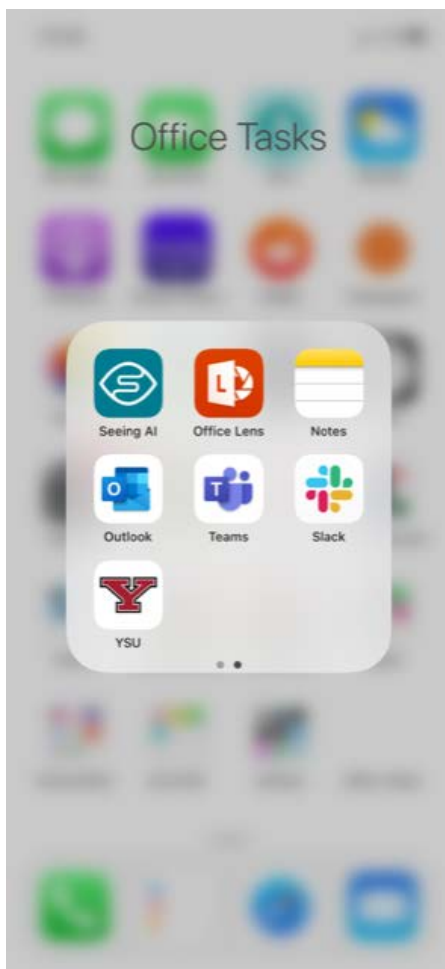


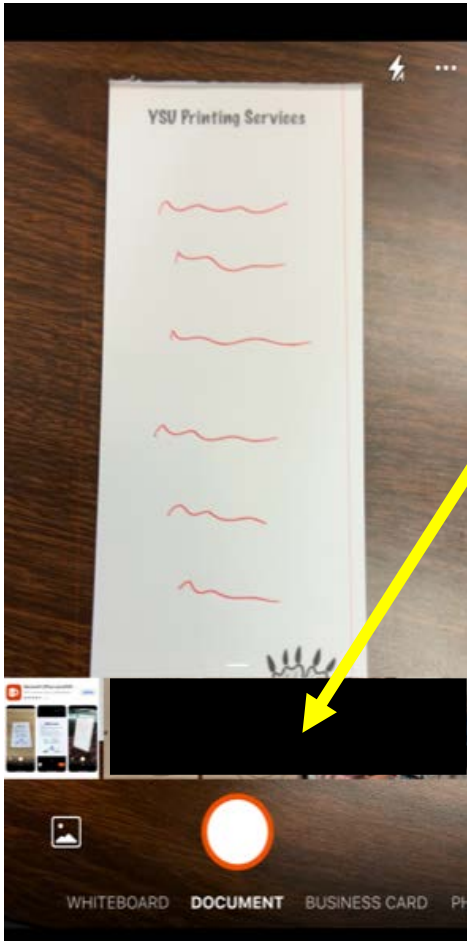
Using Office Lens as a way to Share Handwritten Notes or Allowing Students to Submit Handwritten Assignments/Notes



Download the Office Lens app on your phone or tablet. It is free and you and your students will be able to access the app with your YSU login credentials.



Once the app is downloaded – open the app by clicking on it when you are ready to take a picture/scan of your handwritten notes/assignment. The app will turn your pictures into PDFs, which are recommended for posting to Blackboard or sharing with your students.

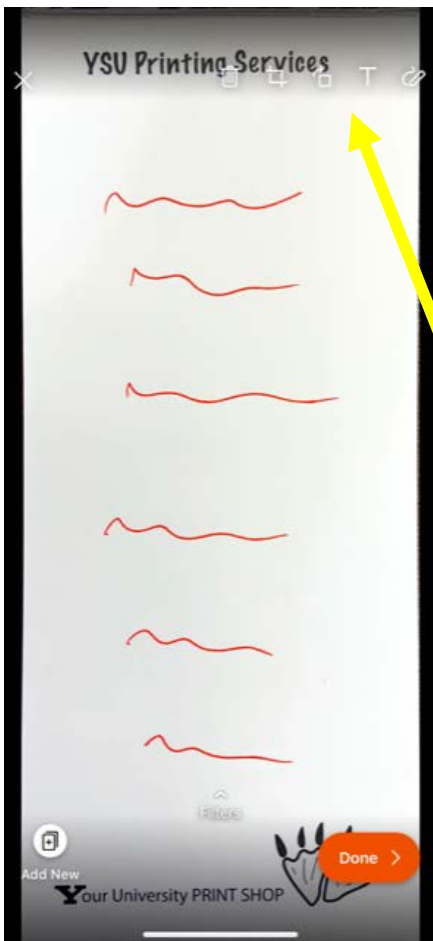


When you open the App, your camera will open. Move the camera over the document you want to capture. A red box will appear, you want to try and get your document completely in the red box.

Press the circle to take your picture.

You'll notice at the bottom of the screen you can:

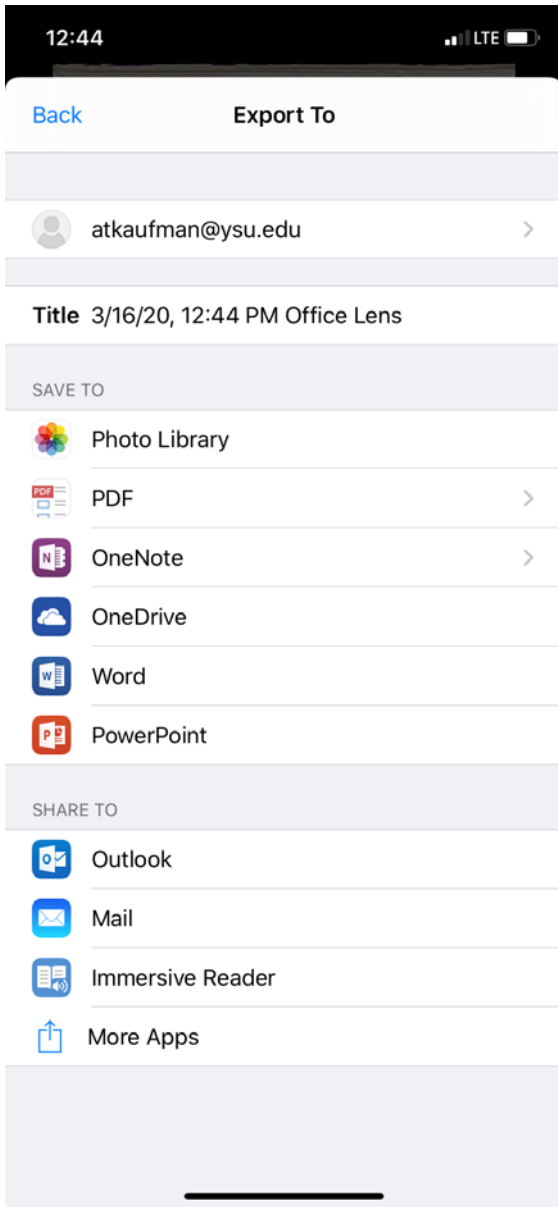
- Access photos in your library.
- Change the type of picture you are taking.



After taking the picture, your background will be cropped out and your document should be the only thing included in the screen.

Using the icons in the top right, you can add text, crop or draw on the document. You can also trash it and start over.

Click done when you are satisfied with your file.



You have several options for exporting your scanned document. You can save to PDF or your photo library. You can upload to your OneDrive, or sent directly through Outlook. Options will vary based on the capabilities of your phone.