Notability

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School Web site: http://www.usd268.org/middle-school/classrooms/ms-communications/mrs-harris

link to the iTunes store for the app

https://itunes.apple.com/us/app/notability/id360593530?mt=8

understanding the organization of Notability

- for the teacher, import a few documents into it first so you can play around with creating a new document, adding to an existing one, moving them & deleting them, etc.
- for students, have them make the dividers and subject tabs first, then bring in PDFs
  - they won't understand what you're having them do until you do it, and you'll need some documents ready for them to add to this app

difference between a divider and a subject tab

- the divider is a little grey tab to separate your subject tabs
  - you cannot move things into a divider
  - it can be opened and closed to show the cascading items under it
- a subject tab is like a folder--you can move items into it
  - hold down the document and drag it to the subject tab
- you can change the colors of these by going to the gear, then choose theme, and then pick one of the choices; I prefer colorful for my aging eye sight

organization

- the All Notes subject tab is important; it contains everything; if you delete from there, it will delete wherever else you stored that document
  - for those who use gmail, it's like the all mail selection
- keep Unfiled Notes, the 2nd item from the top, to a minimum
  - these are documents that have no home because you have not put them into a subject tab
- when making dividers with students, you, the teacher, needs to decide on the labels so the students do it all the same; this will make it easier when you are directing them where to put things
- here are examples for my class
  - my students have a divider (the grey dealie) for my class called 7thComm, they also have dividers for 7thScience, 7thSocialStudies, and 7thMath
  - subject tabs for 7thComm are based on the various types of exercises and unit we do, so here are mine
    - grammar, expository, persuasive, short story, poetry, lit terms, writing, research, misc.
  - subject tabs only go 1 level deep: you cannot make subjects within subjects though
    - so I will make a subject tab called Out of the Dust when we study that novel because if we study another novel, I will want to keep it separated; having just a subject tab called Novel would mix up those two books
    - so for social studies, you might have a subject tab for the unit
- let the students pick how they want their tabs to look

- o give them play time when learning how this work & build that time into your lesson plans; believe me, they'll tune you out if you don't give them play time
- o to change appearance of the subject tabs, click on the gear in the lower left-hand corner, choose theme
- o iunder handwriting, left-handers can choose that option

for left-handers
- click on the gear in the lower left-hand corner, choose handwriting

magnification & hand rest
- click on the magnifying glass in the lower right-hand corner and you'll see that the area will get enlarged without having to pinch in/out on the screen
  - o some students will really like that and use it a lot
  - o I do not personally like that; I do the pinch in/out move (probably because I don't really understand how it works)
- the hand acts as a hand rest area when writing or typing (again, I really don't get it, so I don't know much about that; some of your kids will get it & use it)

adding and deleting pages to an open document
- in the upper right-hand corner, click on the stack of papers
  - o this opens up the entire document on the right

back-up
- go to the gear and select auto-back up and choose your storage type

when opening a document into Notability
- if you have a specific location, have the student open that subject tab first, then it will go straight to it
  - o if you do not do this, by default it will go to the last place open
    - ▪ yes they can search for it by document name, but it could be time consuming
    - ▪ they can always search in all notes too

tips for student names on the documents
- finger write name or sticky note name on the document
- at the end (or the start) of the document name, put last name that way you'll know whose paper is whose when you an entire block's worth of papers in Notability
- if you do not have them put their last name in the name of the document, searching your files is tricky
  - o if their last name is on it, I can type in Smith, and all of Smith's items come up; even though I do sort them into my class folders, I could misplace one and have a hard time finding it, so I like it that I had them do this
  - o for parent/teacher conferences, I can easily pull up all of one student's work and the list of all that person's documents are there

sticky note/textbox tips
- tell students to use colored text or colored stickies
  - o that way their writing stands out and the teacher can easily see the student's response and it is not the same color as the question/statements on the document

teacher tips for grading writing assignments
- if you find yourself needing to type the same thing over & over again on kids' papers, create a document and type it in one time, then when needed, just go copy the sticky to that kid's paper
  - o you'll need to select all & copy the text; I have not figure out a way to copy the entire sticky with the text in it (that doesn't mean it is not possibly though)
- **paperless grading**
  - o if you know you won't have an Internet connection, move all items into Notability first
    - ▪ have subject tabs by block/class name
      - • make a graded folder for each block too
      - • use the Numbers app to record grades (that way you will not have

to completely open up the document again once you're ready to enter grades); however, you will need to open it to send them to their Google Drive shared folders
- the beauty in this is you need no pens, highlighters, staplers—nothin' but a decent charge on the iPad

audio

- the microphone is your recording device
  - once you've taped something, the little dropdown arrow appears and you'll see where you can hit play to hear it
    - to delete, it click on the gear on the right side, choose manage recordings, edit, click the minus sign, then delete
  - when sending a Notability doc with audio, click on PDF & the options come up, choose NOTE; if you do not do this, the audio part will not send, so be sure to choose NOTE
    - when opening an audio version of Notability from Google Docs, a black screen will appear with a statement that it won't open, but it will if you click on Open In Another App, choose Notability & it should all be there as created by the sender
      - by default, whatever the last type of document was sent is what the app will choose for the next time an item is sent, so if audio is not needed, get your students to always check the type of document they are sending
        - I do not know anything about the RTF option to sent

misc. info

- remember, make PDFs of documents so they will open in Notability & students can write on them
- dark text boxes, etc. take longer to load
- there may be easier ways to do things in this app that I am not aware of, but these are the items that work for my classroom