

## **How to get documents to Notability and back to Classroom**

First, make sure you have the following apps downloaded from self serve onto your I-pad

- Google Drive (make sure you are signed in)
- Google Classroom
- Notability

### **How to get an assignment from Classroom to Notability**

1. Open Google Classroom
2. Select the desired class
3. On the STREAM PAGE, select the GOOGLE DRIVE LINK provided by your teacher  
or go to the CLASSWORK PAGE to find the specific assignment and then click on the link/document provided (skip to step 6)
4. Click on the BOX WITH THE DIAGONAL ARROW in the upper right hand corner, even if it says that the file type is not supported
5. Click on the GOOGLE DRIVE FOLDER shown and follow the correct folders to the assignment you want to work on(example for Mrs. Snyder's class: Alg & Geom Concepts II/Semester 1 /Semester 1 Homework/Week 2 Sem 1 Homework)
6. Once you see the desired assignment in front of you, click on the THREE DOTS in the upper right hand corner and select SEND A COPY (If you do not see SEND A COPY as an option, it means you may not be signed into Google Drive.)
7. Choose NOTABILITY to send the copy to. (If notability is not listed then click the dots at the end and turn it on.)
8. Click on CREATE NEW NOTE
9. Click on IMPORT at the top
10. Click on DONE
11. Go to Notability and verify that the document is there.
12. You should be ready to work on the assignment in Notability

## **How to turn in a Notability document into Google Classroom**

### **Method 1 (easiest)**

1. Open the assignment in notability that you want to turn in.
2. Click on the EXPORT BOX in the upper left hand corner
3. Click on OTHER APPS at the bottom of the list
4. Click on SHARE NOTE at the bottom of the box
5. Click on the CLASSROOM APP icon (if it does not appear then scroll right until you see three dots. Tap on the three dots and turn classroom on)
6. If the class you want to turn the assignment into does not show up, you will need to switch classes by tapping on the arrow at the right of the screen.
7. Select "attach to assignment"
8. Select the assignment that you want to attach to
9. Select "Turn in" once the assignment has loaded.
10. Done!

### **Method 2 (This method is nice if you want to make a second submission or attach pictures of work)**

Create a folder in google drive called notability (this only needs done once)

Open the assignment in notability that you want to turn in

Click on the EXPORT BOX in the upper left hand corner

Click on GOOGLE DRIVE

Make sure the FORMAT is listed as PDF ( change to PDF if not)

Click on FOLDER

Scroll down until you see the NOTABILITY FOLDER and click on it

Tap on EXPORT TO NOTABILITY at the bottom

Tap on SEND TO GOOGLE DRIVE at the bottom

Now your assignment is a PDF document in your notability folder on google drive

### **Now you are ready to actually turn in an assignment**

1. Go to the Google Classroom App
2. Select the desired class
3. Select CLASSWORK at the bottom of the screen

4. Select the assignment you want to turn in
5. Find YOUR WORK at the bottom of the page and pull up on the up arrow
6. Click ADD ATTACHMENT
7. Select GOOGLE DRIVE
8. Select the NOTABILITY folder
9. Select the assignment you want to attach
10. Click TURN IN

**Method 3( Not the best method as it sometimes doesn't auto update when a person works on a notability document more than once on different days. It seems to only save the initial work done)**

First you must set up notability to auto save documents in Google Drive (this only needs done once)

1. Open Notability ( if time allows delete old assignments)
2. Click on the SETTINGS COG in the lower left corner
3. Click on MANAGE ACCOUNTS to verify that you are signed in to Google Drive. To the right of Google Drive it should say "Log out" ( meaning you are already logged in)
4. Click on AUTO BACKUP at the top left
5. Click on GOOGLE DRIVE near the top
6. On the same page, change FILE FORMAT to PDF (This creates a backup file in Google Drive ,named Notability, that all your notability work will be saved within)

**Now you are ready to actually turn in an assignment**

11. Go to the Google Classroom App
12. Select the desired class
13. Select CLASSWORK at the bottom of the screen
14. Select the assignment you want to turn in
15. Find YOUR WORK at the bottom of the page and pull up on the up arrow
16. Click ADD ATTACHMENT
17. Select GOOGLE DRIVE

18. Select the NOTABILITY folder
19. Select the assignment you want to attach
20. Click TURN IN