Student Guide for Uploading Handwritten Assessments

As part of your assessments, you may be asked to upload handwritten materials. This guide advises you of what is needed and how to achieve this. **Top tip!** Test this out before examination day – leave plenty of time to scan, upload and double check your submissions.

What should I write on my paperwork?

Be clear about what you are "handing up". Include relevant subject/ID number/Question number. It is important to mark each page with the page number of total pages. Your lecturer will advise you of anything additional required.

How do I digitise my handwritten work?

We recommend you use your smartphone to scan the pages using the **Microsoft Lens app**.

Can I use a different app?

Yes that's fine. There are lots of other apps you can use. Just make sure it can **scan all your pages into one PDF file**.

How do I download Microsoft Office Lens?

To download and install Microsoft Office Lens on your smart phone follow the links below for your device type.

Android users find it on Google Play while Apple users can download from AppStore. Click the icons to go directly to the App store.





Is there a video on how to use this?

Of course there is! Press play on the link to watch a demonstration on how to install and use Office Lens.



How do Luse Microsoft Office Lens?

- 1) Install the Microsoft Office Lens
- **2)** During set up, allow access to what it needs. You may need to sign in. Use your GMIT login.
- **3)** To scan your paperwork, place it on a flat surface and position the camera over the page. When the document is outlined by a red rectangle, tap on the circle to scan the image.
- **4)** Add an additional page by selecting *Add New* in the bottom-left corner. You can edit the document by cropping, rotating, adding text or highlights. Complete any edits, select *Done*.
- **5)** On the Export To screen. you can edit the scan Title to name your file. Select where you'd like to save or share your scan to complete the scanning process.
- **6)** The preferred method for receiving documents is as a PDF file. Save your image(s) as a PDF to later upload to Moodle. By default scans will be put in your OneDrive/OfficeLens folder

And what if it goes wrong? Can I get help?

After following all the advice on this sheet if you are still stuck IT Support can help. Provide a detailed description of the issue you're having along with any relevant screenshots.

Email: ithelpdesk@gmit.ie Phone: 091 742799













