Submitting Handwritten Work Electronically

Last updated: 24 August 2020

1   Instructions – the short version

One of the challenges of online learning is submitting handwritten work electronically. Please follow the instructions below to submit your quizzes/exams. Having your work organized and submitted this way will help me get feedback to you faster.

1. Download the quiz/exam, posted on the course website.

2. Take the quiz/exam using one of the following methods:

   Option 1. Write your solutions directly on a printout of the quiz/exam.

   Option 2. Write your solutions on regular paper.

   Option 3. Use a tablet and a handwriting app to write your solutions on an electronic copy of the quiz/exam.

3. Put your entire quiz/exam into 1 PDF file.

4. Review the PDF file to make sure your work is legible!

5. Submit your entire quiz/exam as 1 PDF file using the SM223 Assignment Submission Form, linked on the course website.

If you don't know how to do Step 3 above, please keep reading.

2   How do I get my handwritten work into a PDF file?

If you used Options 1 or 2 above, then you can convert your work on paper to a PDF file with a scanner or a smartphone scanner app. I've included some detailed instructions on how to use a scanner app for iPhone (Section 2.1) and Android phones (Section 2.2) below.

If you used Option 3 above, look for an option to "Export to PDF" in your handwriting app.

2.1 Scanning your handwritten work with an iPhone

You can use one of the many scanner apps available for iOS on the App Store… or, you can use the Notes app, which comes with your iPhone. Notes has the ability to scan paper documents and put them into a PDF file.

Here are some detailed instructions to scan and submit your work using your phone. There are a lot of steps, but it's pretty easy once you get the hang of it.
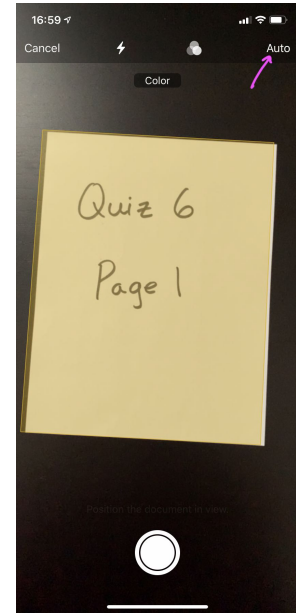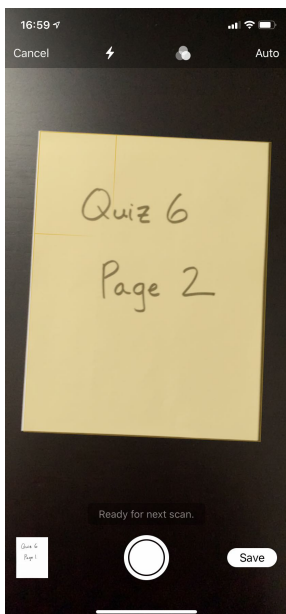
1. Find the Notes app.
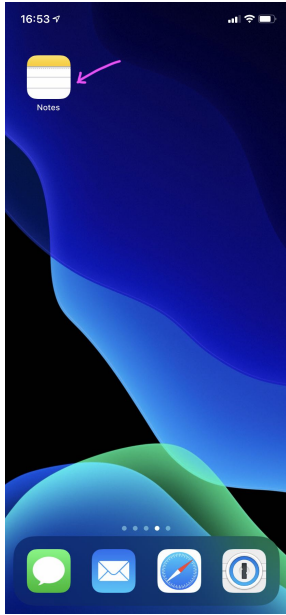
2. Tap and hold on the Notes app icon. You should see a menu appear. Select Scan Document.
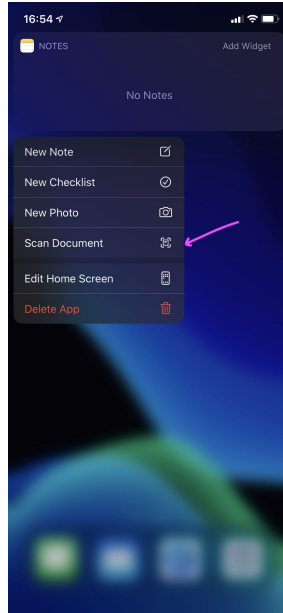
3. Scan the first page. If Auto is selected, the app will try to detect the page automatically.

4. Once the first page is done, move on to the second page. Repeat until all pages are scanned.
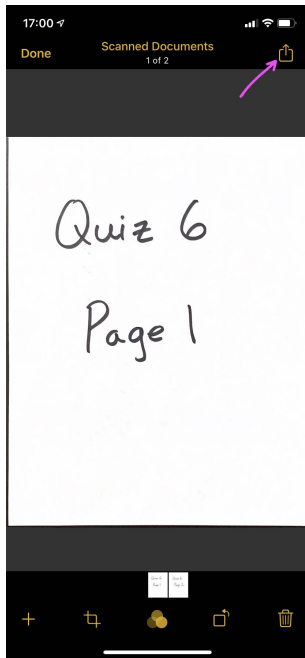
5. Tap the Save button. This button should indicate how many pages you have scanned.
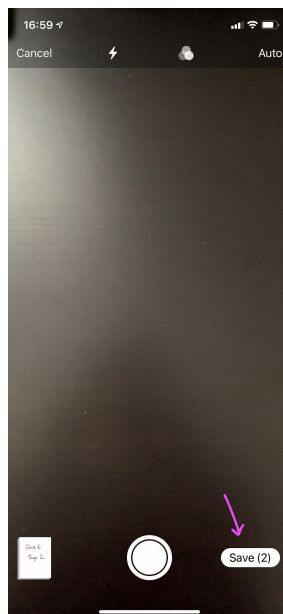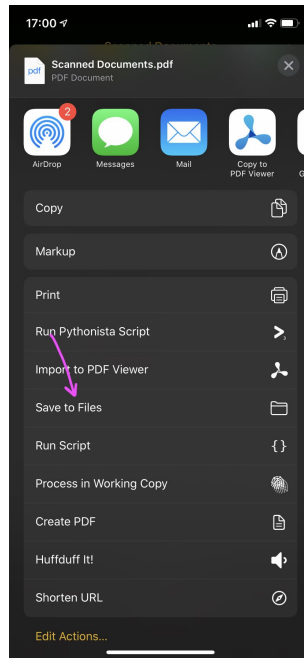
6. Now, you should see a new note with the document you just scanned. Tap the document.
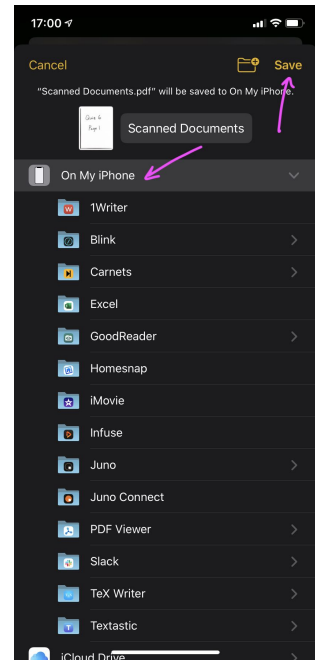
7. You should now see an expanded view of your scanned document. Tap the Share button.
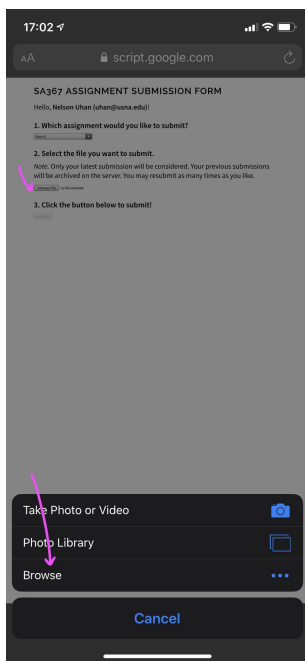

8. A share sheet should now appear. Tap Save to Files.
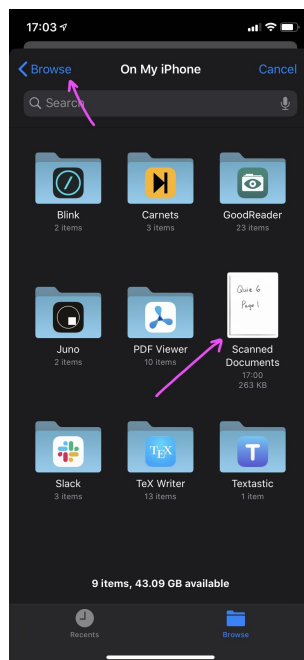

9. Choose a location to save your scanned document to a file. On My iPhone is a good default location. Tap Save.
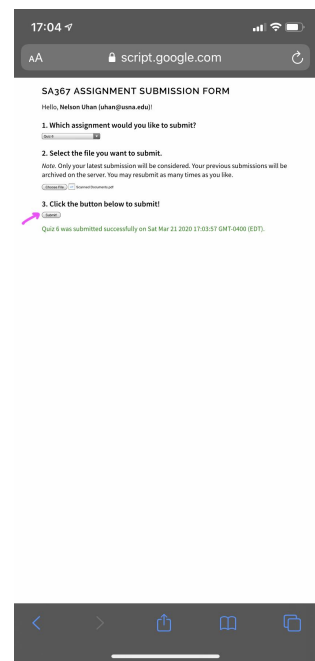

10. Go to the SM223 Assignment Submission Form in Safari. Tap Choose File. Then, tap Browse.

11. You should see a file browser appear. Select the file you just saved. You may need to tap Browse in the upper-left corner to navigate to where you saved your document.


12. Tap Submit on the submission form. Now you're done!

2.2 Scanning your handwritten work with an Android smartphone

You can use one of the many scanner apps available for Android on the Google Play store… or, you can use the Google Drive app (not the website). The Google Drive app has the ability to scan paper documents and put them into a PDF.

Here are some detailed instructions to scan and submit your work using your phone. There are a lot of steps, but it's pretty easy once you get the hang of it.
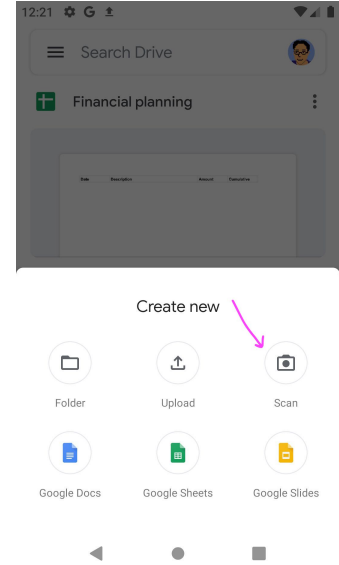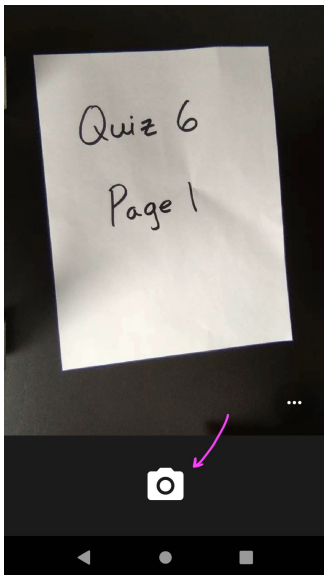
1. Open the Drive app.
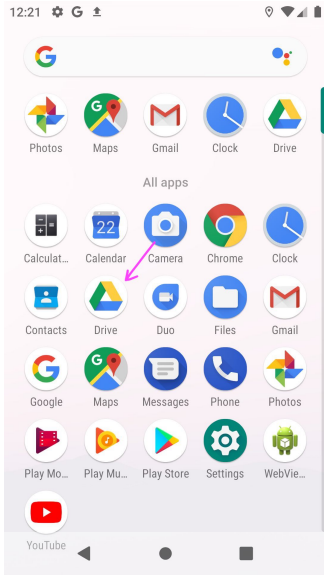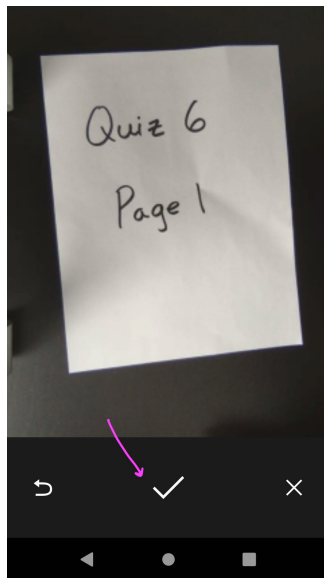

2. Tap the + button.
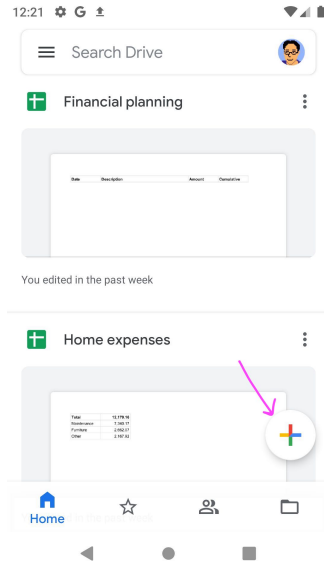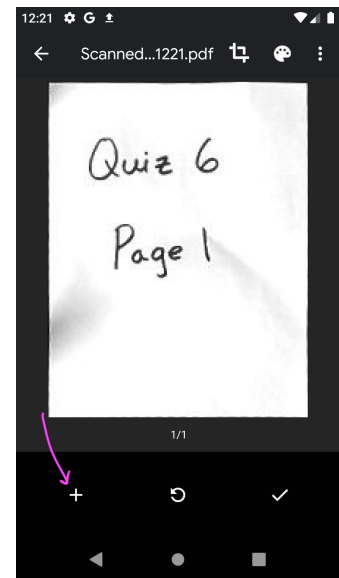

3. A menu will appear. Tap Scan.

4. Scan the first page: tap the camera icon to take a snapshot of the page.
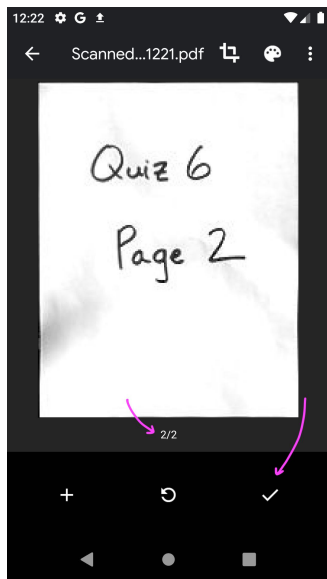

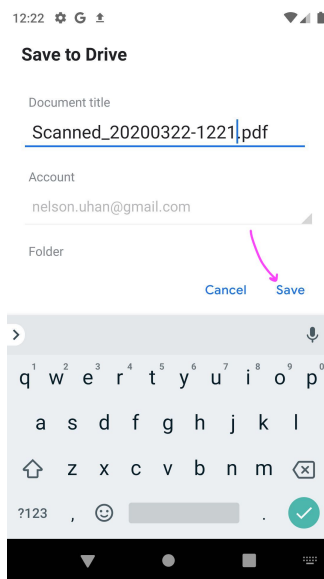5. Tap the checkmark to confirm the scan of the first page.

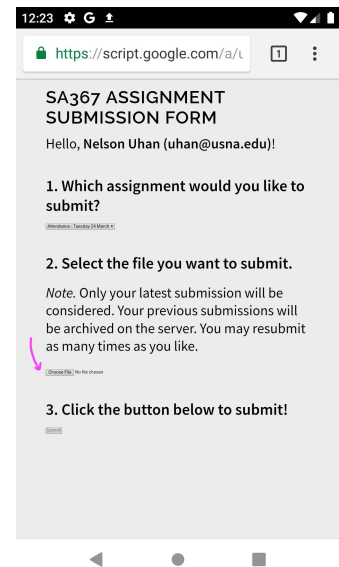6. Tap the + button to scan another page. Repeat until all pages are scanned.

7. Check that you have the right number of pages. Tap the checkmark.
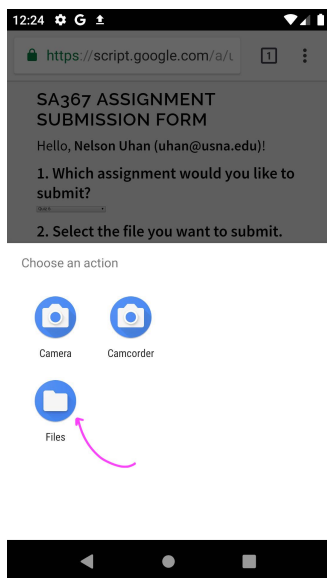
8. Rename the file if you like. Tap Save. By default, this file will be saved to My Drive in your Google Drive.
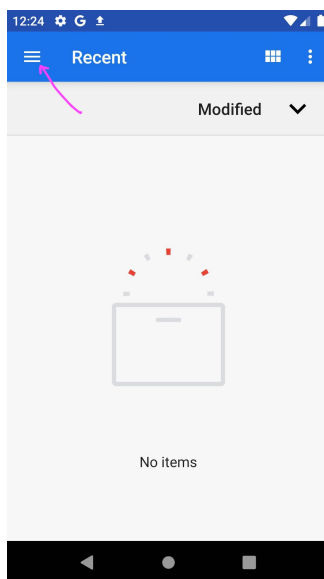
9. Go to the SM223 Assignment Submission Form in Chrome. Tap Choose File.
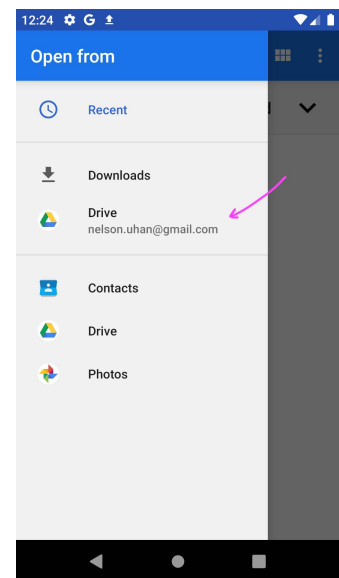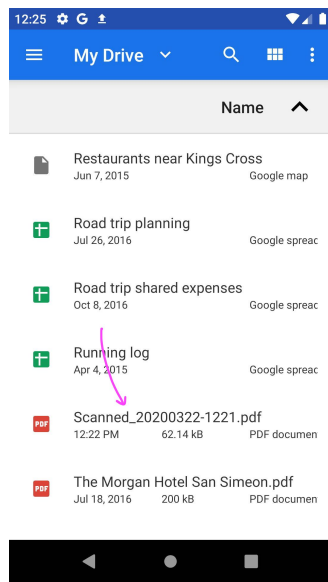
10. Tap Files.

11. Tap the triple bar icon in the upper left corner.

12. Select Drive.

13. Find your scanned document in My Drive. Tap the document.

14. Tap Submit on the submission form. Now you're done!