

Challenge D: Notability

1. Open Notability app on your iPad
2. Consider methods of organization. When you tap the + icon you will be given the option of creating a Subject or a Divider. Subjects will hold your notes and Dividers group those subjects.
3. Navigate to the gear icon in the lower left-hand corner
4. Select “Auto-Backup” and select Google Drive
5. Sign in with your Google Drive credentials and select a destination folder
6. Under file format choose PDF +Recording
7. Your notes will now be backed up automatically whenever you open Notability and connect to wifi.
8. Select the ‘pen on paper’ icon in the upper right-hand corner. This will create a new note. Give the note a name and practice using the tools available starting in the middle top of the page from left to right:
Text, handwriting, highlighter, eraser, cut and paste, move object, record audio
9. If you would like to insert a file or media into your notes, select the + icon
10. After messing around select the “outgoing” icon (looks like an up arrow on a sheet of paper)
11. From the options given, select the format you want the notes to be in then practice sending it to your Google Drive and emailing it to yourself.
12. Finally, try the the “Share” option. Pick your format preferences then select an app to send your notes to. It should open in that selected app allowing you to view and/or edit depending on the format you chose. (Try opening it in Schoology to practice the workflow many of your student will use next year to turn in notes/worksheets/responses to you.)