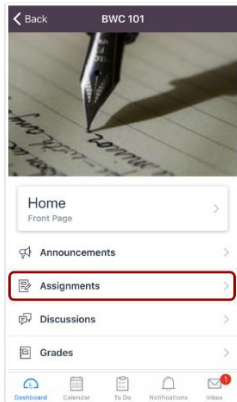


**PARENTS/GUARDIANS: Weekly reading homework will be completed through Canvas. We have worked on Canvas at school, so students are familiar with the process. However, if they get stuck, please use these directions.**

### **Using the Student Canvas App for PDF Worksheets**

**Step 1:** Have students open up the Student Canvas app on iPad (mostly white with red icon)

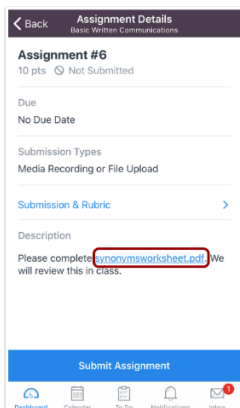
**Step 2:** Open the course and go to Assignments



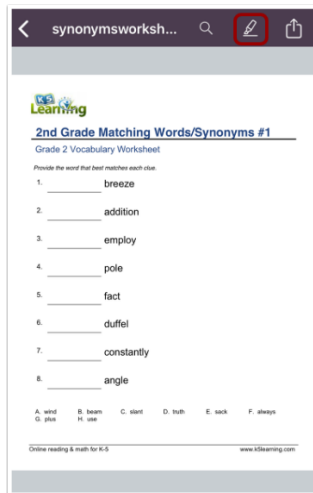
**Step 3:** Open the assignment you want to work on



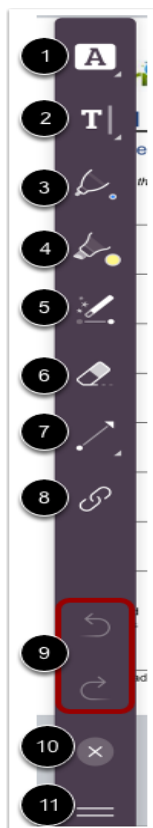
**Step 4:** Click on the PDF file the teacher posted in the assignment.



**Step 5:** Click on the Edit icon at the top of the worksheet



**Step 6:** View tool bar with accessories available for editing document



Use the toolbar to select your annotation tools.

To add highlight, underline, squiggle, or strikethrough text annotations, tap the **Text Formatting** icon [1].

To type text or add a comment, tap the **Free Text** icon [2].

To add color annotations, tap the **Pen** icon [3].

To highlight text, tap the **Highlight** icon [4].

To free-draw shape annotations, tap the **Drawing** icon [5].

To erase changes, tap the **Eraser** icon [6].

To draw arrows, lines, or shape annotations, tap the **Line** icon [7].

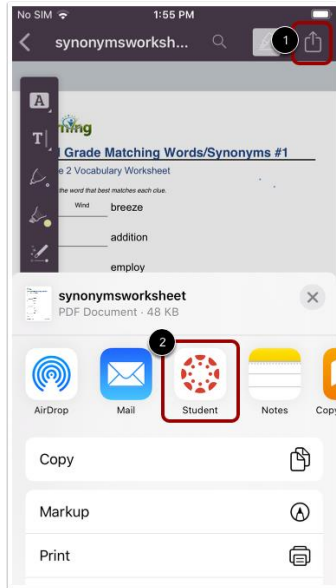
To add a link as an annotation, tap the **Link** icon [8].

To undo or redo an annotation, tap the **Arrow** icons [9].

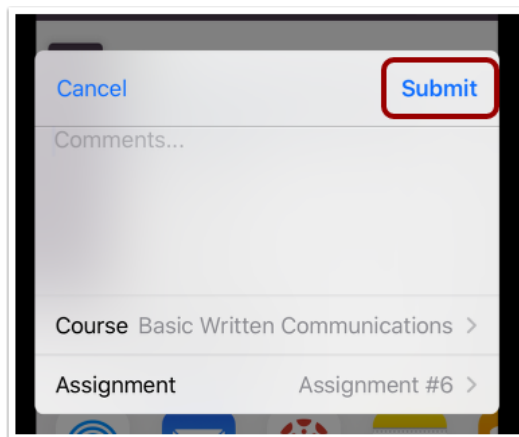
To close the toolbar, tap the **Close** icon [10].

To move the toolbar, tap and hold the drag handle [11], and move it to the new location. The toolbar can be relocated to either side of the screen.

**Step 7:** To submit assignment, 1. Click on the share icon at the top right corner (next to edit icon) and  
2. Click on the Student Canvas icon.



**Step 8:** Click submit



**Done!** A message will drop down momentarily confirming assignment submission.