

Scanning your Assignment for Uploading

In our courses we need students to upload their assignment as a **single pdf file per assignment**.

Here are a few ways you can do this:

Option 1: If you are taking a photo of each page with your phone or a digital camera, copy and paste your pictures into a Word document. Just make sure each page is inserted in order, and right side up. You can then save the Word doc as a pdf. Go to file, click Save As...in the "save as type" scroll down to pdf. Or you can choose Print and "print as pdf".

Option 2: If you are using a scanner, please have the settings set to save all the pages into one pdf file. If your scanner doesn't have the option to scan one single pdf file, but instead gives you a separate pdf file for every page, you can use a website to combine all the pdfs into a single document.

- Go to the website: <http://online2pdf.com/>
- Select each single file in the correct order
- When you have all of your files in the list click Convert!

Another website that does this is: <http://www.pdfmerge.com/>

Option 3: If you are using a scanner and it only gives you multiple jpegs files, you can use the website <http://online2pdf.com/> to convert them to a single pdf document. A second website that does this is: <http://www.convert-jpg-to-pdf.net/>

Option 4: Use your smart phone or tablet to scan your assignments as a single pdf. If you have a smart phone or tablet and would like to use it to scan your assignment pages as a pdf file, you can try the following apps:

Apple iPhone/tablet: Tiny Scan (free app)

Instructional Video for Tiny Scan: <http://www.youtube.com/watch?v=efx7M39nVpw>

Android: Cam Scanner (free app)

Instructional Video for Cam Scanner: <http://www.youtube.com/watch?v=zR2BLxJTFOc>

Use the app to take a picture of each page and convert the pages into a single pdf file. Email the pdf file to yourself, then from a computer open, save it, then upload it to your online course for marking.