



# USING CLARO PDF WITH TEAMS



Follow the icons below to open a Team class on an iPad to access assignments for

## ClaroPDF Pro



Use the "Search" method and search for Teams. Tap on **Teams** to open. Use email address to login.



## Assignments

Click on the "Assignment" icon on the left sidebar.

Click on the assignment.

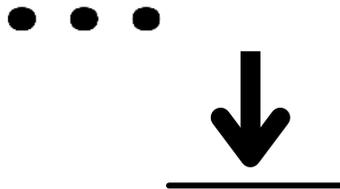
OR



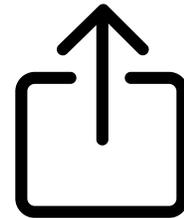
Locate the "Class Team" from the list of teams from the home page



Scroll down to the bottom of the assignment description. Locate the **PDF**



Tap on "..." → "Download"



This will open the PDF in a new window. Tap on the **Share icon**.



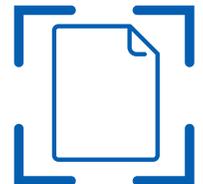
Using the middle row, slide icons left until see "ClaroPDF"



## More

You MAY need to tap **More** → "..." to see ClaroPDF.

Create PDF  
Name PDF



\*If it doesn't read when tapping Play Arrow, then use Scan icon to **Convert to Text**



Tap **Play** to listen



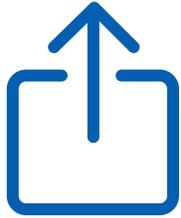
Tap **Edit** to add Text, Drawings and Voice record.



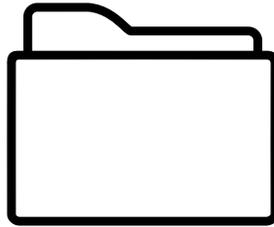
Use the **Dictate** option by tapping on the **microphone** on the keyboard.



Tap **x** to Exit



When done, tap on the **Share icon** → **Flatten Annotations** → **Share**



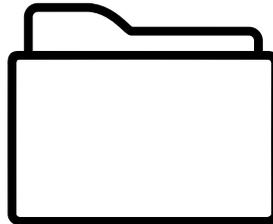
Tap **Save to Files** → **On My iPad** → **Save**



Open the original **Assignment** in **Teams**.



Scroll down to the bottom of the assignment. Under **"My Work"**, click on the **"Attach"** icon → **"Upload from this device"**



Tap **Choose Files**.



If under **"Recents"** tap file to Select → **Open**



If NOT under **"Recents"** tap **"On My iPad"** then tap file to Select → Open

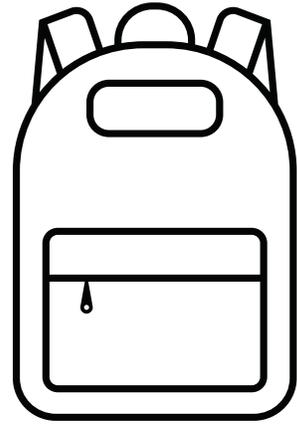


Use the **"Turn In"** button to turn in .

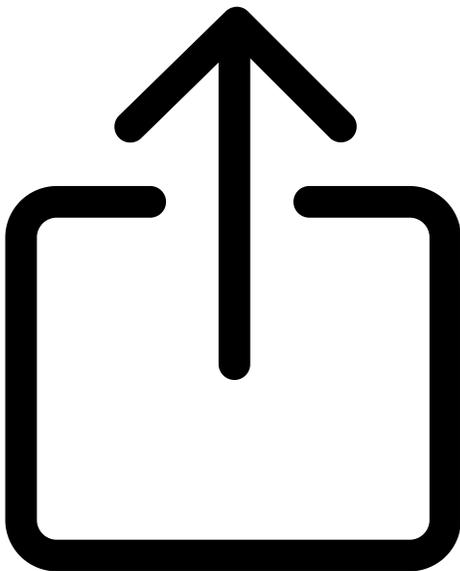
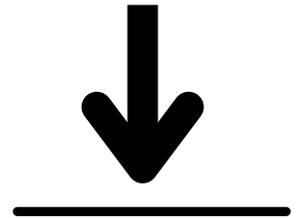


Be sure to sign out. Tap on **Account icon** → **Settings** (scroll down) → **Sign Out**

Use QR code or bit.ly to access video on this process.



**Assignments**



More



