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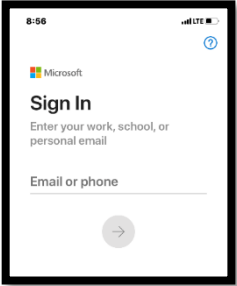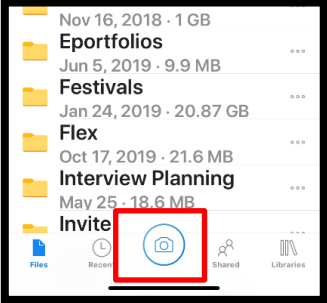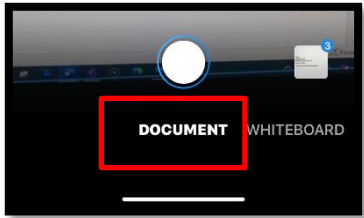INNOVATIVE • INQUISITIVE • INCLUSIVE

OneDrive as a PDF Scanner

Use the camera application in the mobile OneDrive app to take a picture of a document, save it as a PDF and upload from OneDrive in Brightspace to hand in assignments.
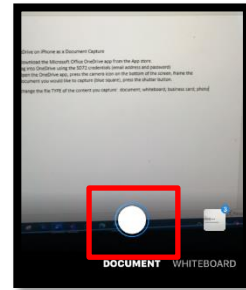
Installing OneDrive

1	Open Apple Store or Google Play store. Search for **"Microsoft OneDrive".** Tap **"Install".**	Microsoft OneDrive File & photo cloud storage Microsoft Corporation #24 in Productivity ★★★★★ 4.7 • 277K Ratings Free · Offers In-App Purchases
2	Open the app from the mobile device. Login using the @learn71.ca username and login.	8:56 ᵃᵗˡ LTE ▮ ⊙ ⊞ Microsoft **Sign In** Enter your work, school, or personal email Email or phone →

Using OneDrive as a Scanner

3	Tap on the **"Camera icon"** located on the bottom of the screen.	Nov 16, 2018 · 1 GB **Eportfolios** Jun 5, 2019 · 9.9 MB **Festivals** Jan 24, 2019 · 20.87 GB **Flex** Oct 17, 2019 · 21.6 MB **Interview Planning** May 25 · 18.6 MB **Invite** Files Recent 📷 Shared Libraries
4	Slide the file type options until the **"Document"** one is selected.	**DOCUMENT** WHITEBOARD

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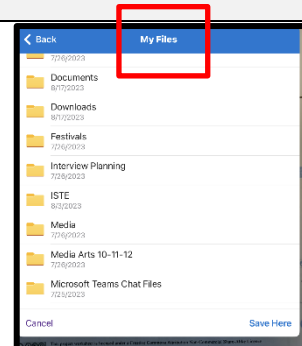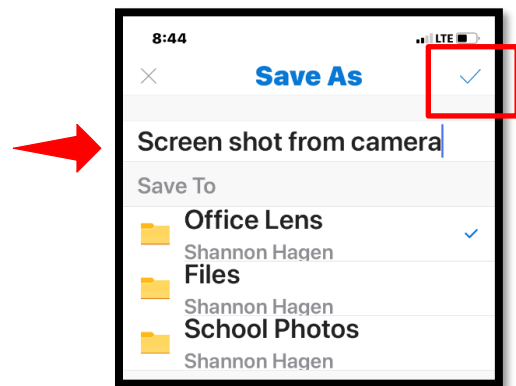| 5	Frame the document to be *scanned.* Tap the shutter button when ready.	
6	Use the four handles located in each of the corners to adjust the shape of the document (crop or expand as needed).	
	Tap the "+" button if scanning more sheets OR the "Done" button if complete.	
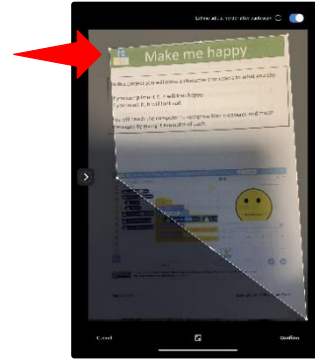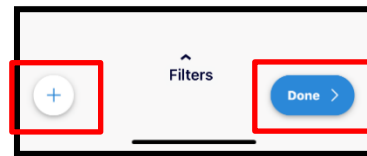
Saving the Document

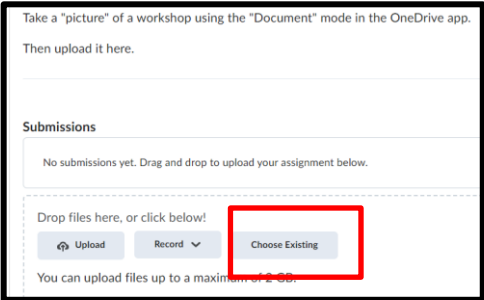| 1	Tap "My Files" to navigate to a specific folder located in your OneDrive.	
2	Rename the file the appropriate name. Tap on the "checkmark" on the top right to save.	

Handing In Assignment from Brightspace

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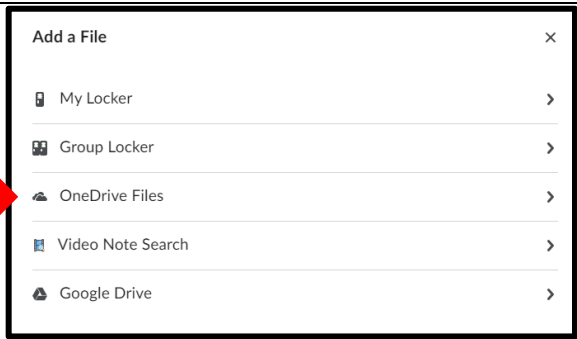
1	Navigate to the course and assignment page. Click on "**Choose Existing**"	
2	Select From **"OneDrive Files".** Navigate to scanned file.	
3	Locate the scanned file. Use **left or right arrows** to navigate to the correct location. Click **"Add".**	