THE EDIBLE SCHOOLYARD PROJECT

HOW TO: USE FILLABLE PDF'S

Summary: All of the Edible Education at Home lessons are formatted as PDF files. Some of these files contain fillable fields which allow your students to type responses to prompts directly into the lesson file. This resource provides instructions for how your students can use the fillable PDF's to type responses into the lesson files, save their progress, and submit their responses to you, the instructor.

Additionally, this document contains recommendations for how educators can best make use of Google Classrooms to both assign the Edible Education at Home lessons as well as give students feedback on their work.

Document Sections

What are fillable PDF's?

A fillable PDFs is a document that includes certain fields that are editable. In order to best make use of the fillable PDF lessons, we recommend that students engage with the lessons using some type of PDF reader application on their computer.

Using a PDF reader on a Chromebook

Chromebooks allow users to surf the web using Chrome, an Internet browser application created by Google. In addition to browsing websites, users can and also use web-based applications on Chromebooks. For example, Google Docs is a web-based word processing application.

For easiest use of the Edible Education at Home lessons, we recommend that students download DocHub. DocHub is a web-based application that allows users to type responses directly into PDFs files that contain fillable fields.

DocHub also allows users to save their work and return to the file at a later time to continue entering in responses.
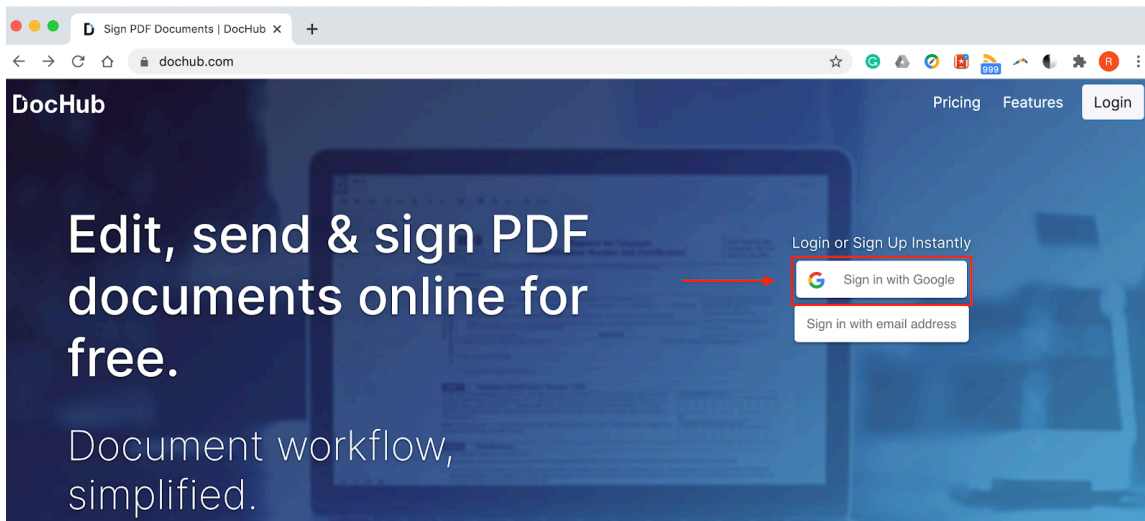
[DocHub is freely available for download here](#).

Please note: depending on school district technology policy, teachers may need to get approval for their students to download DocHub to their Chromebooks.

Below are the steps for how students can download and use DocHub:

**Step 1:** On the DocHub homepage, click the button that says "Sign in with Google"

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Step 2: Students should then enter in the gmail account they use for school. Their gmail account may automatically be listed, in which case they can simply select it from the list.

After this, DocHub should begin installing and will then be ready to use.

Step 3: Students should then navigate to the PDF file of the lesson they want to complete (perhaps you, the instructor, emailed the file to your students, or attached the PDF to an assignment in Google Classroom).

Step 4: Students should then click on the lesson file to see a preview of the PDF. Above the preview there should be a box that allows students to select which application they want to open the file into. Students should click the down arrow on the right side of that box and select DocHub.

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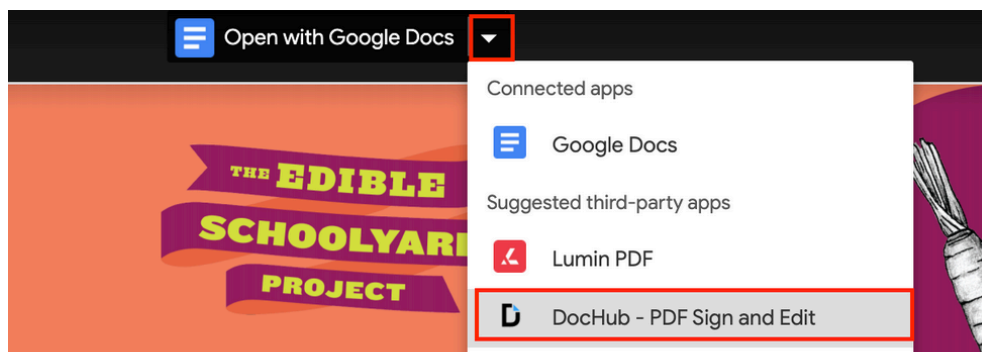
Step 5: The file will then open in DocHub and students will be able to type responses into the fillable fields on the PDF.
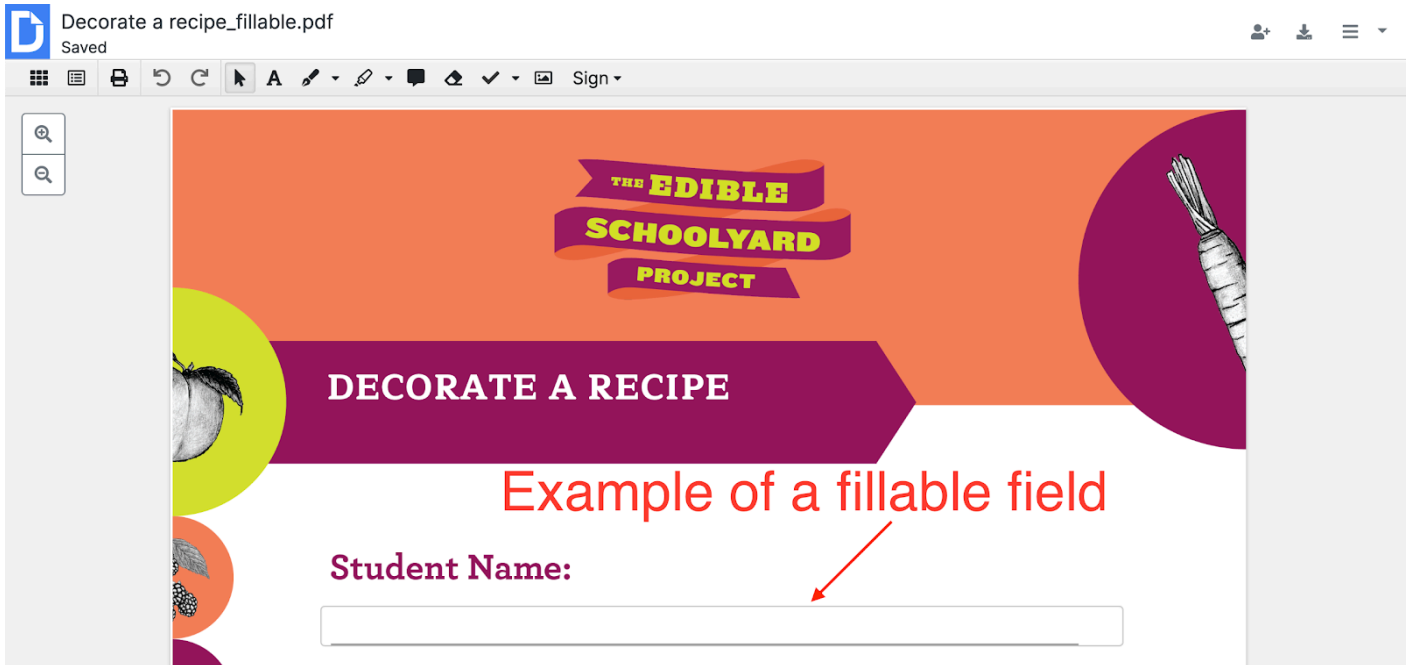

Step 6: DocHub will automatically save their progress. Students can also close the document and return to work on it at a later date by going to dochub.com and signing in using the same gmail address. The Document will appear on the DocHub dashboard.
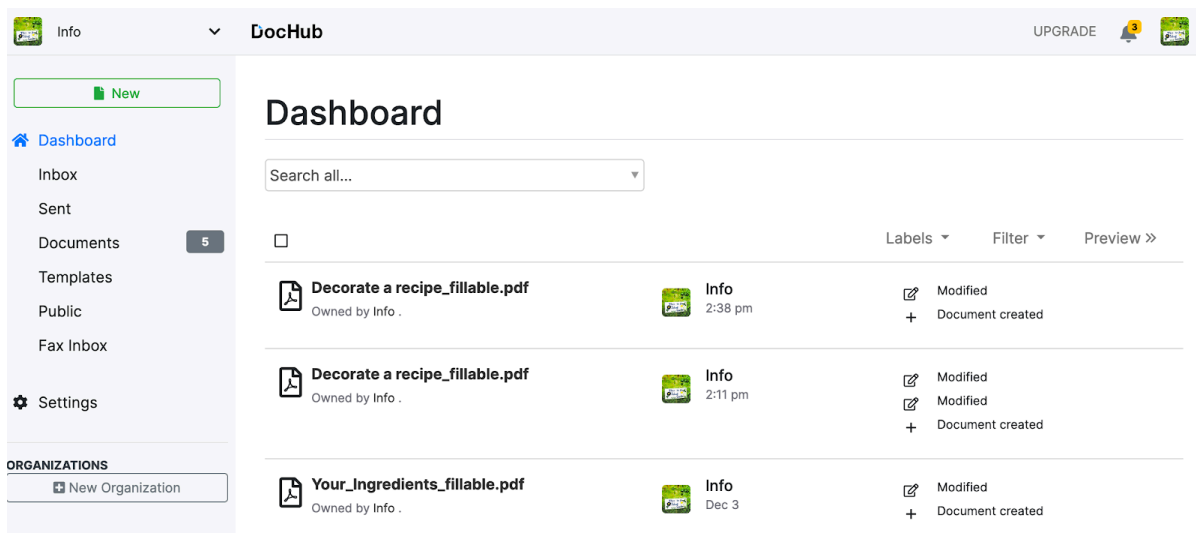
Step 7: When students are finished with their responses, the next step is to save the file back to their Google Drive.

To do this, first click on the downward-facing arrow in the upper right corner of the DocHub PDF editing interface on the lesson. Then select the G Drive button and click the blue Export to G Drive button.
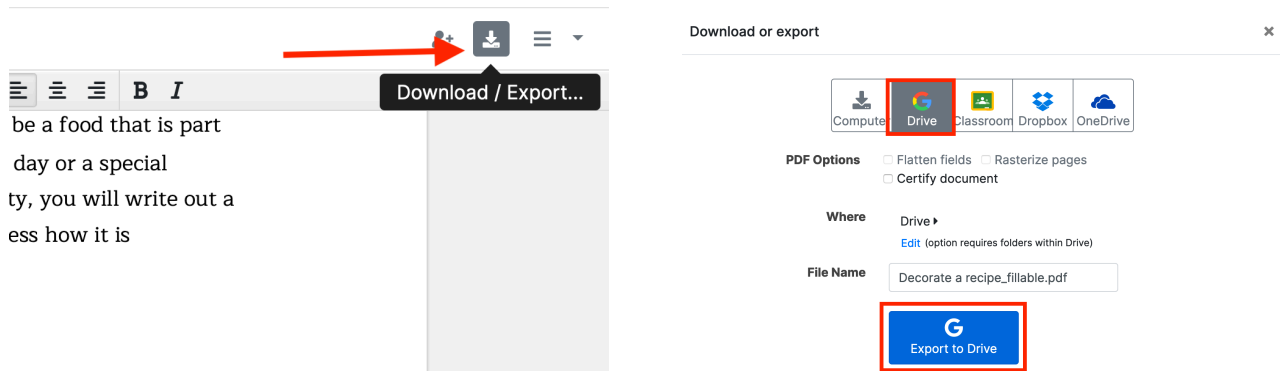
Step 8: The PDF file with the student's responses will then be saved onto their Google Drive. Students can then select that file from their Drive and share it with the instructor (for example, as an email attachment or as a submission to a Google Classroom assignment) and you, the instructor, will see their typed responses.

Using a PDF reader on a MacBook

Most Macbooks come with a PDF reader application called **Preview** installed on the computer. Preview allows users to open PDF files and type responses into fillable fields on the PDF. Once complete, users can save their work and send that PDF file (for example, as an email attachment) and other people will be able to see the typed responses on that PDF file.

To use the Preview application with the Edible Education at Home Lessons, students should follow these steps:

Step 1: Find a lesson on the Edible Schoolyard Project website. Under the "Download Lesson Materials" section, click the link that has the download arrow icon.

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your family, and your heritage.

Student Learning Goals & Objectives:

- Practice reflective thinking and responding.
- Choose two ingredients that are important to them and create or select (

Download Lesson Materials

YOUR INGREDIENTS

Teaching Notes:

Step 2: The lesson will automatically open into a new tab on their internet browser. From there, students should click the download icon. In most internet browsers, the download icon will appear in the upper right corner of the browser's preview of the PDF file.

Clicking the download link will likely prompt a download popup window to appear. If one does appear, students may choose to either immediately open the file or save the file to their computer to open at a later time.
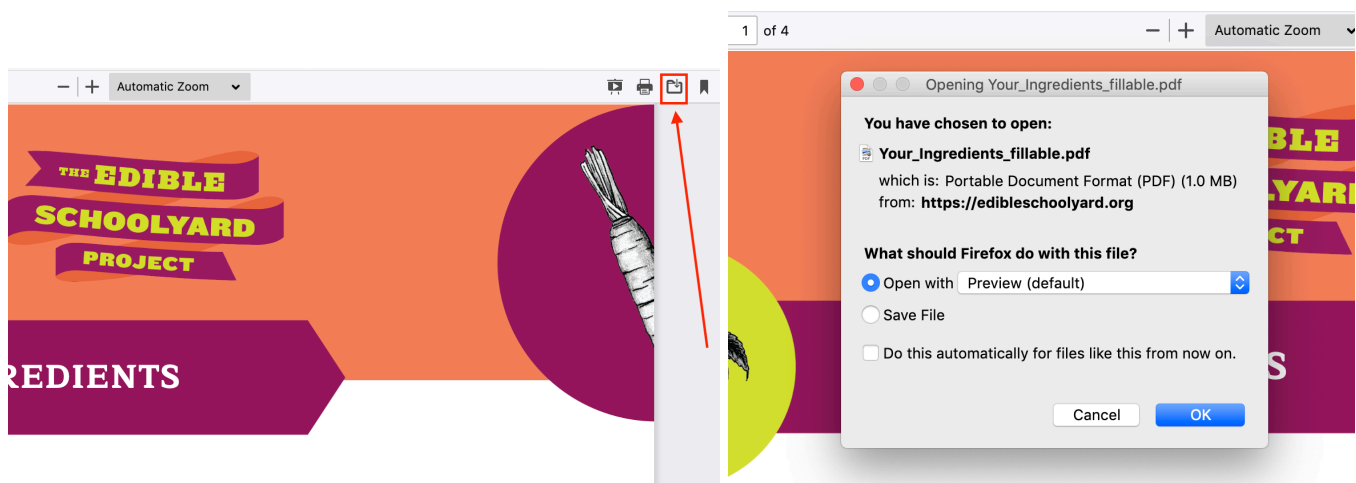

Step 3: When they are ready to work on the lesson, students should find and open the file. The Macbook will likely open the file using the Preview application.

Step 4: Now that the file is open in Preview, students can begin entering their responses into fillable fields. If a field is fillable, it will highlight when they scroll over it.

Step 5: To save their progress, students should go to where it says "File" in the upper-left corner of the Macbook screen and select "Save".
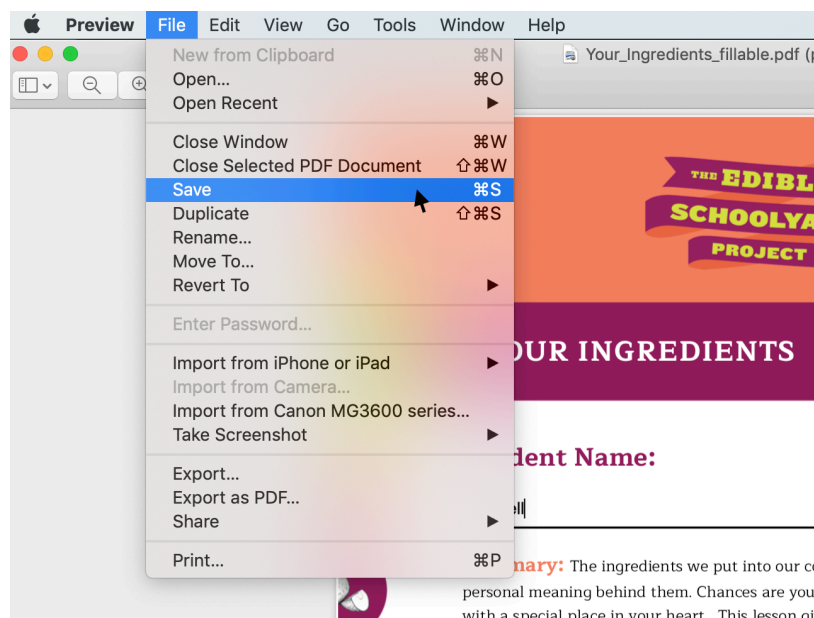
Step 6: Once students are complete with their responses, they may then send the lesson PDF file (for example, as an attachment to an email or as a submission to a Google Classroom assignment) to their instructor. The instructor will be able to see the responses students typed into the lesson.
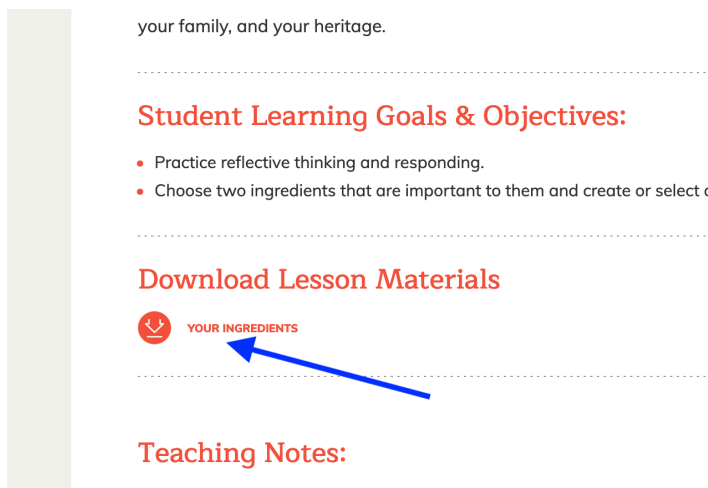
Using a PDF reader on a Windows PC

To view and type responses on Windows PC students will need to have a PDF reader application installed onto their computer.

[Adobe offers their Acrobat Reader application as a free download](). This application will allow students to view and type in their responses to Edible Education at Home Lessons.

The following instructions show how students can use Acrobat Reader to engage with the Edible Education at Home Lessons:

Step 1: Find a lesson on the Edible Schoolyard Project website. Under the "Download Lesson Materials" section, click the link that has the download arrow icon.


Step 2: The lesson will automatically open into a new tab on their internet browser. From there, students should click the download icon. In most internet browsers, the download icon will appear in the upper right corner of the browser's preview of the PDF file.

Clicking the download link will likely prompt a download popup window to appear. If one does appear, students may choose to either immediately open the file or save the file to their computer to open at a later time.

Step 3: Students should find and open the file on their computer. If they have downloaded Acrobat Reader, then this application will likely be the one that launches once students go to open the file.

Step 4: Once viewing the file in Acrobat Reader, students can type their responses to the fillable fields. To save their work, students should click on the floppy disk icon in the upper left corner of the application window.
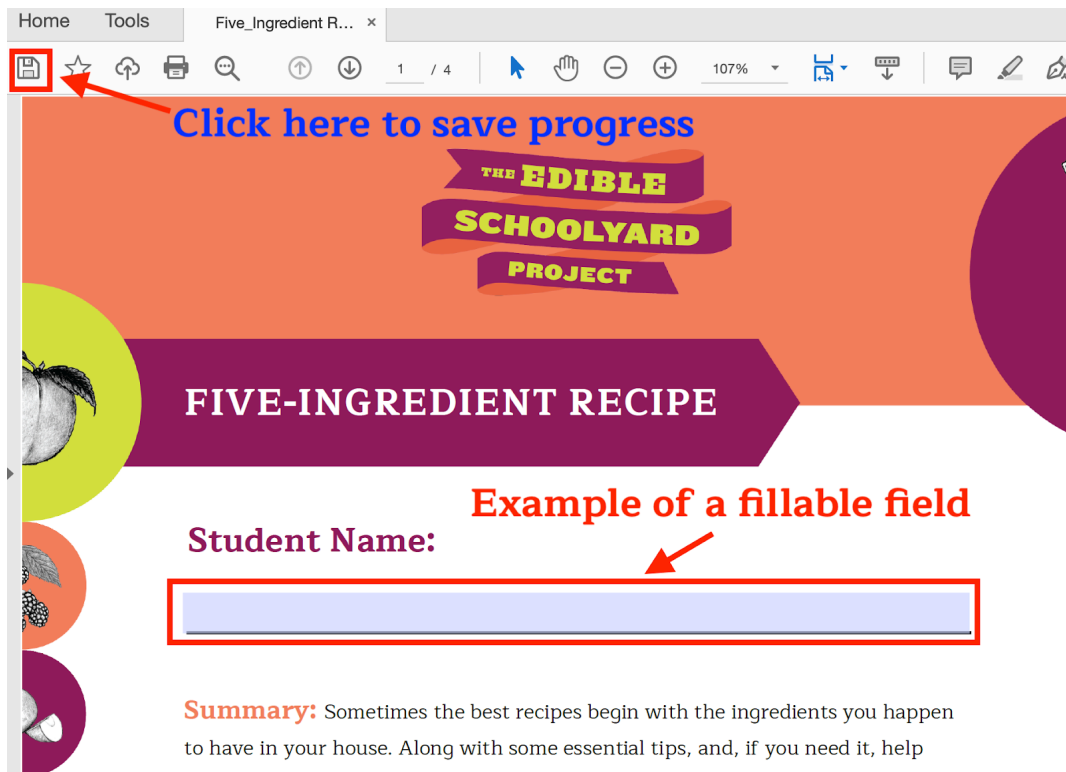
Step 5 : Once students are finished with their responses, they may then send the lesson PDF file (for example, as an attachment to an email or as a submission to a Google Classroom assignment) to their instructor. The instructor will be able to see the responses you typed into the lesson.

Solutions for when fillable PDF's don't work

If the fillable fields aren't working on a student's preferred PDF reader application, an alternative solution is for the student to copy and paste the prompts from the lessons into a word processing application such as Google Docs, Microsoft Word, or Apple Pages.

From there, they can respond to each prompt, save the document, and send their instructor the file with their responses to the questions.

The following instructions provide steps for copying and pasting question prompts into a Google Doc file. Please note that these steps assume that a student has a Google email account, which will give them access to Google Drive.

Step 1 : Send the student the web page that has the lesson you would like them to complete. For example, with the Five-Ingredient Recipe, you could send them this link.

Step 2 : Ask the student to access the PDF file of the lesson by clicking the download link under "Download Lesson Materials." A new browser window should automatically open for the student when they click the download link.

Student Learning Goals & Objectives:

- Research recipes and consider flavor combinations.
- Further their understanding of the difference between precise recipes and flexible recipes.

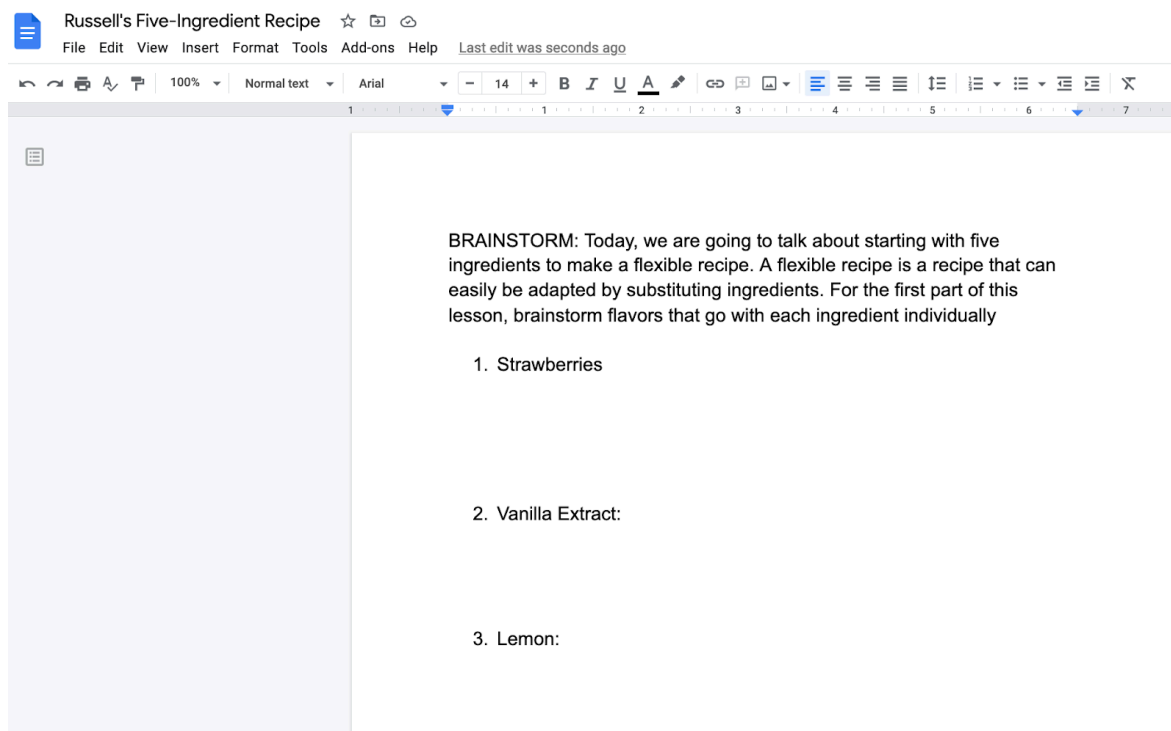### Download Lesson Materials

FIVE-INGREDIENT RECIPE

Step 3: In a new window, the student should open their Google Drive. From there, they can click the button in the upper left that says "New" and select Google Docs
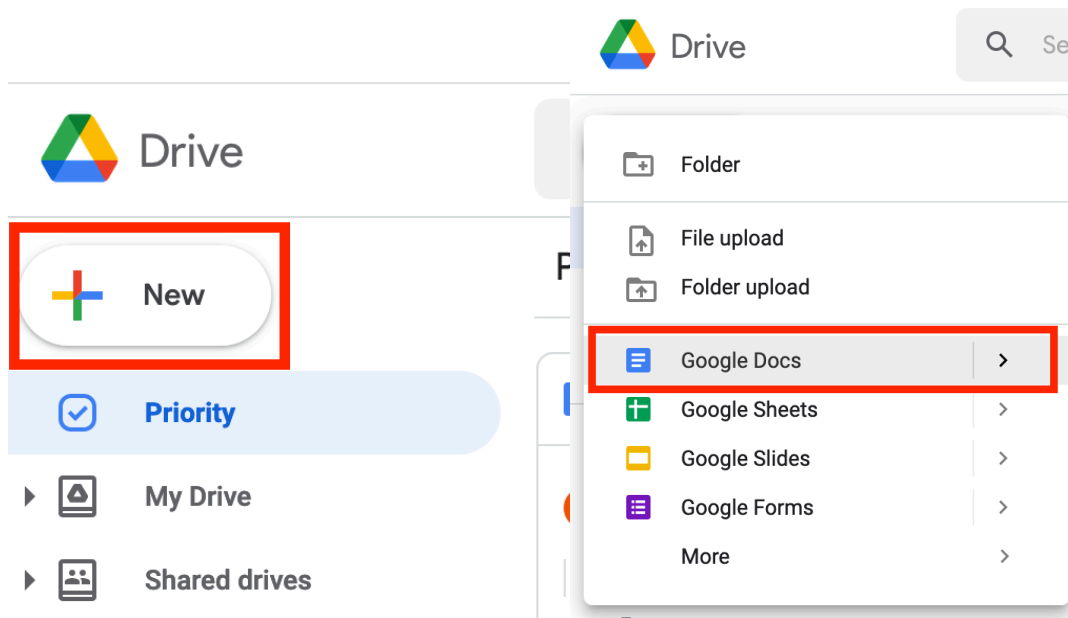
Step 4: Now students can copy and paste the text of the prompts from the lesson into the Google Docs file they just created.

Step 5: Once they are complete with entering in their responses, students can share their work with their instructor by clicking the blue "Share" button in the upper right corner of the document. A new window will open where the student can enter in their instructor's email and then click "Done" to share the file with their instructor.
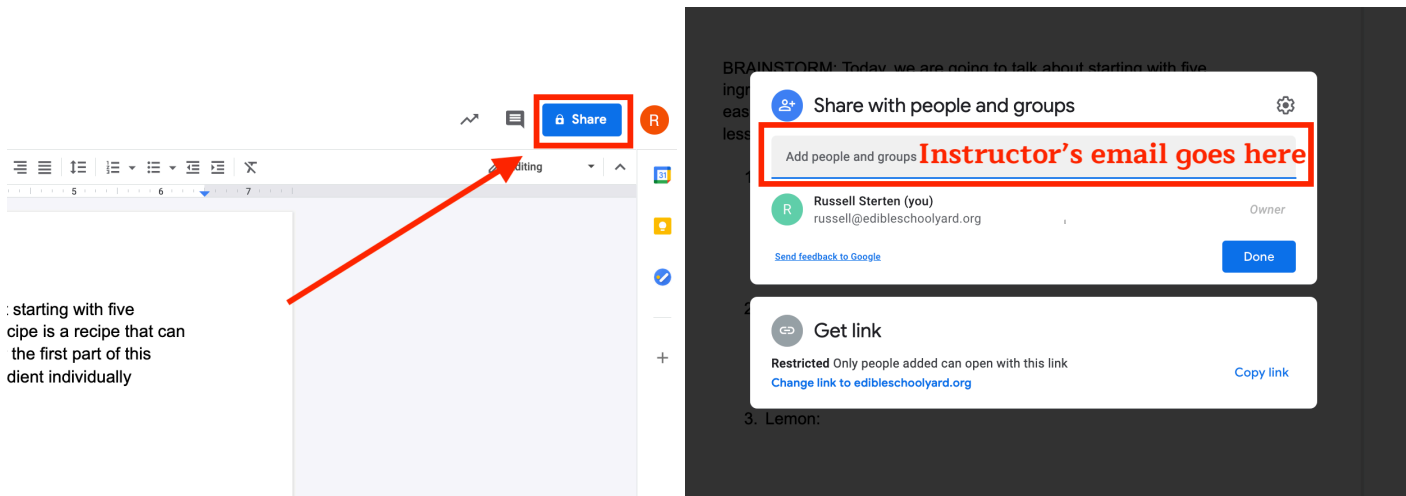
Recommendations for using Google Classroom

Many teachers today are using Google Classroom to help organize their classes. We have created the following recommendations for how to use Google Classroom with the Edible Education at Home lessons:

Step 1: When you create an assignment in Google Classroom, you have the option to attach files to assignments. When you do, Google Classroom gives the option to allow students to View the File, Edit the File, or Make a copy for each student.

When attaching Edible Education at Home lessons to assignments we recommend choosing the "Students can view file" option. When students open the assignment, the PDF file of the Edible Education at Home lesson will be available for them to download and enter their responses into.

Step 2: Once the student is complete with entering their responses into the PDF, they can return to the Google Classroom assignment, click the "Add or create" button in the "Your work" box, find and select their saved PDF file, and then press the "Mark as done" button to submit their work.

Student View:

Step 3: When reviewing each student's work, the teacher will see the student's responses. The teacher can add comments to specific responses by clicking the dialogue box icon.
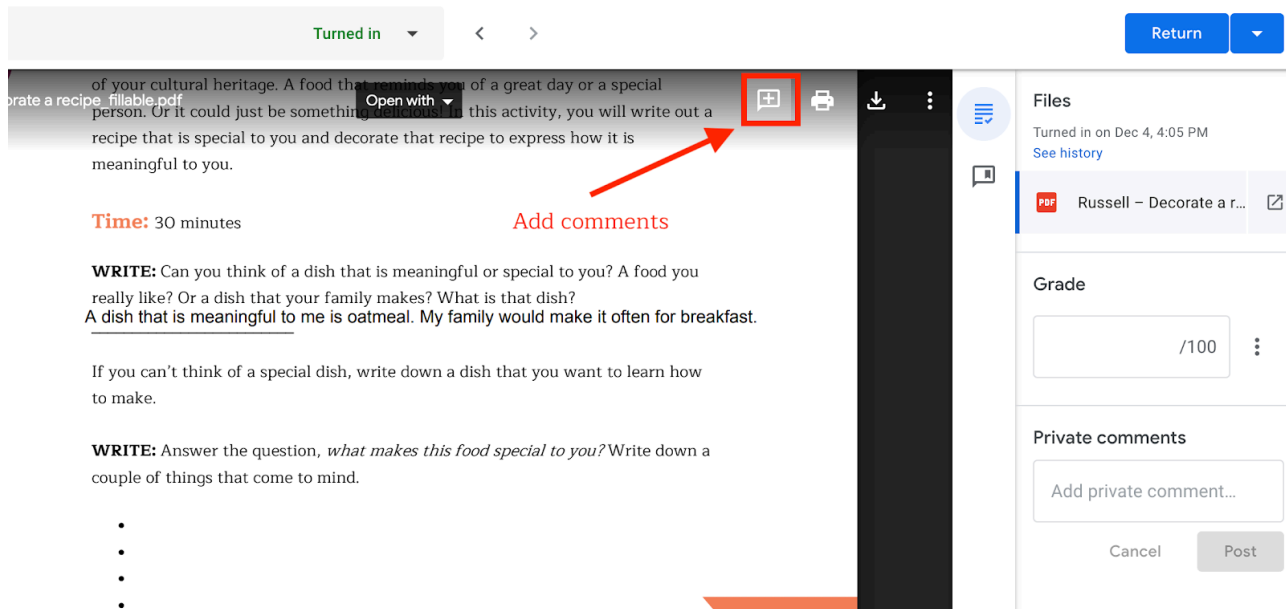
The teacher can then click and drag over an area they are wanting to comment on, and then type in a comment.

Step 4: After they are done providing comments, the teacher can return the assignment to their student by clicking the blue "Return" button in the upper right corner.
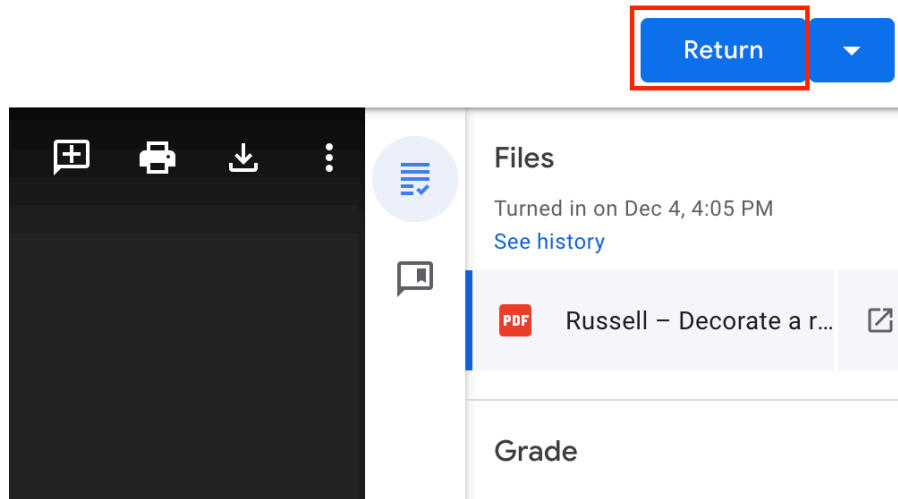
The student will be able to see the teacher's comments by navigating to their Drive folder, and finding and viewing the preview version of the file.
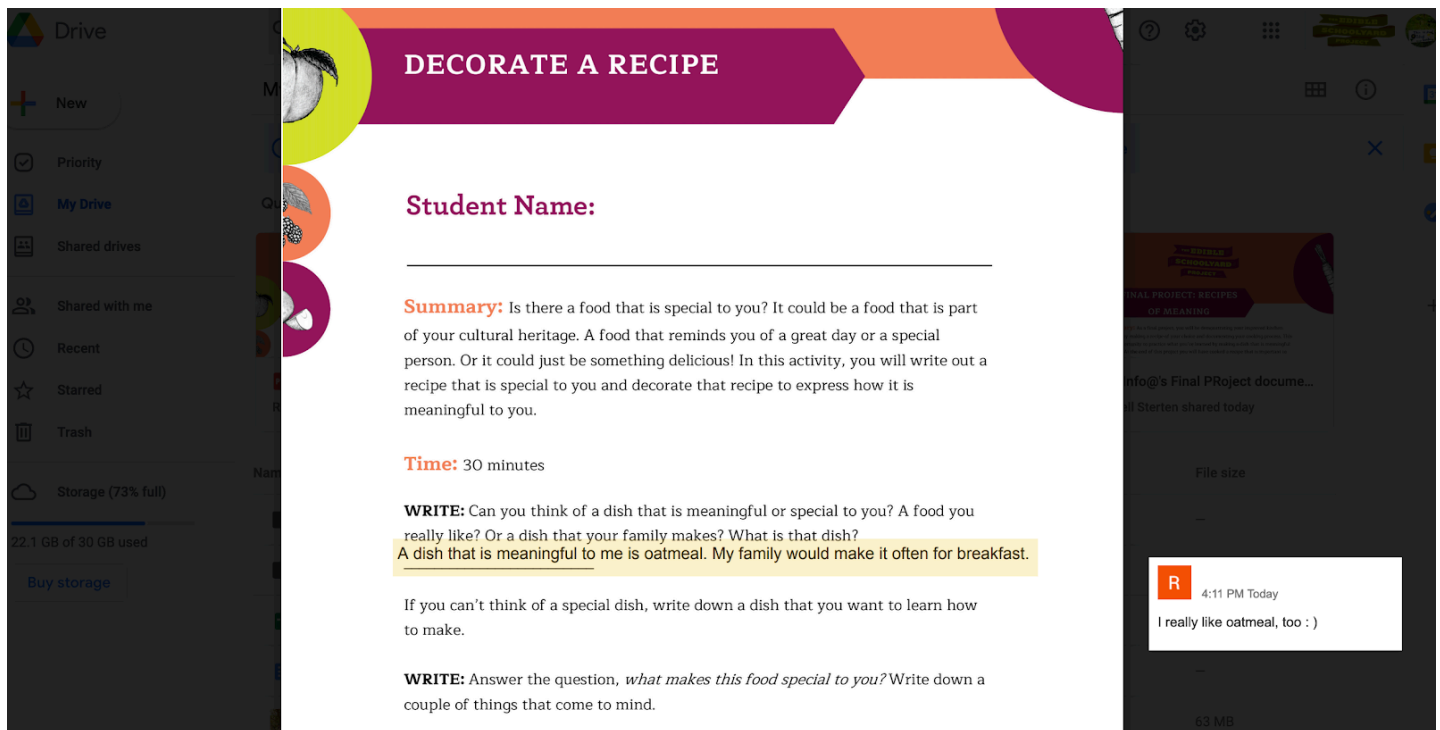
References:

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