

## **USE SLR MATERIAL DIGITALLY – instructions for using .pdf writers**

---

When using SLR material and you are wanting to offer a digital option, we suggest using a **.pdf writer** which keeps all the SLR formatting etc. and offers students all the functions they need to complete work booklets like drawing lines, writing in text boxes, highlighting, saving material etc. The SLR .pdf can then be saved onto a student's network, or into the cloud and will ensure the quality assurance of SLR material is left intact to avoid confusion.

A .pdf writer is much more universally used and can be used on different platforms and ensures students don't delete sections by mistake. Please note, we have always stated in our SLR copyright on all our resources *“SLR material cannot be altered without written approval from Supporting Learning Resources Ltd. This includes adapting and changing content/layout on SLR material to use digitally.”* which is why we recommend using a .pdf writer that doesn't change content or layout.

Your school may already have a recommended .pdf writer, or you could use a free one like Lumin which is already on many computers and on Google drives. Please talk to your IT support or other staff already using .pdf writers about the many .pdf writers that are available for you to use with students (please note, we have continually amazed by how many “IT Support staff” in schools have not heard of or ever used a .pdf writer).

**We suggest opening a .pdf and using a .pdf writer yourself first** so you are familiar with all the tools and can help students and their caregivers if they are using a .pdf writer at home rather than just passing along instructions.

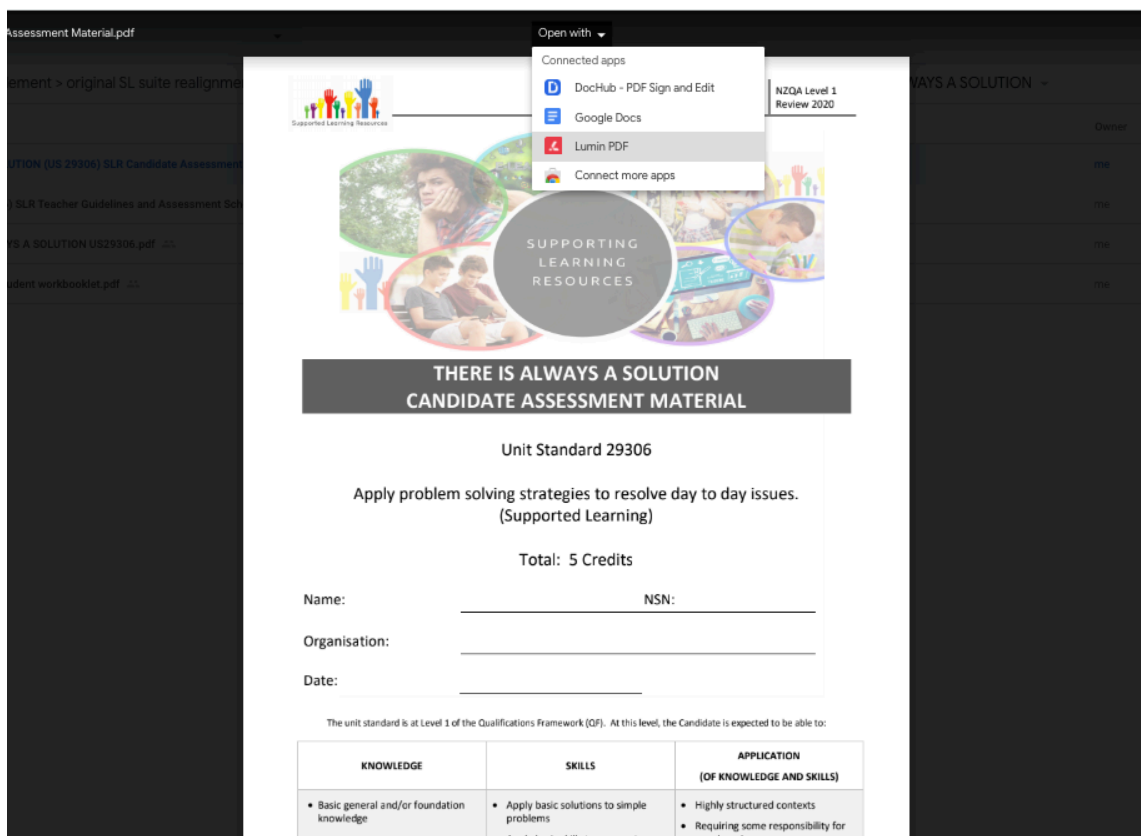
\*\* Please note, we are not IT experts and below is a suggestion only that we have used for many years successfully. For some students and staff, **printing** a range of booklets off and having them available to take home and work on will still be the best option to focus on the learning and skills rather than developing IT solutions that may confuse students who need support, or put caregivers under unnecessary pressure.

➤ *see the next page for some simple step-by-step instructions for using the free .pdf writer Lumin.*

## USE SLR MATERIAL DIGITALLY – instructions for using .pdf writers

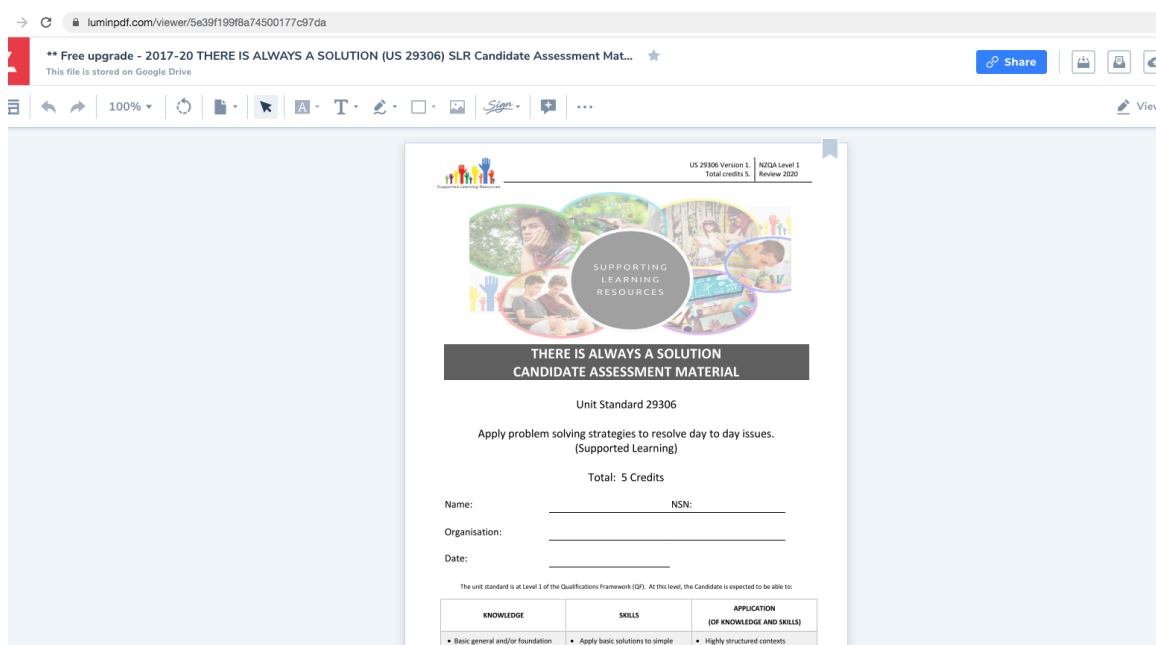
For example using the free *Lumin* via Google Drives goes something like this: -

1. Open up one of our .pdfs by using the middle drop down (open with) and scrolling down to Lumin.



The screenshot shows a Google Drive interface with a file named 'Assessment Material.pdf' selected. The 'Open with' menu is open, displaying several options: 'DocHub - PDF Sign and Edit', 'Google Docs', 'Lumin PDF', and 'Connect more apps'. The 'Lumin PDF' option is highlighted. The background shows the content of the PDF document, which includes the 'Supported Learning Resources' logo, a central graphic with the text 'SUPPORTING LEARNING RESOURCES', and the title 'THERE IS ALWAYS A SOLUTION CANDIDATE ASSESSMENT MATERIAL'. Below the title, it specifies 'Unit Standard 29306' and 'Apply problem solving strategies to resolve day to day issues. (Supported Learning)'. It also states 'Total: 5 Credits' and provides fields for 'Name:', 'NSN:', 'Organisation:', and 'Date:'. A table at the bottom details the 'KNOWLEDGE', 'SKILLS', and 'APPLICATION (OF KNOWLEDGE AND SKILLS)' components.

2. It will then connect to your Google Drive and open like a document.



The screenshot shows a Lumin PDF viewer interface. The browser address bar displays 'luminpdf.com/viewer/5e39f199f8a74500177c97da'. The document title is '\*\* Free upgrade - 2017-20 THERE IS ALWAYS A SOLUTION (US 29306) SLR Candidate Assessment Mat...'. The document content is displayed in a clean, white background with a light blue border. It features the 'Supported Learning Resources' logo, a central graphic with the text 'SUPPORTING LEARNING RESOURCES', and the title 'THERE IS ALWAYS A SOLUTION CANDIDATE ASSESSMENT MATERIAL'. Below the title, it specifies 'Unit Standard 29306' and 'Apply problem solving strategies to resolve day to day issues. (Supported Learning)'. It also states 'Total: 5 Credits' and provides fields for 'Name:', 'NSN:', 'Organisation:', and 'Date:'. A table at the bottom details the 'KNOWLEDGE', 'SKILLS', and 'APPLICATION (OF KNOWLEDGE AND SKILLS)' components.

## USE SLR MATERIAL DIGITALLY – instructions for using .pdf writers

3. We suggest playing around with all the tools so you can help students when you need to. Keep in mind, you may have a better tool your school has purchased or software linked to your system (or need to get one?!).

A .pdf writer is 10x better than a doc as you keep all the formatting you have paid for and a student/staff can't delete anything, which keeps the quality assurance of a SLR resource.

**THERE IS ALWAYS A SOLUTION  
CANDIDATE ASSESSMENT MATERIAL**

Unit Standard 29306

Apply problem solving strategies to resolve day to day issues.  
(Supported Learning)

Total: 5 Credits

Name: Alfred NSN: \_\_\_\_\_

Organisation: ABC College

Date: 5 Feb

The unit standard is at Level 1 of the Qualifications Framework (QF). At this level, the Candidate is expected to be able to:

KNOWLEDGE	SKILLS	APPLICATION (OF KNOWLEDGE AND SKILLS)
<ul style="list-style-type: none"> <li>Basic general and/or foundation knowledge</li> </ul>	<ul style="list-style-type: none"> <li>Apply basic solutions to simple problems</li> <li>Apply basic skills to carry out</li> </ul>	<ul style="list-style-type: none"> <li>Highly structured contexts</li> <li>Requiring some responsibility own learning</li> </ul>

We hope this helps plan and prepare for any upcoming flexible learning options needed. Please remember, we are not "tech experts" and can't really answer questions about your own school system and set up, but we can share with you what has worked well for us with staff and students.

Nga mihi everyone,

SLR - Supporting Learning Resources  
<http://www.supportedlearning.com>