


***ALL pages must have your name & signature in the upper right hand corner!***

## Scan a document on an iPhone

1. Using the Note app, create a new Note.
2. Tap the Camera icon at the bottom , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. Be sure your document is lighted and focused well, with no shadows!
5. If your phone is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap the icon for taking a picture (or one of the Volume buttons).
6. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
7. You can add additional scans to the document by taking additional photos of other documents, then tap Save when you're done.
8. To upload, click the upload symbol  on the upper right. You can airdrop, email, etc. but It's best to save to your Google Drive app, the upload the file from My Drive into the the LMS (Google Classroom or Canvas).

## Scan a document on an Android phone

1. Open the Google Drive app on your phone.
2. In the bottom right, tap Add, then tap Scan.
3. Place your document in view of the camera on your device.
4. Be sure your document is lighted and focused well, with no shadows!
5. Take a photo of the document you'd like to scan.
6. To adjust scan area, tap Crop.
7. To take photo again, tap Re-scan current page .
8. To scan another page, tap Add .
9. To save the finished document, tap Done.