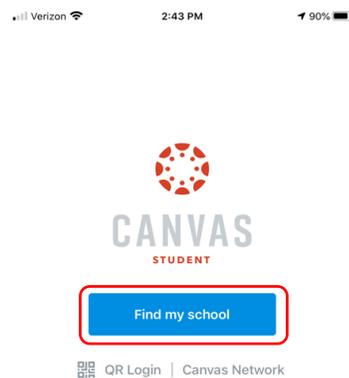


How to use Adobe Scan to Upload a File to Canvas

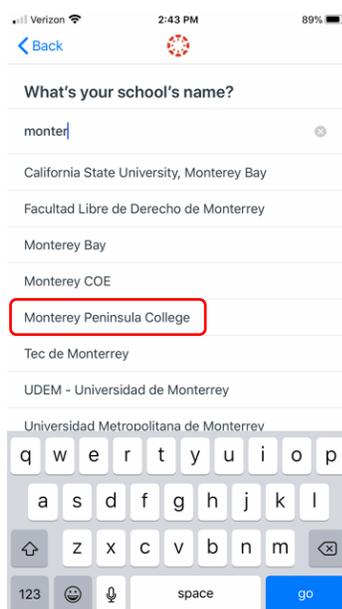
1. If you haven't already done so, download two apps from your app store: *Canvas Student* and *Adobe Scan*.

Do the following to open your Canvas App and get it connected to your Canvas account.

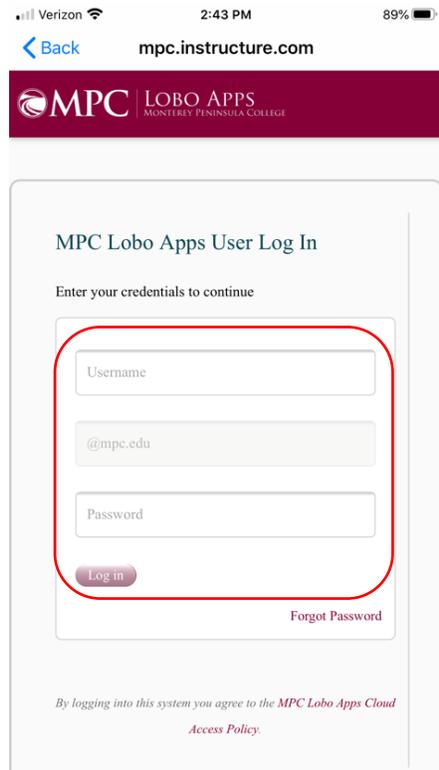
2. Open the Canvas Student app.
3. Click on the "Find my school" box.



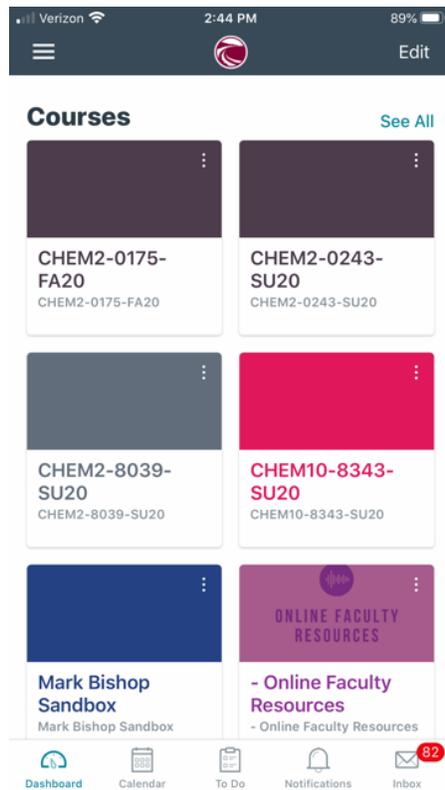
4. Type in enough of "Monterey Peninsula College" to see it in the list. Click on it.



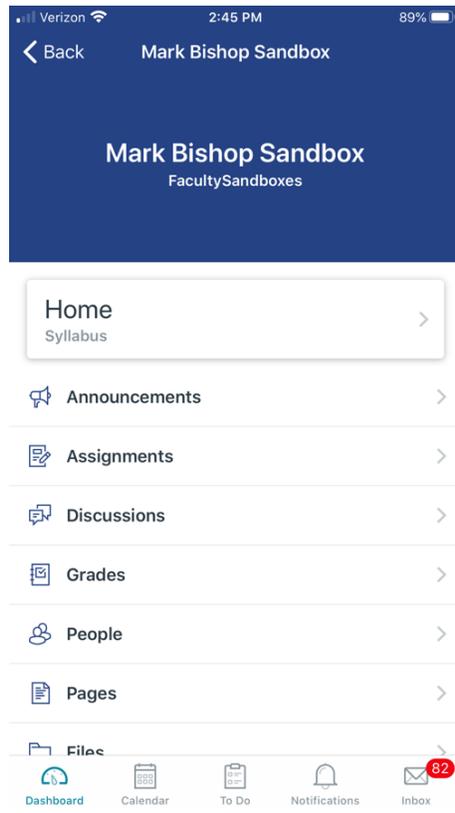
5. Type in your MPC email address for the Username and type your MPC password. Click on “Log in”.



6. Click on your course.

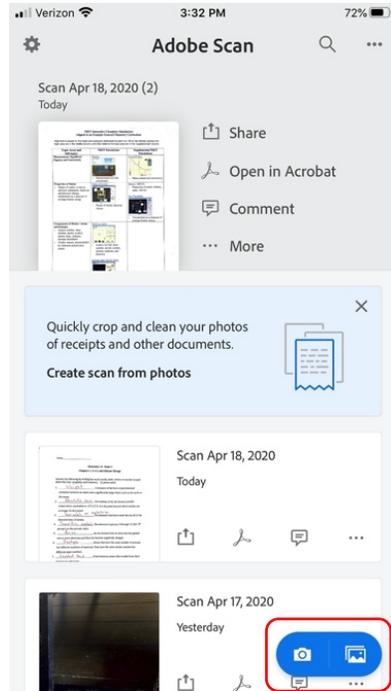


7. You will see the components of Canvas for the class.

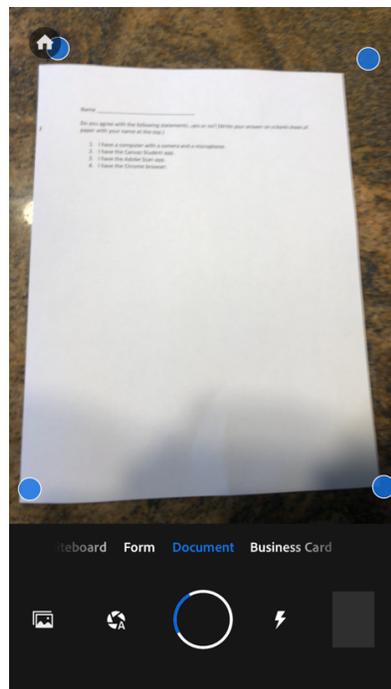


Do the following to take pictures of an assignment or exam, make a PDF file, and upload it to Canvas.

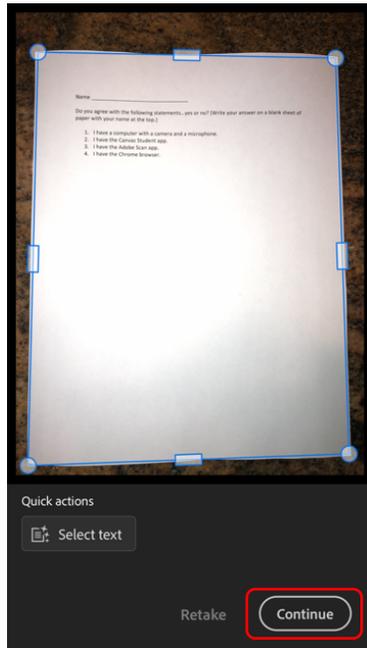
1. Open Adobe Scan (it often opens in the camera mode, but if it doesn't, there will be a blue oval with a camera image on the lower right...press on that).



2. Direct the camera to the first page of the exam. Try to center the page between the four dots. The program will take the picture automatically when it sees the rectangle for the page and when you hold the phone steady.



3. Press *Continue*.



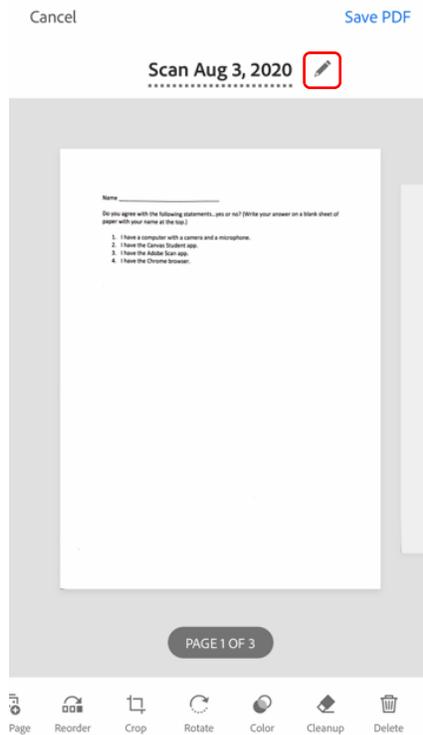
4. Repeat steps 2 and 3 for each page.

5. When you have taken a picture of the last page and pressed *Continue*, press on the image of the last page on the lower right. It will have the number of pictures you've taken in the lower right part of the image.

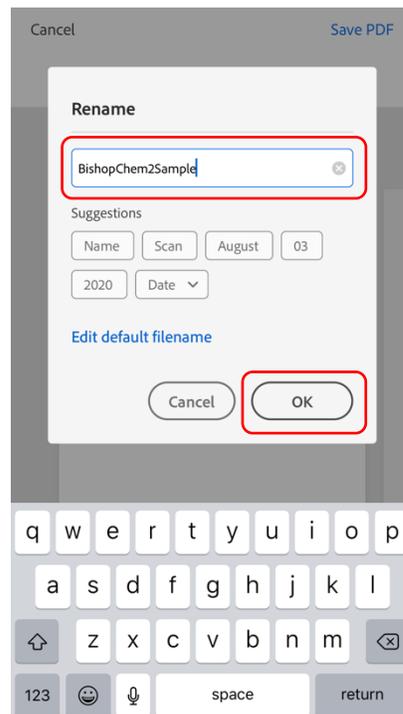
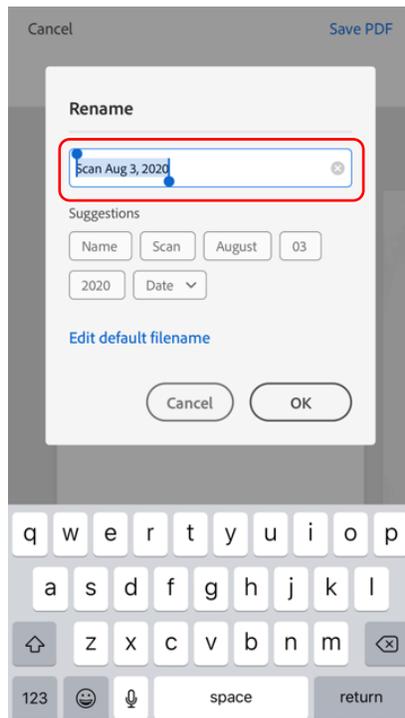


6. At this point, you can manipulate some things in each image, but it's unlikely that you'll need to do so.

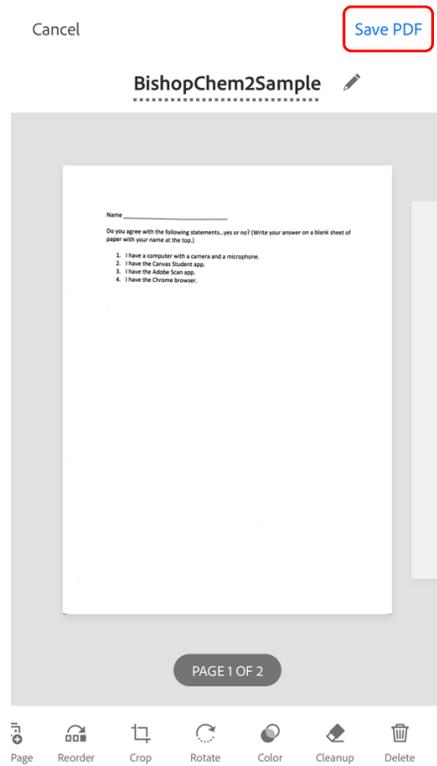
7. Press on the pencil next to the scan date.



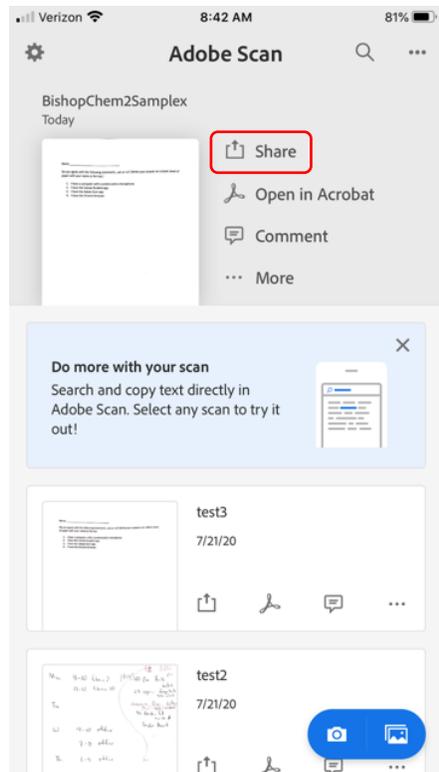
8. Rename your file by typing your last name, your class name (e.g. Chem 2), and a description of what the file is (e.g. Exam 1). Your file name will be something like BishopChem2Exam1.pdf with your last name in the place of mine. Press OK.



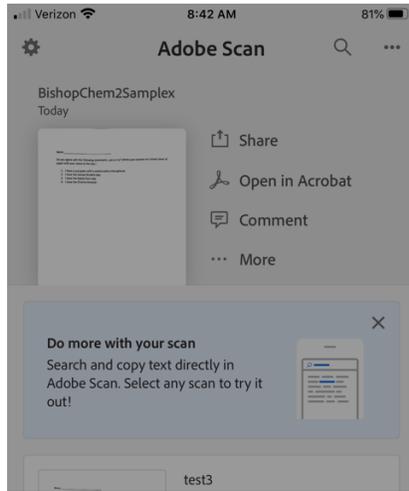
9. Next, press *Save PDF* on the upper right.



10. Press *Share* near the top of the screen.



11. Press *Share a Copy* near the bottom of the screen.



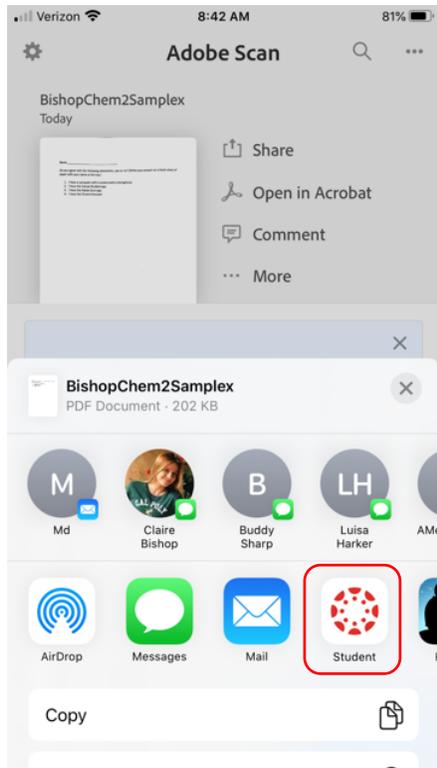
Use Share Link and Email to share links to your file.
Anyone with the link can view it.

 Share Link

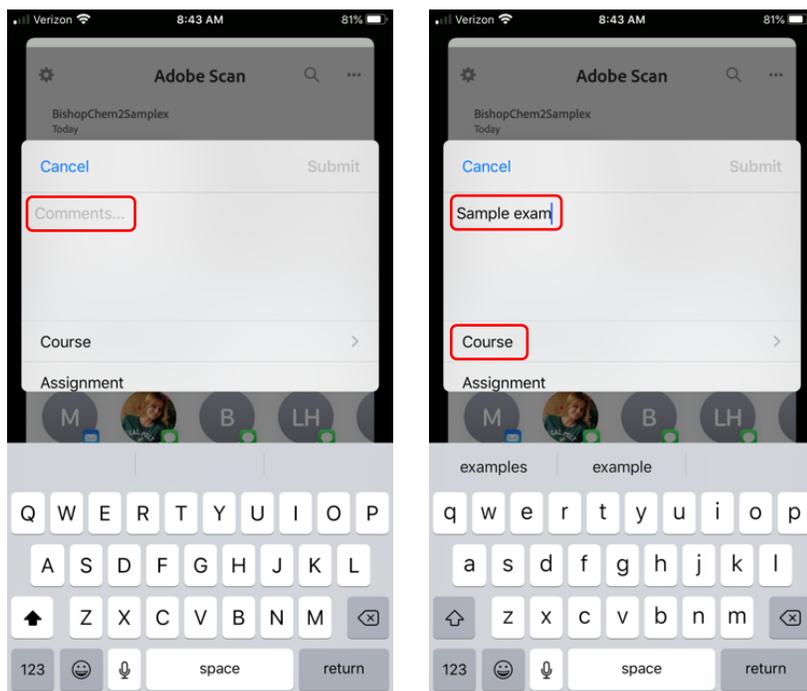
 Email...

 Share a Copy

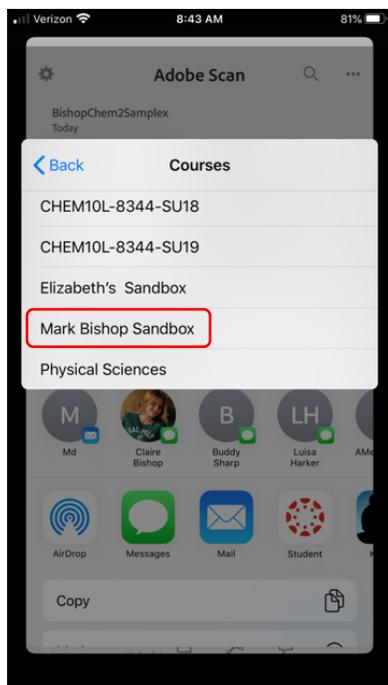
12. Press the *Canvas* icon.



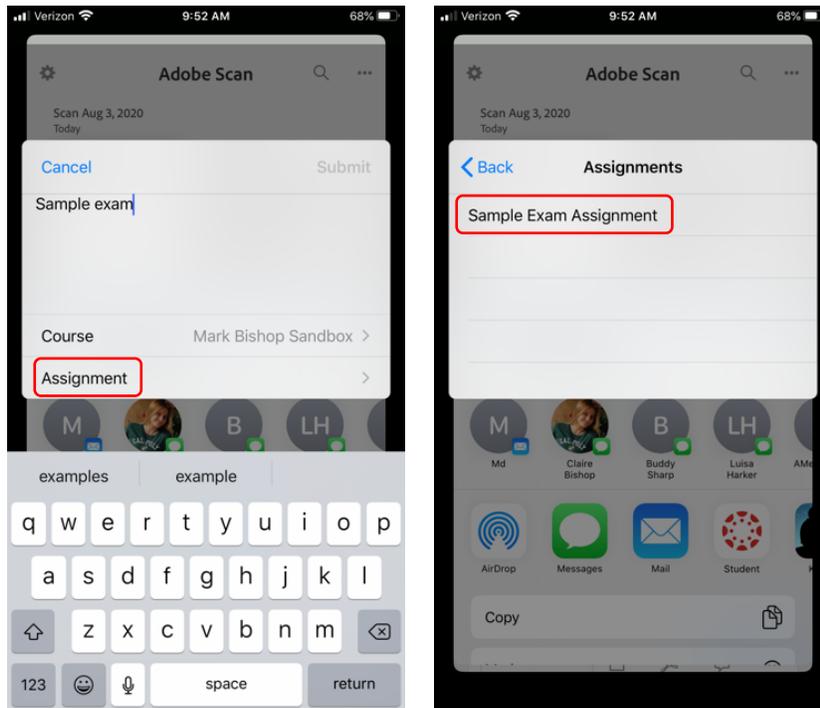
13. Type something in the *Comments* section that identifies your document. Press *Course*.



14. Select the appropriate course from your list.



15. Press on *Assignment* and select the appropriate assignment.



16. Press on *Submit* and you're done.

