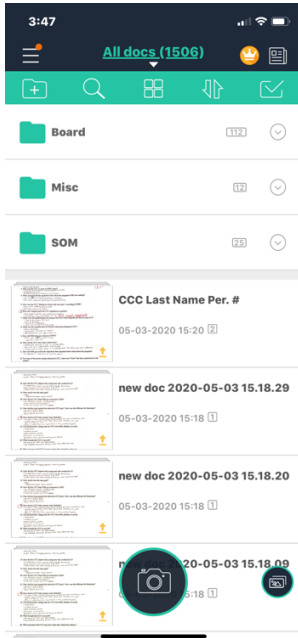How to use CamScanner

1. Download CamScanner from the app store (the free version; ignore the pricing and just click)

2. Open CamScanner (yours won't have the folders like mine does)

3. Click on the Camera icon at the bottom – it will open up the camera. Look down at the bottom to where it should be set by default to "Single" and switch it to **"Batch."** This means you can take photos of multiple pages of work, which is the usual situation for my assignments. You can leave it on "Batch" and still take single scans as well.
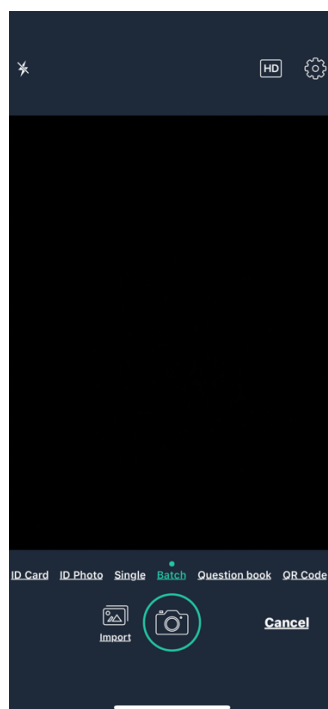
4. Prop up the paper you want to scan – use a stand-up picture frame or a laptop screen:
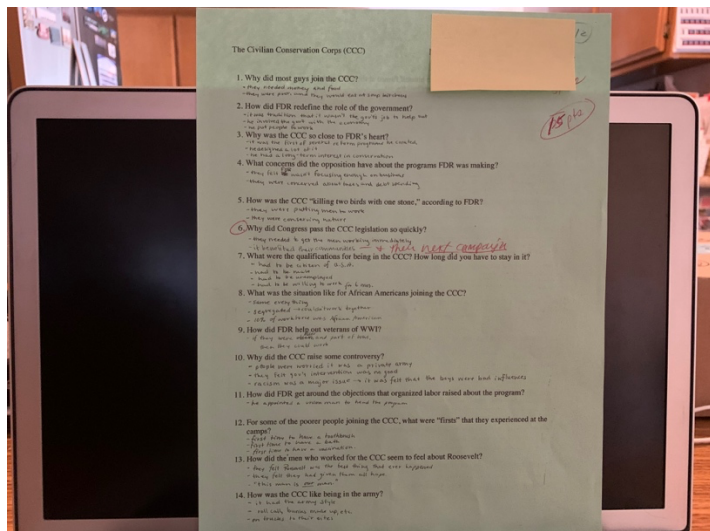

5. Line up the photo within the camera frame, as best as possible. Take the photo (scan). DON'T FINISH YET! Take the scans of the next pages of the document. This one has two pages. Then **click FINISH**.
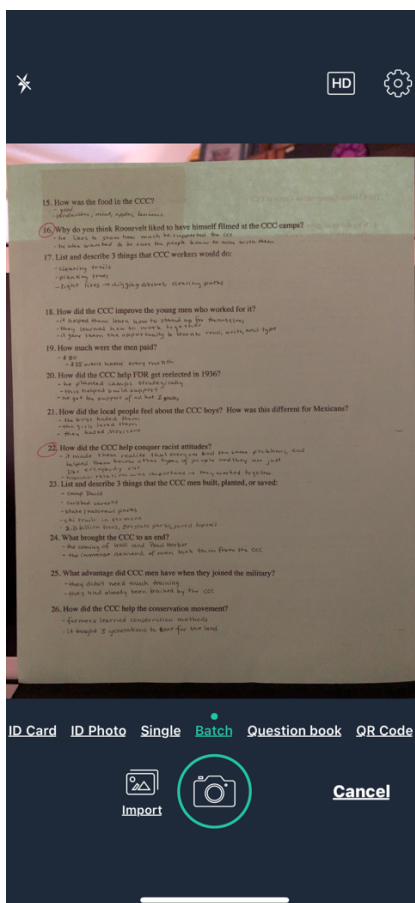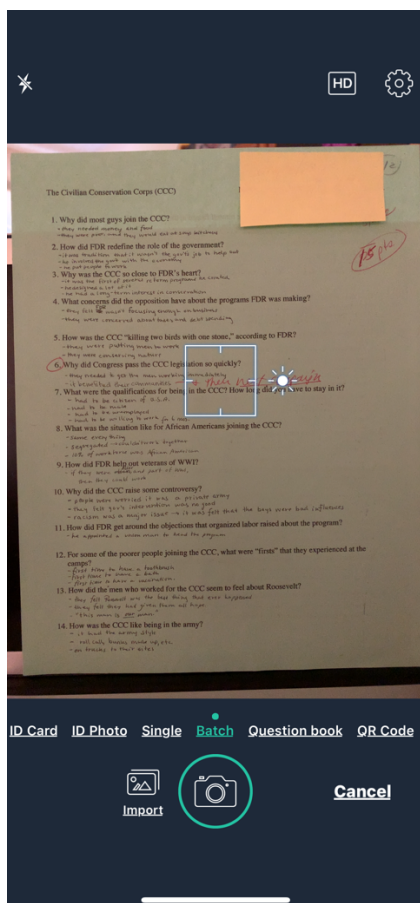
6. The scan will process (depending on the length of the document, it could take a few moments), then you'll see a screen with all the pages. Sometimes the app frames up the edges nicely so nothing shows around the edges. If it hasn't, click on the first document, **click "re-edit,"** and you'll see just the first page, and a little green frame with round markers at the sides and corners. Drag the circles to the corners of the document (if they aren't already matched, as mine are – the app learns to do this pretty well after a while). When it looks matched up, **click "Next Step"**
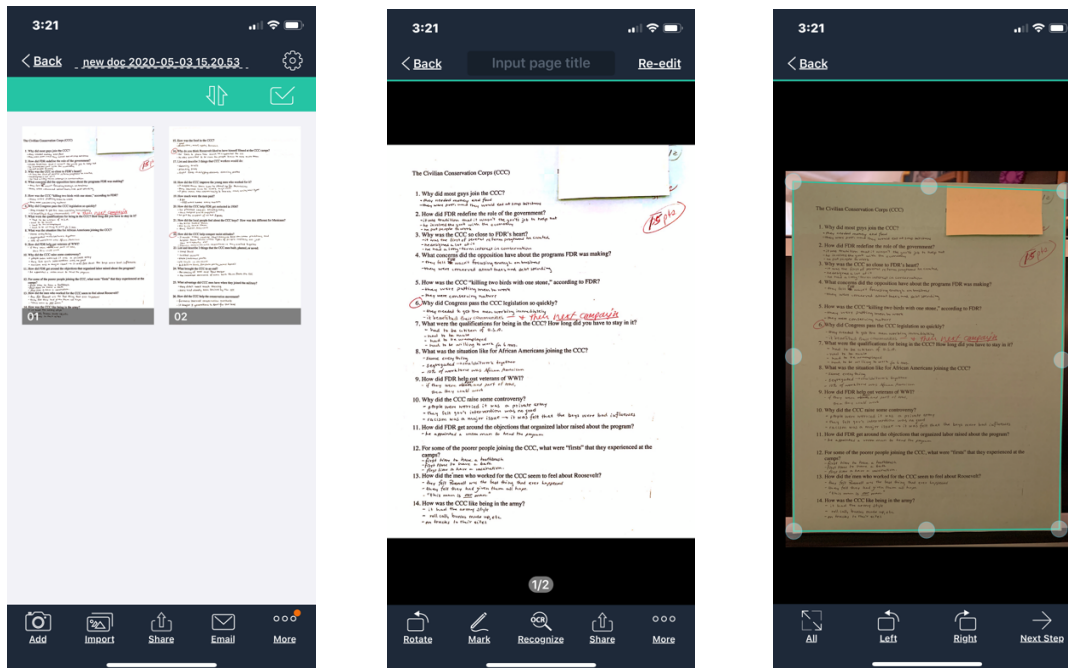
7. You'll see your document, framed nicely, but it will be in the same color as the original. **Click "Magic Color"** and it will turn white and more legible. **Click "Save,"** then swipe to the next image and repeat the re-edit step if needed. When all pages are done, **Click "Back."** Now you can title your document.
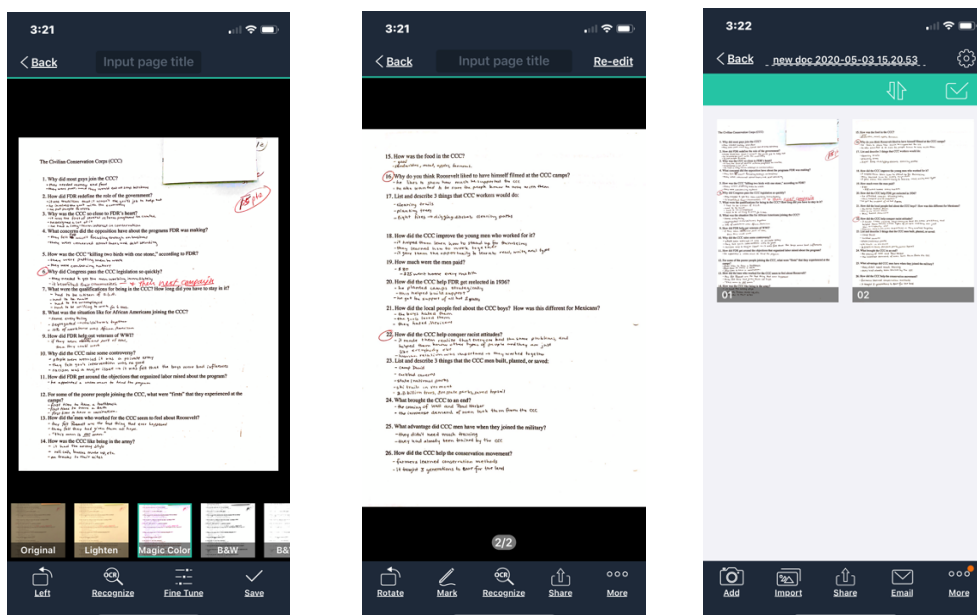
8. Click on the area where there is a default title. **Type in the title** of the assignment, your last name, period number. **Click "Done."** Now you are ready to share.
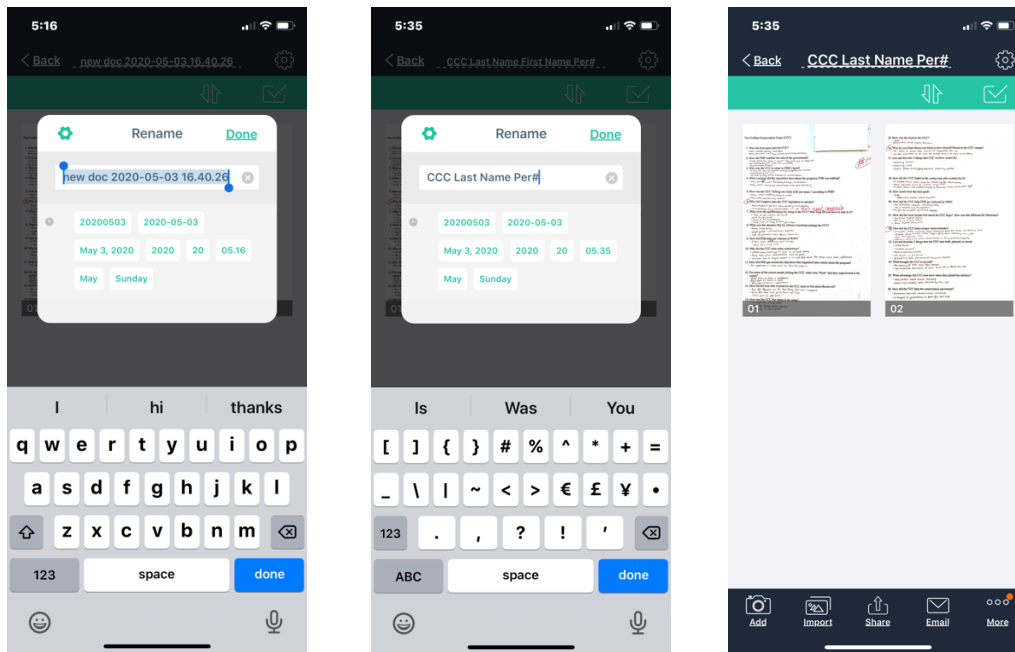
9. To share the document to your Google Classroom, **Click "Share"** (at the center bottom of the screen). Then **Click "PDF."** You will see your document. Then **Click "Share."** Choose "**Classroom.**"
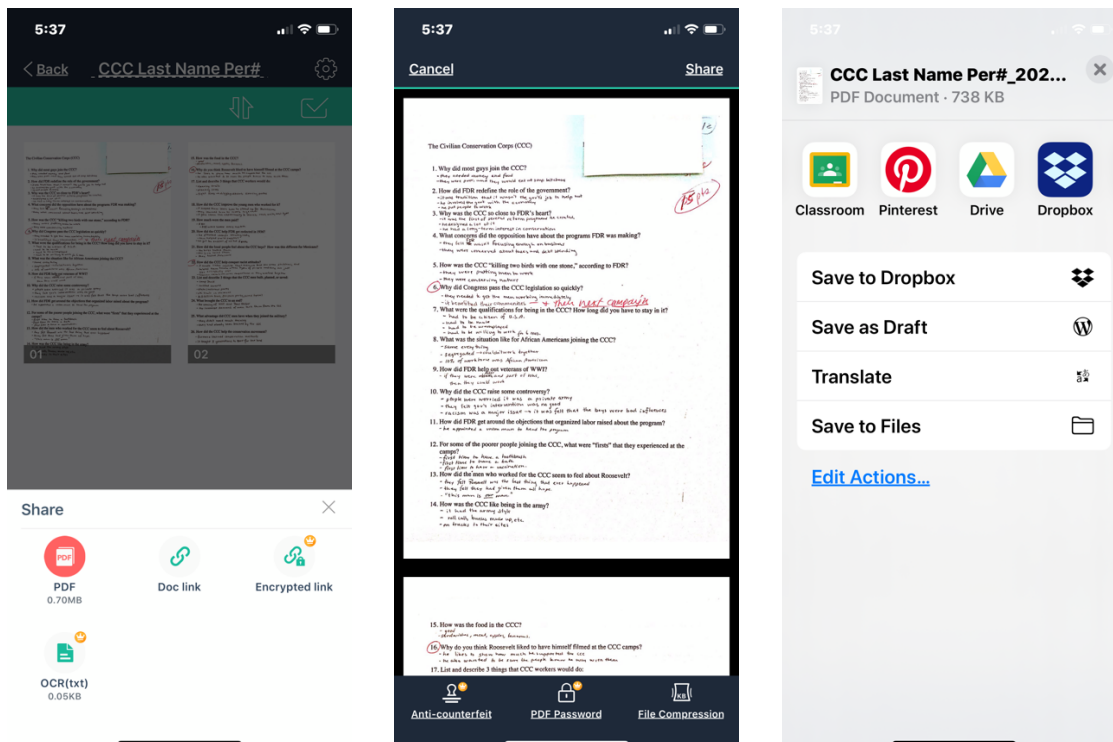
10. Under "Share to Classroom" you will be taken to the first classroom on your list; if that is the right classroom, then click on the assignment. If it's the wrong classroom, click on the name of the classroom. Choose the correct one, click **"Attach to assignment."**
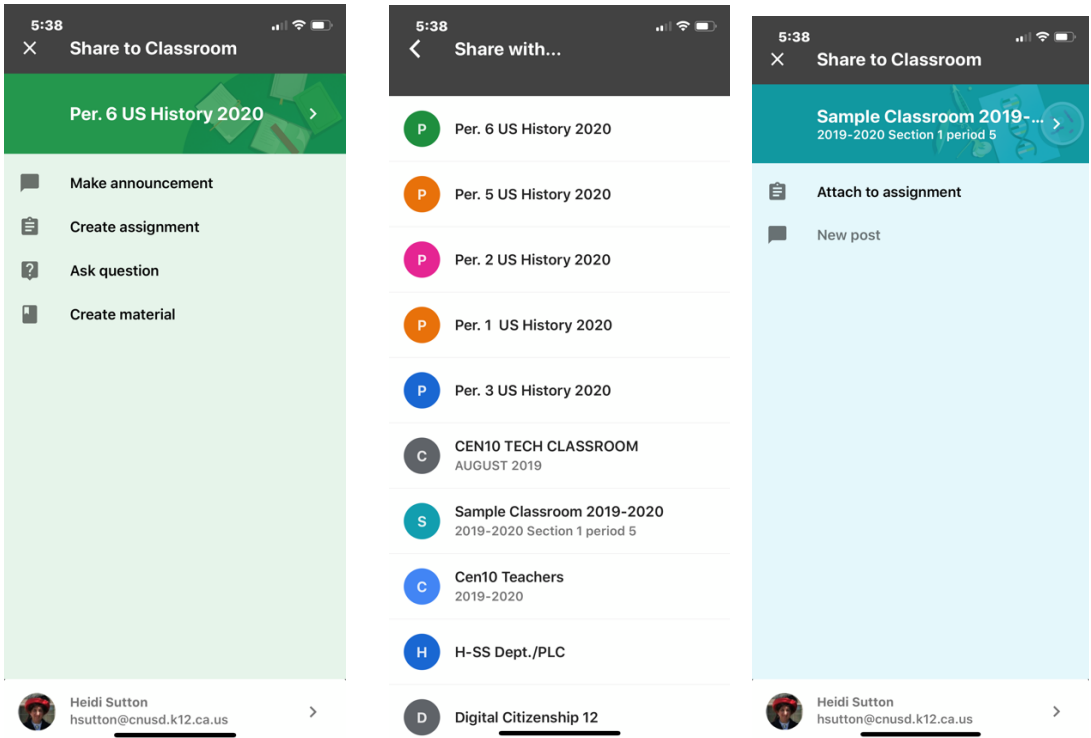
11. Choose and click on the correct assignment (this is in a sample classroom made by a colleague for teachers to practice with, so I chose "Fake Assignment"), and the item will upload.
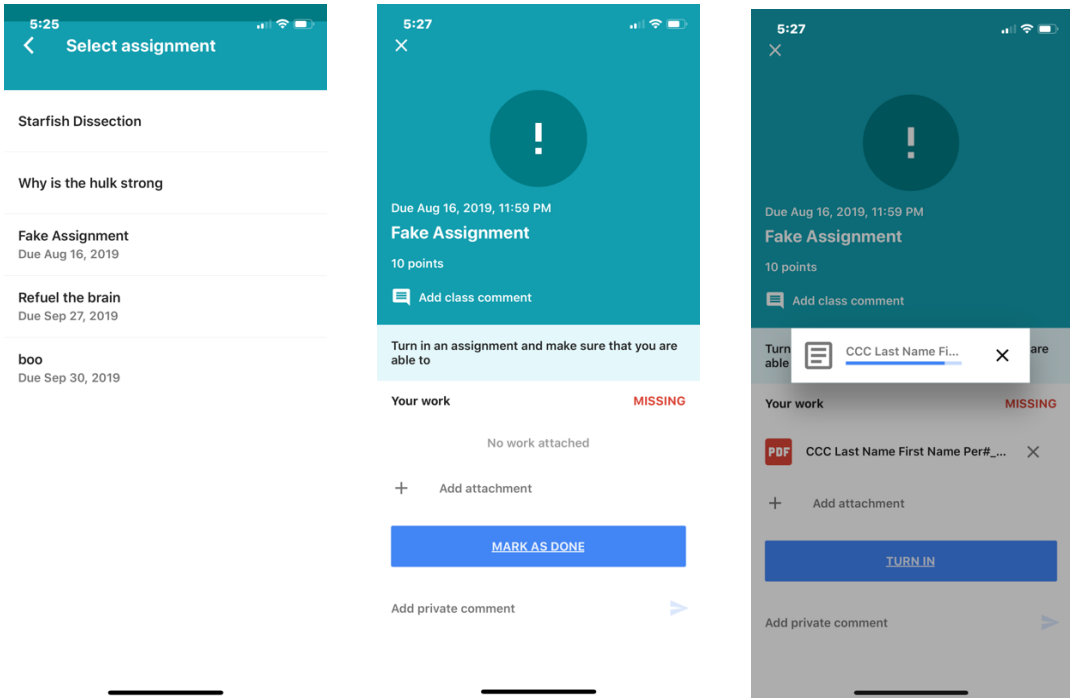
12. Then **Click "Turn in"** twice.

5:28

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Due Aug 16, 2019, 11:59 PM
Fake Assignment
10 points
💬 Add class comment

Turn in an assignment and make sure that you are able to

Your work   MISSING

PDF CCC Last Name First Name Per#_...   ✕

＋   Add attachment

TURN IN

Add private comment   ➤

5:28

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Due Aug 16, 2019, 11:59 PM
Fake Assignment
10 points
💬

Turn   are
able

Turn in your work?

1 attachment will be submitted

CANCEL   TURN IN

Your   SING

PDF CCC Last Name First Name Per#_...   ✕

＋   Add attachment

TURN IN

Add private comment   ➤

6:15
✕

Why is the hulk strong
100 points
💬 Add class comment

≣

Your work   ASSIGNED

PDF CCC Last Name Per#_202005031...   ✕

＋   Add attachment

TURN IN

Add private comment   ➤