide numbers are at the bottom of the screen. They do not directly correlate to the page numbers in the printed *Connected+* issues. Instead they begin at 1 on the first slide of each article.
- If you find yourself in 'edit' mode—where there is a column of small slides down the left hand side—remember to click the "Present" button (on the top right corner of the screen) to get the best viewing experience, as illustrated below.
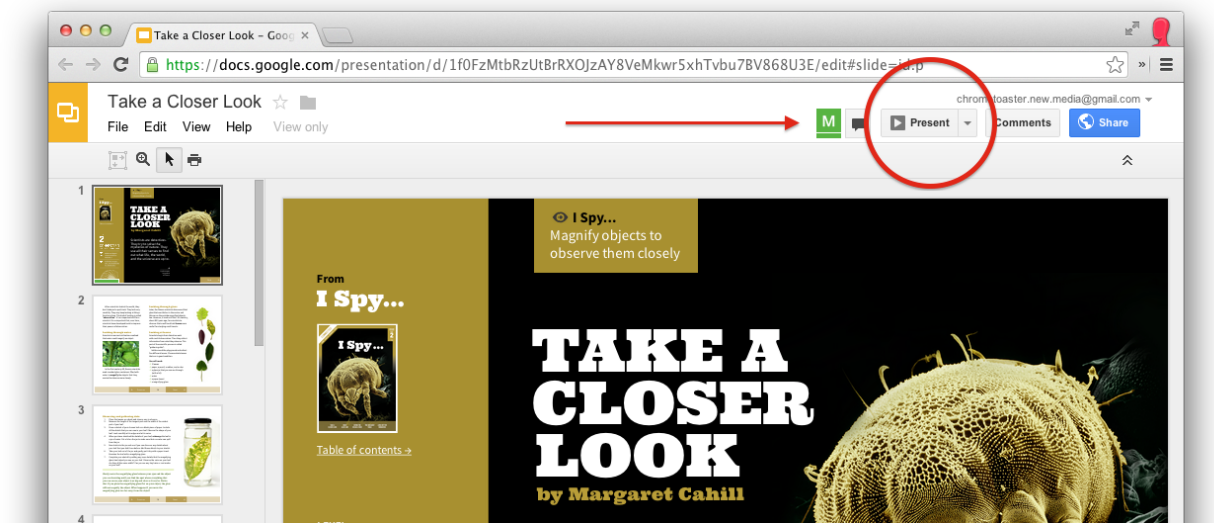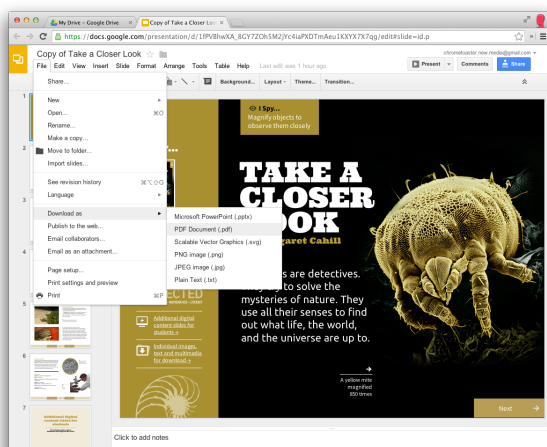

Click "Present" to enter full-screen reading mode.

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3. *Connected+* features overview

Connected+ resource features
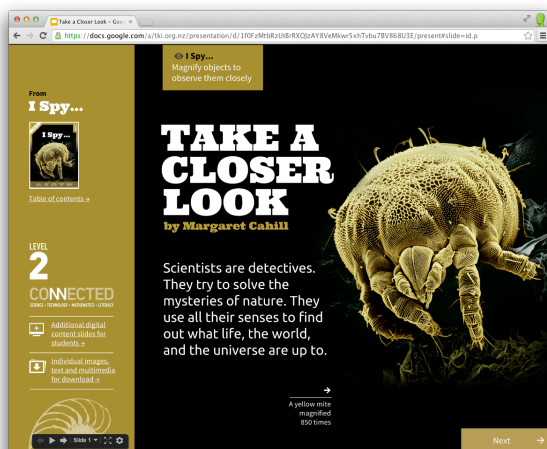
Google Slides versions of all articles

Each article is available as a Google Slides presentation, which can be viewed on any computer with a modern web browser or Google Drive App. [Learn more](#)


Download from Google Drive

Google Slides can be viewed online, printed, or downloaded as Microsoft PowerPoint or PDF documents. [Learn more](#)

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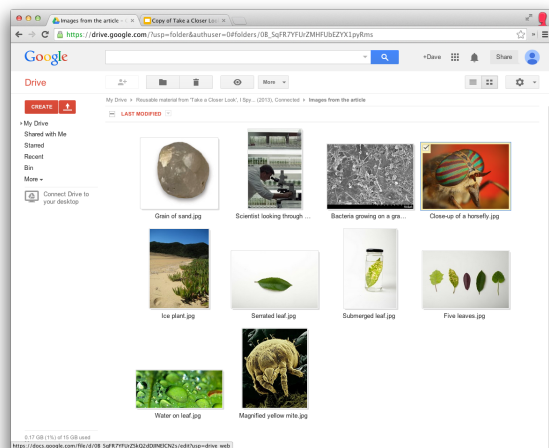
Images can be reused

Most images and video in each article can be downloaded and reused for educational purposes. You must attribute the creators of any material you reuse. Acknowledgments are found at the end of each Google Slides article, and on the inside back cover of each printed issue. Learn more

Some images are provided under a Creative Commons attribution-only licence. This material can be used by anyone for any purpose, as long as the creators are attributed. Find out more about the Creative Commons licences at creativecommons.org.nz.
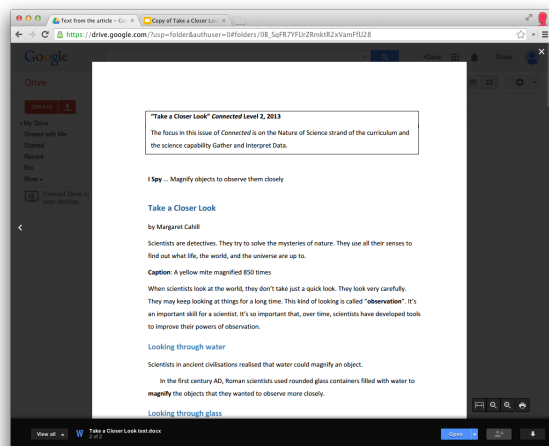

Text can be reused

Text from the article can be downloaded, edited, and reused for educational purposes. You must attribute the creators of any material you reuse.

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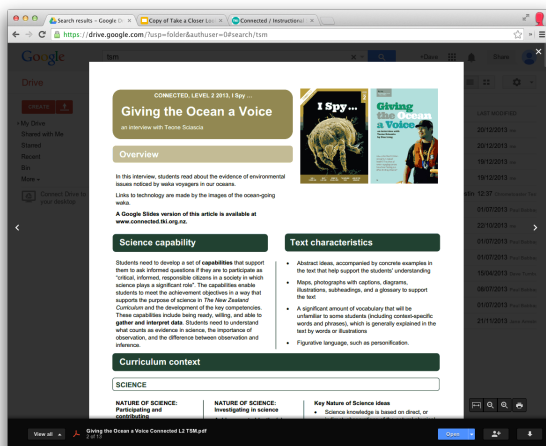
Teacher support material available

Teacher support material (TSM) is available in Microsoft Word and PDF formats from www.connected.tki.org.nz. Teachers are encouraged to adapt the activities to meet the needs of their students and their context for learning.
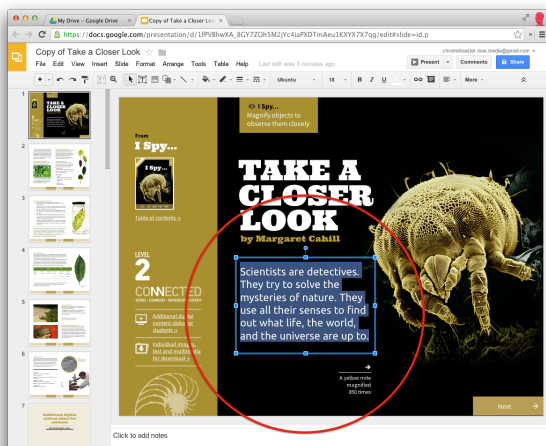

Adaptable resources

Teachers and students can make further use of the *Connected+* digital resources by "making a copy" and adapting the resources to their own context for learning. Learn more

Premium articles

Some Google Slides are direct digital replicas of the original article, and some are extended versions that contain enriched content such as video, additional images, audio and links to other relevant online content. The extended articles are referred to as "premium".

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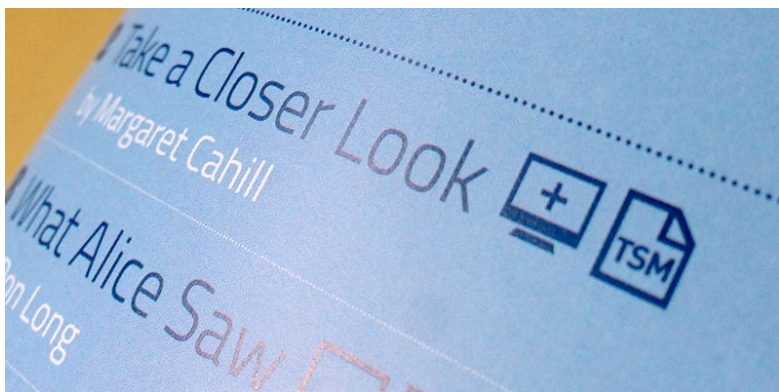
Identifying premium articles

Premium articles are indicated by a computer screen icon with a plus symbol in the centre.

Each year there is one article in each issue that features premium content.

The additional content in Google Slides appears after the last slide of the original article. A link on the article cover slide will take you directly there.
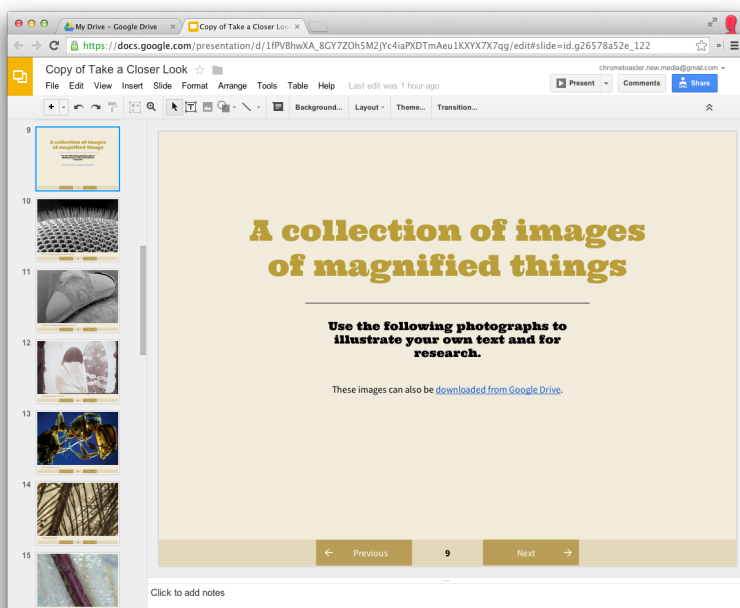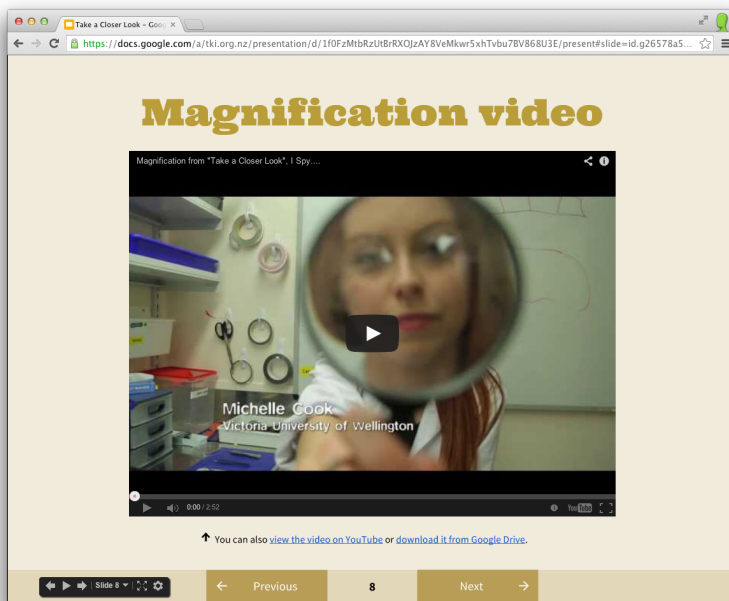

Photo collections

These slides contain full-screen slideshows which enhance and extend the original article.

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Watch and download videos
Videos are included to support the article. Those created by the Ministry of Education are available for download, some videos are embedded from YouTube, and others are hosted on Vimeo.
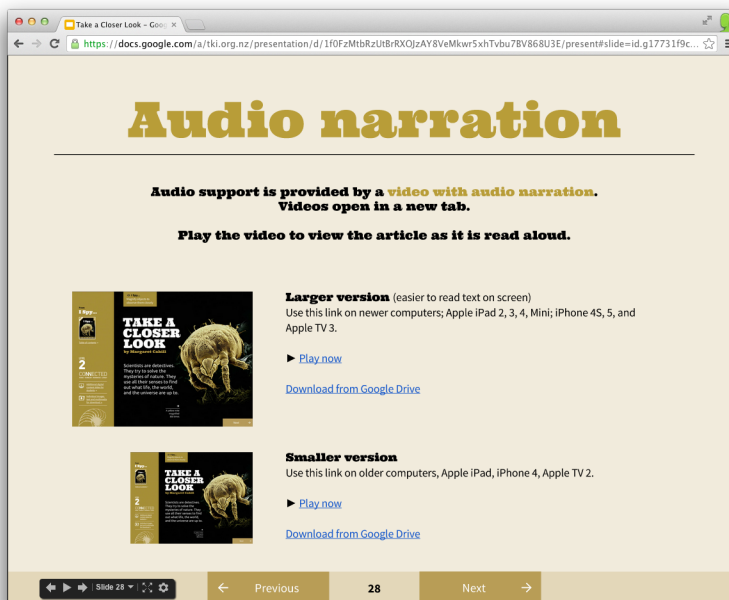
Audio narration
A video of the article being read provides an example of fluency and phrasing to support student oral reading. It also allows struggling readers to access the text.

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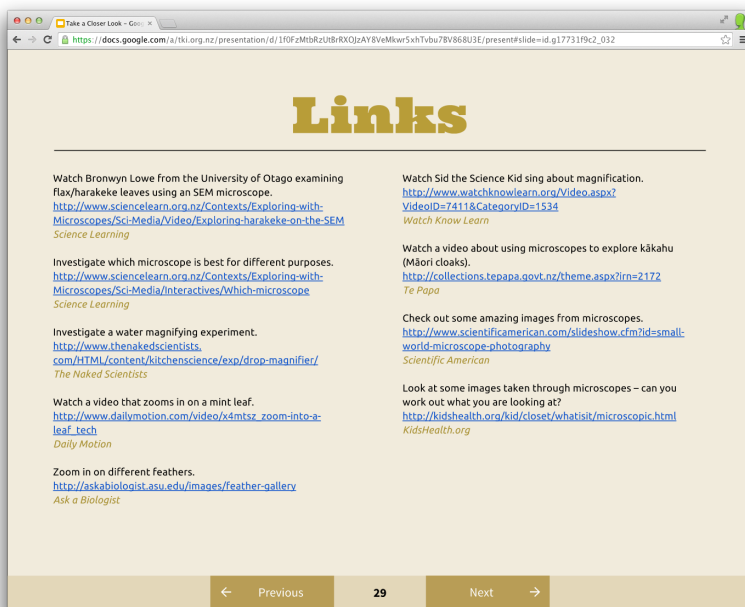
Links

Hyperlinks are provided to a wide variety of useful websites, videos, and content to support and extend the article.

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4. Using *Connected+* features

Google Slides editions of *Connected+* articles

Connected+ articles have been created in Google Slides. Each Google Slides page represents one (or part of one) printed page from the original printed *Connected+* issue.

Access each of the articles in Google Slides by visiting the contents pages here:

'I Spy …' (2013), Connected (Level 2)
'How Do You Know?" (2014), Connected (Level 2)
'Have You Checked?' (2015), Connected (Level 2)
'Show and Tell' (2016), Connected (Level 2)
'Taking action' (2017), Connected (Level 2)
'Step By Step' (2018), Connected (Level 2)
'Wild Discoveries' (2019), Connected (Level 2)
'Digging Deeper' (2020), Connected (Level 2)

'Food for Thought' (2013), Connected (Level 3)
'Why Is That?' (2014), Connected (Level 3)
'Fact Or Fiction?' (2015), Connected (Level 3)
'Picture This' (2016), Connected (Level 3)
'Mahi Tahi' (2017), Connected (Level 3)
'Cracking the Code' (2018), (Level 3)
'Shifting Views' (2019), Connected (Level 3)
'Kaitiakitanga' (2020), Connected (Level 3)

'Are You Sure?' (2013), Connected (Level 4)
'What's the Evidence?' (2014), Connected (Level 4)
'Is That So?' (2015), Connected (Level 4)
'Getting the Message' (2016), Connected (Level 4)
'Where to next' (2017), Connected (Level 4)
'Digital Space' (2018), (Level 4)
'Seeing Beyond' (2019), Connected (Level 4)
'Feeling the Heat' (2020), Connected (Level 4)

You will also find links to the Google Slides articles and contents pages at www.connected.tki.org.nz.

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Google Slides is very similar to Microsoft PowerPoint. The main difference is that Google Slides is an online application, accessed using a web browser. The *Connected+* Google Slides articles are stored online in Google Drive. Learn more about Google Drive on Google's website.

Downloading *Connected+* resources from Google Drive

In addition to Google Slide editions of articles, most of the *Connected+* article texts, images, and media are available to teachers and students to download from Google Drive for educational purposes.

You may wish to download one or more images or files to insert into your own documents, though you are also able to download an entire "Reusable material" folder (containing all available files related to a specific article).

Please note that *Connected+* files have been shared with you in a way that means the original files (on the Ministry of Education's Google Drive) are fully protected from being edited, changed or deleted.

Reuse of downloadable material

Teachers and students can reuse any item for educational purposes. You must attribute the writers, illustrators, and photographers of any material you reuse. In *Connected* 2013 acknowledgments are found at the end of each Google Slides article, and on the inside back cover of each printed issue. From 2014, acknowledgments are on the bottom of each slide and on the inside back cover of each printed book.
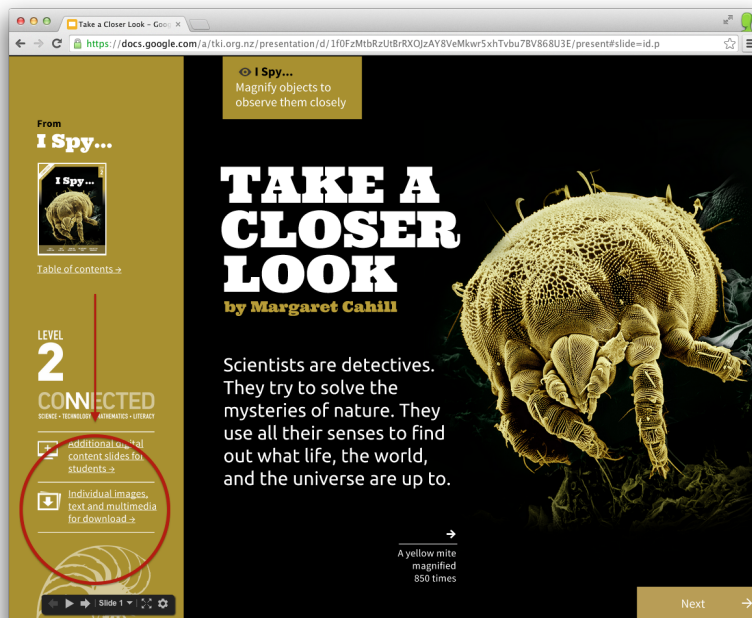
Some images are provided under a Creative Commons attribution-only licence. This material can be used by anyone for any purpose, as long as the creators are attributed. Find out more about the Creative Commons licences at creativecommons.org.nz.

How to download *Connected+* resources, if you don't have a Google account

While *Connected+* digital material is stored on the Ministry of Education's Google Drive, you can still download and reuse files without having your own Google account.

Use the following steps to download individual images, files, and videos from the Ministry of Education's Google Drive.

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Steps for downloading individual files from Google Drive

1. On the lower left hand side of the cover of each article, select the link that reads "Individual images, text, and multimedia for download".

This will open the Ministry of Education's Google Drive folder containing the images, text, and multimedia for this article.
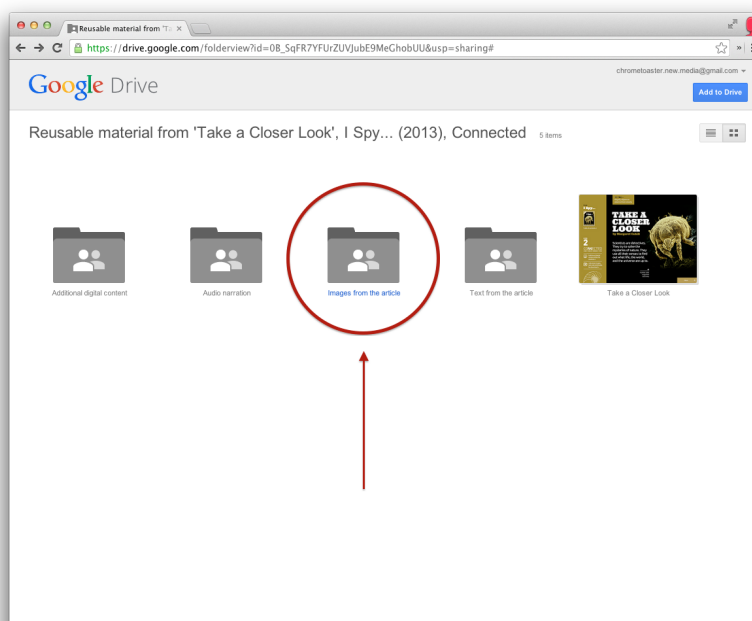
2. A new browser tab will open, and you'll see the contents of a folder in Google Drive. This is the Ministry of Education's Google Drive, containing the "Reusable material" related to *that specific article*.

The grey folders that you see contain the images, videos and text files for the article, as described by the folder names.

Select "Images from the article", for example.

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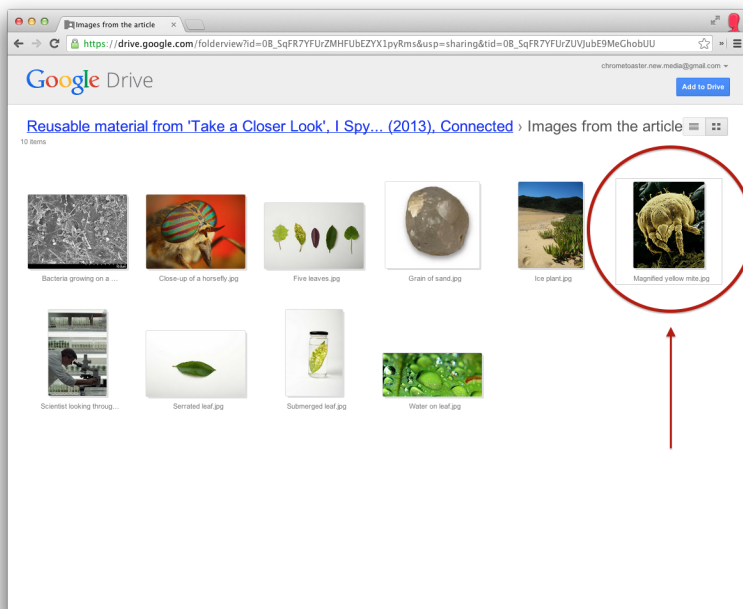
3. When viewing a folder containing downloadable material, selecting any thumbnail will open a preview of the file.

Return to the main "Reusable material" folder by selecting the blue link at the top left of the page.
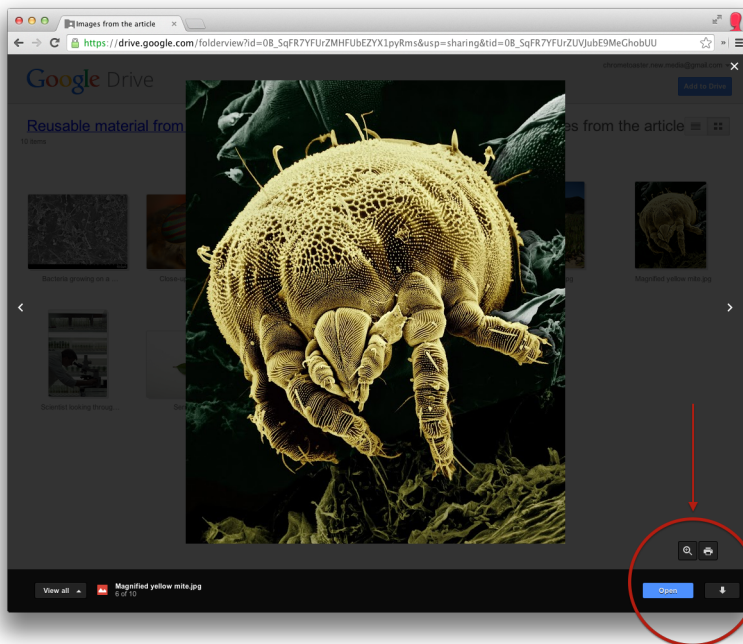
4. In preview mode, select the download option by pressing the download icon in the bottom right of the screen. This will download the file to your browser's default download folder on your computer.

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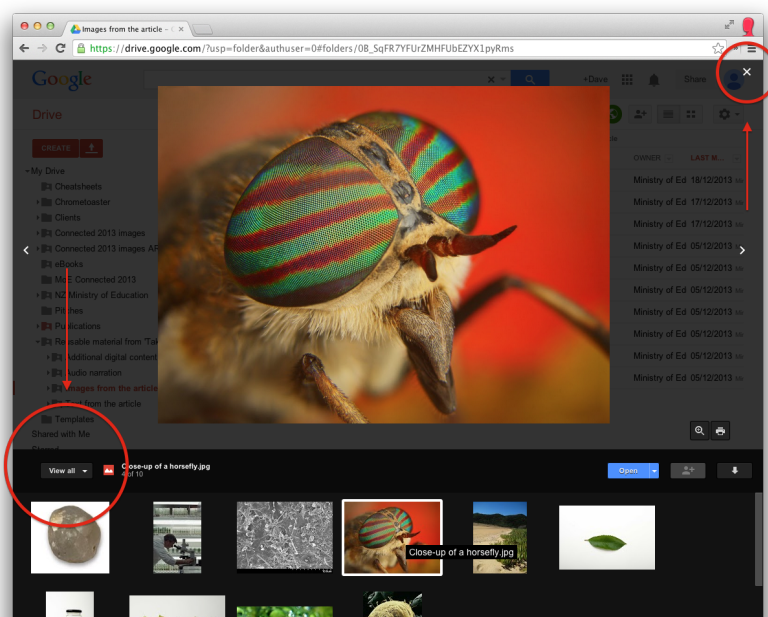
5. In preview mode, you can view all the other images in the folder by selecting the "View all" button (bottom left).

6. Exit the preview mode by selecting the cross icon (top right).

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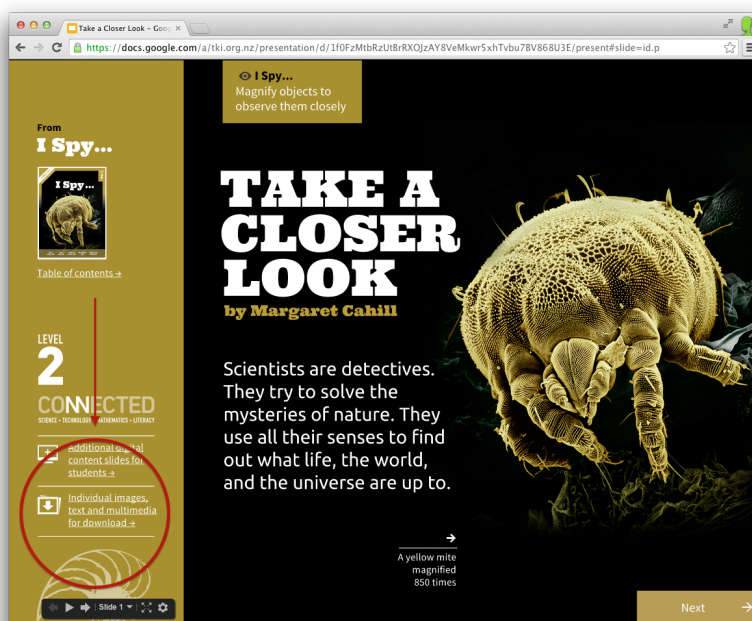MINISTRY OF EDUCATION
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How to download the full set of *Connected+* resources for one article (you will need a Google account for this)

If you have a Google account and use Google Drive, you can add entire folders of *Connected+* material to your own Drive for faster access and reuse. You may wish to do this if you'd like to keep the *Connected+* resources for use later on. Unless you intend to return to the Google Slides edition of the article each time you'd like to access the downloadable material, you'll find that adding the "Reusable material" to your own Drive is a useful shortcut.

Once you have added the folder to your Google Drive, it will be easier to find (you'll see the folder in "My Drive" and you can quickly search for files by name), though you will still need to download the files to your desktop in order to insert them into documents. Note that you *can* add images directly from your Google Drive, if you're creating something in Google Docs, Slides or Sheets.
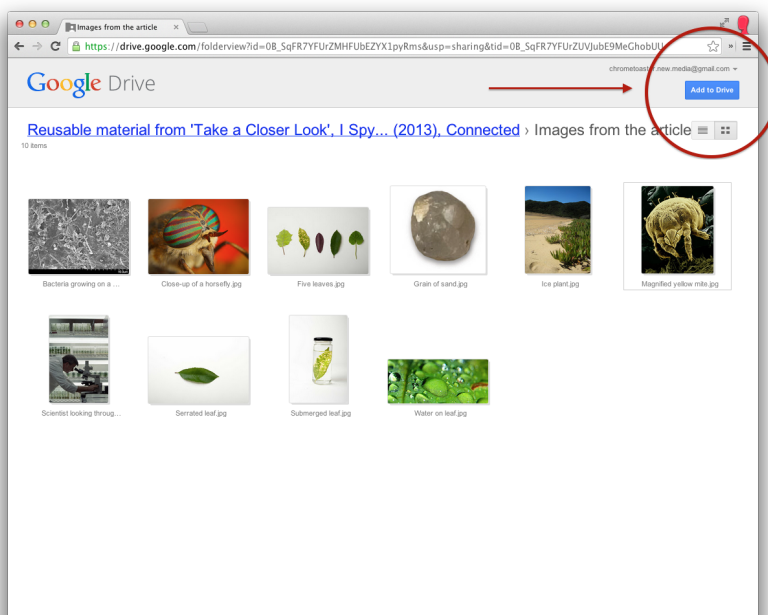
You can sign up here for a Google account for free. Check to see if your school is already using Google Apps for Education first. You need to be signed in to your Google account to add entire folders to your Google Drive.

Steps for adding entire folders to your Google Drive

1. On the lower left hand side of the cover of each article, select the link that reads "Individual images, text, and multimedia for download".

This will open the Ministry of Education's Google Drive folder containing the images, text, and multimedia for this article.

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This document is available online
https://bit.ly/2RZh4Jf

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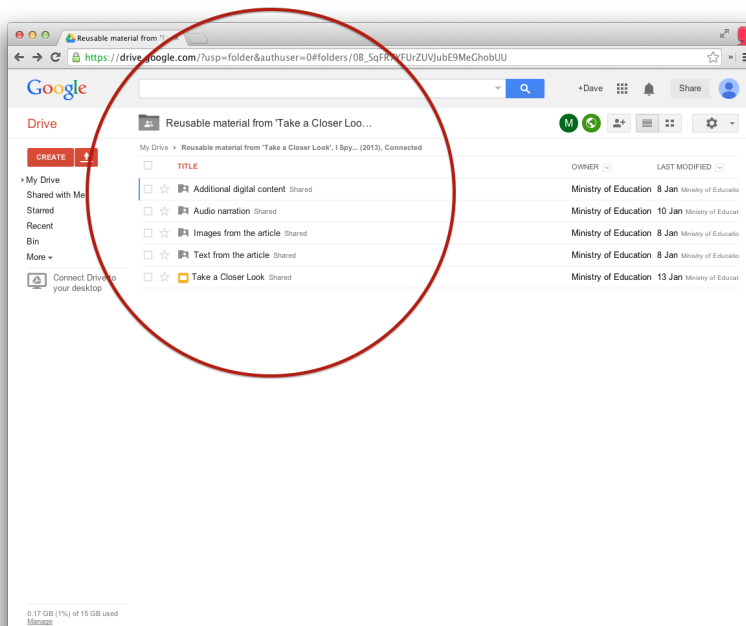MINISTRY OF EDUCATION
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2. A new browser tab will open, and you'll see the contents of a folder in Google Drive. This is the Ministry of Education's Google Drive, containing the "Reusable material" related to *that specific article*.

The grey folders that you see contain the images, videos and text files for the article, as described by the folder names.

Select "Add to Drive".

Once added, select "Open in Drive". This will open the folder where it now resides in your own Google Drive.

3. The reusable material is now accessible in the "My Drive" section of your own Google Drive.

Note if you have installed Google Drive on your computer, the files will also be automatically copied to your desktop Google Drive folder.

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Download a file (or files) to your computer from Google Drive

Once added to your own Google Drive, the images and files are now available for download to your computer.

Below, you'll find out how to download multiple files to your computer. To download a single file, refer to the section above, titled "Steps for downloading individual files from Google Drive".

How to download files to your computer from Google Drive:

- Browse to the folder you'd like to download from. Make sure you're looking at the list of files you want to use (this will look similar to the screenshot directly above).
- Click the checkbox(es) next to the item(s) that you'd like to download.
- Expand the More drop-down menu, and select "Download..."
- If applicable, select a file format to which you'd like to convert and download your item, such as Microsoft Word. If you select multiple items, they'll be compressed into a .zip file
- Click "Download".
- You can also download a file when you're viewing the file. Go to the File menu, and select "Download as", and select a file format.

Making use of the Google Drive desktop folder

If you have installed Google Drive on your computer, the files you've added to your Drive will automatically be copied to your desktop Google Drive folder on your computer's hard drive, as shown below.

This will help make the files faster to find, copy, and reuse, and you can insert these files into your documents straight away.
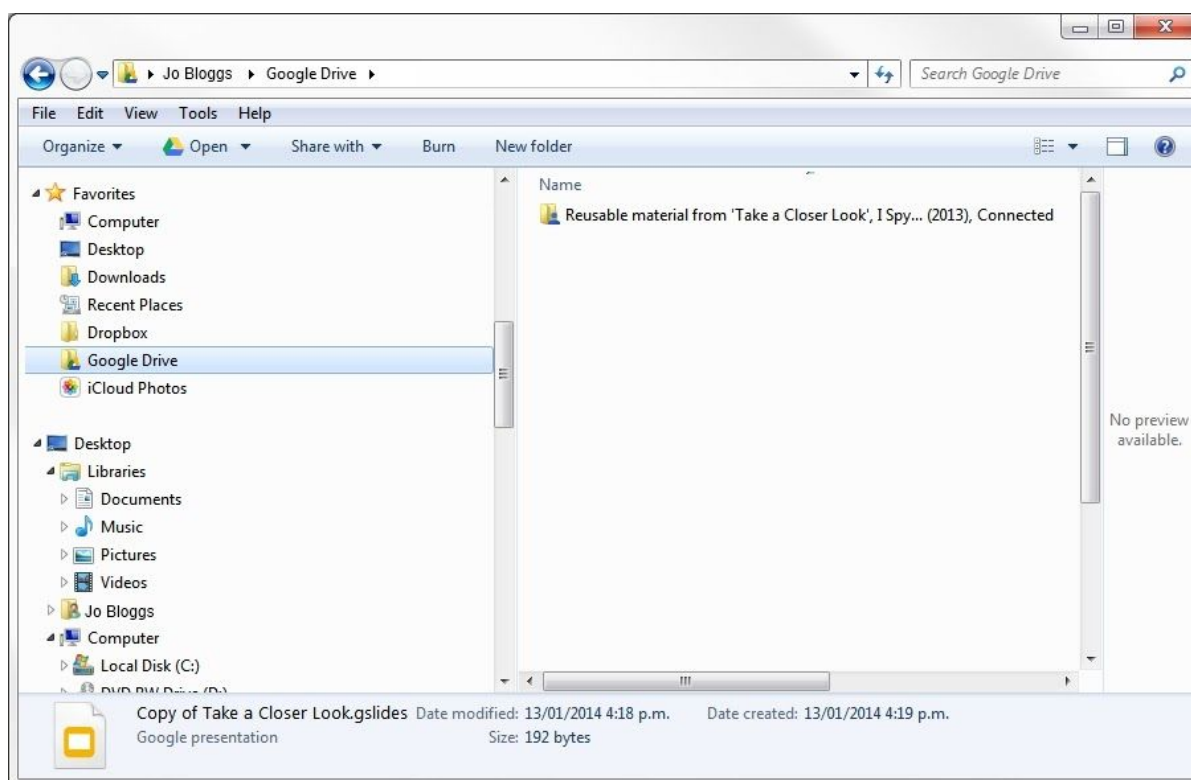
Editing files in your Google Drive desktop folder

If you wish to make changes to these files (e.g. rename a file, or edit the contents), we strongly recommend that you **copy the files to another location on your computer first**, and make your edits to those copies. Refer to copying a file in Windows, or copying a file in Mac OS X.

If you leave the "Reusable material" folder and its contents completely intact (i.e. exactly as it was when it was first added to your Google Drive), it means that, in future, if the Ministry of Education adds more material to the original Google Drive folder, these changes will automatically download to your own Google Drive desktop folder too.

Note that if you do make changes directly to files within the "Reusable material" folders, and encounter errors (e.g. you delete a file, and you can't get it back), you will most likely find the original files in your online Google Drive, where you can re-download them via your web browser by following these instructions.

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5. Adapting *Connected+* material

Connected+ resources have been designed to be adapted by teachers and students. All articles published in Google Slides can be copied, edited, and adapted for educational purposes.

Adapting documents for the classroom could include making documents shorter or more focused to suit a particular learning need. Consider adapting the digital resources to support students who need scaffolding to access texts.

When making adaptations, you may wish to consider the following points.

1. Maintain a sufficiently large font size
2. Maintain ample white space on the page
3. Use bold for challenging words
4. Extend the glossary
5. Add more illustrations to explain the text
6. Please attribute any new images, illustrators, and photographers where appropriate.

Most of the text, images and videos are provided for teachers and students to download, copy and reuse for educational purposes. Some images are provided under a Creative Commons attribution-only licence. This material can be used by anyone for any purpose, as long as the creators are attributed. Find out more about the Creative Commons licences at creativecommons.org.nz.

You must attribute the writers, illustrators, and photographers of any material you reuse. Acknowledgments are found at the end of each Google Slides article, and on the inside back cover of each printed issue.

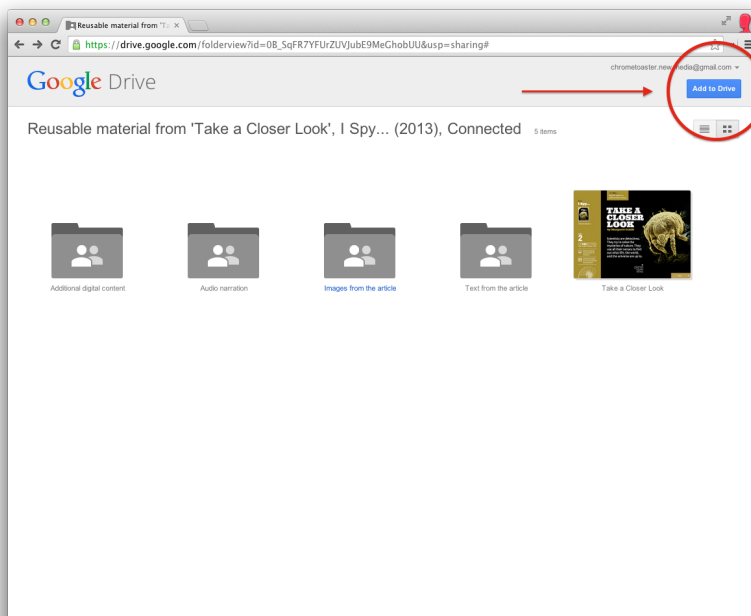## Making a copy of a Google Slide article for adaptation

In order to adapt an original article, you will require a Google account. You must use Google Drive in order to take a copy, store, and edit a Google Slides document. Sign up for a Google account here, and learn more about Google Drive here. You need to be signed in to your Google account to make a copy of a Google Slide article for adaptation.

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Steps for adding, copying, and adapting articles in Google Slides
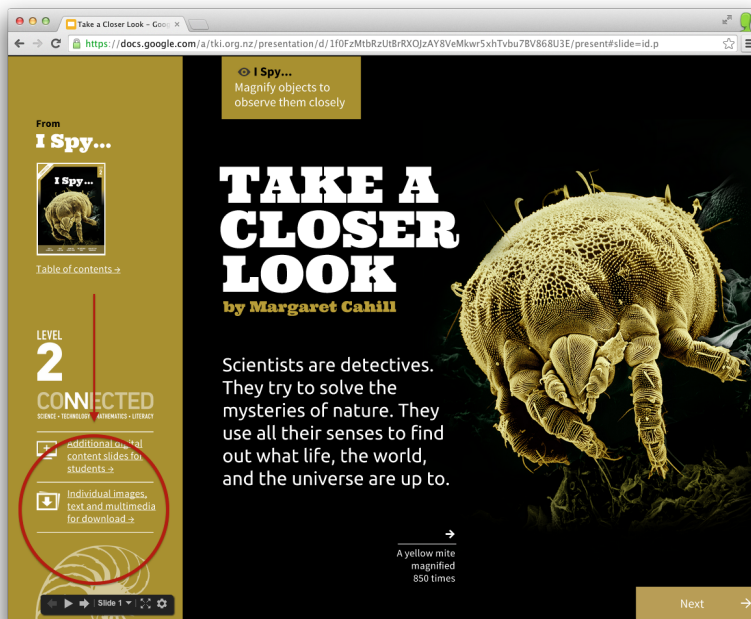
1. On the lower left-hand side of the first slide of each article, select the link that reads "Individual images, text, and multimedia for download".

This will open the Ministry of Education's Google Drive folder containing the images, text, and multimedia for this article.
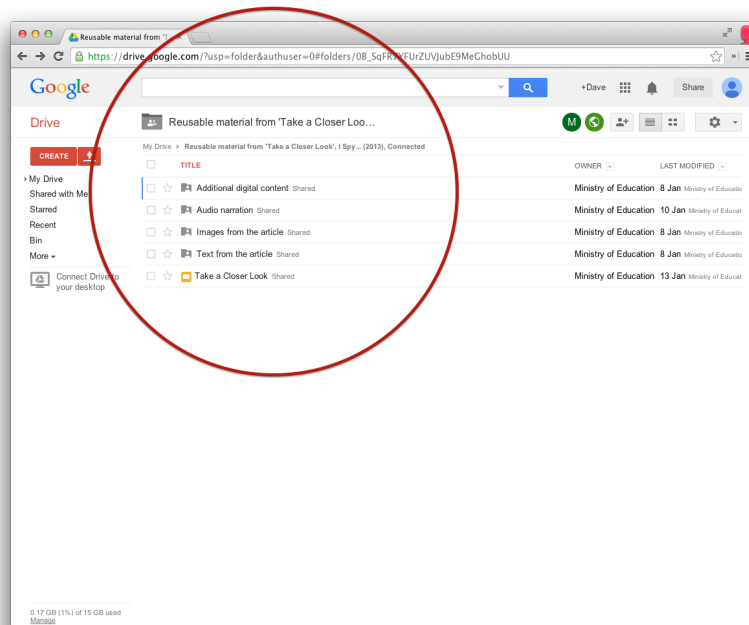

2. A new browser tab will open, and you'll see the contents of a folder in Google Drive. This is the Ministry of Education's Google Drive, containing the "Reusable material" related to *that specific article*.

The grey folders that you see contain the images, videos and text files for the article, as described by the folder names.
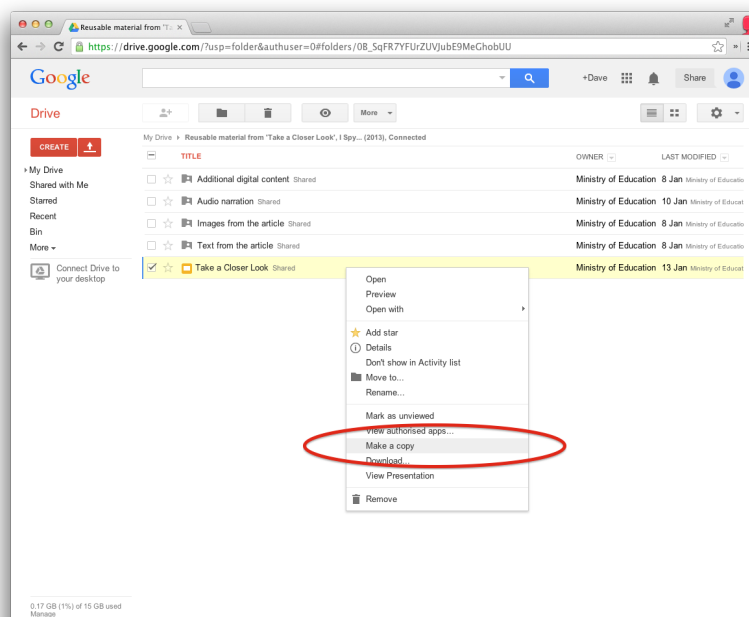
Select "Add to Drive".

Once added, select "Open in Drive". This will open the folder where it now resides in your own Google Drive.

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3. The reusable material is now accessible in your Google Drive.

The yellow icon represents the Google Slides document, which contains the article you may adapt.

4. The *Connected*+ material is shared with you in a way that prevents you from editing the originals, or adding files to the original "Reusable material" folders.

This means **you must make a copy of the file before you edit it**.

To make a copy, right-click on the file name (Apple users control+click) and select "Make a copy".

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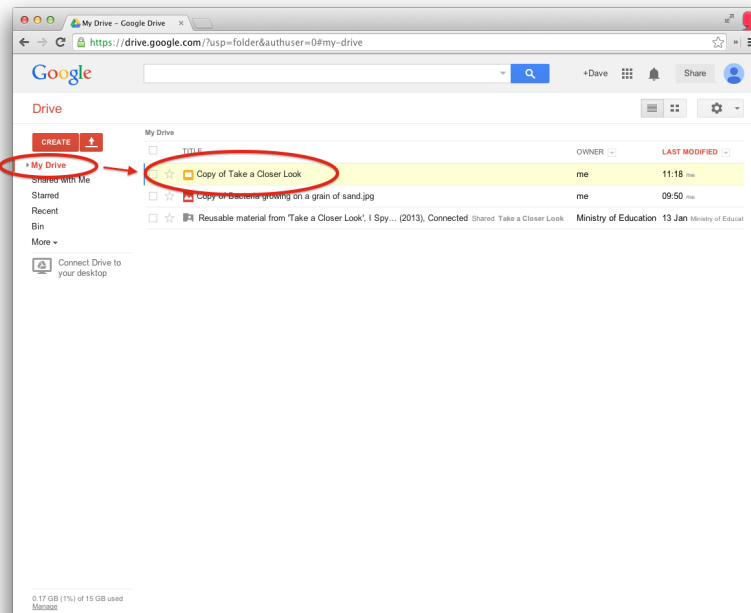
5. The new file will be copied to the "My Drive" area of your Google Drive, and will be named "Copy of [original filename]".

You can also find the new file by searching for it using the search box at the top of the page.

This copy is the document to open and adapt.

You can move this file anywhere in your Drive. It is an entirely new version of the original, and yours to keep (and share).
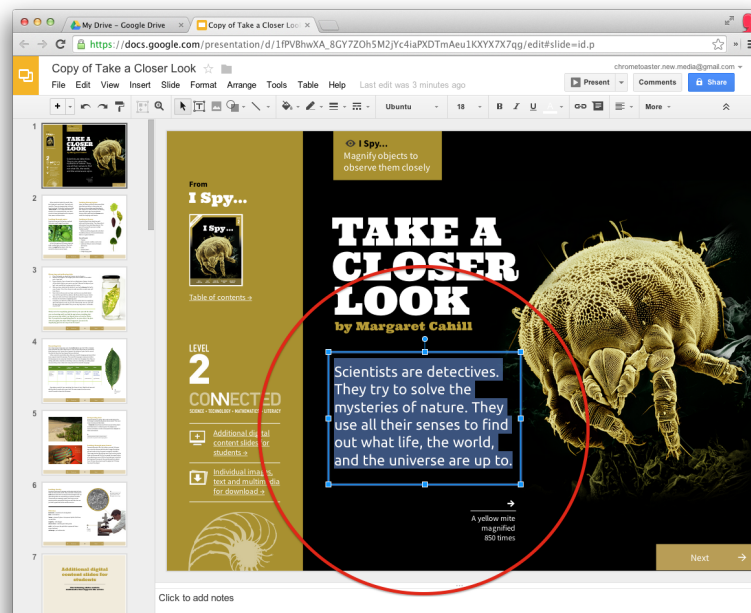

6. Similar to how Microsoft PowerPoint works, when you open a Google Slides document from your Drive, the document will be in "edit" mode. This allows you to adapt any element of the presentation.

Navigate between slides by using the thumbnails on the left.

Google Slides is very similar to PowerPoint. To learn more about Google Slides, read Google's getting started guide.

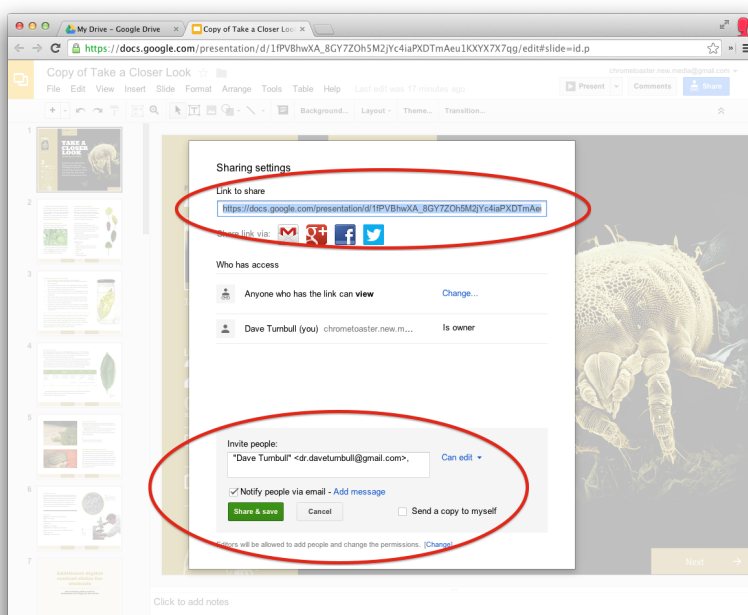MINISTRY OF EDUCATION
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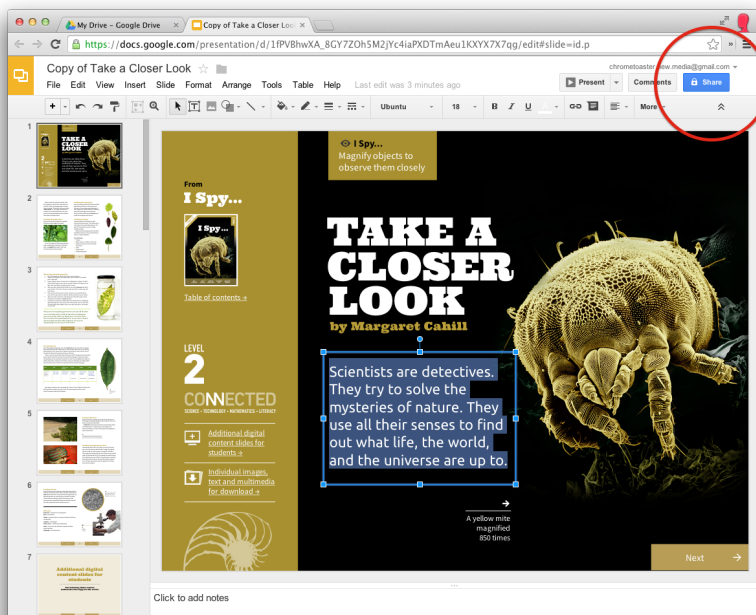
7. Once you're happy with your adaptations, share the new article with others by selecting the "Share" button in the top corner.
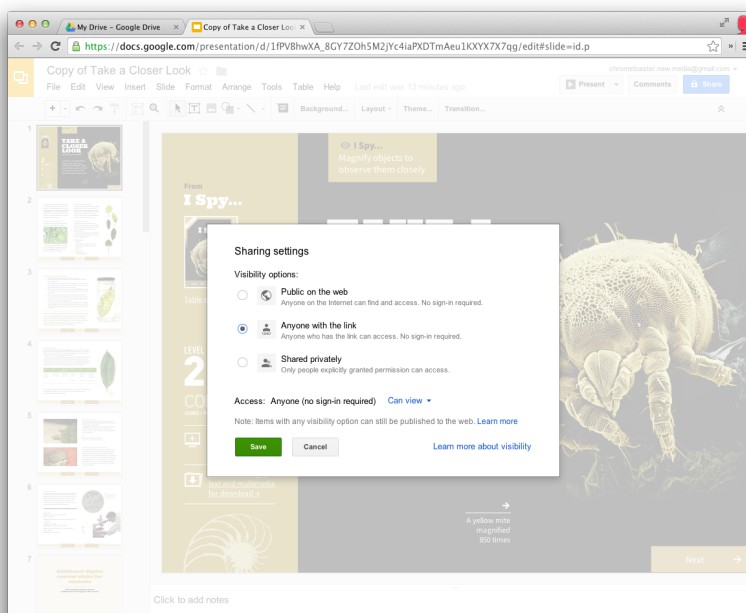
8. Adjust the privacy options to allow other people to view the presentation.

[Learn more about the sharing settings here](https://...).

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9. Once the document has been made accessible to other people, either copy and paste the URL and email it, or "Invite" people to collaborate on the document. (This will send them an email invitation.)

If you choose to allow invitees to "Edit" the document, they may further adapt the article themselves. This allows you to collaborate.

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6. Google Drive and Google Apps

What is Google Drive?

Google Drive is the successor to Google Docs. It is a free cloud-based file hosting service, where you can store things that you'd like to access from one or more Internet-connected computers and mobile devices.

Files in Google Drive are opened and edited with Google browser-based software, such as Google Docs (similar to Microsoft Word), Google Slides (similar to Microsoft PowerPoint), and Google Sheets (similar to Excel).

Connected+ makes use of Google Drive to store digital versions of the articles (provided in Google Slides format). In addition, most of the individual images and all of the text that make up each article are provided in Google Drive folders (in JPEG, PNG, Microsoft Word, and PDF formats), which teachers and students can download and reuse for educational purposes.

You must attribute the writers, illustrators, and photographers of any material you reuse. In

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