

How to Submit Handwritten Work to Canvas

Welcome to Anth/Biol 5221! To complete some of the assignments in this course you will need to know how to compile pictures of handwritten algebraic equations into a single PDF document, which can then be submitted to canvas. For those who are unfamiliar with submitting assignments this way, this document outlines several ways you could accomplish this task.

Side note: If you would prefer to use a **tablet and stylus** to complete your work, just be sure the file is submitted as a PDF.

- 1. Using a scanner:** If you have a scanner (or are using a scanner on campus), you can scan your work directly to your computer as a single PDF document and then upload it to the appropriate assignment on Canvas.
- 2. Using the canvas app on your phone:** On the assignment page (of the mobile canvas app) select "submit assignment". There will be an option for "scanner". Here you can take a picture of your work, page by page, and upload the file directly to canvas as a single document.
- 3. Using Notes app on iphone:** With the Notes app on your phone, click the icon for a new note. On the bottom of the screen, click the camera icon and select "scan documents". Here, you can take a picture of your handwritten work, page by page. Once all pages are scanned, click "save" and then "done". Then click on the three dots in the upper right corner of the app, from here you can choose where to send a copy of the document. The easiest way to submit to canvas is to send the document as an attachment in an email, save it to your computer, and then select that file after clicking the "submit assignment" button on canvas.
- 4. Using Google Drive and Microsoft Word:** From your phone's photo gallery select the pictures of your work and share them to your personal Google Drive account. Then (using your computer), copy and paste pictures from Drive into a single Word document, which you can save and upload as a PDF.
- 5. Using Manual Photo Transfer and Microsoft Word:** First plug your phone into your computer. Using your computer, find and copy the appropriate picture files of your work from your phone into a new folder on your computer. Then open a new Word document and under the "insert" section select "pictures" then "this device". This will allow you to place a picture of your work into the document. Do this for all relevant pictures and submit the finished document to canvas as a PDF.

This is by no means an exhaustive list of options. There are dozens of other apps and tools available to submit your written work to canvas, so feel free to use the method of your choosing, as long as you **submit a single, clearly labeled PDF document**. If you have any questions, feel free to reach out to the course TAs for further assistance.