



Scanning Assignments with Your Phone

Overview

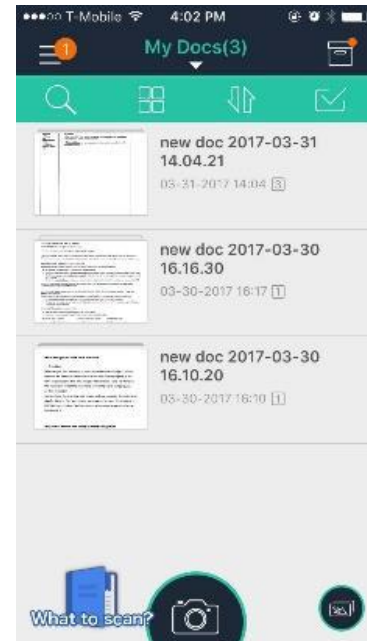
This guide explains how to scan assignments with CamScanner and submit them through the Dropbox within Buzz. The CamScanner app works by taking a picture of each page of your assignment, then arranging them into a single document you can submit all at once.

Instructions

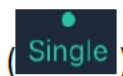
Step 1: Use your smartphone to download the free CamScanner app from the Google Play or iTunes store. You need to register using your email or phone number before using the app.




Open the app and tap the photo icon () to get started.



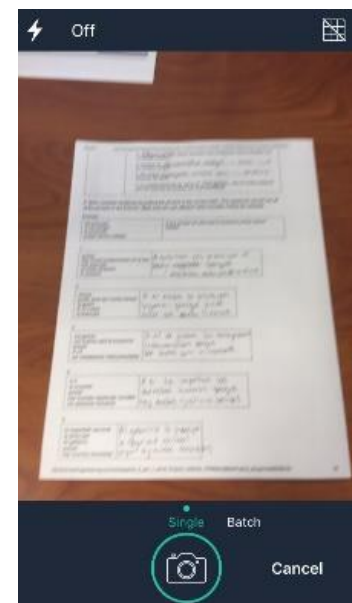
Step 2: Be sure the bottom slider is set to single page mode



(), then tap the  icon to take a picture of the first

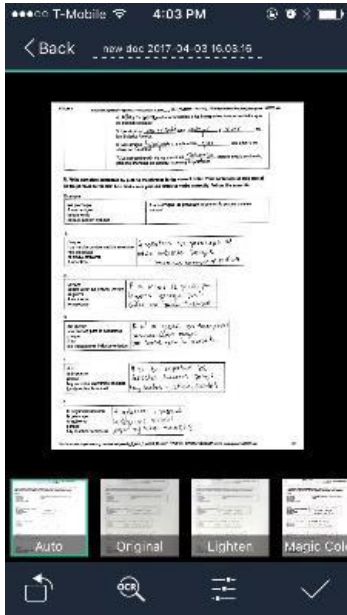
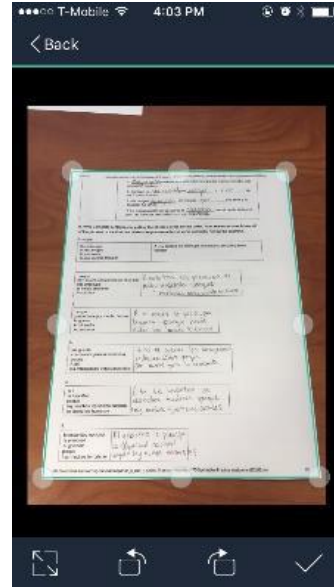
page of your doc. Tap the checkmark () to accept the picture or the X to try again.

Tip: If the picture is too dark, you can turn on the flash to make it brighter.



Step 3: Resize the photo by outlining the first page of your assignment with the blue box. Tap the checkmark when you're done.


Tip: The corners of the blue box should line up with the corners of your assignment sheet.

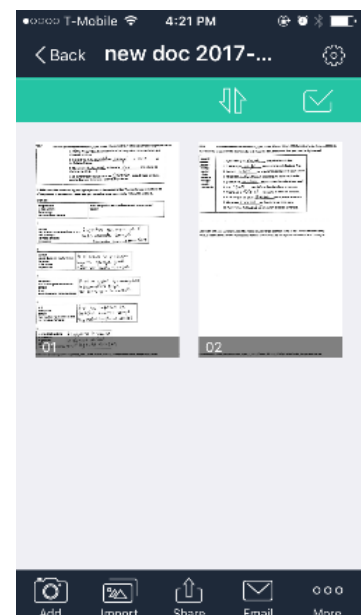


Step 4: If necessary, adjust the quality of the photo by changing the picture settings. Tap the checkmark when you're done.


Tip: If you select the "Original" setting in the upper-right, you usually won't have to make any adjustments!

Step 5: You've now scanned the first page of your assignment. Repeat steps 4-6 for the next page(s) by

tapping the  icon. Keep going until you've scanned each page.





Step 6: Once you've scanned each page of your assignment, tap the  icon and e-mail the assignment to yourself so you can open and save it on your computer. Once you have it on your computer, you can upload it in the assignment Dropbox for your course.

Tip: If you like, you can retile the assignment by tapping the document title.