

## Using Google Docs to Create Blizzard Bags

This school year, we are asking that teachers handle their Blizzard Bags a bit differently. Instead of emailing the individual files to me (which can total several hundred individual files district-wide), we are asking that you create your Blizzard Bags as a Google Doc and make them available for public viewing.

In the simplest sense, this could be a single Google Doc for each subject with multiple pages...one for each day. By using Google Docs for your Blizzard Bags, any changes you make can now be viewed automatically by your students, without having to resubmit the files to me. Any changes you make to existing Blizzard Bags will be reflected to your students within five minutes. My role this year will be to build the initial links to each of your Blizzard Bags once the Doc has been published.

### Step One - Creating Blizzard Bags in Google Docs

Most of us should be familiar with Google Docs by now, so the process is quite straight forward. Type in your assignments and activities, along with any links to online resources. If you want to include all three days in one Google Doc, simply create a new page within the doc and identify each day. Once done, **rename the document** with a name that identifies the teacher and content area. (Figure 1)

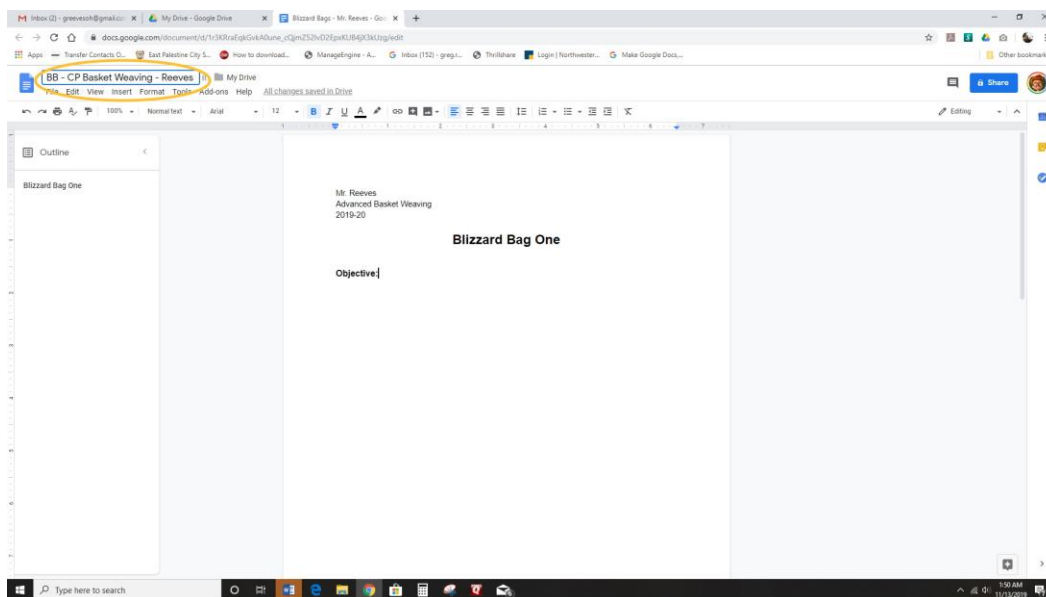
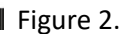


Figure 1.

### Step Two – Publishing Your Google Doc (Blizzard Bags)

This is how you will share it with your students. Once you have the document (Blizzard Bag) created and named, you will need to Publish it to the web. This process creates a URL (web address) that users

To Publish your Blizzard Bag: Select File → Publish to the Web (Figure 2)



The screenshot shows a Google Docs window with the title "BB - CP Basket Weaving - Reeves". A "Publish to the web" dialog box is open in the center. The dialog box has a close button (X) in the top right corner. Inside the dialog, it says "This document is published to the web." followed by "Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)". Below this, there are two tabs: "Link" (selected) and "Embed". Under the "Link" tab, a URL is displayed: "https://docs.google.com/document/d/e/2PACX-1vT4FY720wWdW0eKjgBUE". Below the URL, it says "Or share this link using:" followed by icons for Email, Facebook, and Twitter. There is a "Published" button below the sharing options. At the bottom of the dialog, under the heading "Published content & settings", there are two checkboxes: "Stop publishing" (unchecked) and "Automatically republish when changes are made" (checked). The background document is partially visible, showing a table with columns for "Mr. Reeves", "Advanced B", and "2019-20". The table content is partially visible, showing "Objective" and "Published".

Figure 3.

The next step is to fill out the Gmail window by including my email address and your information in the subject line. If you have named your document, the description will show up in the body of the email along with the link. If everything is correct, send the email. (Figure 4)

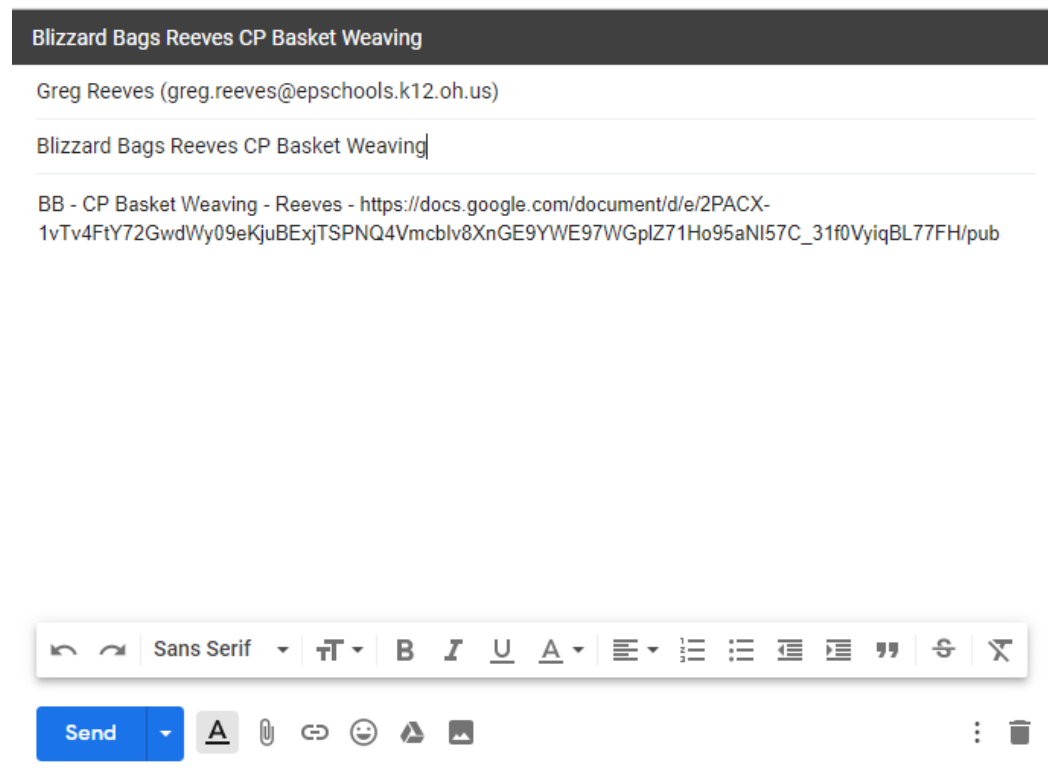


Figure 4.

I will use the URL from the email I receive to create a link from our website to your documents. This link will not change unless you choose to stop publishing. Next year, you can revisit your Blizzard Bags, make any needed changes, and the links will already be in place...no need to republish.

### What do I do with my PDFs?

Many of you may have used PDFs in the past as your Blizzard Bags. Unfortunately, Google Docs does not allow us to directly insert a .pdf into a document. However, there is a simple hack: You can convert your PDF into a JPG or PNG file and upload it as an image that you can then readjust into your Google Docs to make it look like it fits right into it.

If you have existing .pdfs that wish to use as Blizzard Bags, you can convert them in a couple of ways:

**Option 1:** Take the printed version of your .pdf document to the scanner and choose “.jpg” as you output format when you scan it to your email.

**Option 2:** Go to: <https://www.zamzar.com/convert/pdf-to-jpg/> and let the free online tool do it for you. This will create an image file that you can download and save. Once saved, you can insert it into your Google Doc by selecting Insert → Image and then browsing to the image file you have saved.