

Using Microsoft Lens and saving files to your OneDrive – A guide for students

Assignments and exams may require you to submit an image of your working (formulas, graphs, or diagrams). It is important to make sure your images are submitted correctly to avoid technical difficulties and frustration. It will be helpful to practice using scanning software such as **Microsoft Office Lens** to familiarise yourself for assessment.

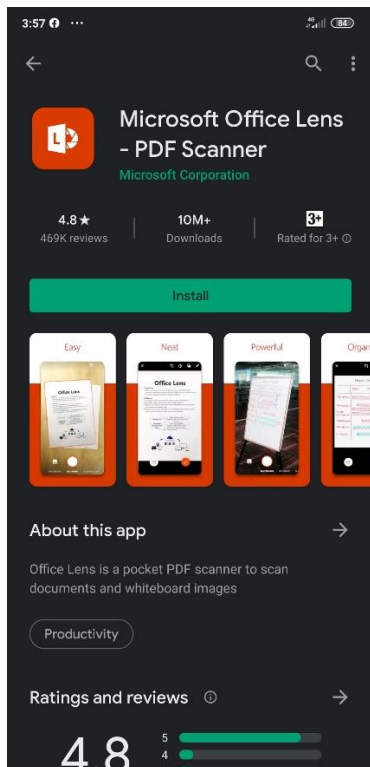
There are a few main things to keep in mind when submitting images on Wattle or incorporating them into assignment or exam submissions.

1. Familiarise yourself with **Microsoft Office Lens** or an alternative method

ANU recommends Microsoft Office Lens for image scanning and upload. This will be the easiest to use as it links with your ANU Microsoft account, so you already have a login. Alternatives such as Evernote Scannable or Cam Scanner are not recommended as they are generally less reliable.

Some older operating systems may not run Microsoft Office Lens. If this is the case, you should *take clear photos of your working*. Having a method you are comfortable with will ensure you can quickly perform image submissions.

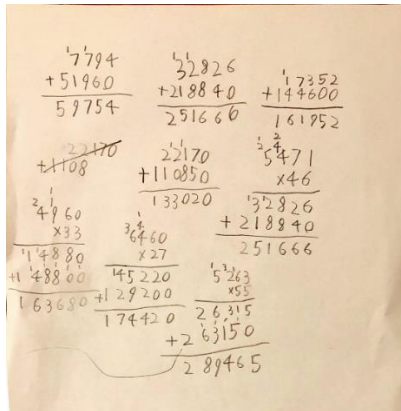
Microsoft Office Lens can be downloaded on iPhone and Android devices from app stores.



You will be prompted to enter your ANU email address name and password, or if you have used Microsoft Outlook previously, your details will be entered automatically.

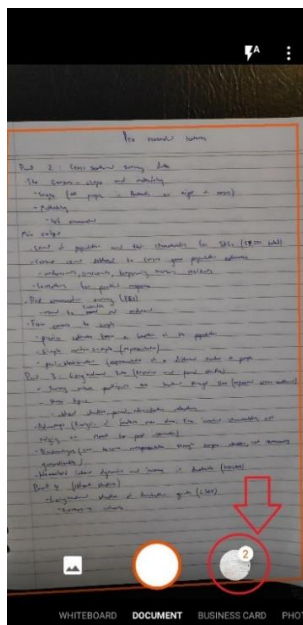
Having Microsoft Office Lens downloaded to your phone prior to taking a quiz or exam will ensure that you are ready to go when image submission is required.

Once you open Microsoft Lens, line up your mobile phone camera on the page. A red boarder will indicate the area the application is detecting. Once the scan is taken you can adjust the borders and apply filter to increase the quality of the image if required. An example of a scan taken using Microsoft Office Lens shows what your scans will look like with this application.



2. Creating scans of multiple pages

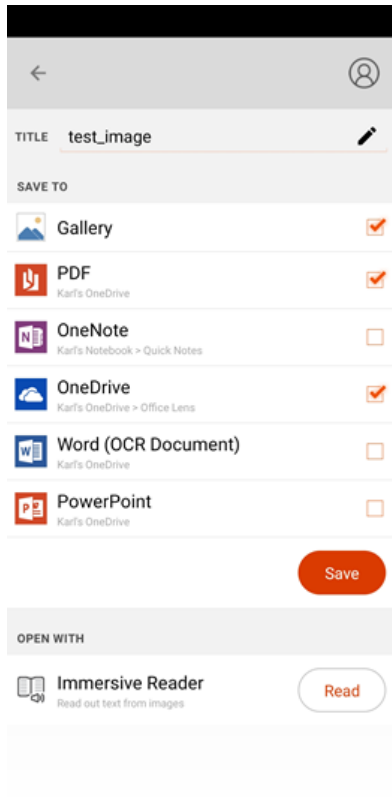
Microsoft Office Lens will allow you to take multiple images and combine them into a single document. As you take scans, the images will stack in the right-hand circle pictured below. When you have finished scanning, you will be able to delete unnecessary pages.



3. Ensure you have selected the appropriate file format for image submission

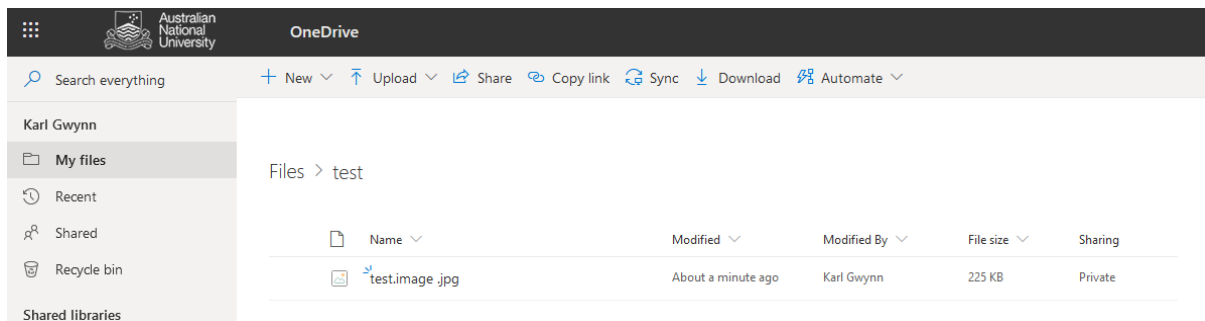
Microsoft Office Lens will allow you to save your file as a jpeg or pdf (by selecting Gallery, OneDrive, or PDF). Jpeg is preferable for image submission at ANU as images with under 5 pages will be under 2MB and able to upload with low bandwidths. You should submit images in the file format preferred by your convener if they specify a format.

If submitting to Turnitin remember it will not accept submission without any text content.



4. Backup your files to OneDrive

Backing up your images to OneDrive will ensure that you have an accessible copy if there are technical issues with Wattle. If you have a slow internet connection or believe you may have trouble uploading your image, make sure that you back up your files. OneDrive is provided as an option in Microsoft Office Lens and is timestamped, so you have evidence that you produced the image in the quiz or exam time. The image above shows how to save images to OneDrive.



5. Follow your convener's instructions.

Your course convener may request you submit images with different file sizes or formats to those suggested in this guide. This should be followed where possible to ensure you satisfy the requirements of your quiz or exam. Generally, the formats in this guide will be optimal for image submission.