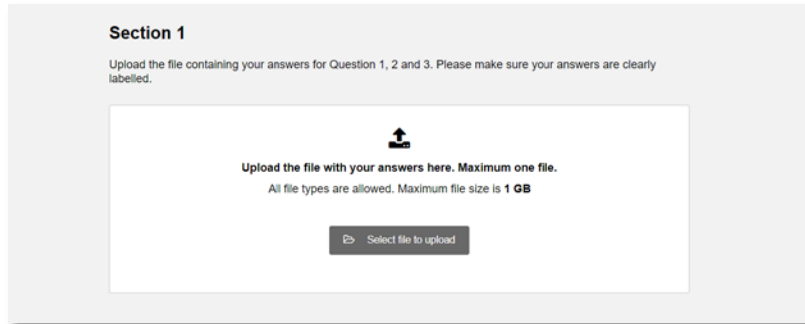# Scanning and uploading answer with mobile app

In your exam or test, you may be required to answer a question with handwritten work (such as proofs or diagrams). You can answer this type of question by uploading a scanned image of your work.

A question which requires an upload of a file will look like this:

If you do not already use a scanning app we recommend using the **Adobe Scan App** to capture the image and convert to **PDF** using your mobile device.

Tips

- ✓ Download the Adobe scan app before your exam
- ✓ Practice using the app before your exam
- ✓ Start the scanning process at least 30 minutes before the exam due time
- ✓ Start uploading your documents at least 10 minutes before exam due time

Useful reminders

- ✓ PDF is the preferred file format
- ✓ If your file has not finished uploading when your exam time ends, don't worry, as long as you have started the upload process before exam end time it will continue after the exam end time until upload is complete.
- ✓ If you have more than 1 upload question, ensure you upload each PDF to the correct question.
- ✓ If the internet connection or power is lost while uploading a file, please reconnect to internet and/or power, cancel the upload that is in progress and restart the upload. If your uploaded document took place before the loss of power or internet, simply repeat this step again.

About the Adobe Scan App

The free Adobe Scan app turns your device into a powerful portable scanner that recognizes text automatically (OCR). Capture new images with your camera or grab any image from your device. The app converts images to PDF and saves them to Adobe Document Cloud. By default, the app automatically converts image text to real text via optical character recognition (OCR).

The following guide provides instructions for uploading a file for both **Android (Section A, Page 2)** and **iPhone (Section B, Page 7)** users. The Adobe app is free to purchase.

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SECTION A - Guide for Android users

STEP 1: For Android users go to the **Google Play Store**, search '**Adobe Scan**' and **Install.**

STEP 2: Sign in using an existing account or create a new account.

If you have an existing Google account you can sign in using this account, alternatively you can sign up using an email address.
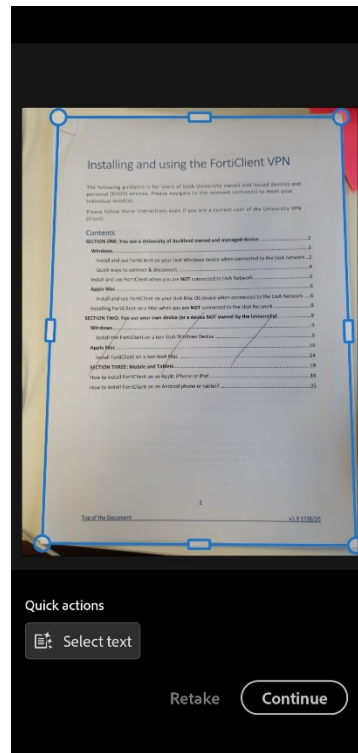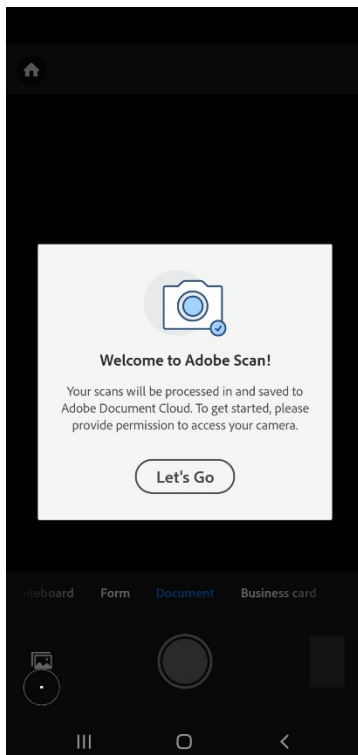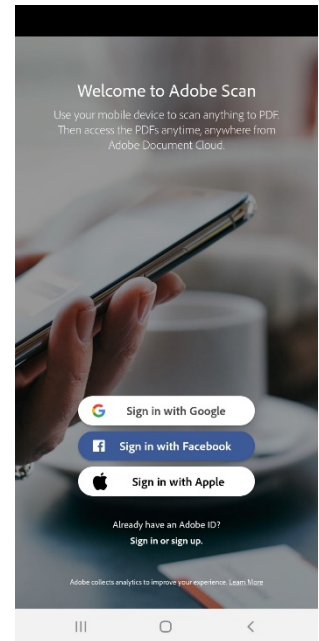
If you are creating a new account you will need to enter some basic details.

STEP 3: Tap **Let's go**

If presented with 'Allow Adobe Scan to take pictures and record' tap **Allow**

STEP 4: Position your camera over your image.

Ensure you have good lighting and your image is on a flat surface

STEP 5: If auto-capture is enabled, simply open the app, wait for the capture, and tap on the thumbnail to view and/or edit your scan.
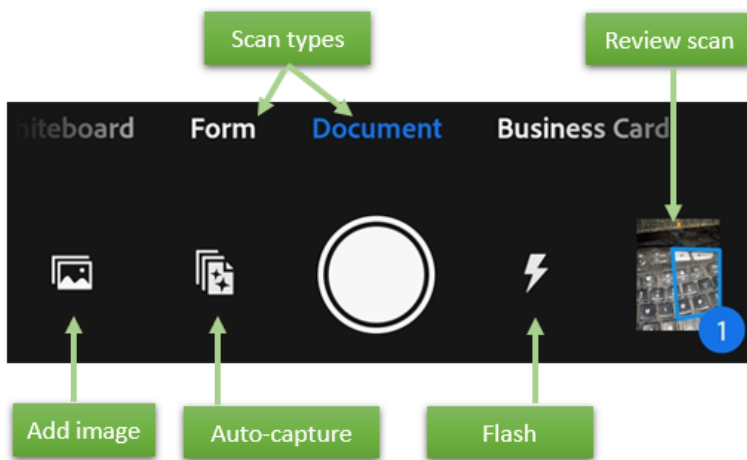
STEP 6: When you're finished scanning, tap the thumbnail in the lower right-hand corner to enter **Review Mode**. From here, you can tap **Save PDF** or modify your scans by tapping and choosing one of the edit options from the bottom menu.
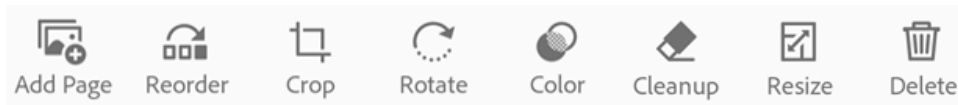
Crop images:
While in Review mode, you can easily crop (adjust the borders) of any page/image

- Tap
- Drag the crop handles to resize the scan area. You can also:

  - o **Auto-Detect**: Let the app automatically position the crop borders.
  - o **No Crop**: Reset the auto crop location.
 - o **Rotate**: Rotate the scan before or after cropping.

- Tap

STEP 7: Save as PDF

Once you're satisfied with the scan, you can rename the file and save the PDF:

- To edit the default name, tap 🖊 and enter a new name in the name field
- Rename your file with a short and sensible name e.g. *Course code_Student ID_Question number*
- Tap **Save PDF** to automatically convert your scan to a PDF and upload it to Adobe Document Cloud.
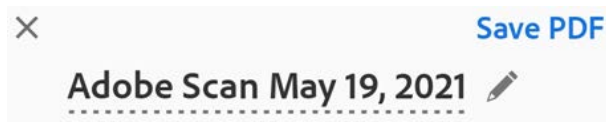
While in rename mode, you can customize the name as well as change the default filename used for all scans.
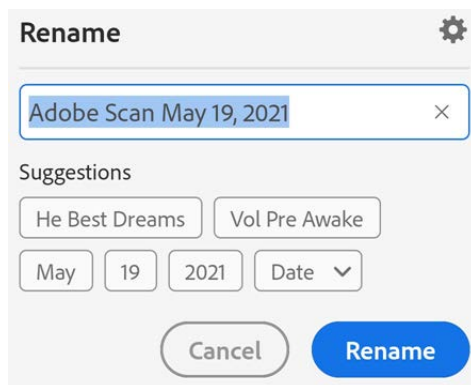
Please note: When you save a scan, it automatically uploads to Document Cloud. You will need to save your file to your mobile device and then email it to yourself.

From the list of all scans or recent scans, tap ⋮. Or open a file and tap ⋮ then tap your preferred option to share the selected file
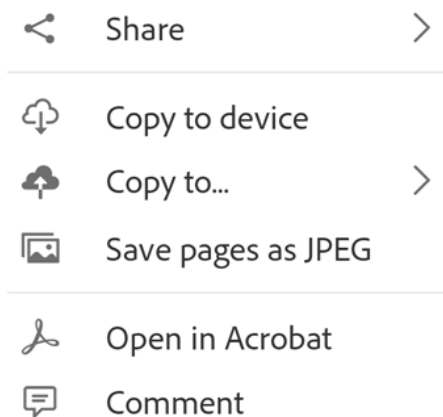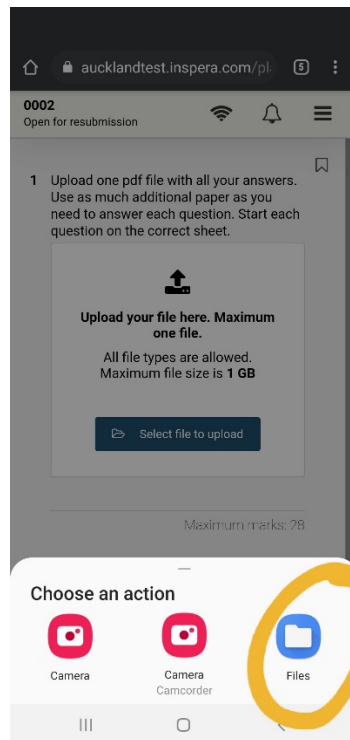
STEP 8: Upload your image/file

Decide if you are going to access Inspera via your phone and upload your image directly from your phone **or** you are going to send the image to yourself via email so you can access the image from your laptop/PC.

Direct upload from mobile device:
Please note: If you log in to Inspera via mobile device as well as another device e.g laptop you will be logged out of Inspera
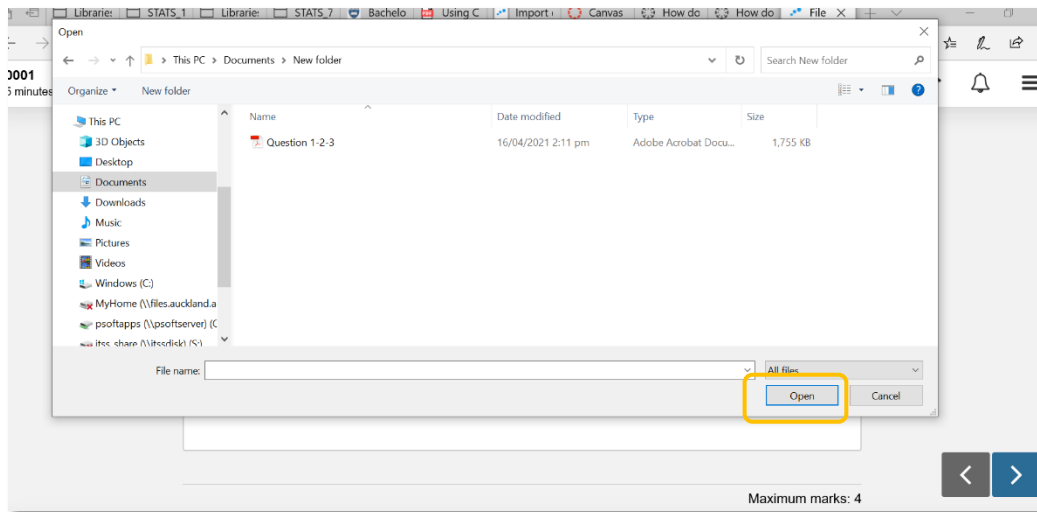

Upload using laptop/PC:

Once you have emailed your PDF to yourself and downloaded it to your laptop/PC (or downloaded the file from yourcloud storage) check where you have saved the file. By default, this will go to your **Downloads** folder. You may want to change the location of where your file is saved. Once you know where your file is go to your exam in Inspera. From within the Inspera question click the **Select file to upload** button

From within the Inspera question click the **Select file to upload** button
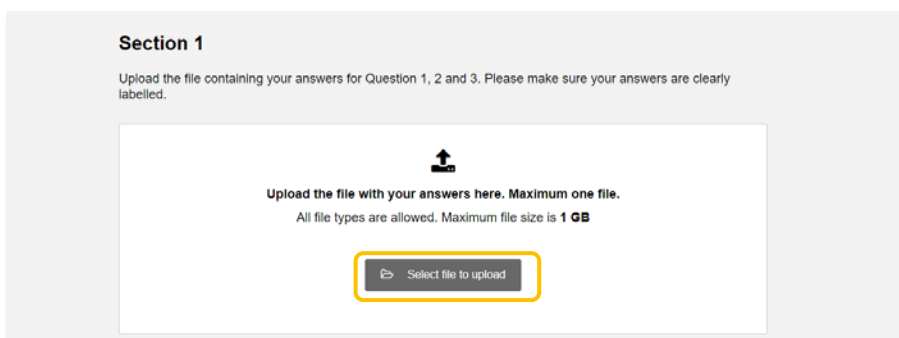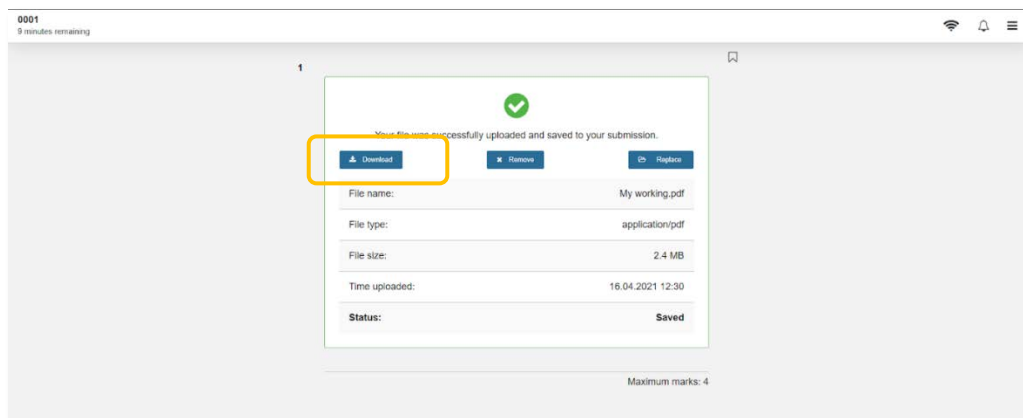

Search your file directory for the PDF, select the file then click **Open**

Once the upload is complete, click the **Download** button to check you have uploaded the correct file.

Important note: It is your responsibility to ensure that you have submitted the correct file. Submission post-exam will not be accepted.


! If the internet connection or power is lost while uploading a file, please reconnect to internet and/or power, cancel the upload that is in progress and restart the upload. If your uploaded document took place before the loss of power or internet, simply repeat this step again.

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SECTION B: Guide for iPhone (iOS) users

STEP 1: iPhone users go to the Apple App Store to download **Adobe Scan:Mobile**
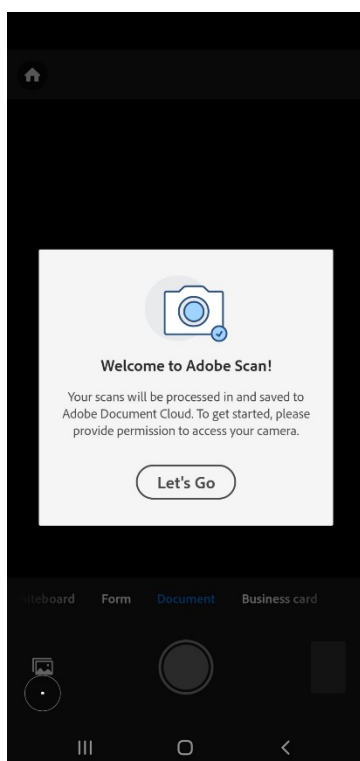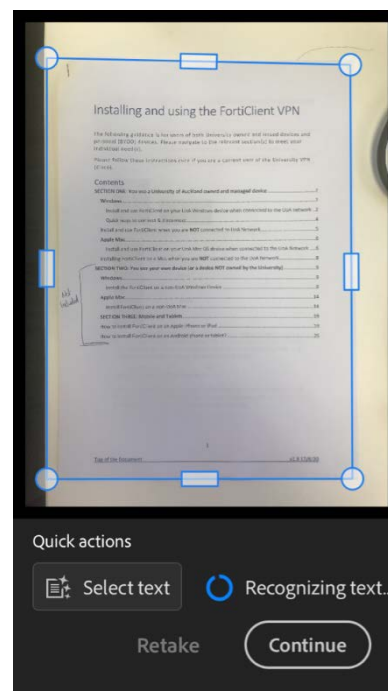

STEP 2: Create an account
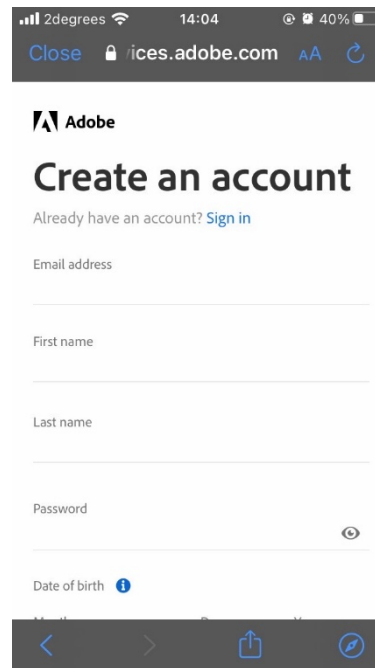
STEP 3: Tap **Let's go**

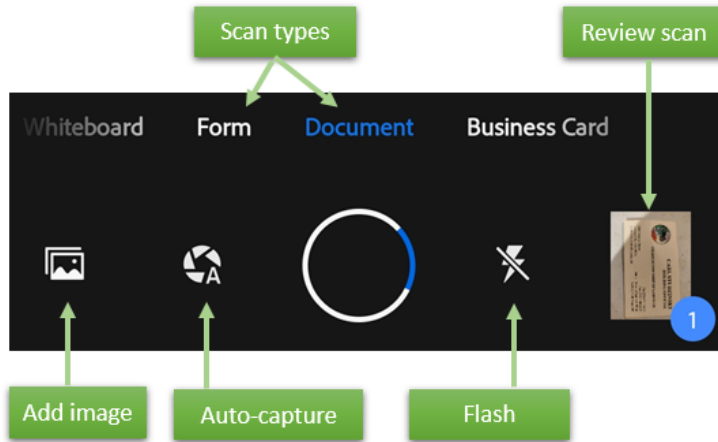If presented with 'Allow Adobe Scan to take pictures and record' tap **Allow**

STEP 4: Position your camera over your image.

Ensure you have good lighting and your image is on a flat surface

STEP 5: If auto-capture is enabled, simply open the app, wait for the capture, and tap on the thumbnail to view and/or edit your scan.

Turn this setting on and off as follows:

1. Initiate a scan.
2. Tap

When disabled, the icon changes to

STEP 6: When you're finished scanning, tap the thumbnail in the lower right-hand corner to enter **Review Mode**. From here, you can tap **Save PDF** or modify your scans by tapping and choosing one of the edit options from the bottom menu.

Crop images

While in Review mode, you can easily crop (adjust the borders) of any page/image

1. Navigate to the page you want to modify.
2. Tap
3. Drag the crop handles to resize the scan area.

   - **Auto-Detect**: Let the app automatically position the crop borders.
   - **No Crop**: Reset the auto crop location.
4. Tap

STEP 7: Save as PDF

Once you're satisfied with the scan, you can do the following:

- Tap 🖊 or file name to edit the default name.
- Rename your file with a short and sensible name e.g. *Course code_Student ID_Question number*
- Tap **Save** to automatically convert your scan to a PDF and then upload it to Adobe Document Cloud so that you can access the file anywhere.
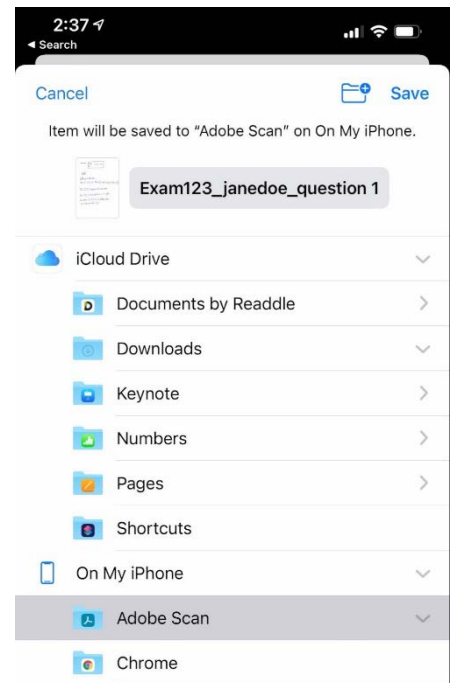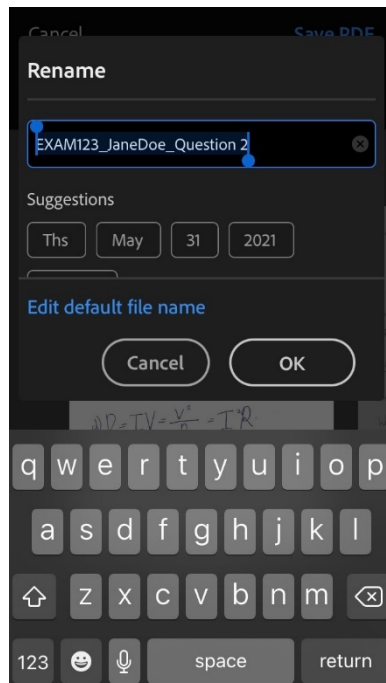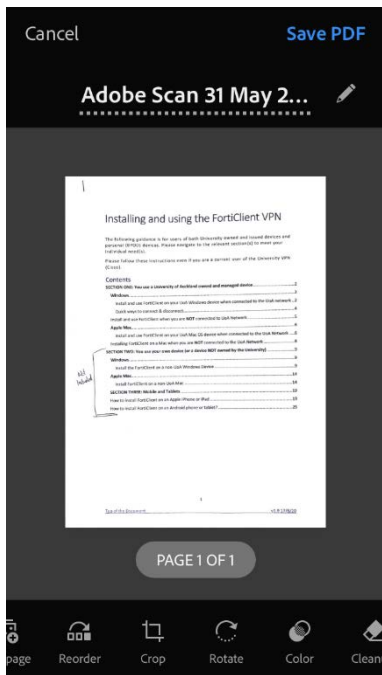
Save PDF

Scan Apr 20, 13-27 🖊

STEP 8: Upload your image/file

Decide if you are going to access Inspera via your phone and upload your image directly from your phone **or** you are going to send the image to yourself via email so you can access the image from your laptop/PC.

To share a copy of the file with other apps on your device or email the file:

- When viewing a file, tap ⬆️
- For any file item or file thumbnail in the Recent list, tap ⬆️
- From the All Scans view, tap ••• and then tap ⬆️
- From the Recents view, tap any file's ••• and then tap ⬆️
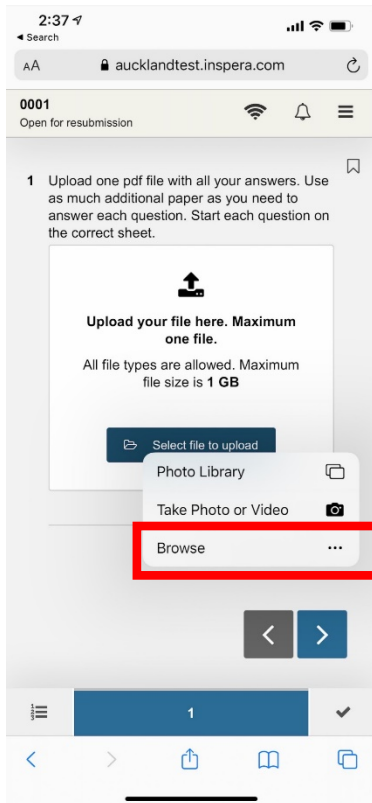
 On iOS 11 and later, you can also share files from the Files app.

Direct upload from mobile device:

Access Inspera and your exam from your mobile. Go to the relevant question and **Select file to upload.** Select **Browse** and search for your PDF to upload.

(Please note: If you log in to Inspera via mobile device as well as another device e.g laptop you will be logged out of Inspera)
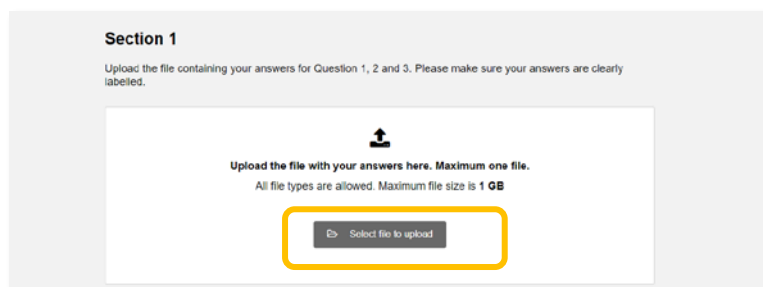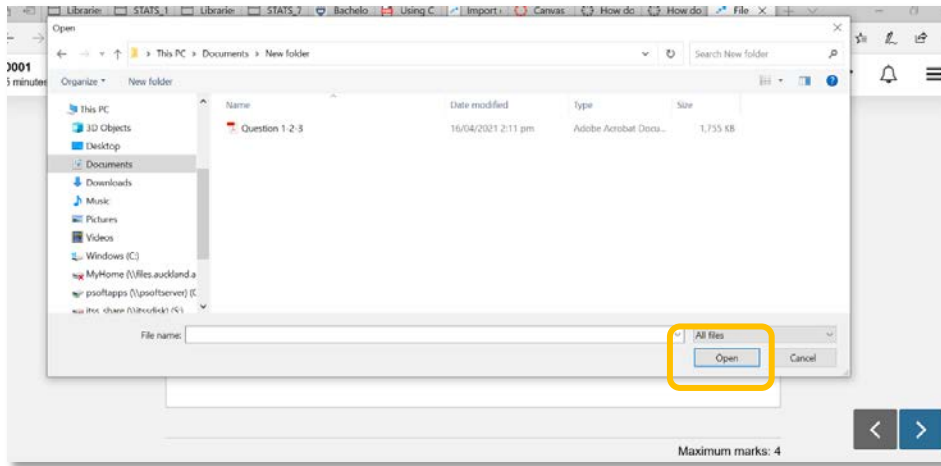

Select **Browse**
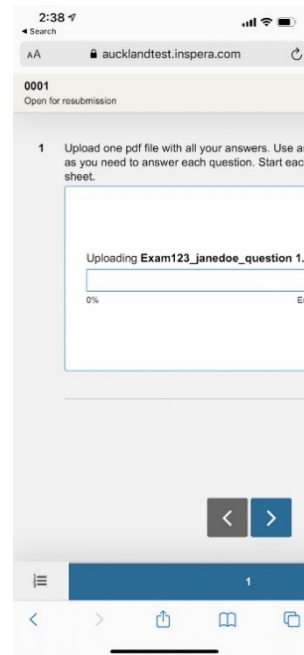
Once you have selected your (PDF) file to upload Inspera will show the file as loading

Upload using laptop/PC:

Once you have emailed your PDF to yourself and downloaded it to your laptop/PC (or downloaded the file from your cloud storage) check where you have saved the file. By default this will go to your Downloads folder. You may want to change the location of where your file is saved. Once you know where your file is go to your exam in Inspera. From within the Inspera question click the **Select file to upload** button

Search your file directory for the PDF, select the file then click **Open**

Once the upload is complete, click the **Download** button to check you have uploaded the correct file.
Important note: It is your responsibility to ensure that you have submitted the correct file. Submission post-exam will not be accepted.

! If the internet connection or power is lost while uploading a file, please reconnect to internet and/or power, cancel the upload that is in progress and restart the upload. If your uploaded document took place before the loss of power or internet, simply repeat this step again.

Support

Call **0800 61 62 63** (if you are in New Zealand) or **+64 9 373 7513** (if you are outside New Zealand).

*You can also email **studentinfo@auckland.ac.nz**. But please be aware that emailed responses may not be able to be provided before your exam-submission deadline.*