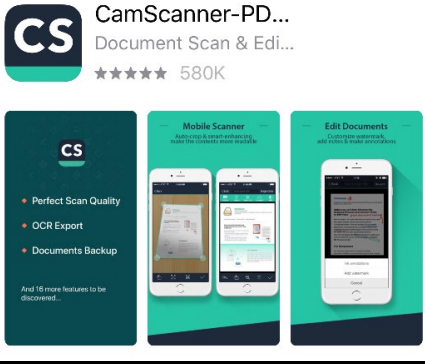


First make sure you have downloaded this CamScanner (free ver.) app on your smart phone, along with the Mt. SAC Canvas app. (CamScanner app pictured below)



CamScanner instructions: “Taking pictures of any work to be uploaded”

(NEVER CHANGE THE NAME OF ANY FILES UPLOADED)

Open app (**free version, do not upgrade to pay version** it just erases the “CamScanner” water mark, continue on to CamScanner”)

For the first page

Press camera icon. (bottom middle)

Take a picture of your page to be submitted.

Press the “green arrow” (bottom right).

Confirm the picture is legible and that the page is framed, (if the picture is not legible go back and take another picture, try to have a dark background so the page edges are clearly defined), then press “check mark.”

Please double check to make sure all pictures are legible!

For page #2

Press “tap to add new pages.”

Take a picture of page #2.

Press the “green arrow” (bottom right)

Confirm the picture is legible and that the page is framed, (if the picture is **not** legible **go back** and take another picture, try to have a dark background so the page edges are clearly defined), then press “check mark.”

For the (3rd) next page DO NOT press “tap to collage all pages...”

For page/s #3 and all subsequent pages do this...

In the bottom left corner press the camera icon with the plus sign, to add the next page.

Take a picture of page #3.

Press the “green arrow” (bottom right)

Confirm the picture is legible and that the page is framed, (if the picture is **not** legible **go back** and take another picture, try to have a dark background so the page edges are clearly defined), then press “check mark.”

Continue to use this same process for any/all subsequent pages. (you will always submit more than one page, **do not submit page by page, submit pages all at once as one file).**

Now choose one of the two upload processes below.

File upload Method #1: (if you have the Mt. SAC Canvas app)

Now press “share icon” (bottom middle icon)

Press “share PDF”.

Press the “green share button” (upper right)

Scroll (the middle of the screen has app icons) find the Canvas app icon, (press/click it)

Choose the appropriate class, (Math _____ **and** “Assignment” (pick correct assignment, Quiz _____) and then submit.)

(NEVER CHANGE THE NAME OF ANY FILES UPLOADED)

File upload Method #2: (email)

Email your PDF file to yourself and then use the Canvas upload instructions given below.

Your phone’s email must be set up to use this email upload process. (*personal email is fine*)

(If you know how to save your file as a pdf and email it some other way, that is also fine)

After taking pictures of all the pages,... (CamScanner process)

Press the “email icon” (second icon on the bottom right)

Press “Share PDF”

Press “Send” (green button upper right)

Place your email (technically any email is fine) in the “To:” box area.

Then, open your email on your computer and save the file to your hard drive/flash drive.

Then upload that file using the Canvas upload process. (below)

Submit a PDF file thru Canvas:

On your computer sign on to your Canvas account.

Click on our class. (“Math _____”)

Click on the “Assignment” tab. (left hand side)

Click on the correct assignment you wish to submit. (such as “Quiz _____”)

Click “submit assignment,” (you will see a directory on your computer, find your file, and “upload” your PDF file.

Finally, click “submit assignment” (below the file upload).

We will practice this process, make sure you are comfortable with it.

(Once again NEVER CHANGE THE NAME OF ANY FILES UPLOADED)