

Editing a PDF Assignment using Read&Write -

Students/Parents

Translate this Document

You can edit PDFs using the Google Read & Write TextHelp PDF Reader Extension which is attached to all Student Google Accounts. If you are using a non-OCDSB device you may need to Sync your Student's account inorder to be able to use these extensions.

Signing in and Syncing the Student Account to enable Extensions

 Open the Google Chrome Browser, click on the profile icon in the uppermost right corner (#1). If you do not see the Sync is on symbol in the pop-up window, then follow steps 2-6 below before moving on to <u>Opening the PDF</u> within Google Classroom.





2. Click on Turn on sync...



- 2. Enter your Student OCDSB email address (#3).
- 3. Enter your password (#4).

Google	Google
Sign in to Chrome	Welcome
Sign in with your Google Account to get your bookmarks, history, passwords and other settings on all your devices	kelly.test@ocdsb.ca ✓
Email or phone	Enter your password
Forgot email?	Forgot password? A Next
Not your computer? Use Guest mode to sign in privately. Learn more	
Create account Next	



4. In the popup window select Link data (#5).



5. Click on Yes, I'm in (#6).



You are now signed into Chrome and all the Students extensions including Google Read & Write should be enabled.



Opening the PDF within Google Classroom

Open your **Student's Google Classroom**, select the **Classtream** tab at the top, then click on the **Assignment** containing the PDF.

Stream	People	
包 View your work	🖬 Google Calendar 🛅 Class Drive folder	

Click on the **PDF** file found on the right hand side under **Your WorkB**.

100 points	Your work Assigned JOHN OCDSB - sh X
	+ Add or create
	Turn in
1	Private comments
	Type a private comment between you and the teacher here
	100 points

If this is the first time you have edited a PDF, you may get pop-up windows asking to select your account and to allow permission to make changes to your Drive for **both Google Read & Write** and the **OrbitNote**. When these appear, **select your Student's account (#1)** from the list and then click **Allow (#2)**.



Choose an account to continue to creitNote Bob Test bob.test@ocdsb.ca	bob.test@ocdsb.ca bob.test@ocdsb.ca bit Note to: See, edit, create, and delete all of your Google prive files View your Google Drive apps ()
To continue, Google will share your name, email address, language preference, and profile picture with OrbitNote. Before using this app, you can review OrbitNote's privacy policy and terms of service.	Make sure you trust OrbitNote You may be sharing sensitive info with this site or app. You can always see or remove access in your Google Account. Learn how Google helps you share data safely. See OrbitN (Second Policy and Terms of Service.
English (United States) - Help Privacy Terms	Cancel Allow

Editing the PDF

You should now see the PDF and the OrbitNote toolbar in the top of the PDF window.

Adding Text to your PDF

- 1. Click on the **T** in the Toolbar (**#1**). Then move the cursor over the PDF.
- 2. Click, drag and release to create a **text box**.
- 3. **Type your text** in the box and click anywhere outside of the textbox to save it to the PDF (**#2**).
- 4. You can move the text box by clicking and dragging the four way arrow (#3).



Adding free hand writing or drawing to your PDF



- 1. Click on the **calligraphy pen** in the Toolbar (**#1**).
- 2. Click on line colour to select your pen colour (#2).
- 3. Then click and drag the cursor over the PDF to write or draw (#3).
- 4. If you make a mistake you can click on the eraser icon (**#4**) then select your drawing to remove it.



Handing in your PDF Assignment

When you have finished editing your PDF click on the **Turn In button** in the top right corner.



This will take you back to the Google Classroom. When you are ready to submit your work to the teacher. Click on the **Turn in** button then confirm that you want to Turn in on the pop-up window.



If you want to make a change to your work you can click Unsubmit make your changes then click Hand in again.

Your work	Turned in	Unsubmit?
JOHN OCDSB PDF Unsubmit	- sheep	Unsubmit to add or change attachments. Don't forget to resubmit once you're done. Cancel Unsubmit

General video for completing assignments

<u>How to Complete and Submit Assignments in Google Classroom</u> for Parents and Students.