submitting homework on Gradescope

To turn in your homework on Gradescope, you will need to create a PDF of your work and save it to your computer before submitting.

This is a guide for scanning on iOS phones (pg. 1), scanning on Android phones (pg. 2), and submitting via the web app (pg.3). If you're scanning via a scanner or another method, you can skip to the submission part of the guide.

Scanning on iOS Devices

1. **DOWNLOAD:** Go to the App Store, search **Scannable** by Evernote (our recommended app).

You can also follow a similar process for *Genius Scan* or a different scanning app. Just make sure the app you choose will let you make high quality PDFs.

2. **SCAN:** Once on the main page, Scannable will start looking for a document and automatically start scanning.

3. **SELECT + SEND SCAN:** When you're done, select the **check mark**. You can now review your scans for legibility, hit **Send** scan, select the correct pages, and **Mail** your scans to yourself.

From here, save your file onto your computer in a memorable place, and you're ready to submit!
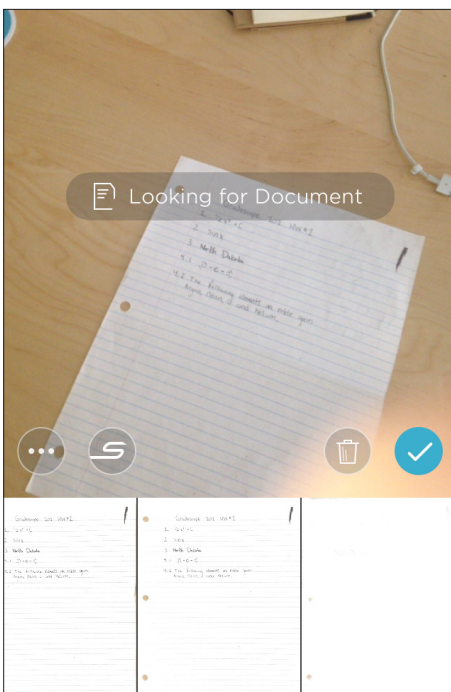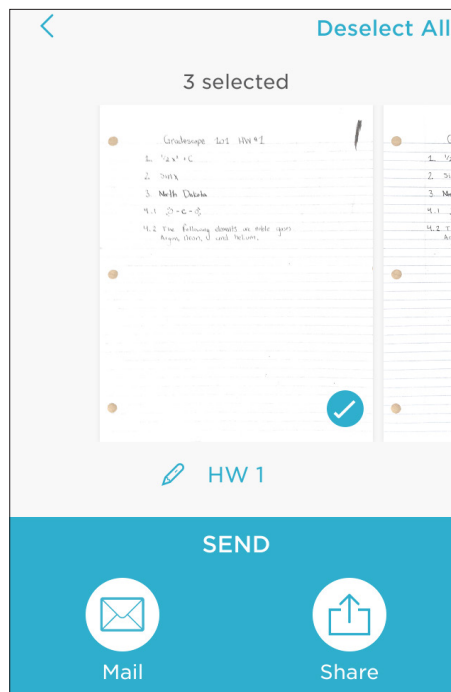
TIPS FOR SCANNING:

When setting up Scannable, it's a good idea to click the **"…"** > **Settings** > **File Type** > **PDF.** This way, your single page assignments save as PDFs.

Taking your photos: Place your work on a flat surface. (A darker table, with high contrast to your paper, is best).

Hold your camera at a bird's eye angle, with a steady hand.

Always check that your photo is legible - if you try to speed through you will get blurry photos!

If your scan is blurry or illegible: First try retaking. Then try restoring the photo. **Select thumbnail** > **Slider icon** > **Restore**).

If your scan is still illegible: You might have written your assignment too lightly or unclearly. Make sure you use a dark pencil or pen for best results!

To get your scans on your computer, you can also save to *Evernote*, *iCloud*, or other cloud service.

Camera view

Document view

Scanning on Android Devices

1. **DOWNLOAD:** Go to the Play Store, search for the **Genius Scan** app (this is our recommended app) and download.

If you're familiar with a different scanning app, make sure it will let you make high quality PDFs.

2. **SCAN:** Once you open the app and get to the main page, select the camera and **take** and **crop** your photo. Continue for all your pages.

3. **CHECK/FINISH SCAN:** When you're done, **select Move To** > **Create / Add to a new doc.**
Make sure all your pages are in one document, and review your scans for legibility.

4. **SHARE SCAN:** The last step is to get your scan onto your computer, so you can submit via web. Select your document, click the **Share** icon and send the PDF to your email.

From here, save your file onto your computer in a memorable place, and you're ready to submit!
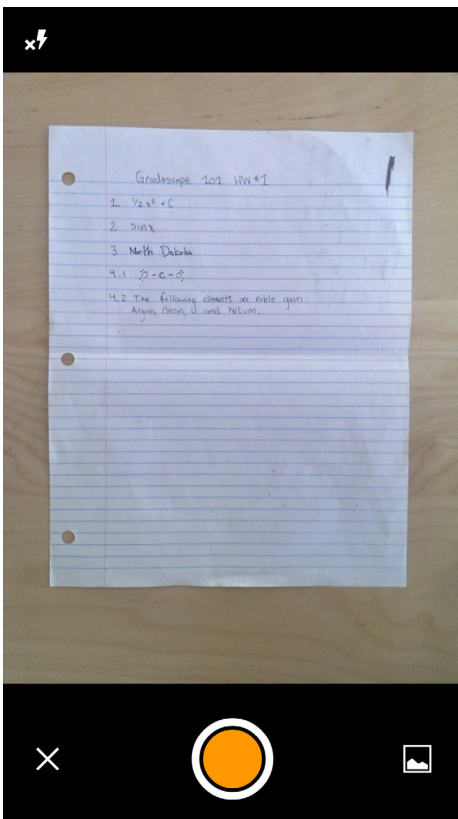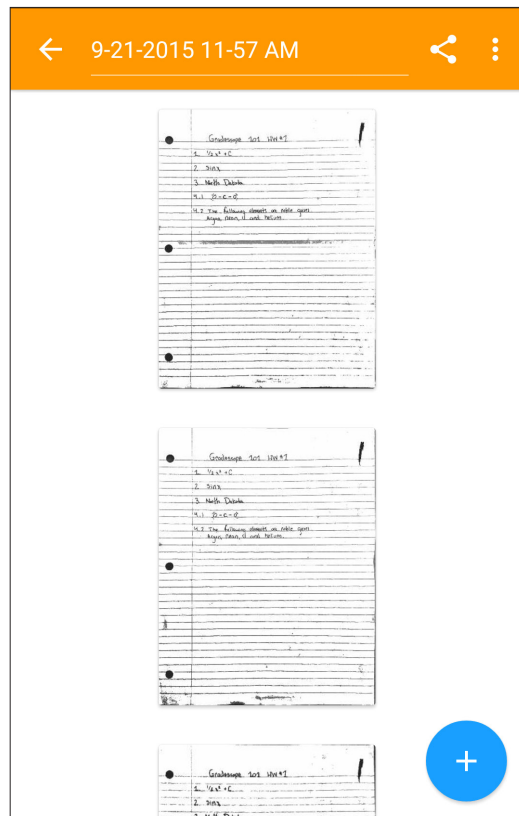
As you take your photos, you can save your scans to a document by selecting "Move To"

Whether you do it before or after scanning, make sure multi-page homeworks are all in **one document** and not **individual scans**.

Taking your photos: Place your work on a flat surface. (A darker table, with high contrast to your paper, is best).

Hold your camera at a bird's eye angle, with a steady hand.

Always check that your photo is legible - if you try to speed through you will get blurry photos!

If your scan is blurry or illegible: Try retaking. Then try changing the enhancement of the photo - right after you cropped your photo, select the **Enhancement** icon on the top right.

If your scan is still illegible: You might have written your assignment too lightly or unclearly. Make sure you use a dark pencil or pen for best results!
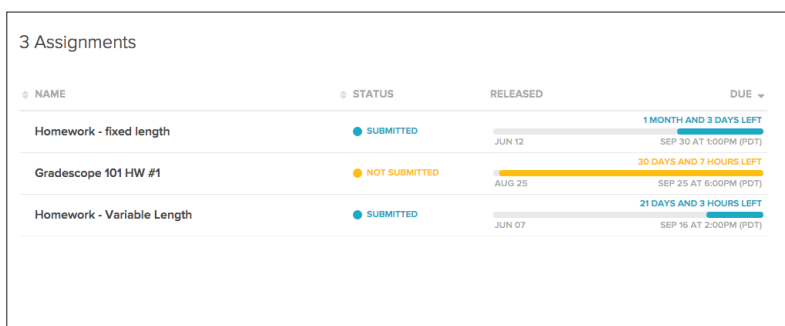
Camera view

Document view

Submitting your PDF on Gradescope

1. Go to gradescope.com and log in with the email address your instructor used to add you to the course. If you don't think you have an account, **ask your instructor** to add you to the course, or email **help@gradescope.com**
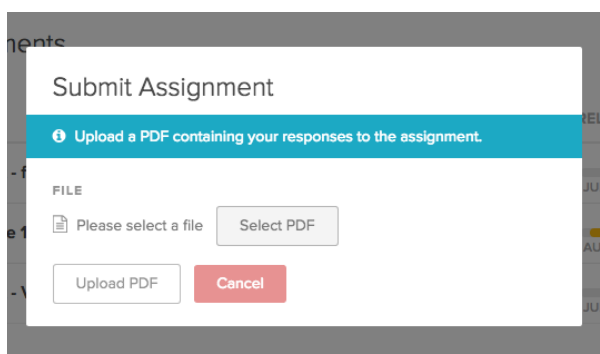
2. On Your Courses page, select the course for which you're submitting work.

3. On your Courses page, you will see all of your current assignments. Click on the assignment you are turning in.

Click **Submit PDF** > Click **Select PDF** > locate the correct file on your computer > Click **Upload PDF.**

4. Your last step is to tell your instructor which page corresponds to each question on the assignment. You will see a list of all the assigned problems, and images of all your scans. **For each question** click the page(s) that contains your answer. You can use the SHIFT key to select multiple questions at a time and assign them to pages.
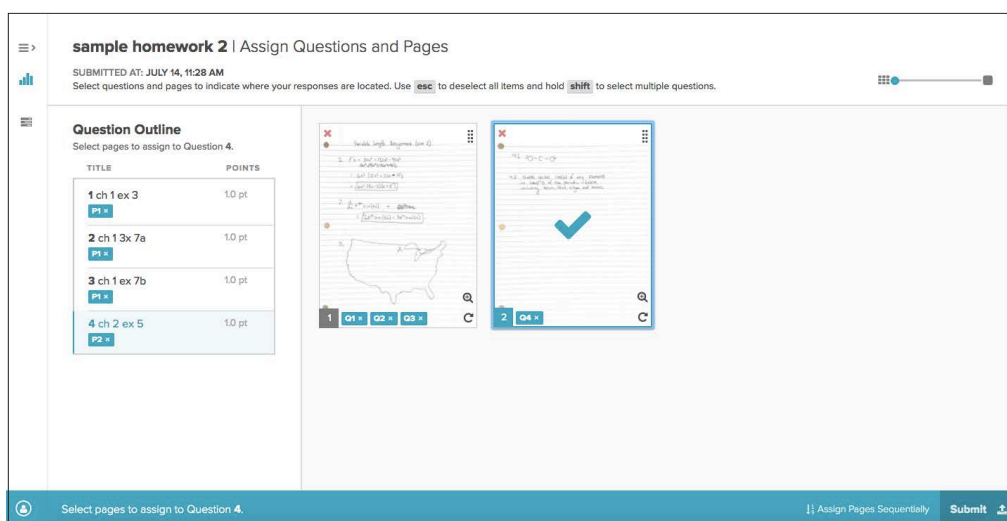
5. Now click **Save**. You will be sent to a new page to view your submission. Once you see this page and your scan looks good, you're done!

Questions or feedback? Email us at help@gradescope.com.