Student Guide: Using OneDrive Mobile App to Scan and Share Documents

If you need to upload handwritten workings as part of an online exam or assessment, you can use the Microsoft OneDrive mobile app for iOS and Android. The app enables you to scan printed documents or handwritten notes with your camera and share them as PDF documents.

Step 1

Download the **OneDrive** app from the App Store for iOS or Google Play for Android. The app works similarly on both mobile platforms.

Step 2

Open the OneDrive app on your mobile device. To scan a document using the camera, tap the camera icon at the bottom of the screen (alternatively click on Files and tap the + sign in the upper right corner and select the **Scan** option on the list). Your camera will open, aim your device's camera at the printed document you wish to scan.

Step 3

Choose the format that best matches the item you're scanning- **document**, whiteboard, business card or photo. For assignment/exam submissions, choose **document.**

Step 4

To best capture the item, position your device so the border frames it and then tap the white circle to scan the item.

Step 5

At the screen showing the image of the item, you can now view and modify it. Double-tap or pinch on the image to zoom in or out. Tap the **Crop** icon and move any of the fill handles to crop the image. Tap the **rotate** button to rotate the image.

Step 6

To combine multiple scans into a PDF, tap **Add New** and then scan your next page.

Step 7

When you have finished scanning all the pages in your document tap the **Done** button (or the checkmark on Android Devices). **The maximum number of pages/images that can be multi-paged scanned is 30 pages for an iOS device and 10 pages for an Android device**

Step 8

You will be brought to the **Save As** screen. In the first field , enter the name of the document you want it to be saved as. It will automatically save the PDF to your Office365 folder. Tap **Save** (or the checkmark on Android devices).

Step 9

To share the file via email, find the document in your OneDrive app and tap the three dots to open a menu to share. Tap on **Share**, enter the email address you want to send the link to and your message.

Step 10

Tap **Send** – a link to your file will be emailed to the recipient. If you need to upload this file to a Moodle Assignment, email the PDF to yourself, download it to your PC and then upload to Moodle. Or you can add files directly from OneDrive when logged into Moodle by using the File Picker or using the drag and drop (once OneDrive app is syncing to the local machine).

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Tip! You can manage your OneDrive account via the app. In iOS, tap the person icon in the upper left; in Android, tap the Me icon in the lower right. Now, you can access any offline files, check the Recycle Bin to recover deleted files.