Submitting PDF homework in Blackboard

This guide will teach you how to scan your work on an iOS **(Page 1)** and Android device **(Page 2)** and then how to submit your scans in Blackboard from your computer, phone, or tablet **(Page 3)**. If you are using a scanner to scan your work, skip to **Page 3**.

Scanning on iOS Devices

1. **DOWNLOAD:** In the App Store, download **Scannable** by Evernote (our recommended app for iOS devices). You can also download and follow a similar process with **Genius Scan** or another scanning app that produces high-quality PDFs.

2. **SCAN:** Open **Scannable**. Click the **three dots** > **Settings** > **File Type** > **PDF**. Then, click the **back arrow** > **Done**. Hold your phone above each page. The app will scan each page automatically as soon as it finds it. When you've scanned every page, click the **check mark**.

3. **REVIEW:** Review your scans. Make sure all pages are in one PDF. If your scans are blurry, use the **TIPS FOR SCANNING** on the right. Name your file by tapping the **file name** next to the PDF icon.

4. **SHARE:** Click **Send**. Then, click **Mail** to email the scans to yourself or click **Share** > **Save to Files** or **Dropbox** (or another cloud service). You may need to scroll to find all the "Save to..." options on your phone. Now, see **Page 3** to learn how to log in and submit your scans.

TIPS FOR SCANNING:

Use dark lettering: Use the darkest pen, pencil, or font color possible to do your work.
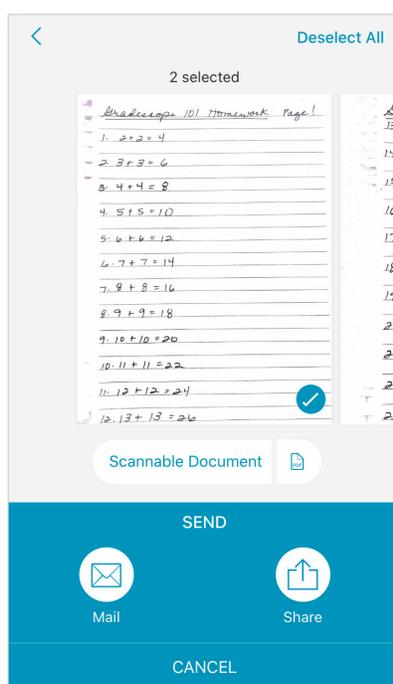
Scan on a flat surface: Scan on a dark table with high contrast to your paper.

Steady your hands: Hold your phone at a bird's eye view and scan your pages slowly with steady hands.
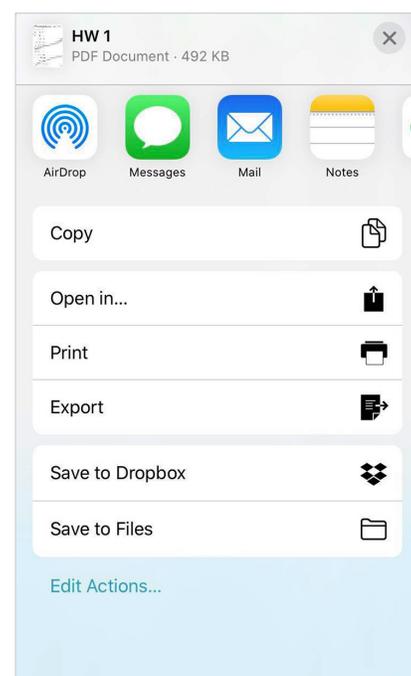
Restore photos, if needed: If your scans are blurry after clicking the check mark, select the **thumbnail** of the scan > **Slider icon** > **Restore**.
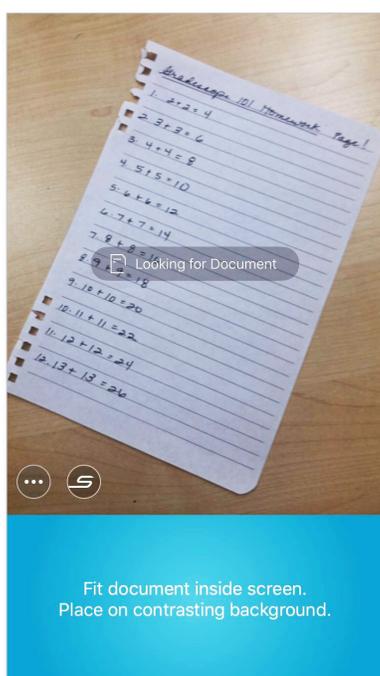
Step 2. **SCAN**

Step 3. **REVIEW**

Step 4. **SHARE**

Scanning on Android Devices

1. **DOWNLOAD:** In the Play Store, download **Genius Scan** (our recommended app for Android Devices). You can also download and follow a similar process with another scanning app that produces high-quality PDFs.

2. **SCAN:** Open **Genius Scan**. Select the **camera** icon on the main screen. If you're scanning multiple pages, tap the image icon in the top right corner of the screen to switch to **batch mode**. Hold your phone above each page and click the **spinning circle**. Repeat for each page. The number in the circle will track how many pages you've scanned to the document. Click the **check mark** when you've scanned all your pages.

3. **REVIEW:** Make sure all your pages are in one document. Name your document by tapping the name file name at the top of your screen. Review your scans for legibility. If your scans are blurry, use the **TIPS FOR SCANNING** on the right.

4. **SHARE:** Select your document, click the **Share** icon. Make sure the **Format** is set to PDF. Then, click **Mail** to send it to yourself, click **Device Memory** to save it on your phone, or click **Google Drive** or **Dropbox** (or another cloud storage option) to save it to the cloud. Now, see **Page 3** to learn how to log in and submit your scans.


TIPS FOR SCANNING:

Use dark lettering: Use the darkest pen, pencil, or font color possible to do your work.
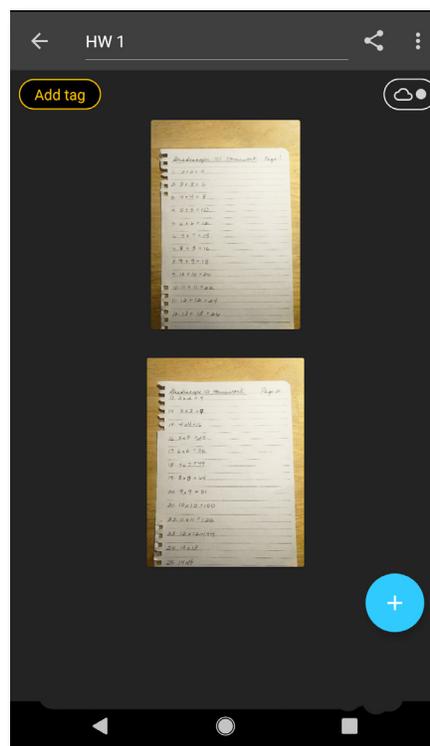
Scan on a flat surface: Scan on a dark table with high contrast to your paper.

Steady your hands: Hold your phone at a bird's eye view and scan your pages slowly with steady hands.
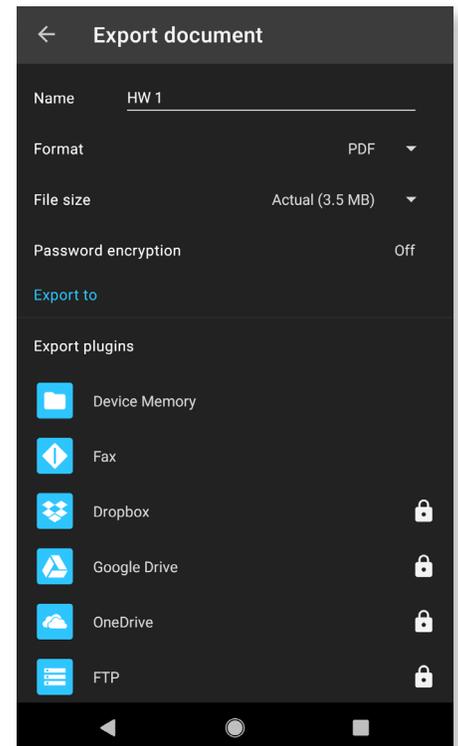
Enhance scans, if needed: If a scan is blurry, crooked, etc. once you're finished, select the thumbnail of that scan. Then, use the **Edit**, **Filters**, and **Format** button to fix them.
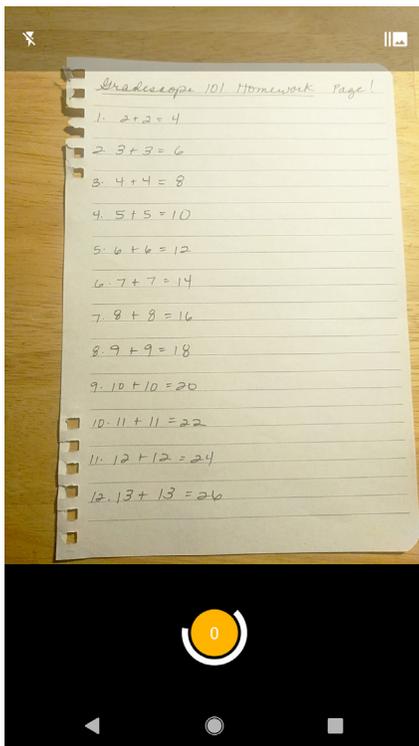
Step 2. **SCAN**

Step 3. **REVIEW**

Step 4. **SHARE**

Finding your assignment

1. **LOG IN:** Log in to Blackboard on a computer, phone, or tablet where you can access your submission file

2. **SELECT:** On your **Home Page**, select the correct course. Locate the description of the assignment depending upon how the course is organized (e.g. under "Weekly Sessions" or "Assignments"). You will submit all assignments from the "Gradescope" item on the course menu. Now, move down to Submitting a PDF.

Submitting a PDF

1. **UPLOAD:** In the submission dialog box, click **Submit PDF** > **Select PDF** > locate the file > **Upload PDF.** Keep in mind that you can only submit one PDF file per assignment. Now, your instructor's assignment settings determine what you see on your screen after you upload.
   - If you're taken to a page that asks you to assign questions and pages, go to **Step 2**.
   - If a success message pops up, you're done! Sit back and relax or go to **Step 4** to resubmit your file.

2. **ASSIGN:** On your screen, you should see a list of the questions/problems in your assignment and thumbnails of your PDF page(s). For each assigned question, click the PDF page(s) that contains your answer. Use the **SHIFT** key to select multiple questions at a time and assign them to pages. If you need to, you can also assign multiple questions to the same page and multiple pages to one question.

3. **SUBMIT:** Now, click **Submit**. You will be sent to a new page to view your submission. Once you see this page and your scans or images look good, you're done! When your submission is successful, you'll see a confirmation message on your screen and you'll receive an email. If you want to resubmit, see **Step 4**.

4. **RESUBMIT (IF NEEDED):** If you need to, select the **Resubmit** button in the bottom right corner of your screen below your submission. Then, repeat **Steps 1-3** as many times as needed before the assignment due date. Your instructor will only see your most recent submission. All your past submissions are in your **Submission History**.

Step 2. **ASSIGN**