

# Using OrbitNote With SNAP Assessment



**OrbitNote** is an accessible PDF editor by that provides interactive learning experiences by allowing users to read, annotate and markup on PDFs. It supports inclusive learning through tools like text-to-speech, voice notes, simplify text and translation. It works best in the Chrome browser and can be accessed through the browser extension using the SD71 login.

*OrbitNote icon located on the extension bar in a browser. If you don't see here it, see the NOTE located at the end of this document.*

## STEP ONE: LOGGING INTO ORBITNOTE

1. Open the **CHROME** browser. Click on the OrbitNote browser extension  located to the right of the URL bar.

*Note: it MUST be the Chrome browser for this extension to work correctly.*

2. Login to OrbitNote using the SD71 login credentials - be sure to select the MICROSOFT option.

*Note: On a school district computer, this may occur automatically.*

## STEP TWO: NAVIGATE TO THE SNAP ASSESSMENT

1. In the Chrome browser, click on the "+" sign to open a new tab.
2. Click on the "SD71 Bookmarks" shortcut located in the Bookmarks bar.
3. Click on Learn71 > Assessment & Reporting > District Assessments > Numeracy . . . scroll down to locate the specific SNAP assessment under the "SD71 SNAP Assessments Templates".
4. Click on the link to open the document.
5. If the document doesn't open automatically in OrbitNote, click on the OrbitNote icon  located on the left sidebar with the pages.

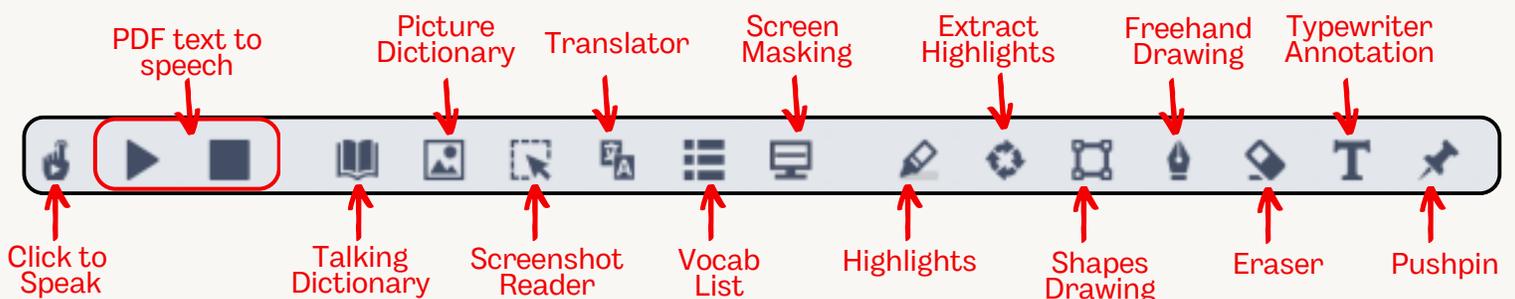
*(You will know it's opened in OrbitNote if you see the OrbitNote toolbar - see below.)*

*NOTE: If you don't have the shortcut in the bookmarks bar for Learn71, just type it in the browser bar use the above navigation to get the to SNAP assessment.*

## STEP THREE: INTERACTING WITH THE DOCUMENT

### Use the OrbitNote toolbar to interact with document

1. The "**Freehand Drawing**" tool will allow the user to draw on the document.
2. The "**Typewriter Annotation**" tool will allow the user to add a text box to type.
3. The "**Shapes Drawing**" tool will allow the user to add shapes.
4. Use the "**Click to Speak**" tool to have sections of the text read out loud to the user





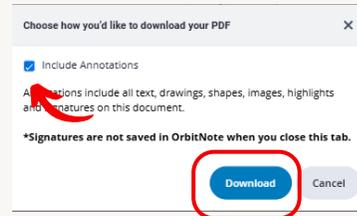
If this document is to be accessed on a number of occasions, no more steps are required. The document will autosave with the added annotations.

*NOTE: To access the document with the annotations created in OrbitNote, **always** open OrbitNote first THEN open the document within OrbitNote (step 3 from above). This will then display the annotations.*

## STEP FOUR: SAVING FINAL DOCUMENT WITH ANNOTATIONS

Once all the annotations have been added and the document is ready to be "handed-in", it can then be downloaded to "flatten" the annotations to the document. This will allow users to open this document in whatever PDF reader and have the annotations displayed.

1. Have the annotated document open in OrbitNote. Click on the "Download" icon  on the bottom right of the screen.
2. Be sure to have the "Include Annotations" check box checked. Click "Download".



*The saved document will be located in the downloads folder.*

3. Rename the document. Click the downloads icon in the browser . Click on the folder  to view the file (hover to the right of the file name). Right click on the document and select "Rename" to rename it.

## STEP FIVE: PRINTING THE FINAL DOCUMENT WITH ANNOTATIONS

The document can also be printed with the included annotations once downloaded and saved to the "local" machine.

*NOTE: If you don't see the icon next to the URL bar, click on the puzzle piece  located here and the "hidden" extensions will appear. Click on the push pin  to the right of the extension to ALWAYS make it visible.*



For more information on the OrbitNote Everway tools visit: <https://t.ly/71orbitnote>

