

HOW TO SCAN A DOCUMENT WITH YOUR SMARTPHONE AND UPLOAD IT TO COURSESPACES

SCANNING








To scan your document use Google Drive in Android, Notes in iOS or a third party scanning app such as Microsoft Office Lens.

Android

Source:

<https://support.google.com/drive/answer/3145835?co=GENIE.Platform%3DAndroid&hl=en&oco=0>

Scan a document

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
 - **Adjust scan area:** Tap Crop .
 - **Take photo again:** Tap Re-scan current page .
 - **Scan another page:** Tap Add .
5. To save the finished document, tap Done .




iOS

Source: <https://support.apple.com/en-ca/HT205773> and <https://support.apple.com/en-ca/HT210336>

- Make sure that your iPhone, iPad, or iPod touch has the [latest version of iOS](#).
- **To use the latest features of Notes, make sure that you set up Notes with iCloud or have notes saved on your device. Many Notes features won't work with other email providers. Go to Settings, Notes and under Accounts make sure the Default account is set to iCloud or On My Iphone.**

- If you have drawings in Notes, [make sure they have been updated](#) so you can use the latest features.

Scan a document

1. Open a note or create a new note. 
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.
7. Click on the Share icon at the top right to email the file to yourself or to save it to OneDrive, Google Drive, or DropBox. If you don't do this you may not be able to locate the file for uploading later.

3rd party App - Microsoft Office Lens (Android and iOS)

For Android

<https://support.office.com/en-us/article/microsoft-office-lens-for-android-ec124207-0049-4201-afaf-b5874a8e6f2b>

For iOS


<https://support.office.com/en-us/article/microsoft-office-lens-for-ios-fbdca5f4-1b1b-4391-a931-dc1c2582397b>

Click on the Share icon at the top right to email the file to yourself or to save it to OneDrive, Google Drive, or DropBox. If you don't do this you may not be able to locate the file for uploading later.

UPLOADING FILE TO COURSESPACES

This will work on your smartphone or on your computer.

Open up a web browser and log in to your CourseSpaces course.

Tap on the desired  icon to bring up the submission page.

Tap on the Add Submission button.

Under File Submission you can tap on the blue arrow



to bring up a file browser and select the scanned file you saved earlier.

Tap on the Upload this File button to upload the file.