



Completing an assignment in Notability and then Submitting to Canvas

1. In Canvas, touch on the link to the assignment (example worksheet.pdf)
2. Click the Open in icon (top right) 
3. List of apps will show, scroll to find “Copy to Notability”, touch to open
4. Create New Note
5. Import
6. Use the pen, pencil, typing tools to complete the sheet as instructed
7. When ready to submit, Touch the “Open in” icon again (top left) 
8. Other Apps (bottom)
9. Share Note (bottom)
10. Scroll to Find “Copy to Student”, touch to open
11. You will then be back in Canvas app and will see “File received”, touch “Dismiss”
12. Use the back arrow at the top of the assignment detail window
13. Touch the Submission tab
14. Touch “Turn in”
15. At the bottom of the screen, touch “File Upload”
16. Scroll to find the Notability document, touch to select
17. Touch “Submit(1)” in top right corner – Note: you can select more than one document if needed.
18. Assignment will show as turned in, you will also see option of “Turn in Again”.