

Uploading Handwritten Work to Canvas Using CamScanner

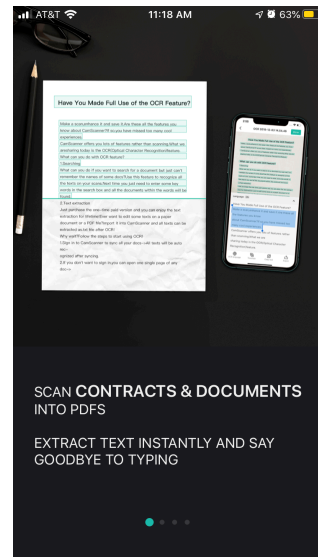
Student How-to Instructions

Set Up CamScanner

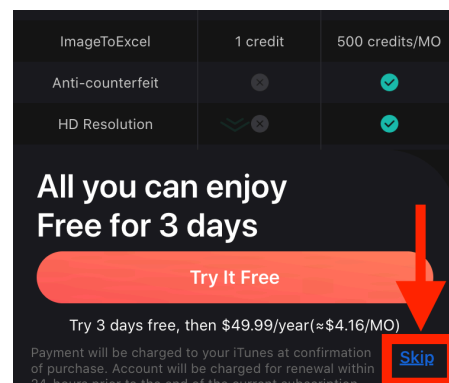
1. Download the CamScanner app for your device.



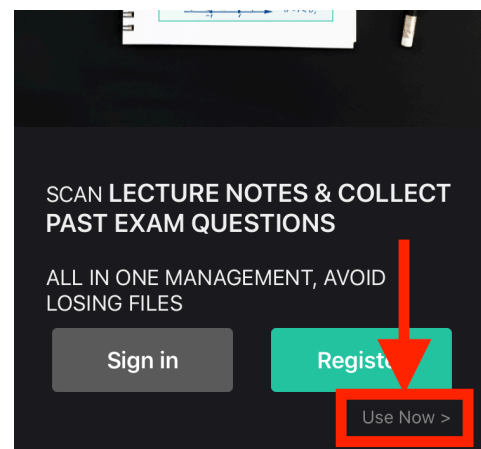
2. Open the app and swipe through the introduction.



3. Click **Skip** to decline the offer for a free trial / paid subscription.



4. Click **Use Now >** to skip the option to sign in or register.

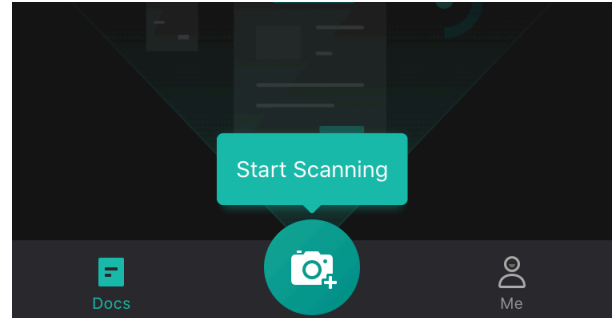


Start Scanning

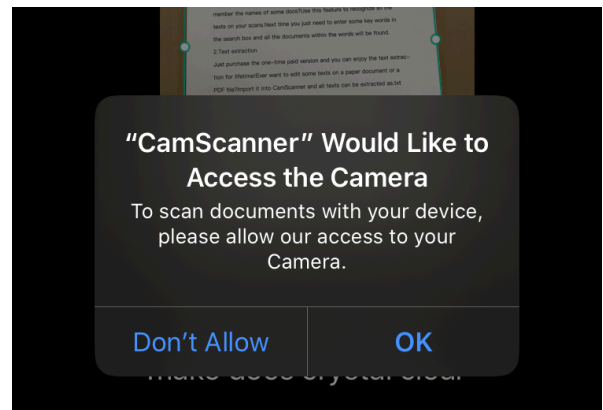
5. Get the document you want to scan ready.

NOTE: For good results, place the document on a flat surface in a room with plenty of light.

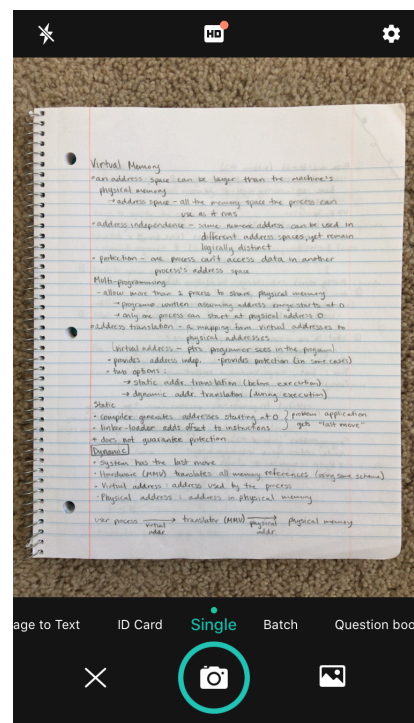
6. Tap the camera icon to start scanning.



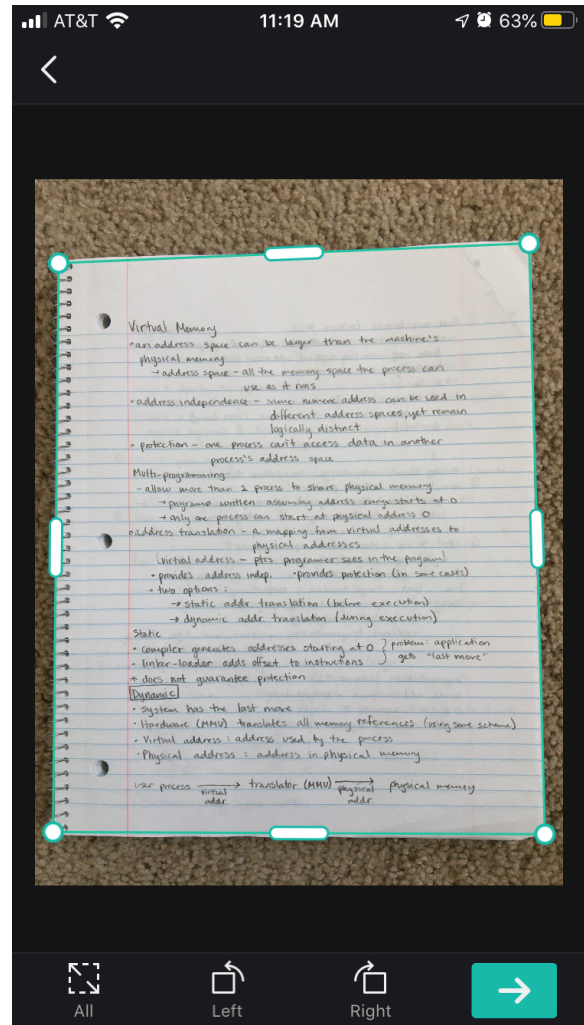
7. If prompted, tap **OK** and allow CamScanner to access your Camera.



8. Get the document completely in frame, then tap the camera icon to take the picture.

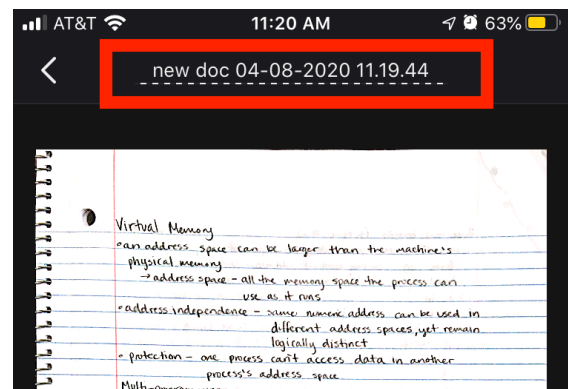


- Adjust the selection.
 - If necessary rotate the document using the **Left** or **Right** option.
 - CamScanner will automatically try to select the edges of the document.
 - If the automatically selected region does not contain the entire document,
 - adjust the corners of the selection using the circles or
 - adjust the sides of the selection using the pills / oblong shapes.



- Once you are satisfied with the selection, tap the arrow in the lower right-hand corner to start scanning.

- Tap the title to rename the document.

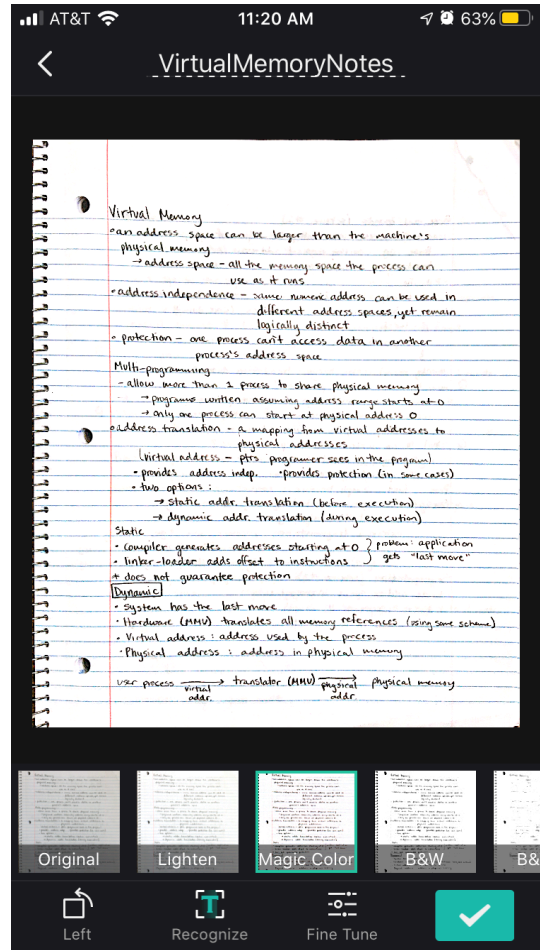


12. (Optional) Make adjustments to the scanned image.

(Optional) Rotate the image using the **Left** option.

(Optional) Select one of the preset filters ("Original", "Lighten", etc) or tap **Fine Tune** to adjust the brightness, contrast, and details yourself.

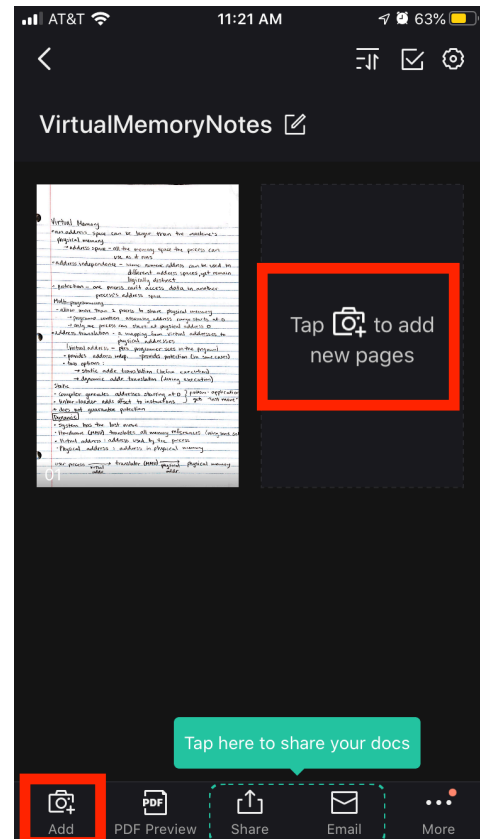
NOTE: Tap **Fine Tune** again to close the menu.



13. To finish scanning, tap the check mark in the lower right-hand corner.

(Optional) If you need to scan several related pages, add another page by tapping **Tap <camera icon> to add new pages** or tap the camera icon in the lower left-hand corner.

NOTE: Adding another page will create a multi-page PDF document.

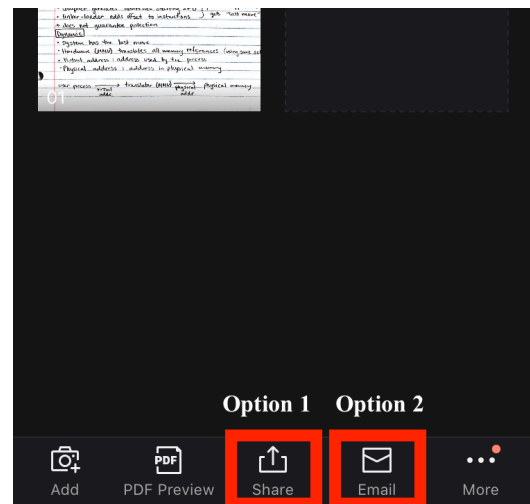


Sending the Document

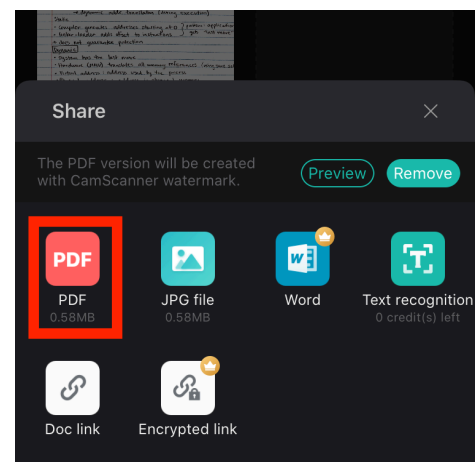
14. Send your document(s).

- Option 1: **Share** through your preferred email app.
- Option 2: **Email** with your device's built-in email app.

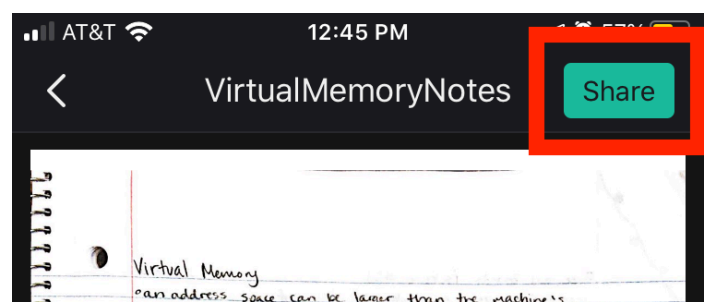
Pick the option that works for you.



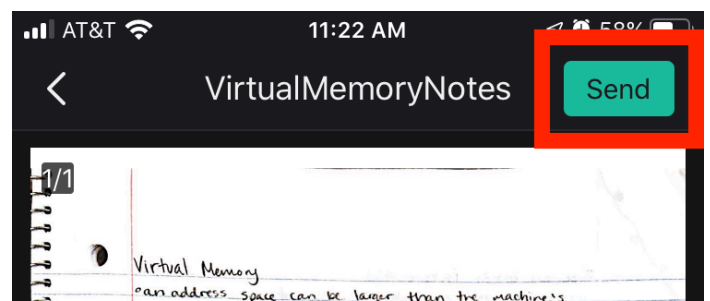
15. Select **PDF**.



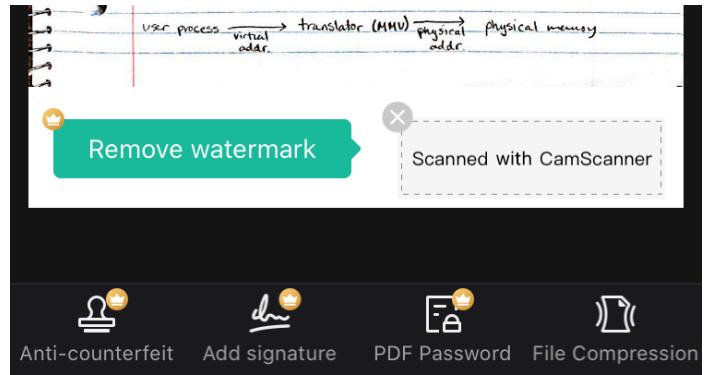
16. (Opt. 1) Tap **Share**.



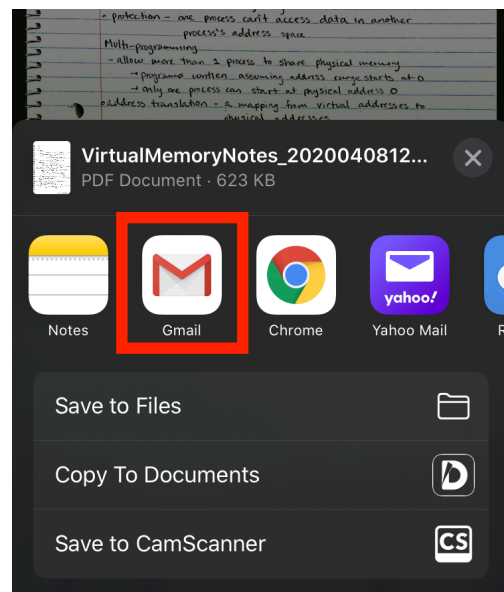
(Opt. 2) Tap **Send**.



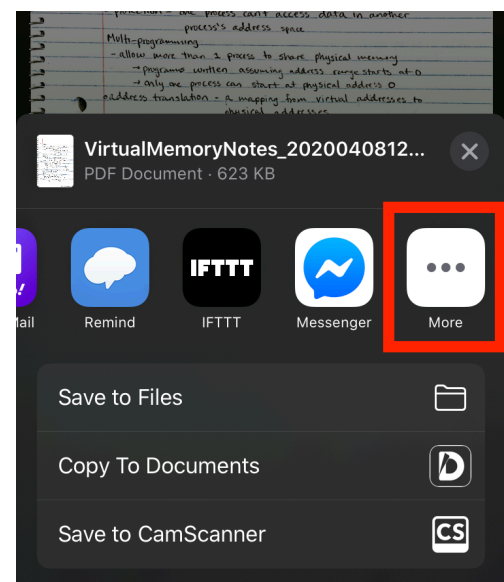
NOTE: With the free version of CamScanner, a watermark will appear on your documents.



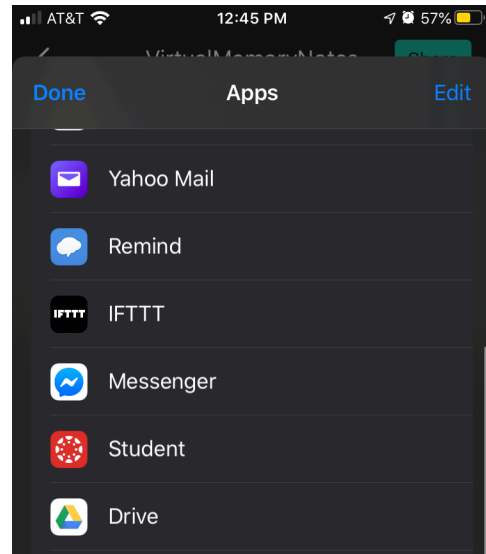
(Opt. 1 Only) Select the email app you want to share through.



If you do not see your desired app, swipe left until the **More** option appears.

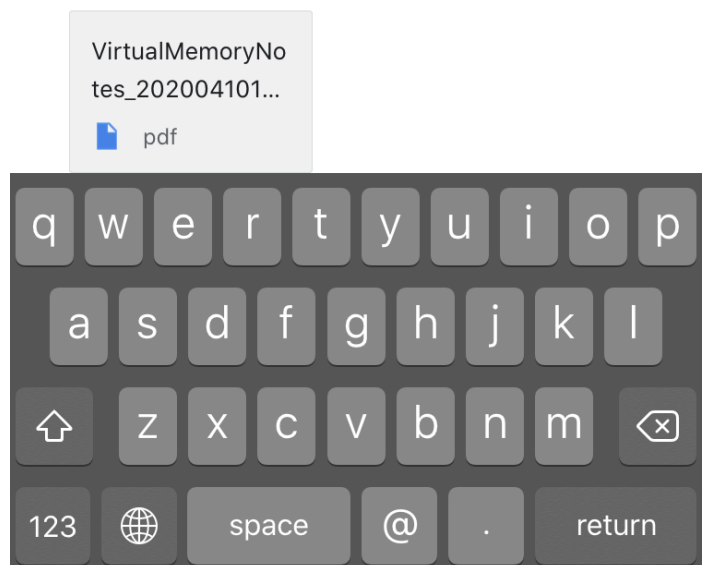
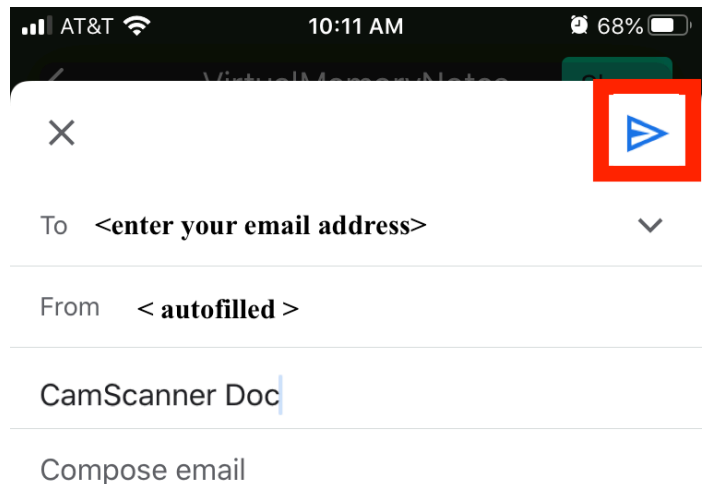


Select the desired app from the list.



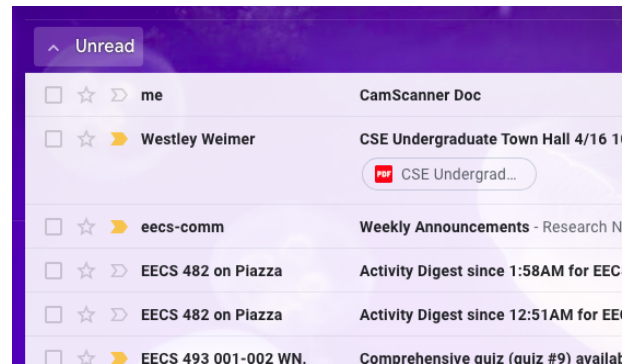
17. Enter your email address in the **To** field.
18. (Suggested) Fill in the **Subject** field.
19. (Optional) Fill in the body of the email (**Compose email**)
20. Tap the paper airplane icon in the upper right-hand corner to send the email.

NOTE: A gray (disabled) paper airplane icon means the email is not complete and cannot be sent; add the appropriate fields until the email is able to be sent.



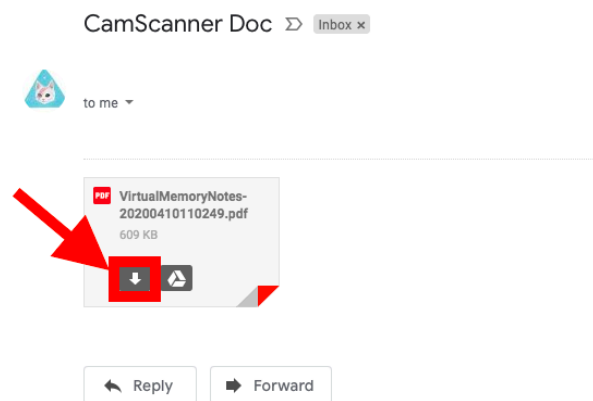
Downloading the Document

21. On a browser, go to your email inbox and open the email.

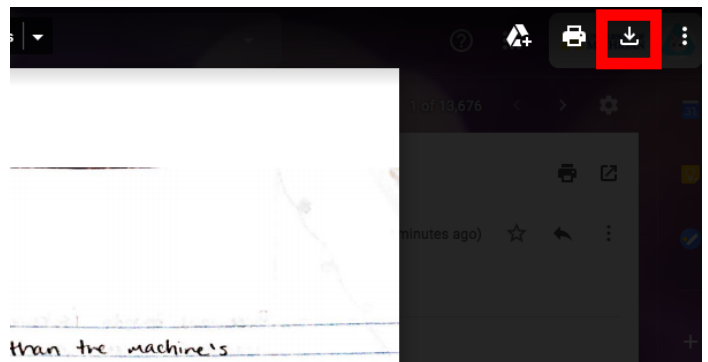


22. a. Hover over the attachment and click the arrow to download the attachment.

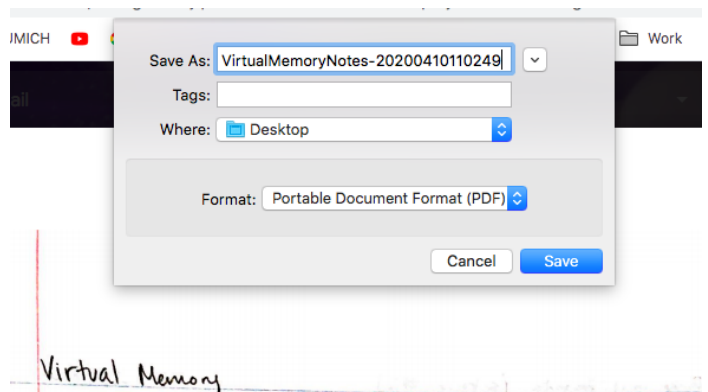
If this doesn't work for you, click on the attachment and try the next step.



22. b. When the preview opens, click on the arrow in the upper right-hand corner to download the attachment.



23. Save the downloaded document.
(Optional) Rename the document by changing the **Save As** field.
(Suggested) Save to your Desktop or to a folder you can navigate to in your file system.



Uploading the Document to Canvas

24. In a browser, go to the assignment on Canvas where you would like to upload and submit your document.

25. Click **Submit Assignment**.

Assignments > Phase 1 - your group and 1-pager

- your group and 1-pager

Submit Assignment

/ 11:59pm Points 0 Submitting a file upload

ided, no points): Pick your team (team size: 3-4 students) and tell us about your project by February 25. Provide your list of teammates and a 1-pager proposal via Canvas. You might want to just work with your teammates, but make sure you have a diverse range of skills on your team. You need people who can draw, who can interview people, and who can program.

26. Click **Choose File**.

002 WN 2020 > Assignments > Phase 1 - your group and 1-pager

Phase 1 - your group and 1-pager

Due Feb 25 by 11:59pm Points 0 Submitting a file upload

Phase 1 (Not graded, no points): Pick your team (team size: 3-4 students) and tell us about your project by February 25. Provide your list of teammates and a 1-pager proposal via Canvas. You might want to just work with your friends, but make sure you have a diverse range of skills on your team. You need people who can draw, who can interview people, and who can program.

On a single page (2-3 paragraphs), tell us what you are going to do. The scale should be what 4 people working for a month can accomplish. We will review these just in terms of feasibility and fit with the theme. We are looking for (a) what need are you meeting (i.e., what problem are you solving), (b) what kind of thing are you creating (A game? An information source? A social sharing space?), (c) and roughly the features of the software you plan to implement (so that we get a sense of your scope). If you don't hear from us, you're fine -- full speed ahead.

Only 1 team member should submit this to Canvas.

File Upload Google Doc Active Learning Platform Box Google Drive

Upload a file that you've already uploaded.

File: **Choose File** to file chosen

+ Add Another File

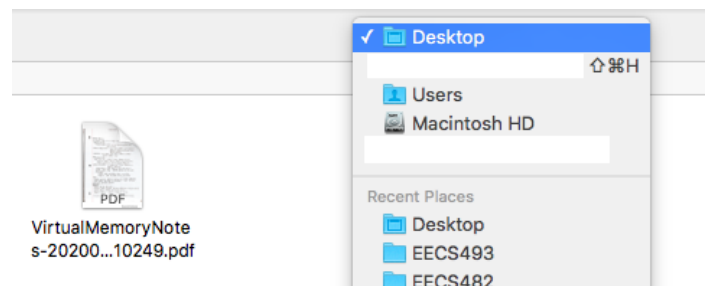
Click here to find a file you've already uploaded

Comments...

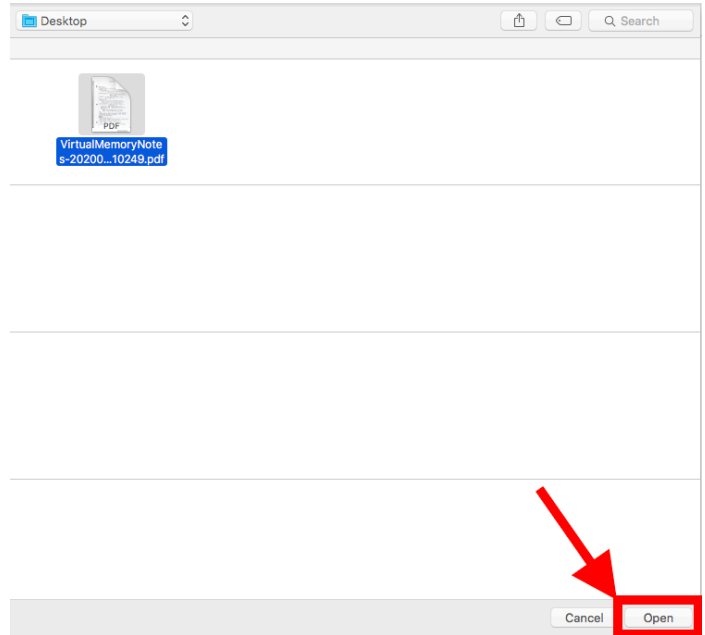
Cancel Submit Assignment

27. Navigate to the folder on your computer where you saved your document.

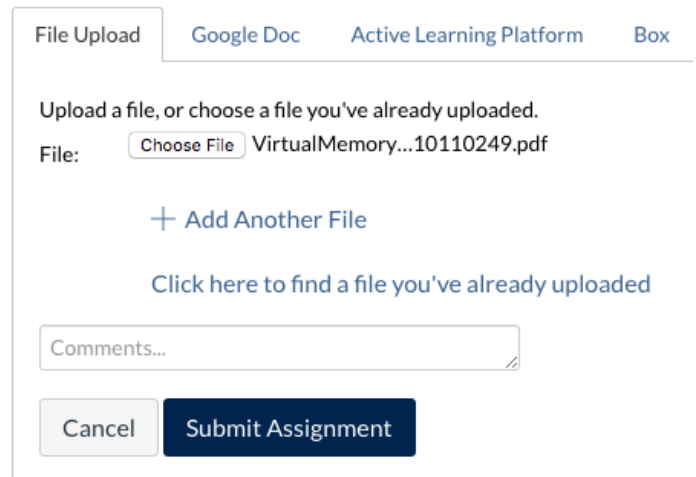
NOTE: The demonstration images are for a Mac computer.



28. Select your document and click **Open**.



29. Click **Submit Assignment**.



30. Done!
(You should see a similar **Submitted!** message shown on the right for the assignment.)

