



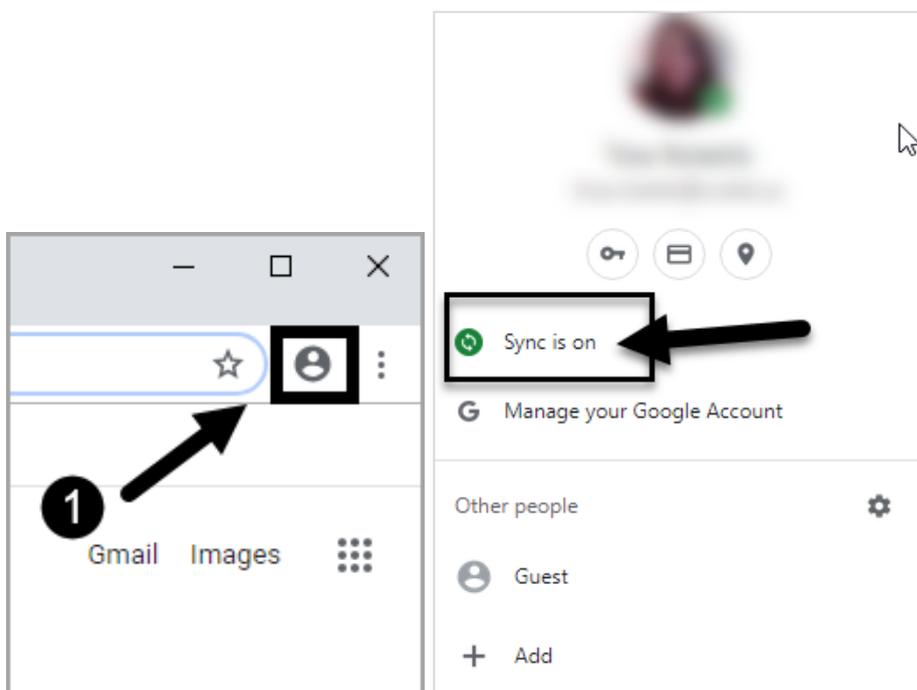
## Editing a PDF Assignment using Read&Write - Students/Parents

[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 in order to be able to use these extensions.

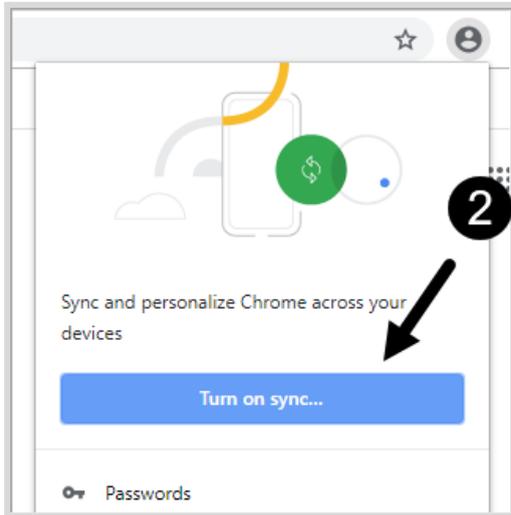
### Signing in and Syncing the Student Account to enable Extensions

1. 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 [Opening the PDF within Google Classroom](#).



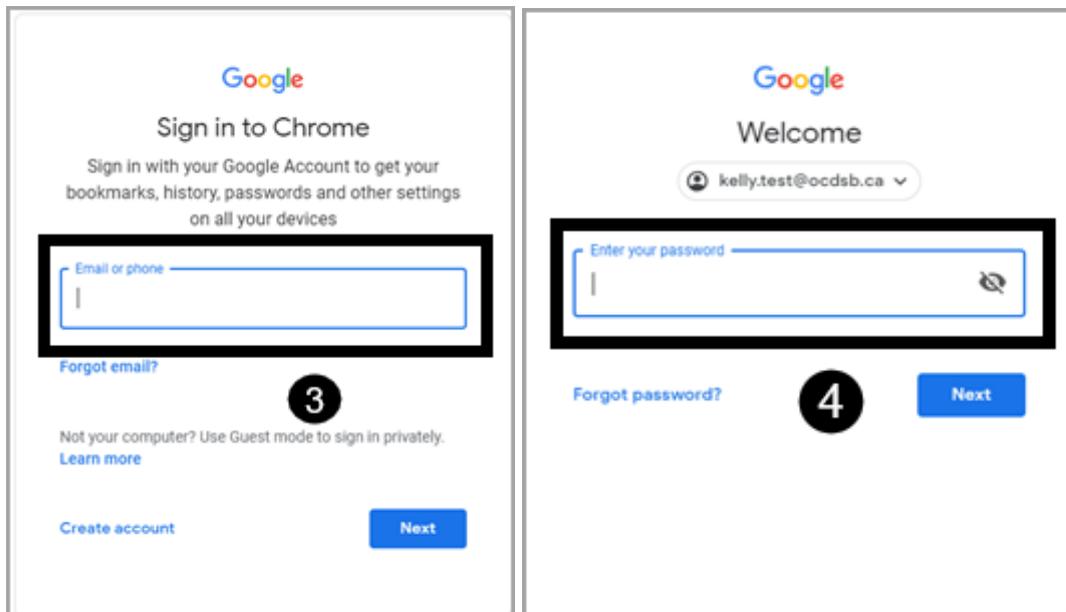


2. Click on **Turn on sync...**



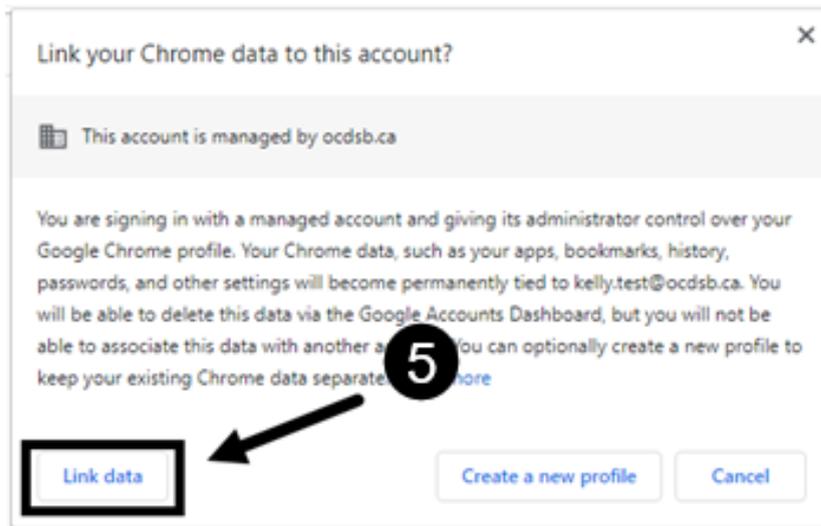
2. Enter your Student OCDSB email address (**#3**).

3. Enter your password (**#4**).

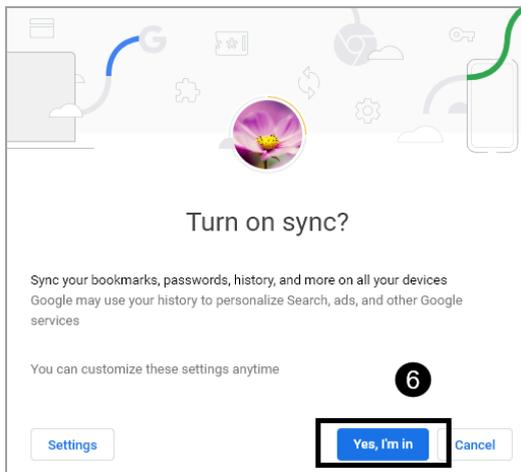




4. In the popup window select **Link data (#5)**.



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

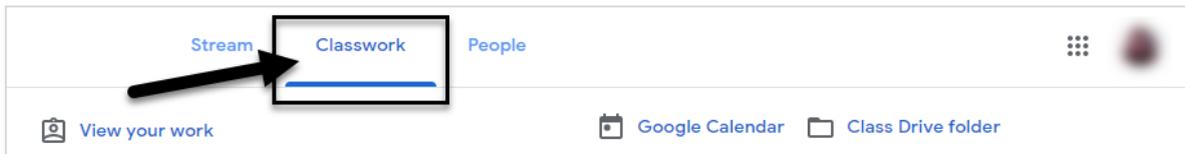


You are now signed into Chrome and all the Students extensions including Google Read & Write should be enabled.

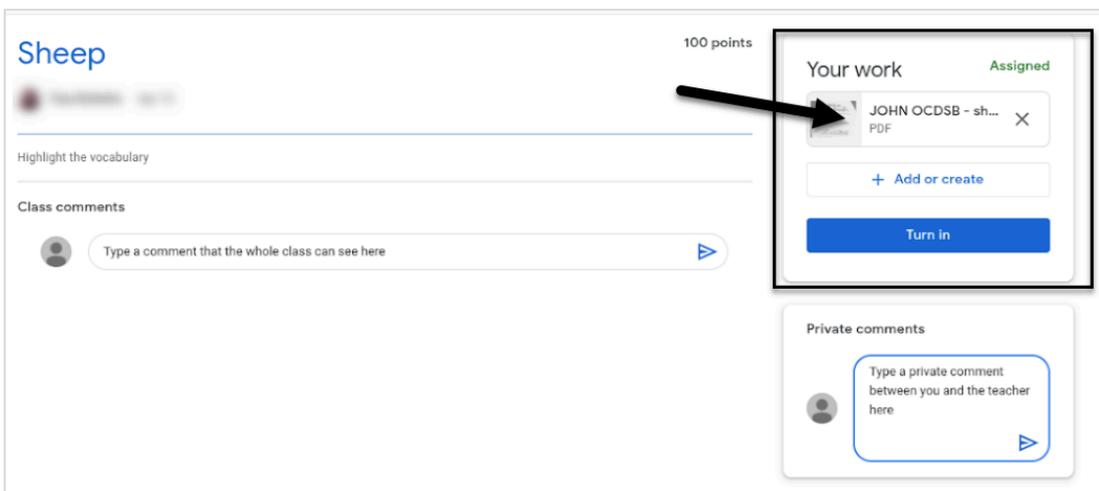


## Opening the PDF within Google Classroom

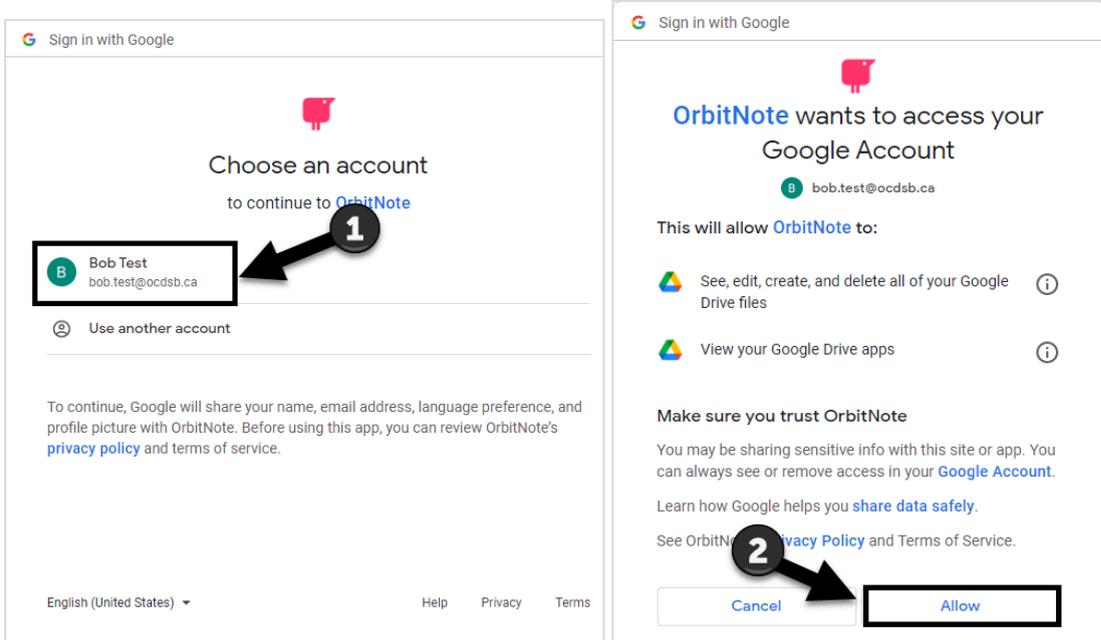
Open your **Student's Google Classroom**, select the **Classstream** tab at the top, then click on the **Assignment** containing the PDF.



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



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)**.

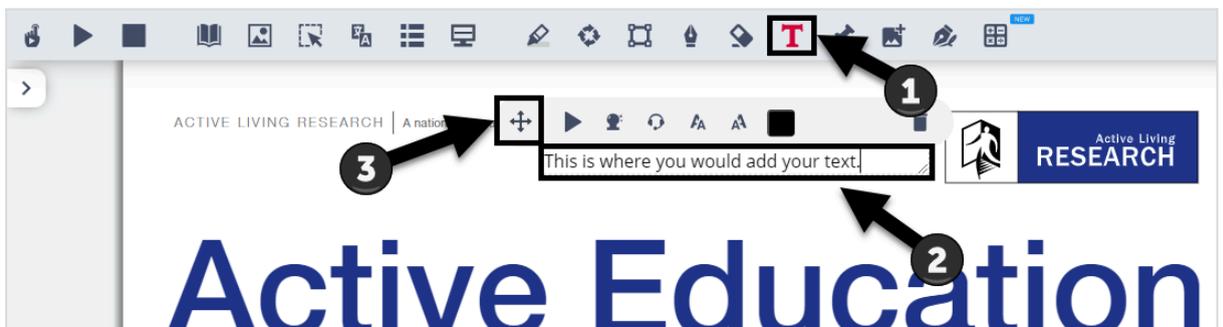


## Editing the PDF

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

### Adding Text to your PDF

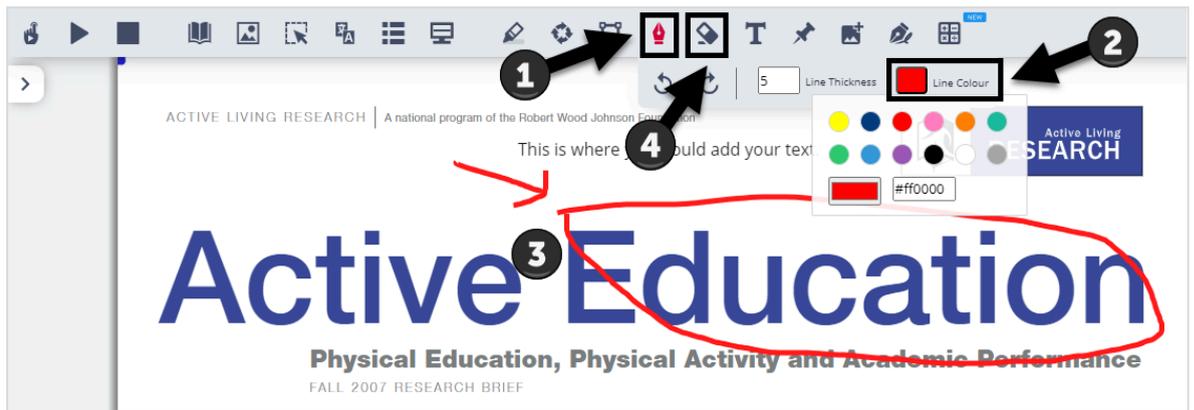
1. Click on the **T** in the Toolbar (**#1**). Then move the cursor over the PDF.
2. Click, drag and release to create a **text box**.
3. **Type your text** in the box and click anywhere outside of the textbox to save it to the PDF (**#2**).
4. You can move the text box by clicking and dragging the four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



### Adding free hand writing or drawing to your PDF

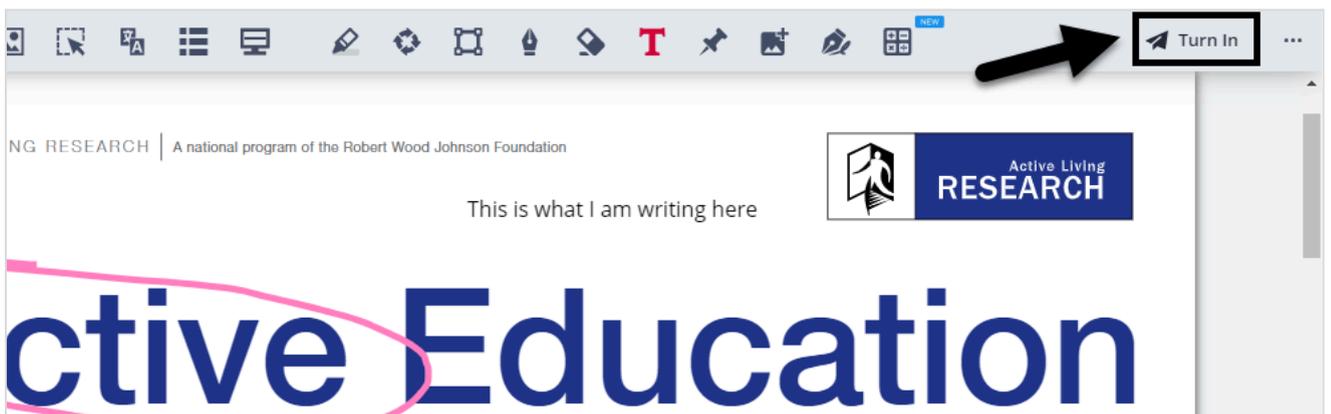


1. Click on the **calligraphy pen** in the Toolbar (**#1**).
2. Click on **line colour** to select your pen colour (**#2**).
3. Then click and drag the cursor over the PDF to write or draw (**#3**).
4. If you make a mistake you can click on the eraser icon (**#4**) then select your drawing to remove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

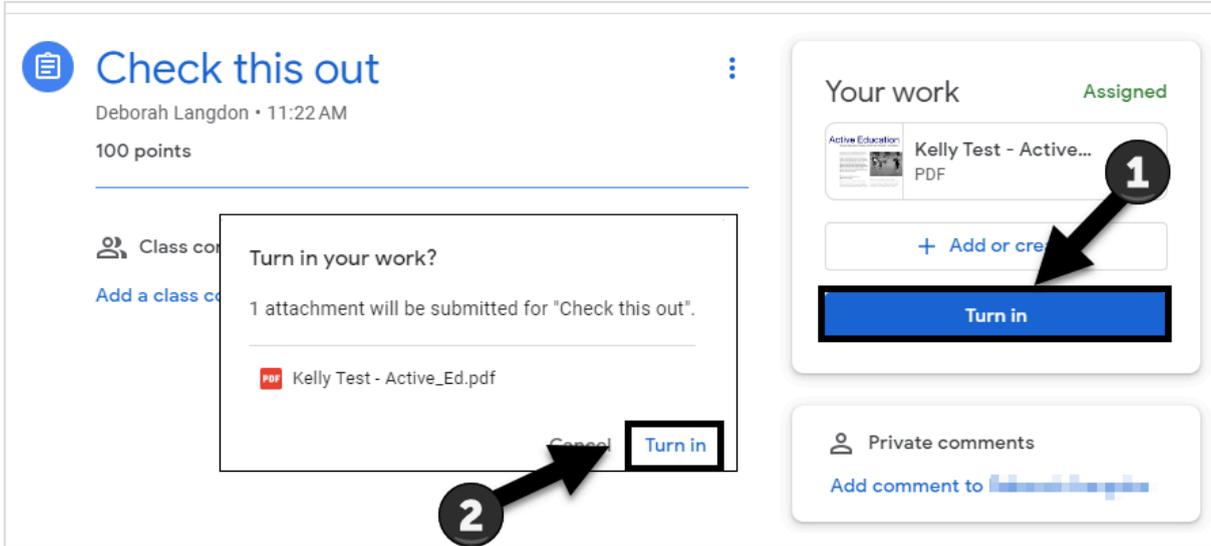


## Handing in your PDF Assignment

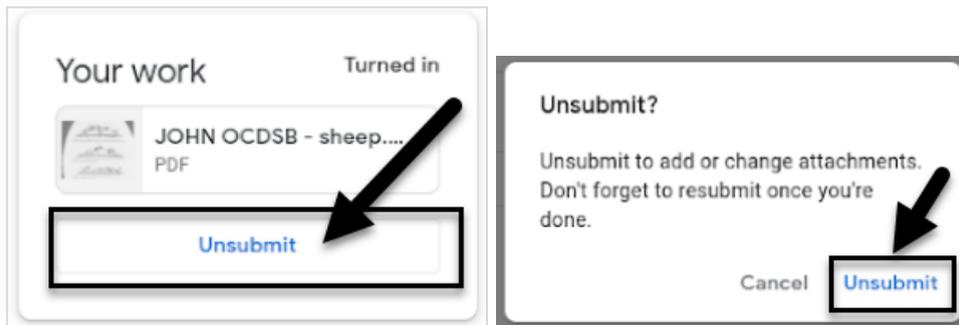
When you have finished editing your PDF click on the **Turn In button** in the top right corner.



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.



## General video for completing assignments

[How to Complete and Submit Assignments in Google Classroom](#) for Parents and Students.