

Uploading Your Completed Assignments in PDF to Canvas

You will need to turn in your mastery worksheet in the form of a pdf so we are able to leave comments for you. Here are some steps to help you do so successfully.

Note: this is not the only way, many copiers and printers make it easy to scan documents and save them as a PDF. If you are on campus, there are scanners located in Building 6, in the study areas.

1. Download the Adobe Scan app



iTunes



Android

You will also need the Canvas app downloaded onto your phone as well.



iTunes



Android

2. Open the Adobe Scan app  (Note: the following directions are for Android devices, Apple (iOS) devices may differ.)
3. There are two different modes to capture your document. AutoCapture On and Manual Capture (AutoCapture Off)

- a. AutoCapture



USING ADOBE SCAN TO UPLOAD YOUR COMPLETED PDF ASSIGNMENTS INTO CANVAS

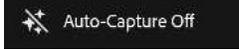
- i. Hover your device, you will get a notification stating that the app is looking for a document. Once found, your screen will turn blue and the app will automatically capture the document.



- ii. Continue this process until all the documents you capture all the documents you want.
- iii. Click on the image file (bottom right hand corner of the screen), this will open the document you just scanned.

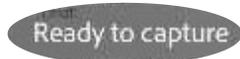


- iv. Follow the directions on how to upload to Canvas

- b. Manual Capture (AutoCapture off) – 

To turn off the automatic capture, click on AutoCapture (top middle of screen).

- i. Hover your smart device over the document you want to scan in. Wait until get the message that states: Ready to capture.



- ii. Click on the round button on the bottom of the screen to capture the document.



- iii. Continue this process until all the documents you capture all the documents you want.
- iv. Click on the image file (bottom right hand corner of the screen), this will open the document you just scanned.



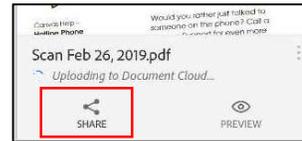
UPLOADING THE PDF TO CANVAS

1. Saving scanned document as a PDF in Adobe Scan



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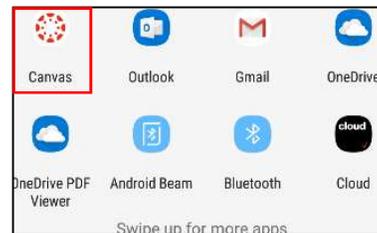
2. In the upper right hand corner, click on Save PDF.
3. Once the PDF is saved you will be brought to a new screen, Click on the Share icon.



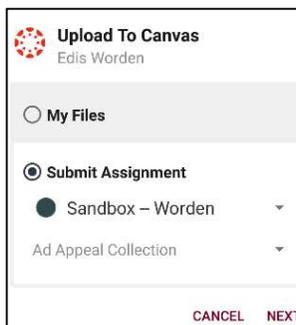
4. Next Screen: click on Share a Copy



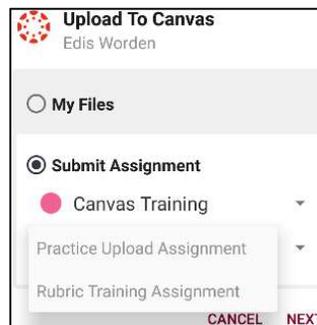
5. You will be prompted to select an app. Select Canvas (you may need to swipe up to view more apps).



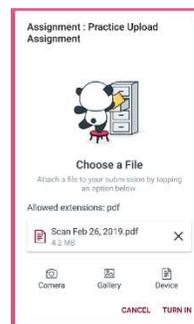
6. When your Canvas App opens.
 - a. Select Submit Assignment. Click Next.
 - b. Select the Class to upload your assignment. Click Next.
 - c. Select the Canvas Assignment from the dropdown box that you want to submit. Click Next.
 - d. Your file should already be added to the Upload to My Files page.
 - e. Click Turn In.
 - f. You will get a notification that your file is being uploaded.



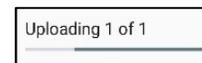
(a)



(b,c)



(d,e)



(f)

USING ADOBE SCAN TO UPLOAD YOUR COMPLETED PDF ASSIGNMENTS INTO CANVAS

Renaming a scan.

If want to rename your scan:

1. On the Share screen click on the three elipises
2. Click Rename
3. Enter the name you want for your assignment.
4. Click Rename.