

iPhone scan instructions:

- *I highly recommend you download the Google Drive App from the App Store-it is free
- *once it downloads, sign into the app using your spre4 account information
- *go to the Notes app
- *start a new note
- *at the bottom of your note you will see a camera icon-select this icon
- *scan document
- *carefully position and scan your homework page-push the white circle to take the picture
- *the next screen allows you to adjust the picture as necessary- give me the best view please
- *If you like the picture, then hit keep scan
- *the next screen asks you to save or take another scan
- *keep scanning until you have ALL of your work scanned
- *then hit SAVE once ALL of your work is scanned
- *now you can see your scan
- *at the top of the scan is the share icon (the box with an arrow pointing up)
- *select this icon and then select the Google Drive App
- *if you are signed into your spre4 account it will be displayed for you to choose it
- *the next screen will display your scan and have an upload option in the top right corner
- *now you can get into Google Classroom, select the appropriate assignment, upload your scanned assignment from your Google Drive, and hit turn in.

Scanning Instruction for Android (non-iPhone):

- *Open google drive app
- *Make sure you are signed in to the app using your spre4 account information
- *In bottom right corner, hit the +
- *Then hit scan
- *Use the camera to position your document to get the best possible picture
- *Hit the circle
- *This will scan your document
- *If you like the scan, then hit the +
- *This will allow you to scan another document
- *Continue to do this until ALL of your work is scanned.
- *When all the work is scanned, hit the check mark
- *Once you hit the check mark your scanned document will automatically save to your Google Drive as a PDF
- *Now you can go to your Google Drive, rename the scanned document and upload it to google classroom
- *Once you get it uploaded to google classroom, you can turn it in