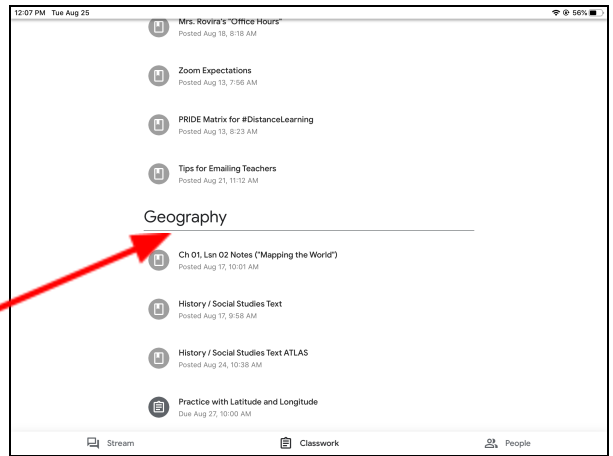
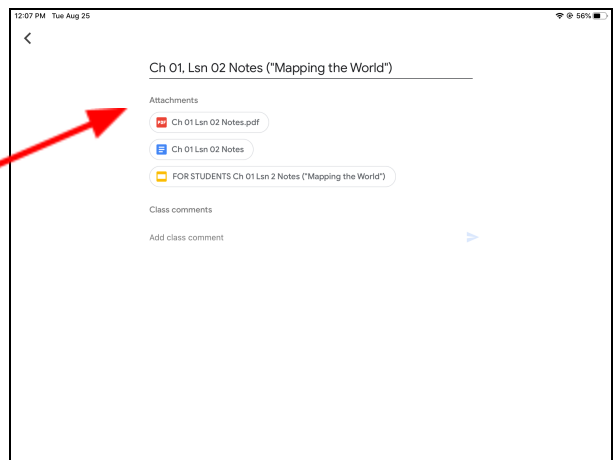


If my teacher posts a PDF in Google Classroom for me, how do I open it up in the Notability app and write on it?

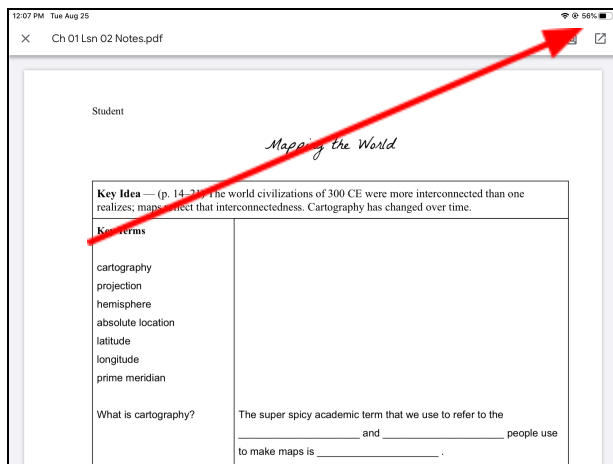
1. Find the **material** your teacher posted in Google Classroom. Generally, material looks like a piece of paper. An assignment to submit looks like a clipboard. Tap on the material in order to open up a new window to view the attached files.



1. Then, find the PDF to open up in Notability. Tap on the file name.

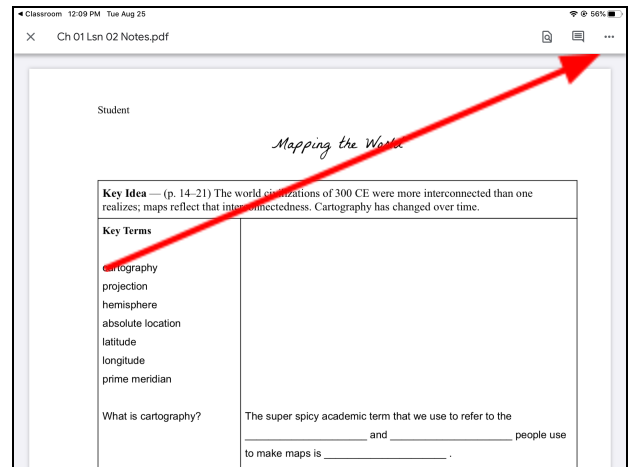


2. In the new window that pops up, in the upper right corner, tap on the square with the arrow coming out of it.

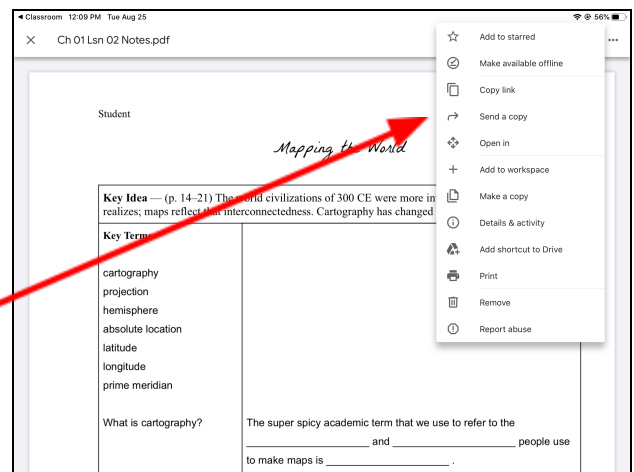


If my teacher posts a PDF in Google Classroom for me, how do I open it up in the Notability app and write on it?

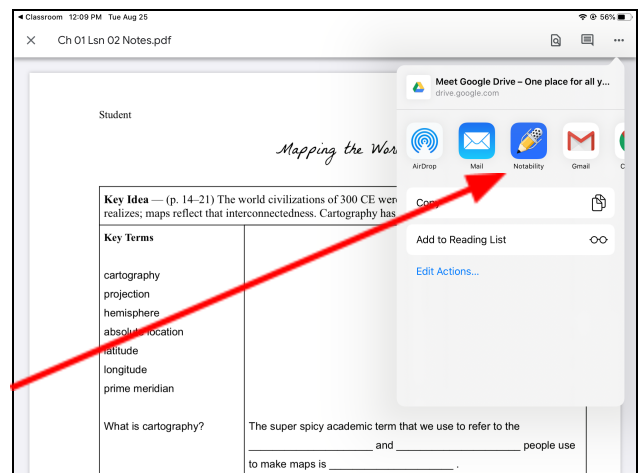
3. Then, one more time, in the tap in the upper right corner, this time on the “three dots” that you see.



4. In the mini-window that pops up, tap on the option that says “Send a Copy.”

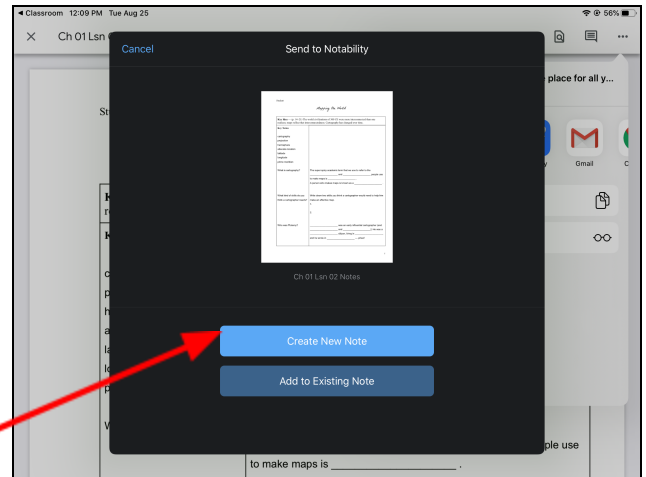


5. In the mini-window that opens up under that, choose the Notability app.

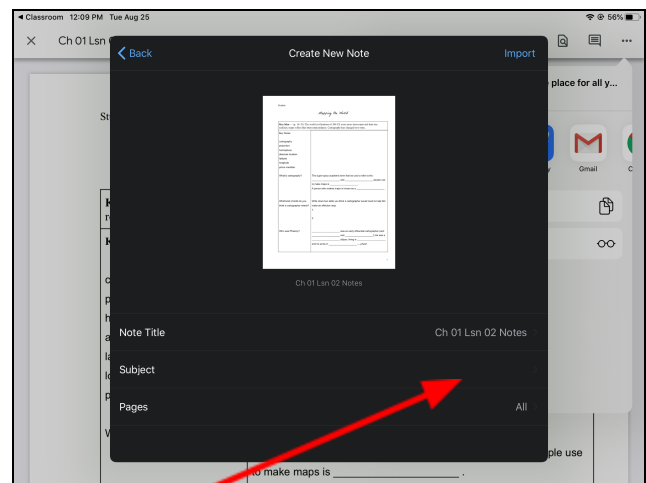


If my teacher posts a PDF in Google Classroom for me, how do I open it up in the Notability app and write on it?

6. Then, in the next window, it will ask you if you want to “Create a New Note.” Yes, you do. (There might be some exceptions later on in the year, but creating a new note will work just fine most of the time.)



7. THEN, it will ask you to choose a location in Notability to save the note. If you have already set up “subjects” in Notability, you can choose to which subject the note is saved. However, if you do not have any subjects set up, it will save your PDF to “Unfiled.” Later on, in Notability, you can set up your subjects and move the PDF out of “Unfiled” and into the subject of your choice.



8. Lastly, open up the Notability app. You should see your file waiting there to open and annotate with Notability’s tools.

