

Google Classroom & Notability for Teachers

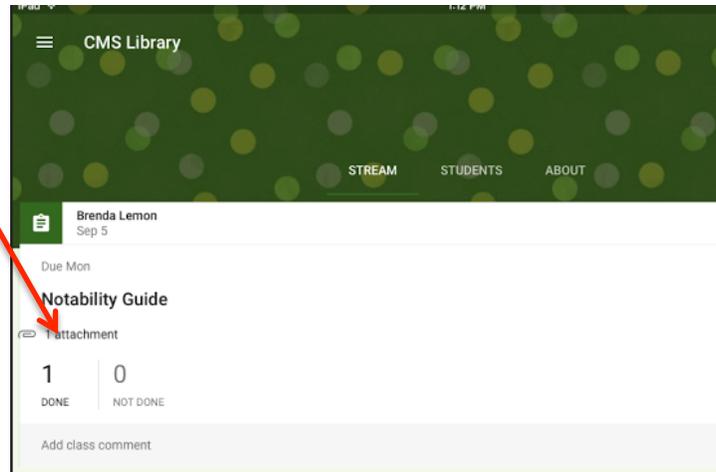
As of right now, there are no easy tools in Google Docs that lets you edit a PDF file so the best way is to use another app such as Notability. Here are the steps.

Step 1: Create an assignment in Google Classroom with the PDF added as an attachment. The best is to have the PDF already loaded in Google Drive and attach it from there.

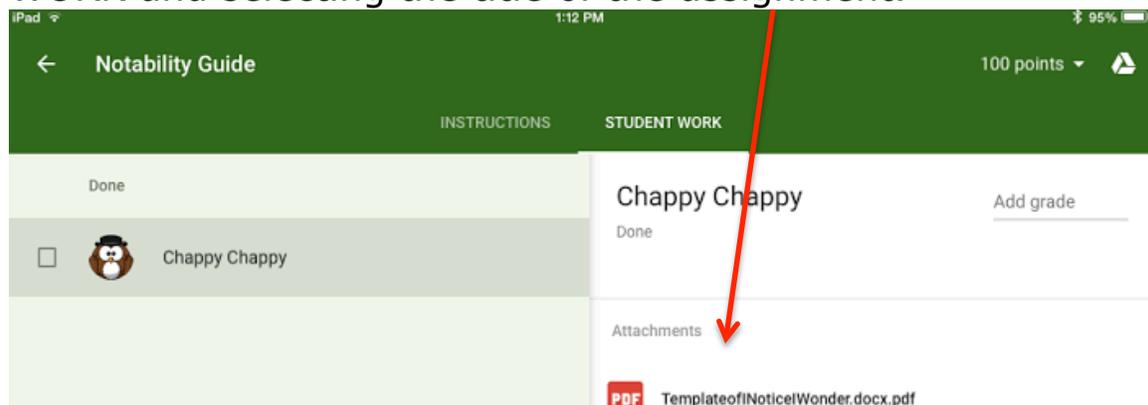
Step 2: Make sure you select **STUDENTS MAY VIEW**.

Step 3: Have the students complete the assignment by using the steps in the Student Guide

Step 4: When the students have completed the assignment, you will be able to see them by clicking on the assignment in STREAM and then clicking on the number of completed assignments.



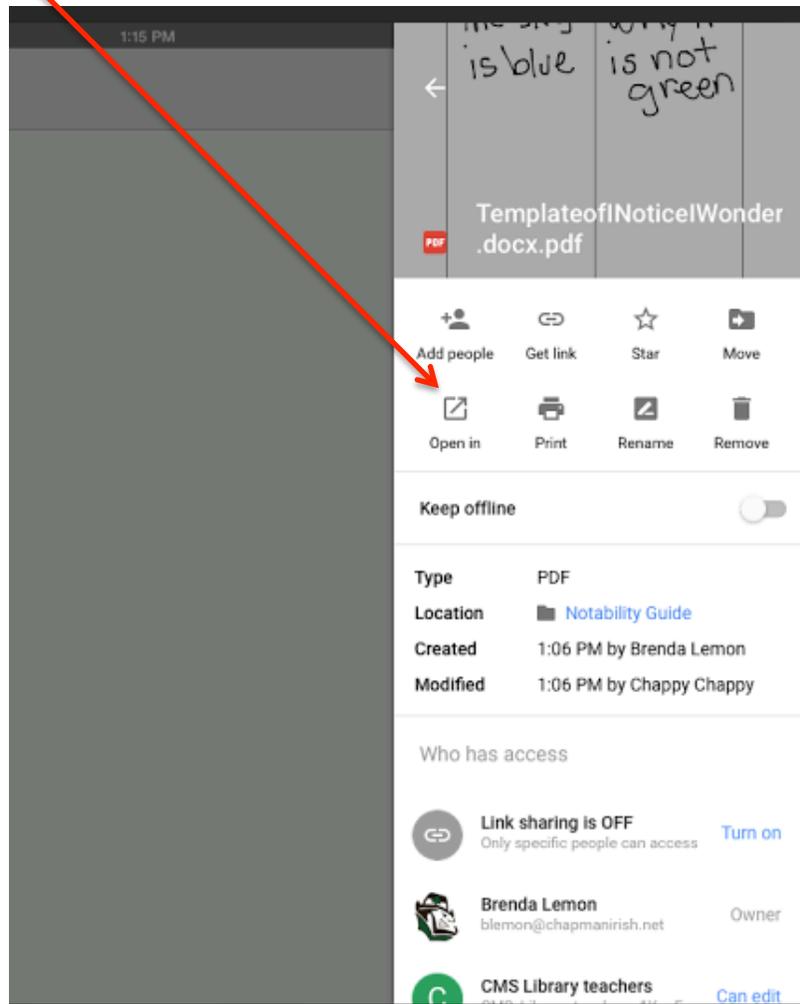
Step 5: Open up the assignment by clicking on STUDENT WORK and selecting the title of the assignment.



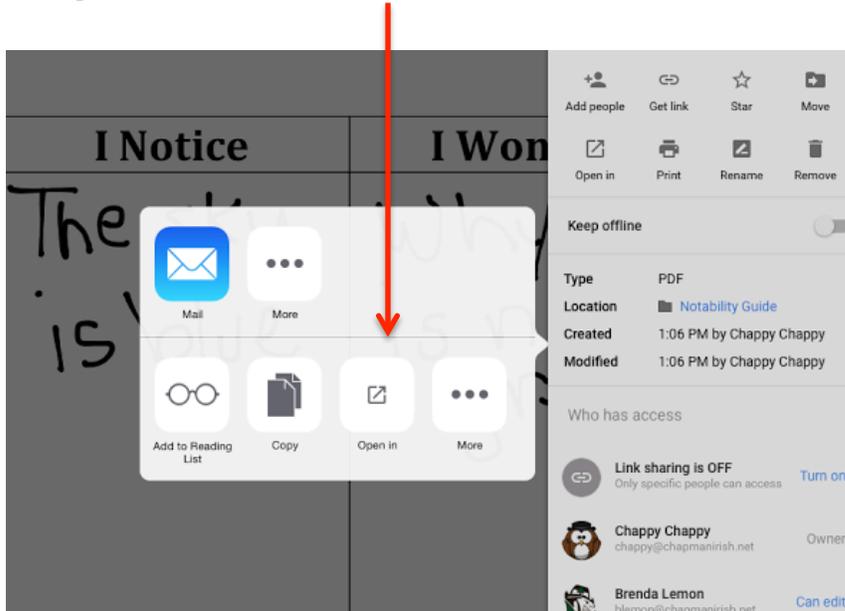
Step 6: If you want to add your own annotations to their assignment, click on the  in the top right-hand corner.



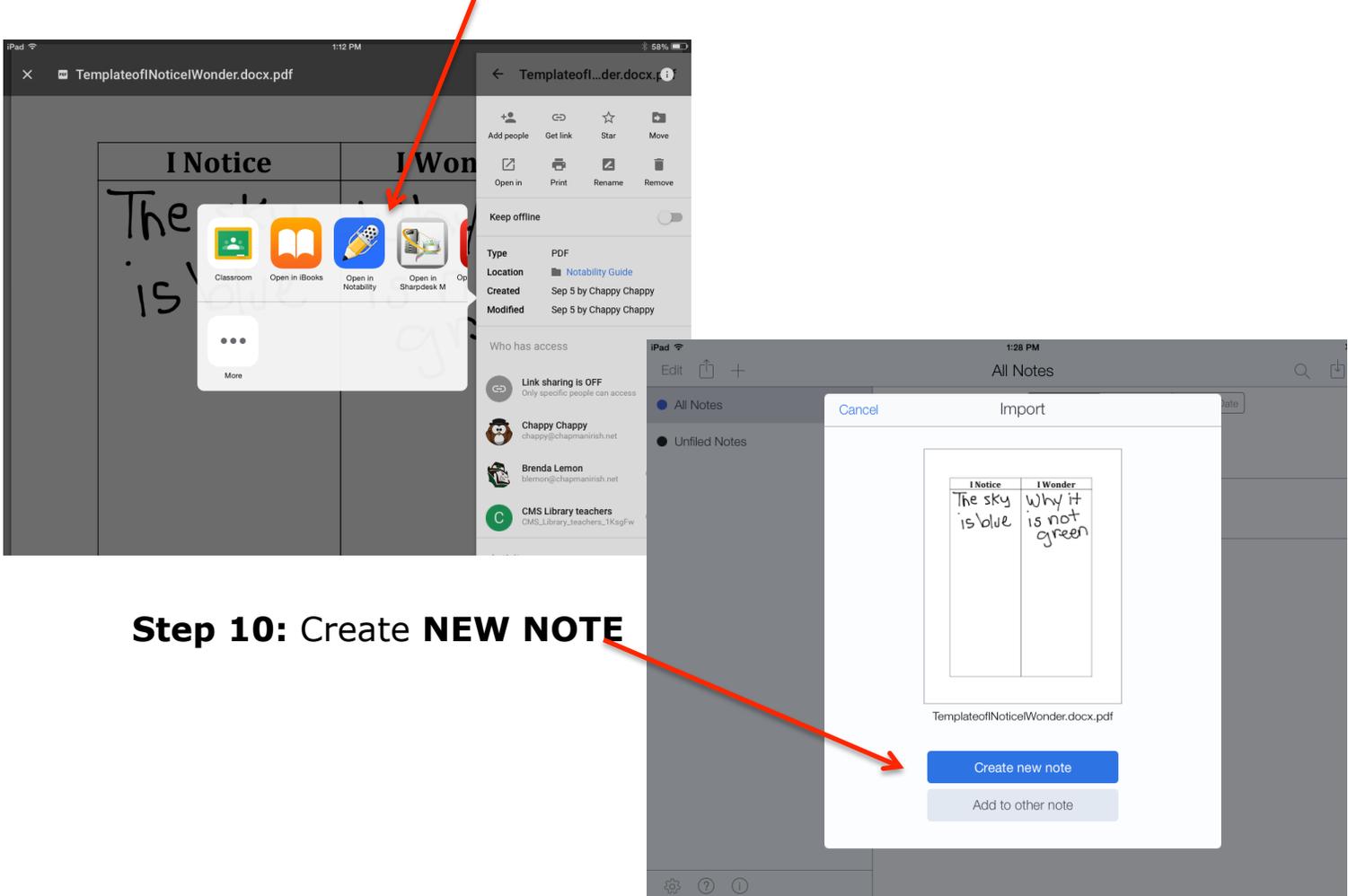
Step 7: Select **OPEN IN**



Step 8: Select **OPEN IN** one more time.



Step 9: Choose Notability



Step 10: Create **NEW NOTE**

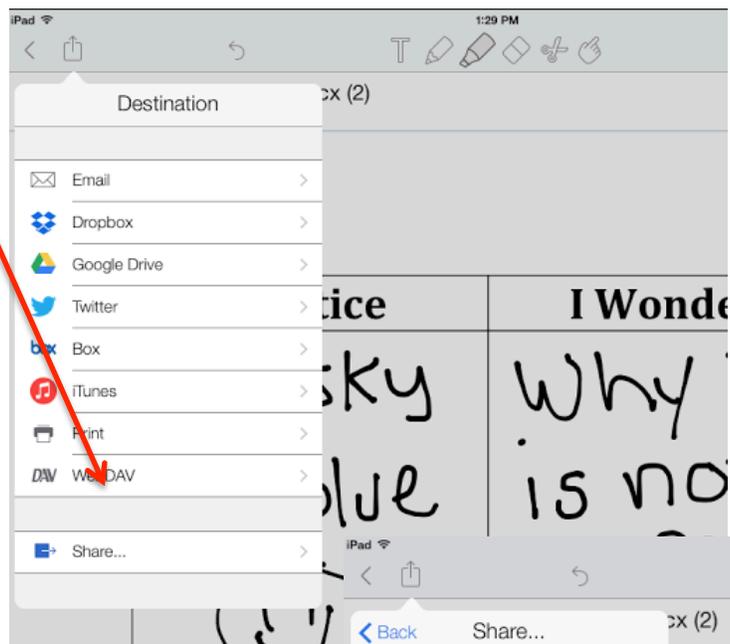
Step 11: Mark the PDF using the tools in Notability. When you are done, you will need to share it back with the student.

Step 12: Click on the box with the up arrow in the top left-hand corner.

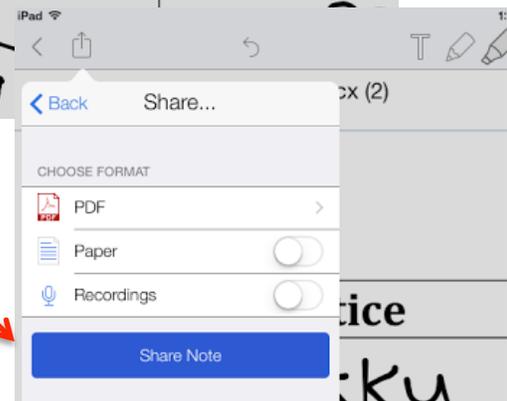


I Notice	I Wonder
The sky is blue 	Why it is not green 

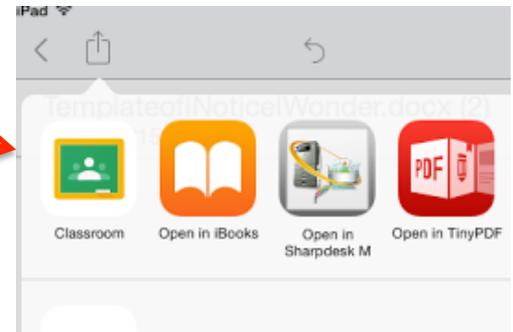
Step 13: Select **SHARE**



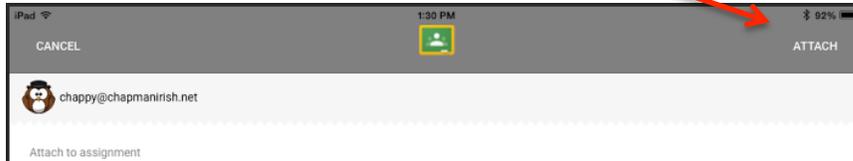
Step 14: Select PDF and then **SHARE NOTE**



Step 15: Select the **Classroom** app

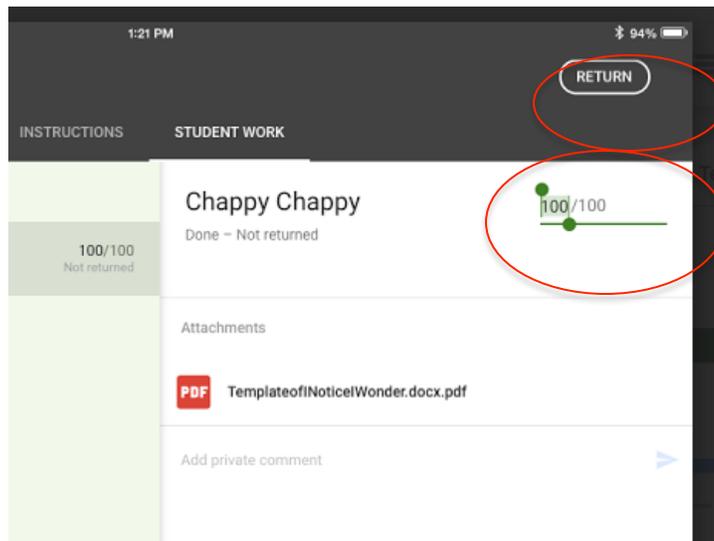


Step 16: Select **ATTACH**



Step 17: Close out Notability and go back into Classroom

Step 18: Open up the assignment and click on **Student Work**. Type in the student grade and hit **RETURN**



* Students will be able to view their grade in Google Classroom but to see your notes and annotations, they need to close Classroom and go to their Drive account. To make it easier for the students to find, have them make sure all of their files in Drive are sorted by last modified by pulling down the A'Z and selecting **Sort By Last Modified**.