



MODULE 2

2.4 CREATING AND ADAPTING DIGITAL CONTENT INTO USEFUL MATERIALS

How do you adapt and create materials that you can use in the classroom? Sometimes you can just press the 'print' button and that's it, but sometimes a bit of editing is required. That is what we are talking about here.

First example: imagine you want to do the following task in one of your classes.

You can find this task in the Open textbook on TBLT, page 42. Since the textbook is aimed at teachers, you cannot simply print out the pages and distribute them to the students. You must produce a hand-out to give to your students. This must include pictures, sentences and perhaps a description of the activity.

You can use a word processing programme, such as Microsoft Word or Pages, to produce the hand-out. These are applications that can be installed on your computer.

Or, you can work online with Google doc. For example, if I want to create this hand-out with Google docs I open a new document and start writing. I write the title, insert a larger font and write the subsections.

If you want to insert images under 'images and phrases to use', click on 'insert' and choose 'image; upload from computer'. Now you can choose the image you want.

Click on open. Now, you can change the size of the image. You can also add a second image using the same procedure.

You can also use borderless tables to ensure that the images and text do not move. If you click on show all borders, you can see the difference.

For more information on how to insert images in the way you prefer, see the tutorials in the additional resources section.

Second example: use only a part of an image or text you found



For example, if you have found a good article, but you only want to use the title and not the text for an activity, how do you do this? You have two options:

Use the 'cut' function on your computer. On a Windows computer, search in the search bar for 'cut'. Once open, you can select the part of the page you need. Select only the title of the article. Let go of your selection. Your selections automatically open and you can choose to save or copy.

Use the 'cut' function in Word or PowerPoint. In this case, press the 'print screen' button on my keyboard and open PowerPoint, Word or Google slides. On Google slides, edit and paste. And here is your 'print screenshot'. Now double-click on the image, in case it is not selected, and choose the 'crop' option. Moving the corners one at a time, create the image you want to remain. When you are ready, click on crop again and there is your image!

These two options are better explained in the extra resources section.

Third example: you want to create a CV in class, but instead of creating a complete CV, you want to start with a simpler version.

You will have to use tables, text boxes and rows. Did you know that there are several templates that you can use instantly? For example for flyers and brochures, CVs, portfolios, magazine pages, calendars, catalogues, menus, recipes and so on. In the additional resources you will find tutorials that can help you understand the steps!

