



Technical guidelines for SUNLearn assessments: Scanning applications

In cases where you need to write out your essays, quizzes, or calculations by hand you can make use of a scanning app. These apps can be downloaded to your smartphone and used to convert images to PDF files. The following apps are recommended; click on the app name to be directed to the appropriate section in this document:

- [MS Office Lens](#)
- [CamScanner](#)

Some best practices when writing and scanning an assessment:

- Write clearly and legibly to make it easy to read.
- Add your student number on the top right-hand corner of every page to make it clear these pages are your work.
- Add page numbers to each page.
- Write the question number or section title clearly at the top of the page.
- Always make sure the image is clear and not blurry, and that no information is cut off.
- Always name the scanned document clearly and properly.
- Always save the scanned document as a PDF, unless the lecturer specifically asks for another file type, such as an image (JPEG).

Example:





Microsoft Office Lens

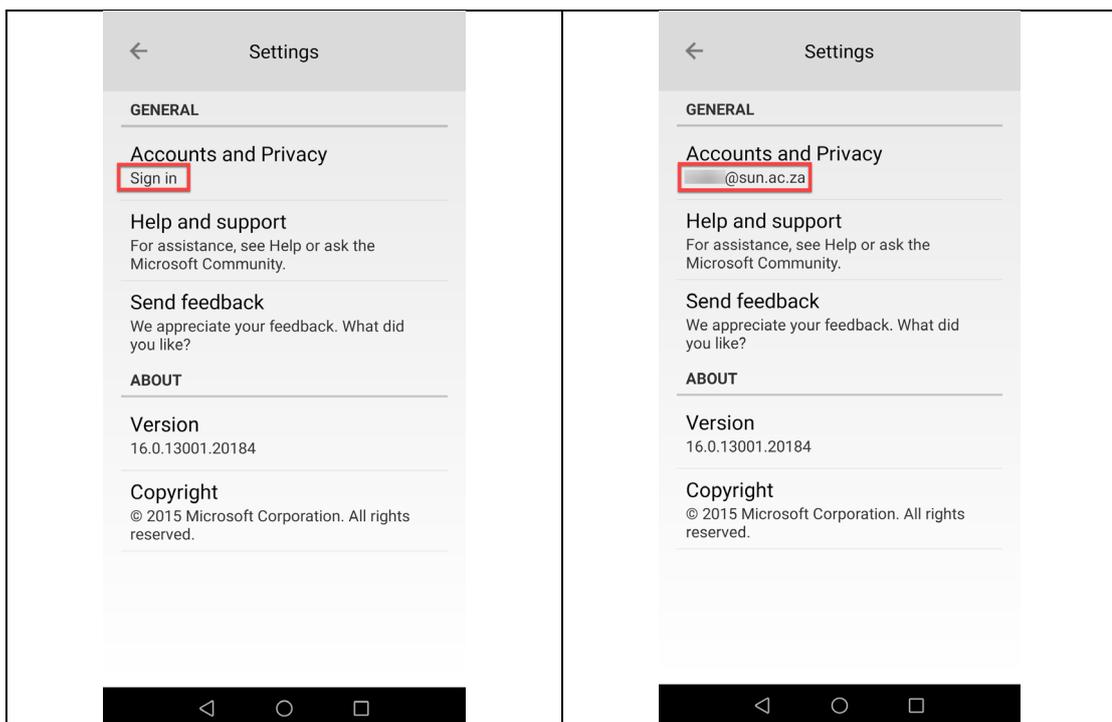


Step 1 – Downloading the app

1.1 Download the app.

1.2 Sign in:

Tap Settings. Click ‘Sign In’ and ‘+Add Account’. Enter your **Stellenbosch University** details:





Step 2 – Taking a picture

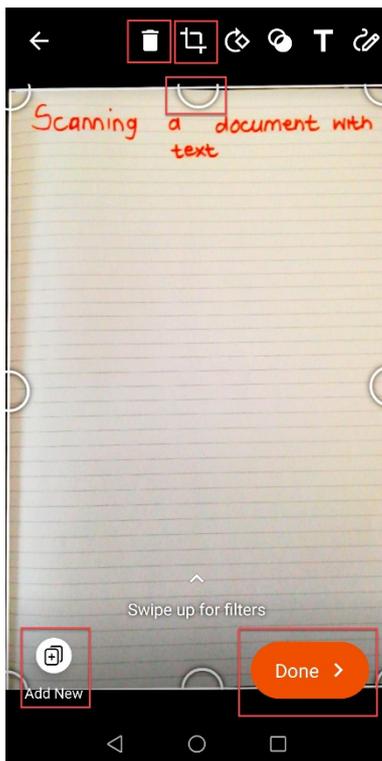
- 2.1 When opening the app for the first time, a pop-up request for permission to access to your photos and camera may appear. Allow this feature.
- 2.2 Lay your first page on a flat, dark surface to help the app detect the edges of the page. These edges will appear in orange.
- 2.3 Make sure the camera flash is turned on.
- 2.4 Make sure the 'Document' type is selected.
- 2.5 Click the round capture button.





Step 3 – Editing

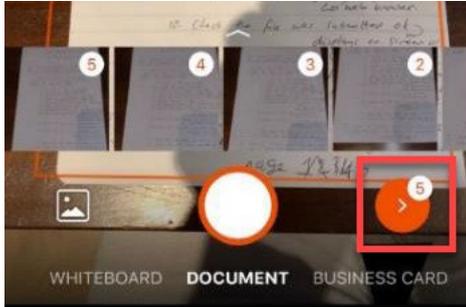
- 3.1 Check the image is a clear and not blurry. To remove the page, select the rubbish bin.
 - 3.2 Ensure borders align with the edges of the page - if not, click the crop icon.
 - 3.3 To crop, use the circular buttons on the page corners and edged to adjust the outline to the edge of the page.
 - 3.4 If you are finished, click 'Done'.
 - 3.5 If you would like to add another page, click 'Add New' to capture the next page
 - 3.6 Repeat steps 2 and 3 for all new images. Once you have all your images, click 'Done'
- Note:** MS Office Lens only allows 10 pages per document.





Step 4 – Finish

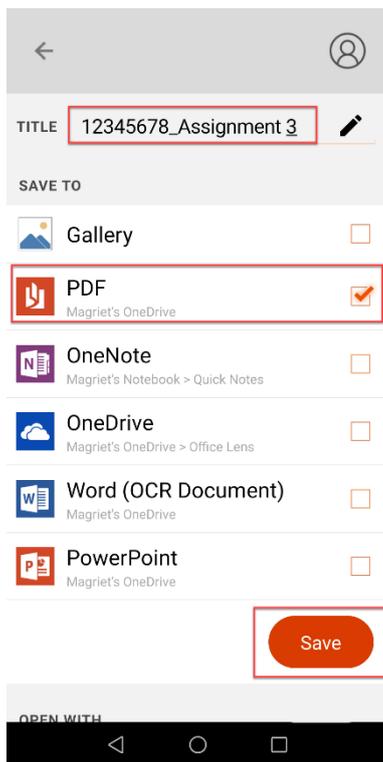
4.1 When you have completed capturing all pages of your work, click Done >.



4.2 To save, rename your file according to the specifications set out by your lecturer.

4.3 Select 'PDF' to ensure it does not save as an image. Click 'Save'.

Note: All Microsoft products have the option to save directly as a PDF. Rather save directly to PDF instead of printing, scanning, and saving as an image.



4.4 It will be uploaded to your OneDrive account, into a folder entitled 'Office Lens', from which you can now upload the PDF assignment to SUNLearn.

 12345678_Assignment 3



CamScanner

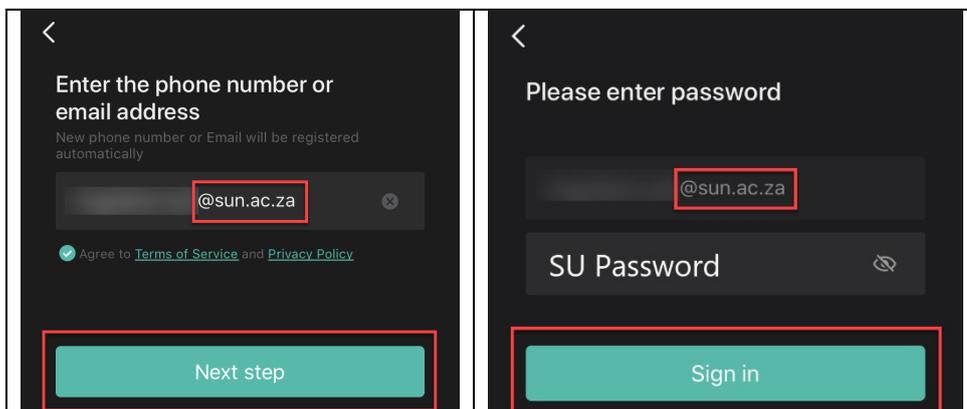


Step 1 – Download the app

- 1.1 Download the app.
- 1.2 First time users need to register.



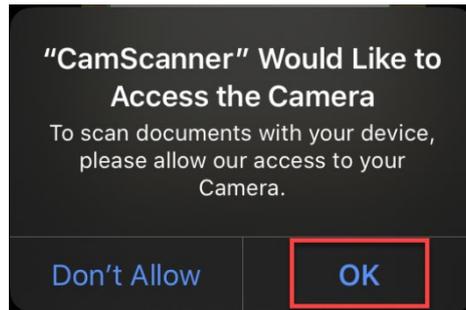
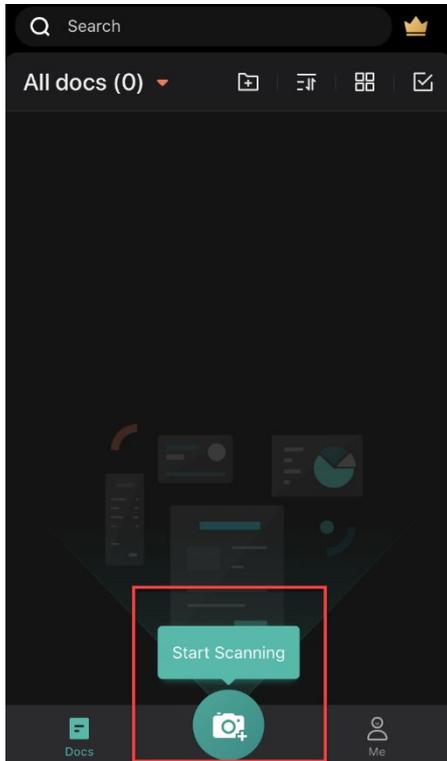
- 1.3 Register by entering your Stellenbosch University details.



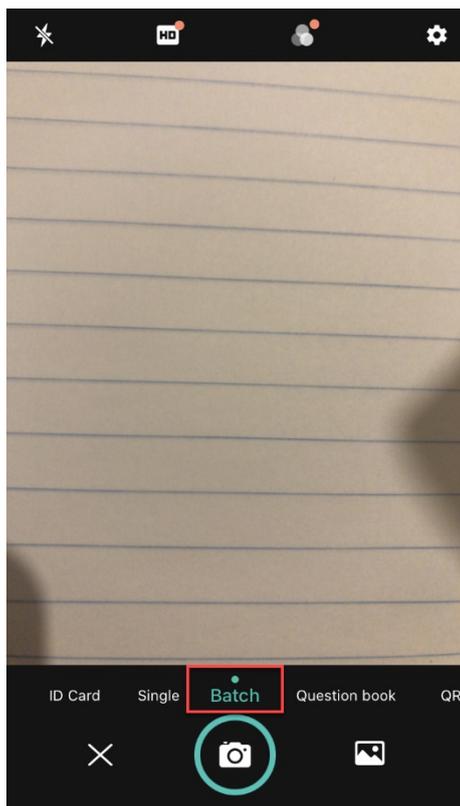


Step 2 – Taking a picture

2.1 Click on 'Start Scanning'. Allow access to camera, if prompted.

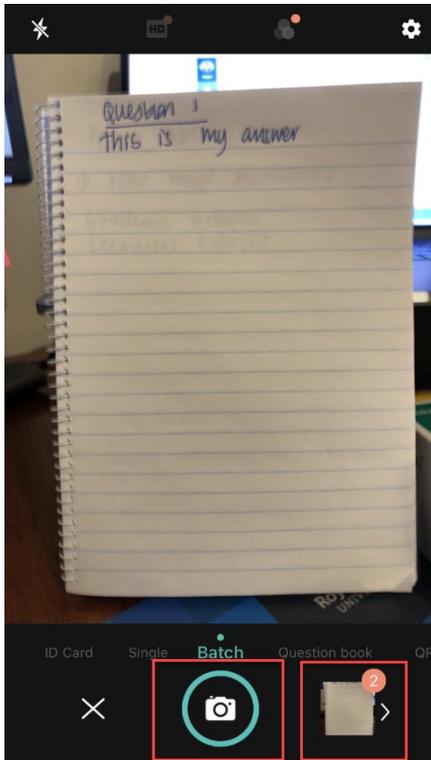


2.2 Select 'Batch' at the bottom of the screen





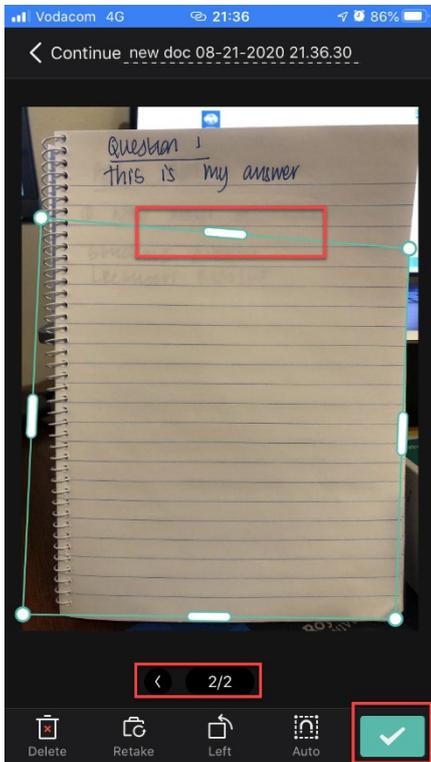
- 2.3 Capture the image by clicking on the camera icon. You will see numbers appear in the right-hand corner as you capture images. This indicates the number of images already taken. Once you have captured all the images, click on that icon to proceed.



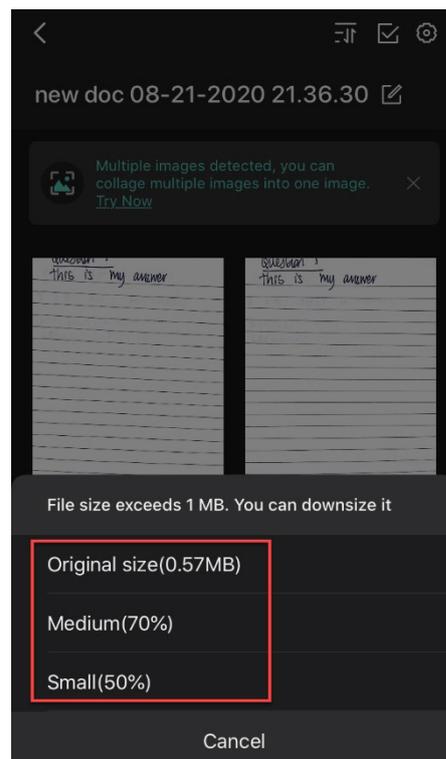
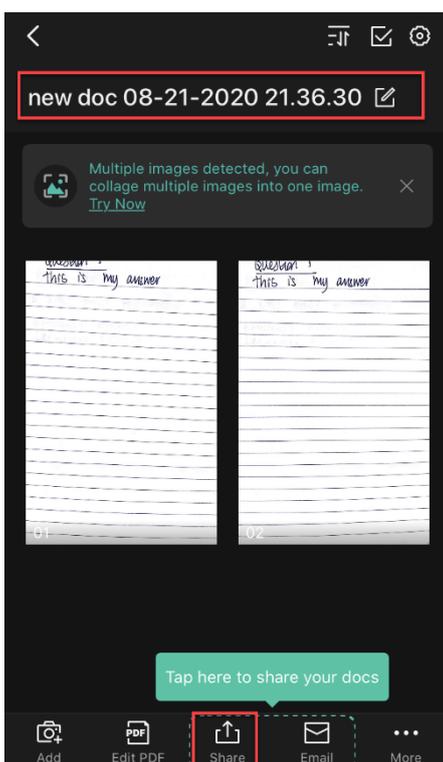


Step 3 – Finish

- 3.1 Go to every page and drag the green block so it reaches the page edges. You can use the arrows at the bottom of the screen to toggle between your pages. When all green blocks have been correctly positioned on each page, click on the green tick icon.



- 3.2 Rename your file according to the specifications set out by your lecturer. Click 'Share' and make sure to check the size of your PDF. Determine what size would be best and select it.





3.3 Your phone's email app will now open. Ensure it is indicated as a PDF document and email it to yourself.

Note: iPhones and the iOS system generally saves images in a .HEIC file. Ensure that the output file's extension is indicated as .pdf before uploading to SUNLearn.

