📊 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. 3), and submitting via the webapp (pg.4). 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 **CamScanner** (this is our recommended app) and download the free version of the app.

You can also follow a similar process for *Genius Scan* or *Scannable*. 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 icon and **start scanning** (screenshot 1)

TIPS FOR SCANNING:

- **When submitting multi-page assignments,** first sure you slide from the "Single" option to the "**Batch**" option - just swipe left to right above the camera icon. **(1.a)**

- 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, line up your paper straight to avoid any angles or crooked lines **(1.b)**

- Don't worry if you're scanning many pages. The **batch scan** option will make sure each photo = one page of your PDF.

- Be careful to take clear photos - **If you try to speed through you will get blurry photos!**

3. **CHECK/FINISH SCAN:** When you're done, select **finish**. **(1.c)** You now have a new doc in My Docs and can review what your scans look like. Check they are cropped correctly and text is legible.
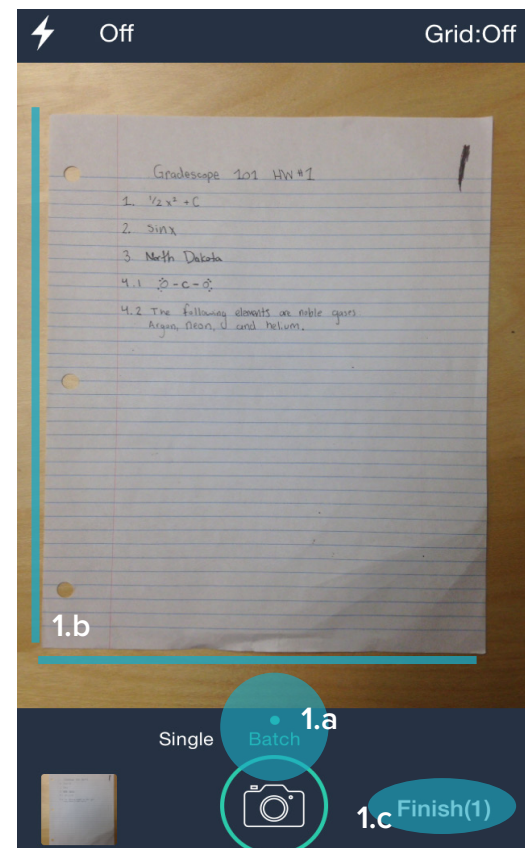

Screenshot 1: Camera view

- **IF A SCAN IS NOT LEGIBLE OR IS CROPPED INCORRECTLY:** On page view **(screenshot 3)** select **re-edit** from the top right corner. You will be prompted to re-crop or rotate. You can then select a new enhancement option or adjust yourself with the slider icon.
- **IF SCAN IS STILL ILLEGIBLE:** On page view, slide the scanned image up to reveal the **retake** option.
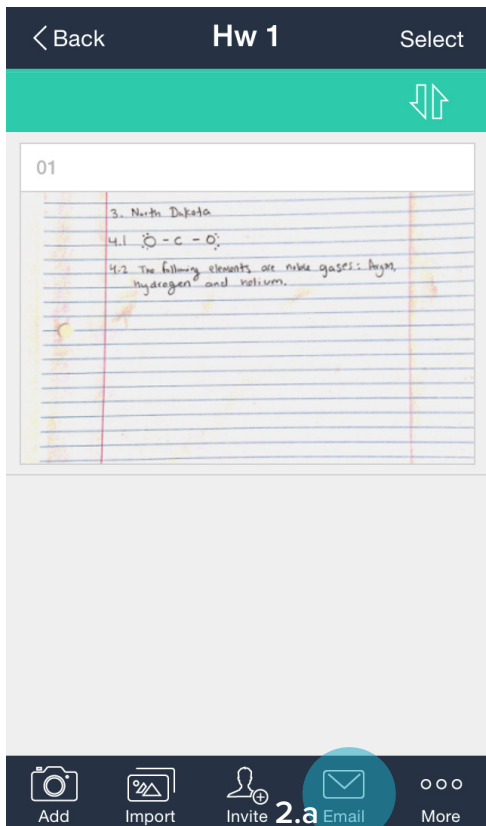
Screenshot 2: Document view
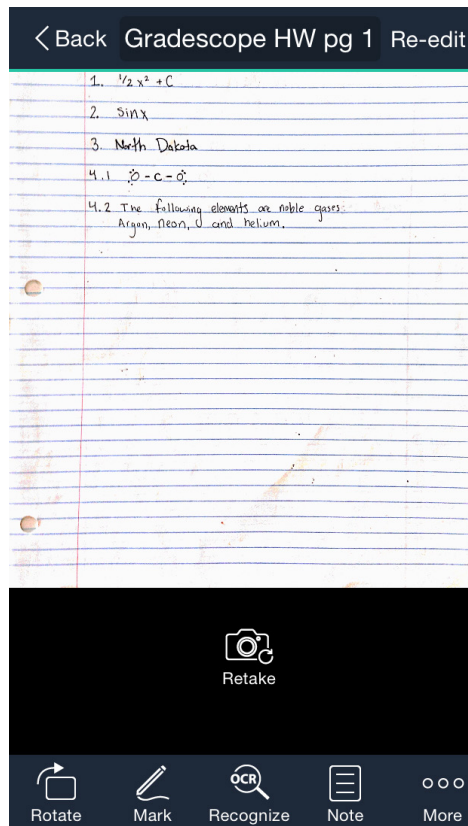
Screenshot 3: Page View

4. **SAVE + SHARE SCAN:** The next step is to get your scan onto your computer, so you can submit via email or your preferred method.

- **For email:** On your document page: Select the **Email** icon **(2.a)** > Select **PDF file** > Enter your email > Send your PDF to yourself.

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

Scanning on Android Devices

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

You can also follow a similar process for *Genius Scan* or *Scannable*.
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 **start scanning**
(screenshot 1).

TIPS FOR SCANNING:

- **When submitting multi-page assignments,:** first sure you slide from the "Single" option to the "**Batch**" option - found to the right of the camera icon. (1.a)

- Place your work on a flat surface.

- Hold your camera at a bird's eye angle, line up your paper straight to avoid any angles or crooked lines. (1.b)

- Don't worry if you're scanning many pages. The **batch scan** option will make sure each photo = one page of your PDF.

- Be careful to take clear photos - **if you try to speed through you will get blurry photos!**
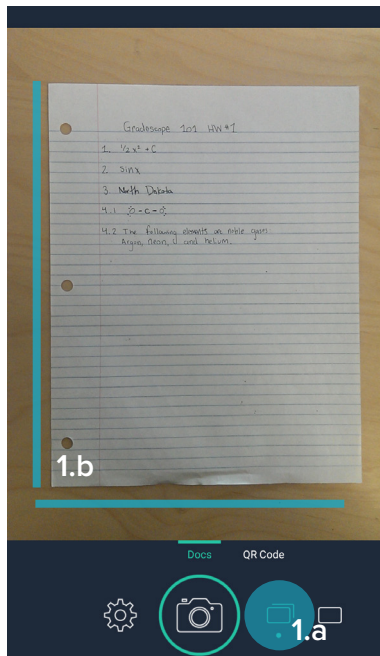
Screenshot 1: Camera view
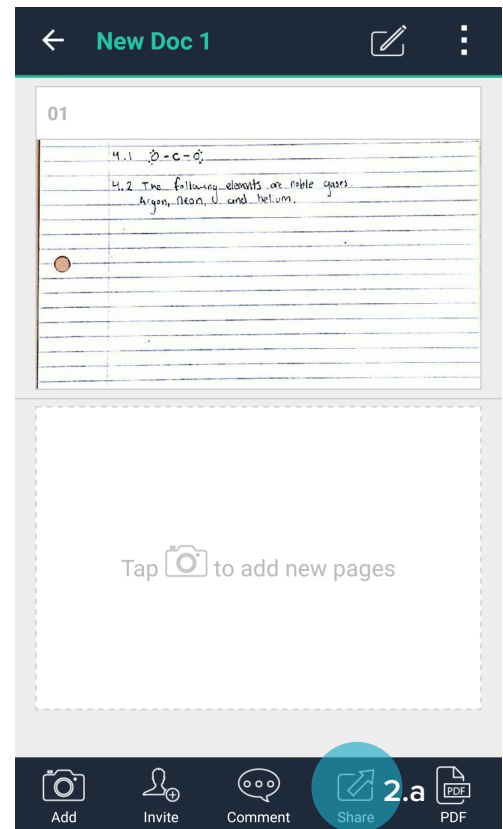
Screenshot 2: Document View

3. **CHECK/FINISH SCAN:** When you're done, **select the check mark** next to your photo. You now have a new doc in "My Docs" (screenshot 2) where you can review what your submission look like. Check they are cropped correctly and text is legible.

- **IF A SCAN DOES NOT LOOK LEGIBLE OR IS CROPPED INCORRECTLY:** On page view, select the **crop** icon from the top right corner. You will be prompted to re-crop, then select a new enhancement option or adjust it yourself with the slider icon.
- **TO RE-DO A SCAN:** On page view, slide the scanned image up to reveal the **retake** option.

4. **SHARE SCAN:** The last step is to get your scan onto your computer, so you can submit via web. Just click **Share** (2.a) to send to your email or cloud service to get your file onto your computer.

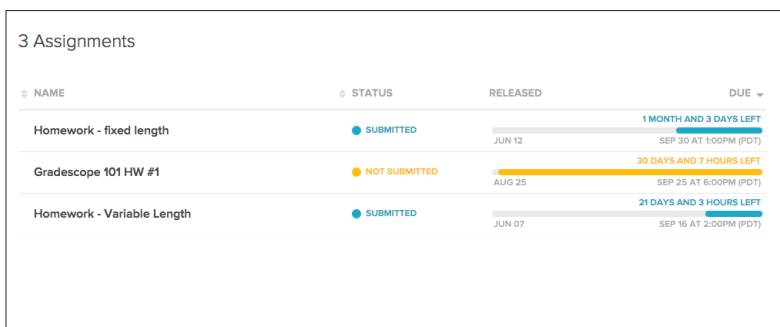From here, save your file onto your computer in a memorable place, and you're ready to submit!

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
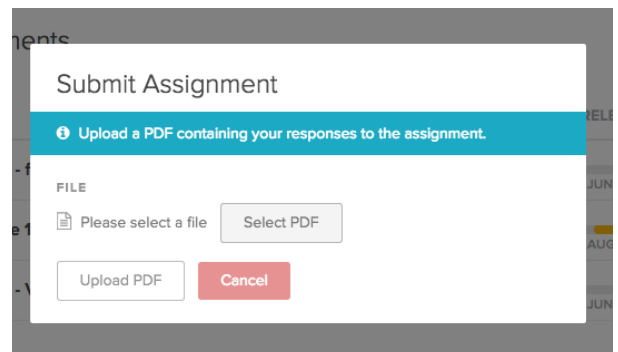
2. On Your Courses page, select the course for which you're submitting work.

3. On your Courses page, you will see all of your current assignments. Click on the assignment you are turning in.
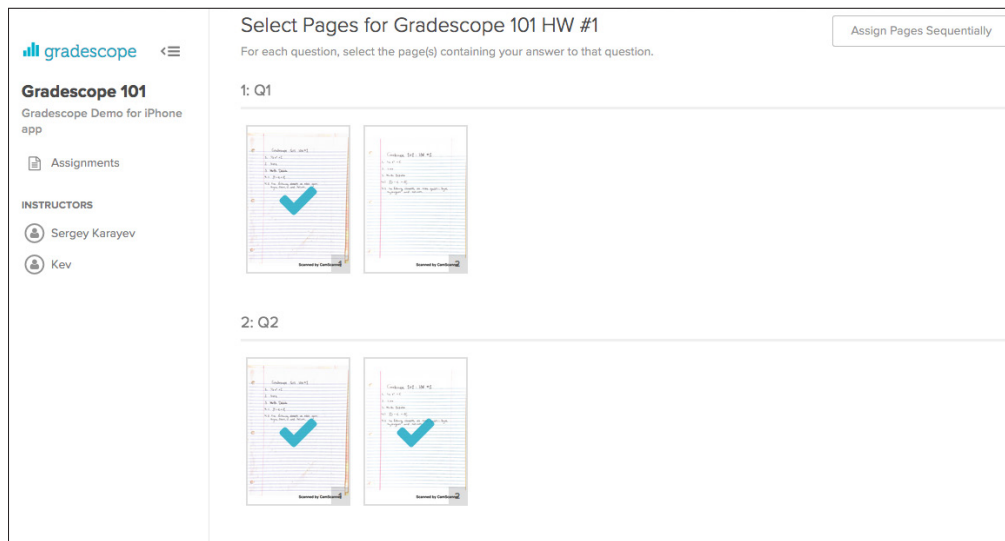
Click **Submit PDF** > Click **Select PDF** > locate the correct file on your computer > Click **Upload PDF.**

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 that contains your answer.


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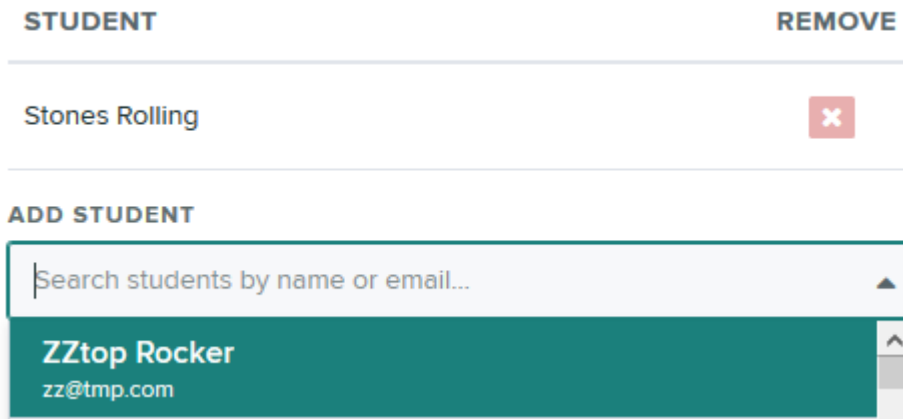
Questions or feedback? Email us at help@gradescope.com.

Adding Partners names to Submitted Work on Gradescope

1. After one member of the team has uploaded their work (previous slides), you need to add your other partners names to the assignment.

2. In the upper right corner, you can see the link, "View or edit group".
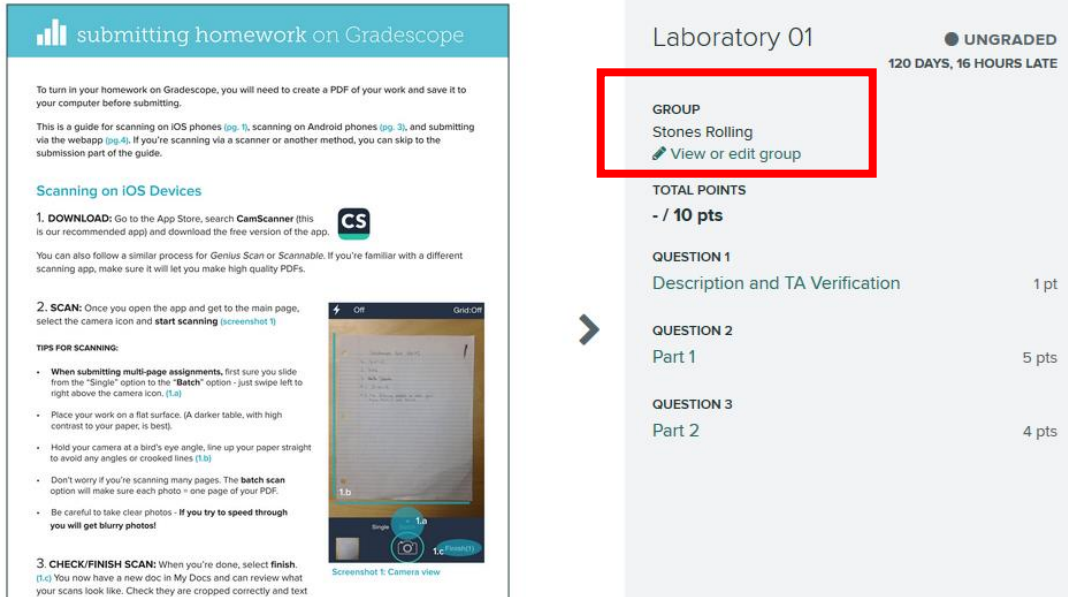
3. Click the link and add your partners' names.

4. Make sure your partners were added. The upper right corner should now look like,