

Scan and Email or Upload to Google Classroom



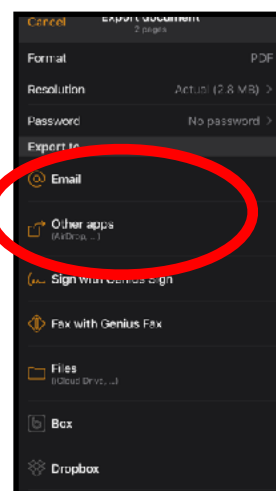
Please note: images shown are for an iOS device. Android has a similar process.
There are a variety of free scanner apps available from genuine app stores.
You'll need all apps installed and signed in, including school email set up on your device.

1. After installing the app, scan required documents. Do multiple pages together.

2. Rename your scan to reflect its content and ownership (your name).

3. Tap the SHARE icon.

4. Select EMAIL to send via email or OTHER APPS to attach in the Google Classroom app.



5. Tap the FROM field to select your school email account. Add teacher email address, personal message and hit SEND.

6. To upload to Google Classroom, select Other Apps and tap the Classroom icon (must be installed).

7. Select the required class for the signed-in account, and tap ATTACH TO ASSIGNMENT (or similar)

8. Select the task, and attach scan. Once uploaded, you'll need to hit the Hand In button if you've finished the task.

