

Documenting Student Fluency with Notability



Notability-Flexible note-taking tool appeals to multiple learning styles

Cost: \$2.99

- Notability has a built-in tutorial that I recommend using with your class as a whole, or specifically with the students & adults that will be working with the app.
- Here is an additional “how to” [resource](#) that gives you an overview (and then some).

[Student Fluency Page](#) -click here to access. This is the rubric that I developed for my classroom use. I recommend saving a copy in your own drive so that you can modify it as needed.

Teacher Steps to Use Notability to document student fluency using your iPad

(Ahead of working with students)

1. Take a photo of the print resource that you want students to read.
2. Take a photo of the student fluency rubric you want students to use.
3. From Notability-Login to your GAFE (Google Drive) account using the settings icon in the lower right hand corner (looks like a gear)
 - a. Manage Accounts-Log-in to Google Drive
 - b. Click Accept for all

(With students)

1. **Start a new document**-Choose the “Compose Icon” (looks like a pencil on paper) in the upper right corner.
2. **Name the document**-Click on the title of the note (bold words at the top of the page that includes the date) and rename with student information (I use student first name & first name of the title Ex: Sam-Butterflies)
3. **Add a photo**-Click on the plus sign in the upper right hand corner
 - a. Choose **photo**
 - b. Choose **camera roll**
 - c. select the image of the student passage
4. **Resize the image**-drag the blue dots in the corner of the image to make it large enough to fill the width of the page.
 - a. click off the picture to return to the main document.

5. **Add a photo**-Click on the plus sign in the upper right hand corner
 - a. Choose **photo**
 - b. Choose **camera roll**
 - c. select the image of the student fluency rubric
 6. **Resize the image**-drag the blue dots in the corner of the image to make it large enough to fill the width of the page.
 - a. click off the picture to return to the main document.
 7. **Student Highlights**-choose the highlighting tool from the top menu (if you hold the button down you can change color and width
 - a. I had students highlight unknown words, punctuation, and/or words they wanted to emphasize
 8. **Students Practice**
 - a. I initially had my students practice on paper prior to recording, but found that many were more motivated to read on the screen. (Go figure.)
 9. **Students Record**
 - a. When students are ready (and in a quiet location wearing their headphones), click the microphone button at the top of the screen. (You will know it is recording because you can see numbers above the icon.)
 - b. Click the microphone icon again to stop recording.
 10. **Students listen & evaluate**
 - a. click the “v” icon next to the microphone to open the playback menu
 - b. click the triangle with a circle around it to play the recording-(I asked students to listen to their recording twice, and on the second time through record their self-evaluation on the rubric).
 11. **Student Evaluation**
 - a. Use **2 fingers** to scroll down the screen to the scoring rubric.
 - b. Choose a pencil tool from the top menu (hold down to change colors & thickness)
 - c. Circle the appropriate areas.
 12. **Save Work**
 - a. Click the icon that shows an arrow going out of a box in the upper left-hand corner.
 - b. Choose Google Drive
 - i. Make sure **Note** is selected under ‘format’
 - ii. under ‘Destination’ Click on the folder until you see your student’s name come up.
 - iii. On the top you will see the students’ name in blue letters: Ex: “Export to Sam”
 - iv. **Click on the blue box: “Send to Google Drive”**
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13. To have a student continue working on a previously started piece, or to share a 'Note' with parents

- a. From the Notability home screen choose the "incoming" icon in the upper right-hand corner that shows an arrow going downward into a rectangle
- b. Choose Google Drive
 - i. Choose the student folder you'd like to access
 - ii. Choose the work sample you'd like (you will see a check-box appear)
 - iii. The small letters will tell you where the file was imported to. (Likely unfiled notes)
- c. Hit the Back Button, <, Done (in blue letters, upper left-hand side)
- d. Go to Unfiled Notes
- e. Click on the file you'd like to access.
- f. Push the 'v' icon next to the microphone to open the recording menu.
- g. Press 'Play >' (with a circle around it) to hear students' recording.

14. *SPECIAL NOTE***** The home screen will fill up with student notes over time.**

This takes up the precious available space on your iPad. To delete these items:

- a. slide" the note to the left.
- b. a "delete" button will appear.
- c. confirm delete