

# How to scan assignments to PDF and post to Canvas

## 1. iPhone and iPad Instructions

- (a) Open the Notes app and create a new note by clicking the pen-on-paper icon at the bottom right corner of your screen.
- (b) In the note, press the camera icon at the bottom of the screen and select “Scan Documents”.
- (c) Hold your camera over the document you wish to scan and take a picture. After taking the picture, a transparent yellow rectangle will appear.
- (d) You can adjust the four corners of this yellow rectangle to better fit your document, or simply accept it “as is”.
- (e) Select “Keep Scan” and repeat this procedure for all pages that you wish to scan.
- (f) Click “Save” and your scans will be saved as a single PDF file.
- (g) Once the PDF file is saved, it can be emailed to a computer (and from there uploaded to Canvas) or sent directly to Canvas from your iOS device.

## 2. Android (Google Drive) Instructions

- (a) Download and install the Google Drive app (if you have not already done so).



- (b) Open the Google Drive app.
- (c) Press the plus (+) button in the bottom right corner of the screen and select the scan option.
- (d) Align the document that you wish to scan in front of the camera and take the picture.
- (e) At the top of the screen, you can press the crop button to crop the page.
- (f) At the bottom of the screen, there are three options.
  - i. The first option (a plus (+) sign) is to add another page.
  - ii. The second option is a retake button.
  - iii. The third option is to save the PDF document that you have created.
- (g) Once the PDF file is saved, it can be emailed to a computer (and from there uploaded to Canvas) or sent directly to Canvas from your Android device.



## 3. YouTube Video Instructions - iOS:

and Android:

