## Overview

This guide explains how to scan assignments with CamScanner and submit them through Message Center. The CamScanner app works by taking a picture of each page of your assignment, then arranging them into a single document you can submit all at once.

Instructions

Step 1. Use your smartphone to download the free CamScanner app from the Google Play or iTunes store. You need to register using your email or phone number before using the app.

Step 2. Open the app and tap the photo icon (📷) to get started.

Step 3. Be sure the bottom slider is set to single page mode (Single), then tap the 📷 icon to take a picture of the first page of your doc. Tap the checkmark (✓) to accept the picture or the **X** to try again.
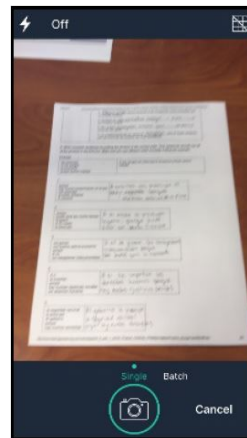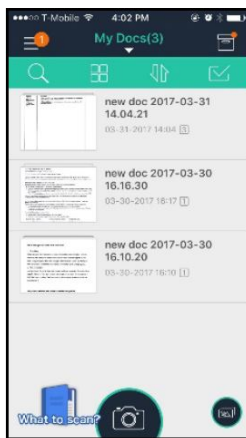
Tip: If the picture is too dark, you can turn on the flash to make it brighter.

Step 4. Resize the photo by outlining the first page of your assignment with the blue box. Tap the checkmark when you're done.
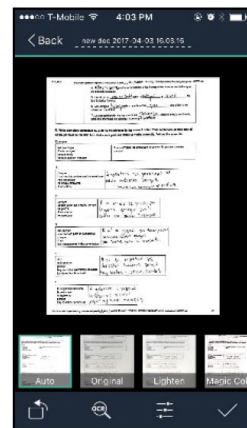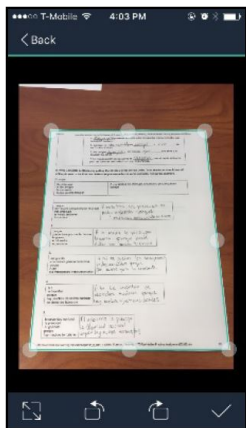

Tip: The corners of the blue box should line up with the corners of your assignment sheet.

Step 5. If necessary, adjust the quality of the photo by changing the picture settings. Tap the checkmark when you're done.

Tip: If you select the "Original" setting in the upper-right, you usually won't have to make any adjustments!

Step 6. You've now scanned the first page of your assignment. Repeat steps 4-6 for the next page by tapping the [Add] icon. Keep going until you've scanned each page.
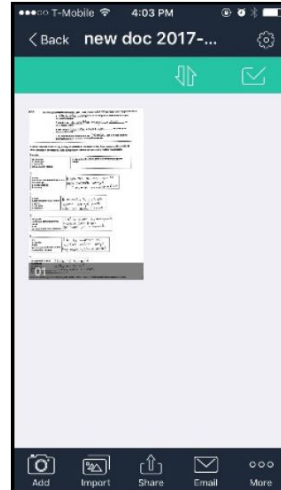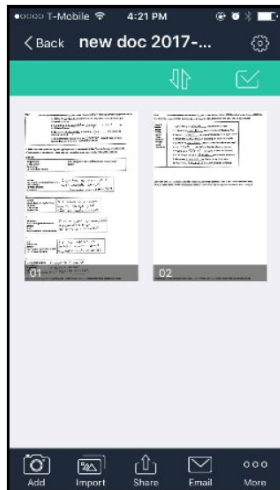
Step 7. Once you've scanned each page of your assignment, tap the [Share] icon and e-mail the assignment to yourself so you can open it on your computer. Once you have it on your computer, you can upload it to the **Message Center!**

Tip: If you like, you can retitle the assignment by tapping the document title.

Questions? Contact Technical Support at support@apexlearning.com *or (800) 453-1454.*