

Steps for Opening and Returning in Notability from eBackpack:

1. Log into eBackpack
2. Go to "Assignments"
3. Open the given assignment
4. Read the instructions and click on the document in "Assignment Materials"
 - At this point you have 2 options:
 - Option 1: (Great for simple assignments that do not need to be saved in Notability)
 - a. Click on "Mark It"
 - b. Make any needed marks
 - c. "Save"
 - d. "Turn In and Mark as Complete"
 - e. "OK"

 - **Option 2:** (Must be used when you need to save your work in Notability, i.e. HW)
 - a. Click on the up arrow (next to Mark It)
 - b. "Open in Another App"
 - c. Open in Notability
 - d. Add to Other Note
 - e. Choose the correct note (most likely Algebra HW)
 - f. Complete the work
 - g. Click on the up arrow (next to Back arrow)
 - h. "Open in..."
 - i. Keep all settings as is (PDF) and click on "Open Note In..."
 - j. Click on "Open in eBackpack"
 - k. "Assignment Turn-In"
 - l. "Algebra..."
 - m. Continue choosing correct folders (HW or Classwork)
 - n. Click on the original assignment location
 - o. "Upload"
 - p. "Turn In and Mark as Complete"
 - q. Check and make sure the assignment has been handed in