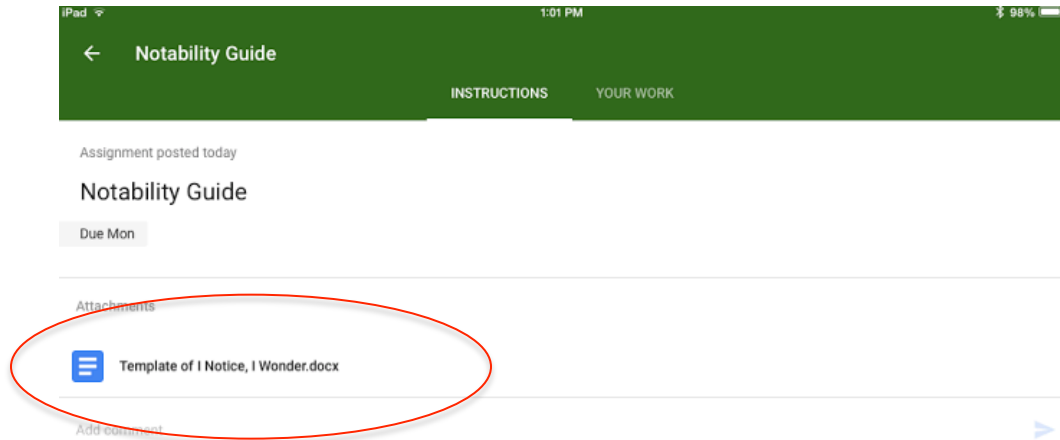


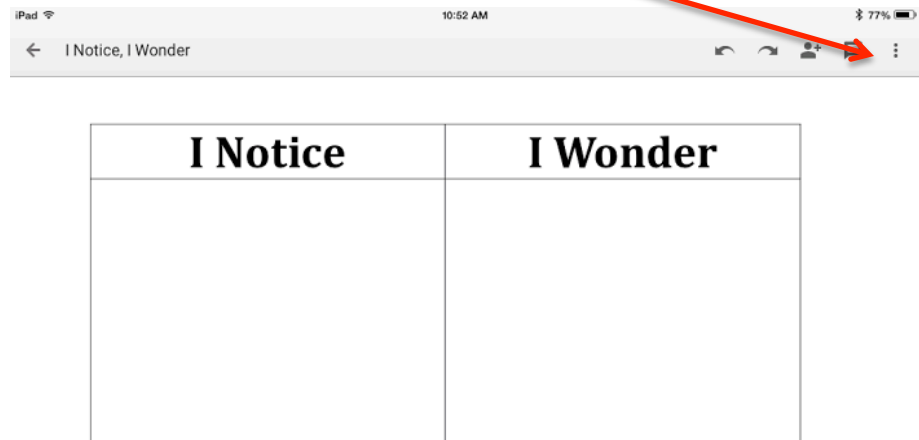
# Google Classroom and Notability for Students

Here are the steps to complete an assignment in Google Classroom using the app Notability.

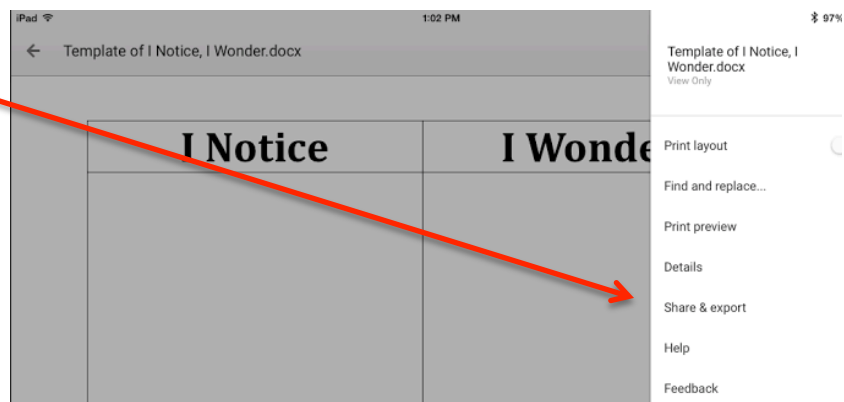
Step 1: Open up the assignment in Google Classroom by selecting the title.



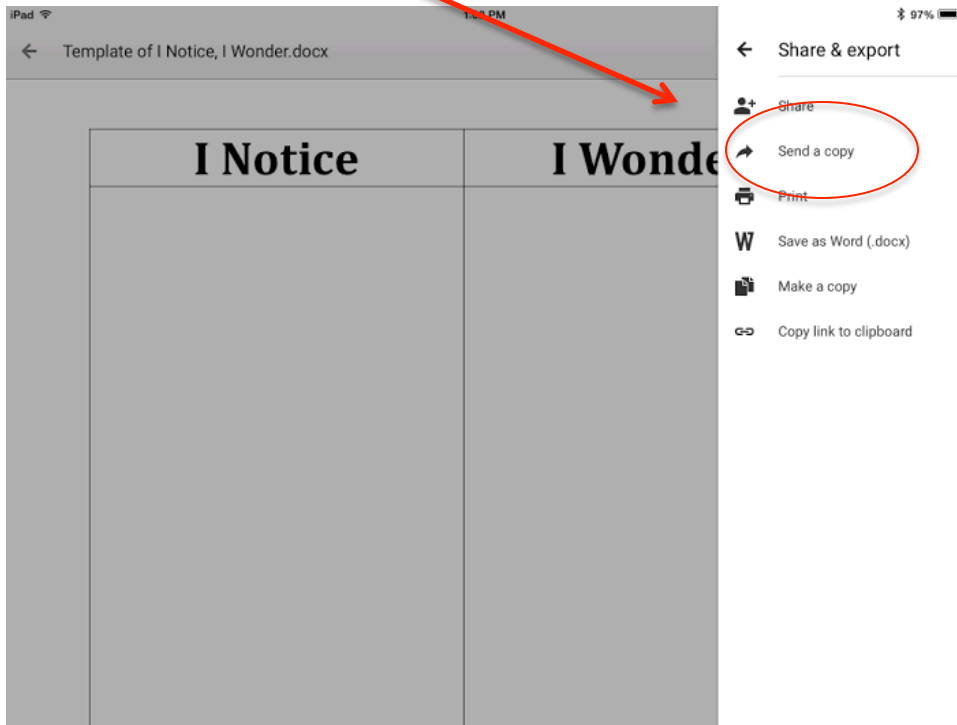
Step 2: The assignment will open in Google Docs. To send it to Notability so it can be completed, click on the **three dots** in the top right-hand corner.



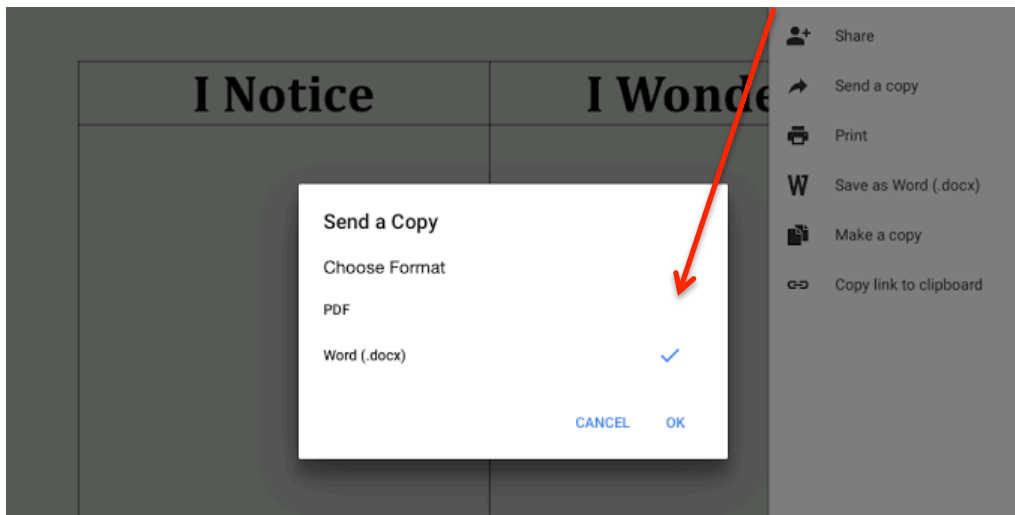
Step 3: Select **Share & Export**



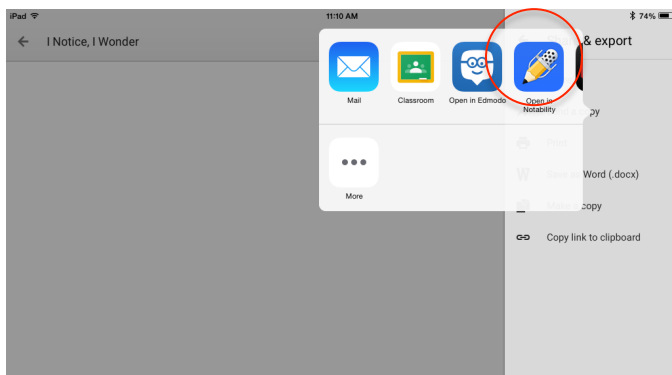
Step 4: Select **Send A Copy**



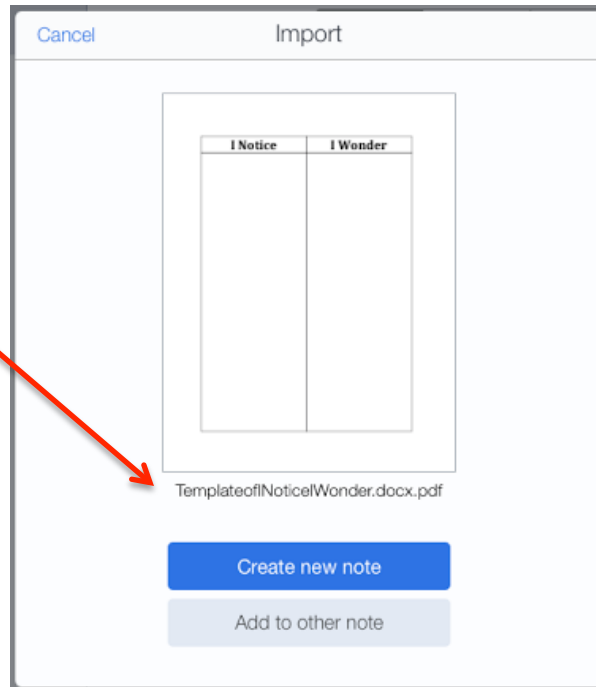
Step 5: Choose a Format. The best is to choose **WORD**. Click **OK**



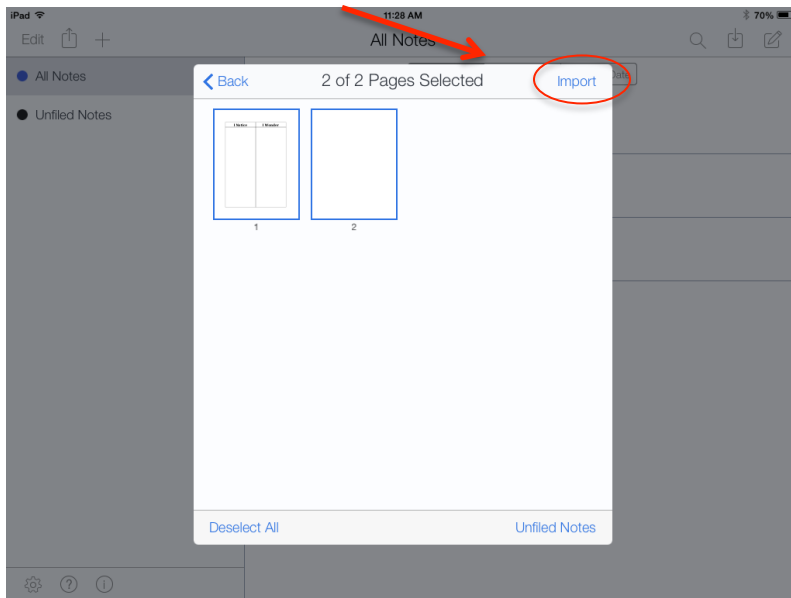
Step 6: **Open in Notability** by selecting on the icon



### Step 7: Create New Note



### Step 8: Select Import

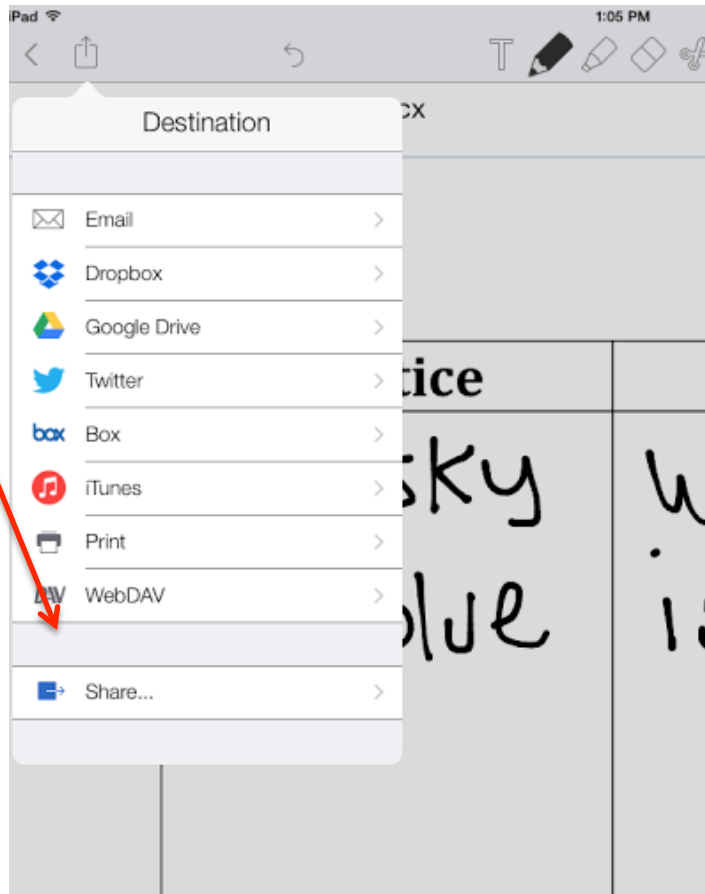


Step 9: Complete the assignment using the Notability tools. When you are completed, you now need to share it with your teacher.

Step 10: Select the box with the arrow pointing up:

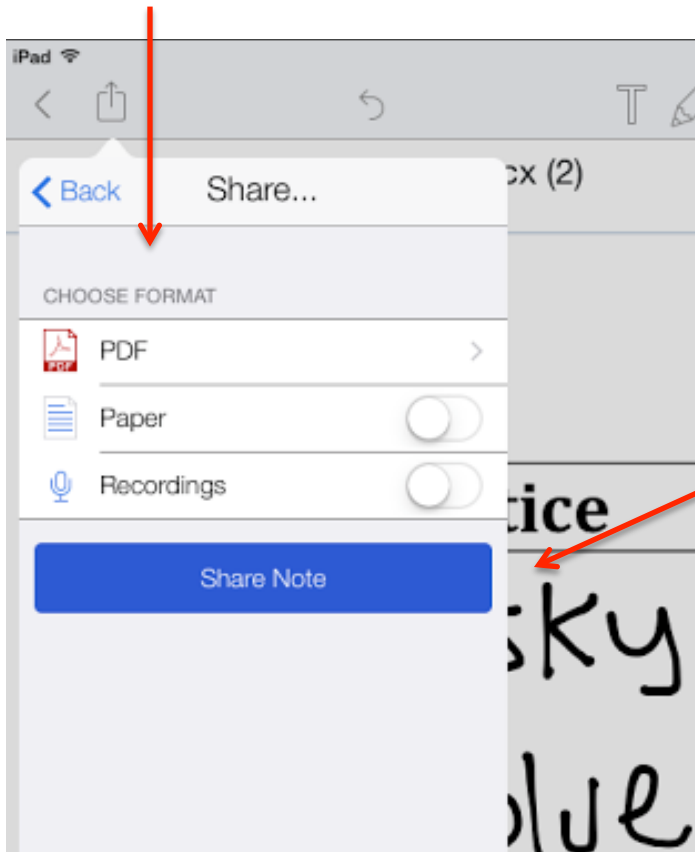


Step 11: Select **SHARE**



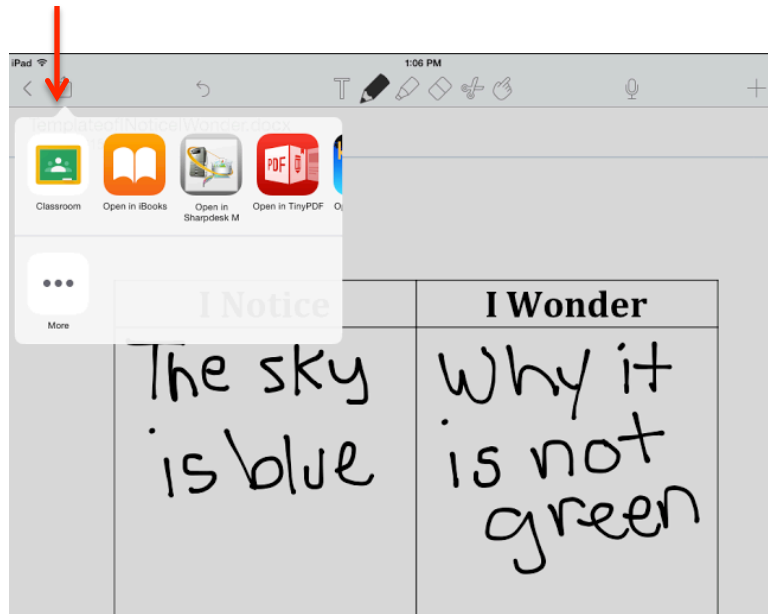
Step 12: Choose Format. The best to choose is **PDF**.

(Hint: if you choose PDF one time, it will stay selected so you don't have to choose it again)

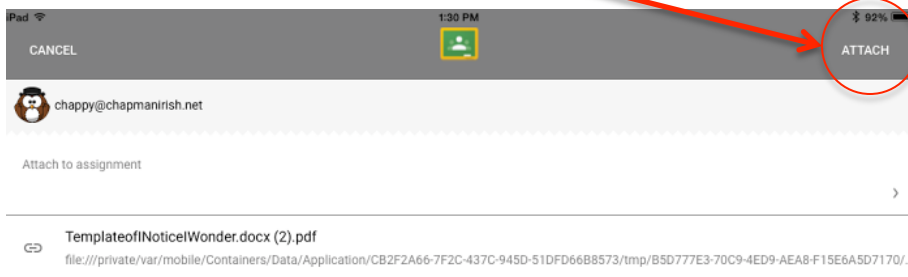


Step 13: If there is already a checkmark by PDF, select **BACK** and then click on **SHARE NOTE**.

Step 14: Select the **Classroom** icon.



Step 15: Select **ATTACH** (this attaches the note to your assignment in Google Classroom)



Step 16: Close the Notability app and open up the Classroom App. Select **TURN IN**. Your assignment will now be turned in to your teacher.

