

Scanning and Uploading Work to Teams Assignments

Download the Microsoft OneDrive App and the Teams App on your smartphone. Both apps are free.

To scan your work using the Microsoft OneDrive App:

Open the Microsoft OneDrive App on your smartphone.

Open the shared folder with your Last name, First name that I created for you.

Press the camera icon.



Hold your phone directly above and parallel to the document that you are scanning.

Press the circle to scan.



Adjust the image by dragging the borders to make sure that all of your work is shown.

Then click **DONE**



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IF you have to scan more than 1 page of work, you can click **+** and then scan another page.

You can continue scanning one page at a time by pressing + for each new page.

Then click **DONE** when all of your pages are scanned.



Doing it this way will put all of the pages for that assignment into one file.

When SAVE AS comes up, type in the name of the file which is the same as the name of the assignment in Teams. Make sure the shared folder titled your Last name, First name is checked. Then click the check mark next to SAVE AS.

To add your scanned work to the Teams assignment:

Open the Teams App on your smartphone.

Click on the assignment in Teams. Click on the

Select UPLOAD FROM ONEDRIVE.

Click on the file of your work.

Click TURN IN.

