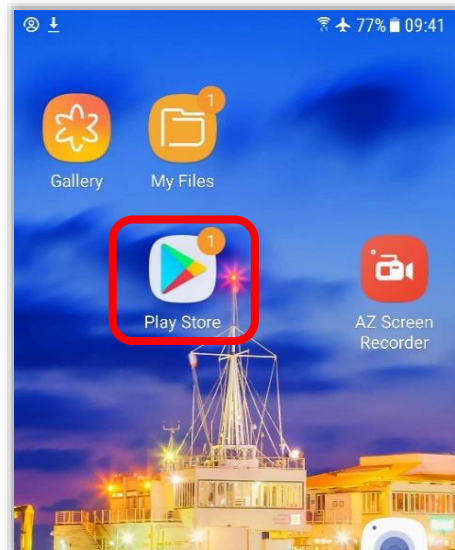# Using the Microsoft Lens App to Scan Your Exam Paper
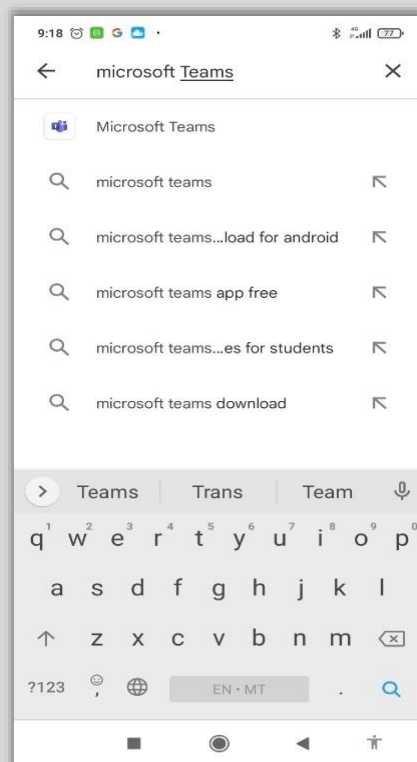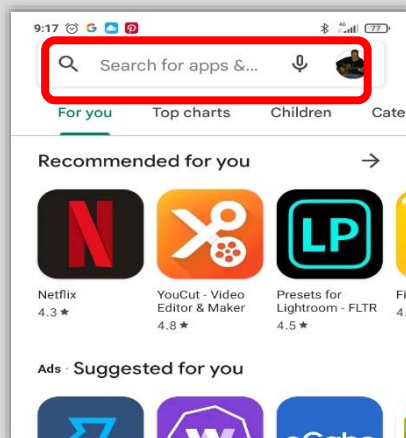
To upload the exam papers in digital format, you need to install Microsoft Teams and Microsoft Lens on your mobile device.

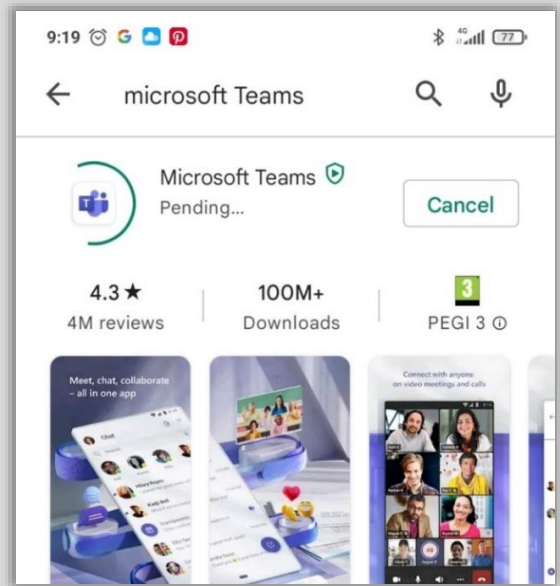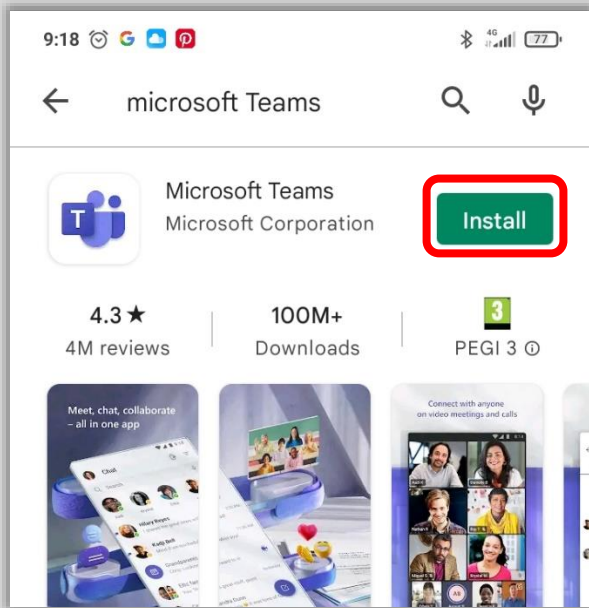## Installing the Microsoft Teams App
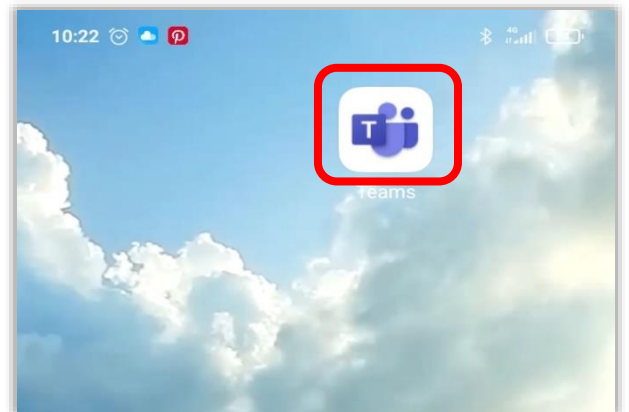
1. Find your **Play Store icon** and tap on it.
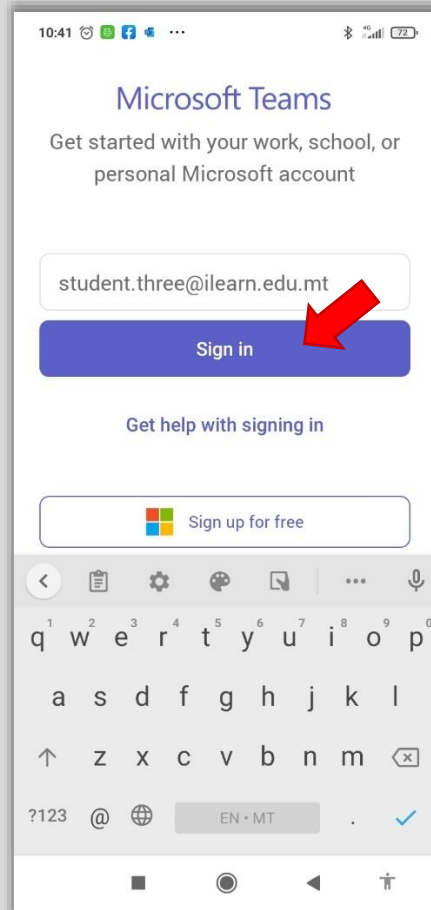

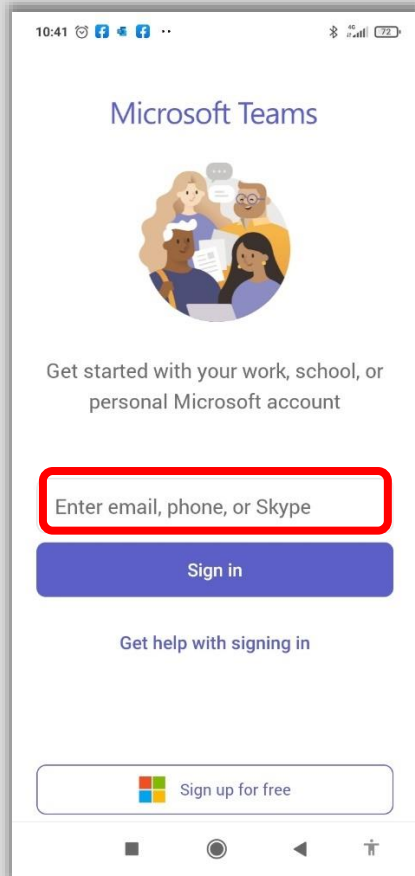2. Type Microsoft Teams in the Search bar on top.
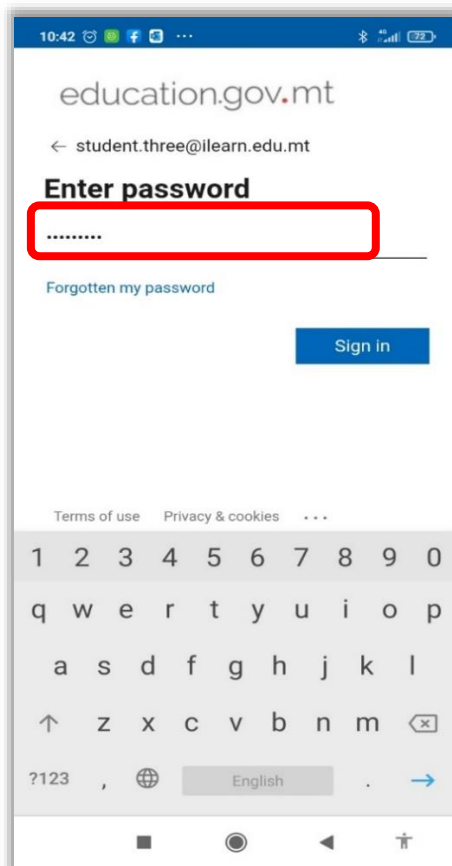
3. Tap on **Install**.

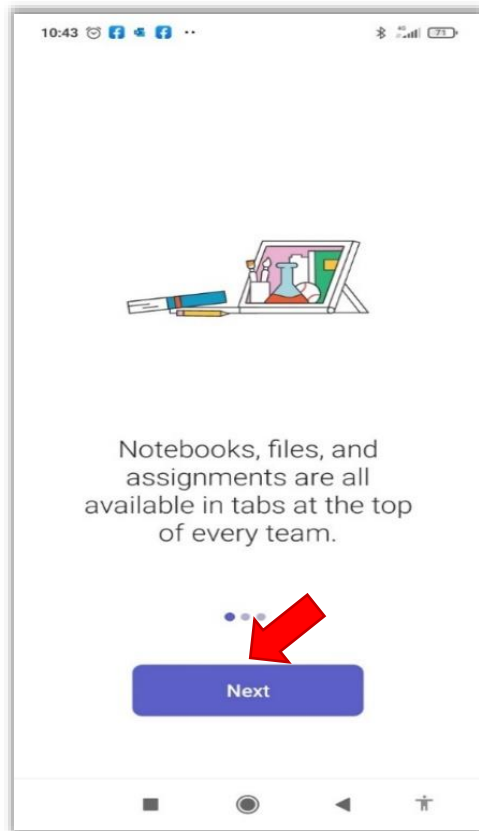4. Tap on the **Teams Icon** on your device.

5. Enter your iLearn email address and tap on the **Sign in** button.
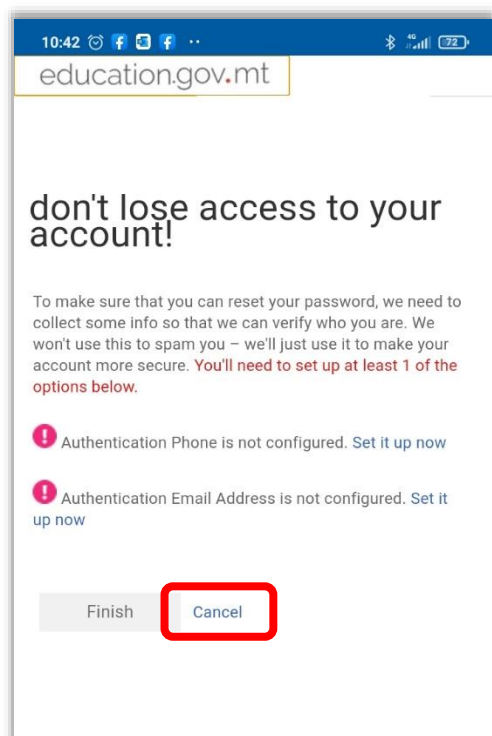

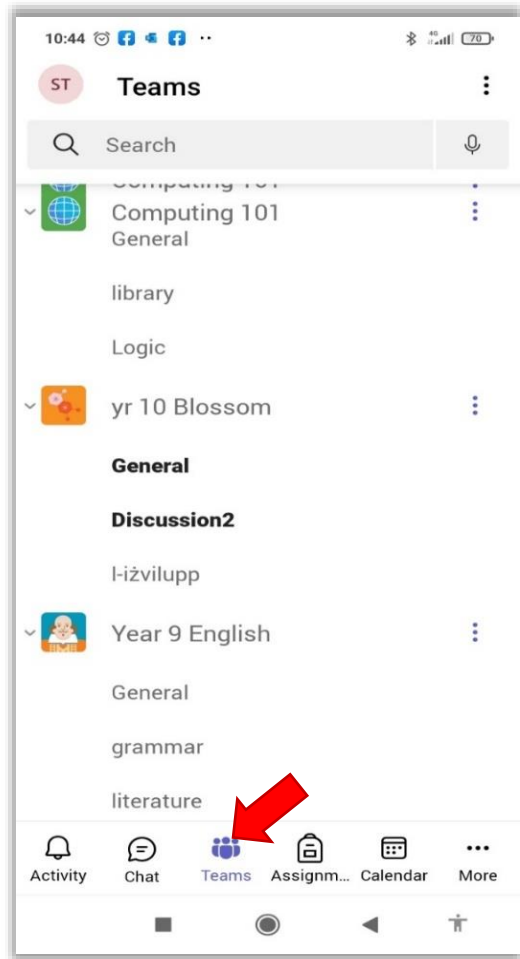6. Enter your password and click on the **Sign In** button.

7. Tap on **Next** and **Next** again.

8. Tap on **Cancel**.

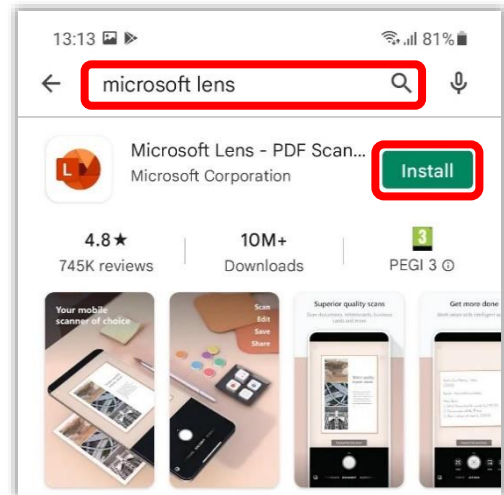9. Tap on the Teams icon at the bottom to find your classes.
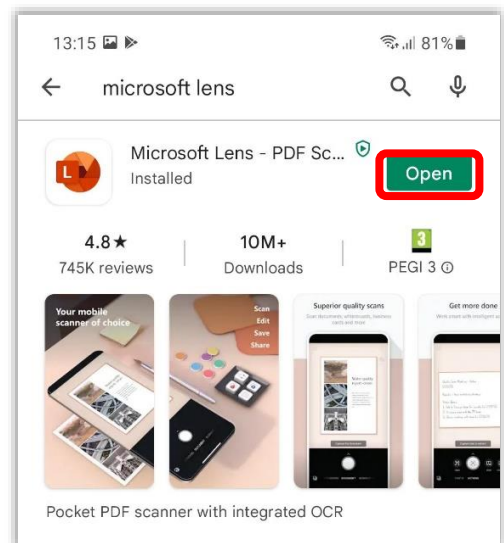
Installing Lens App

1. Tap on the **Play Store icon**.

2. Search for the Microsoft Leans App by typing Microsoft Lens in the search box.

3. Tap on the lens icon to start the search.

4. Tap on **Install** to download and install the Microsoft Lens App.
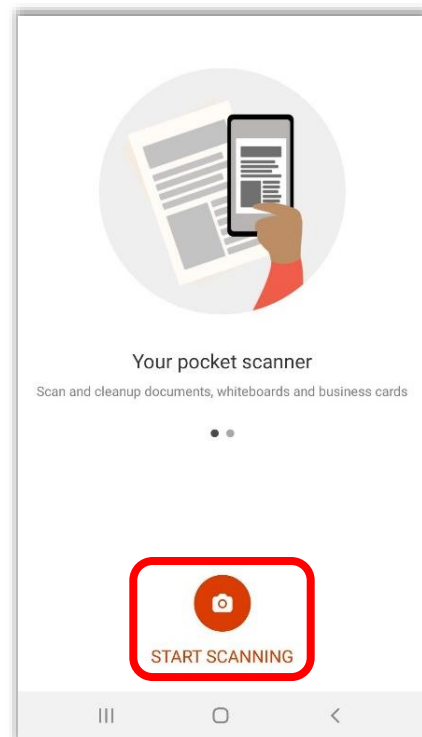
5. Wait for the installation to complete. You can now tap **Open** to launch the Microsoft Lens app.
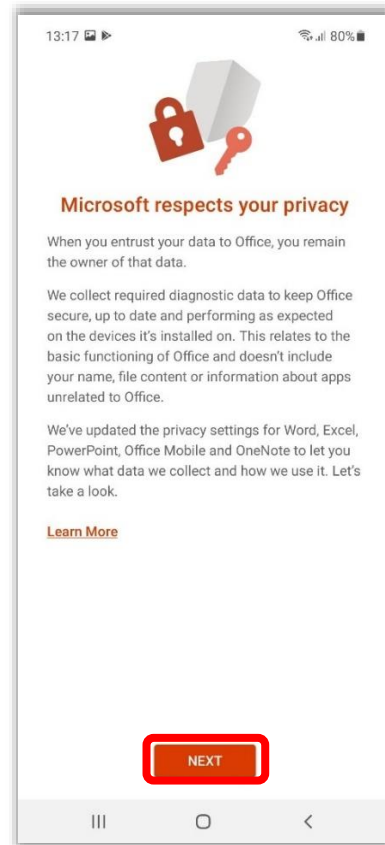
6. If prompted to "Allow Lens to access photos and media on your device?" select **Allow**.
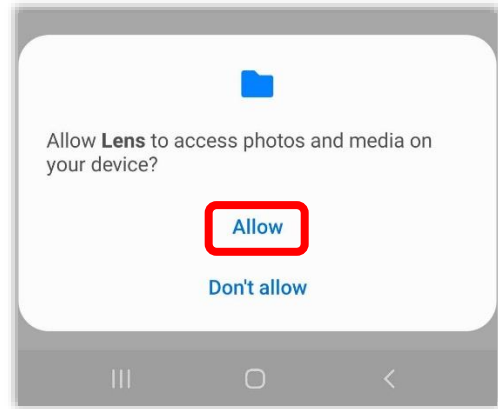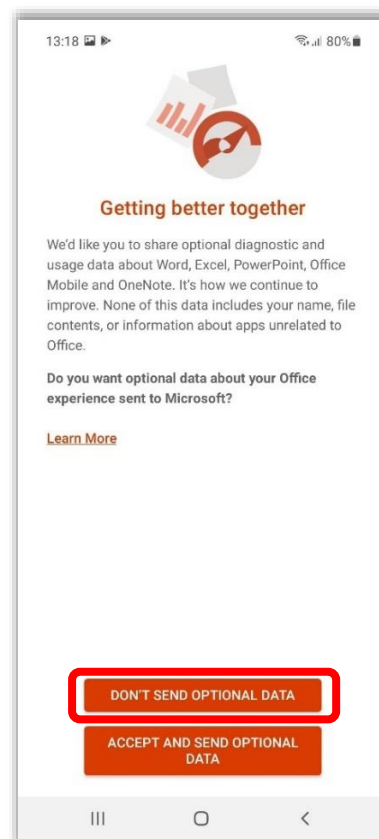

7. Tap on the Camera icon to **START SCANNING**.

8. When prompted with the "Microsoft Respects your Privacy" screen tap **NEXT**.
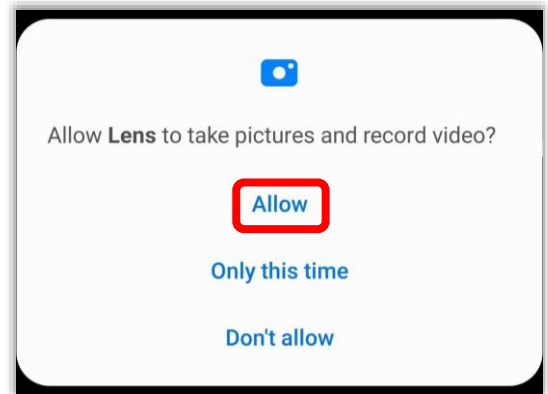

9. Choose **DON'T SEND OPTIONAL DATA**.
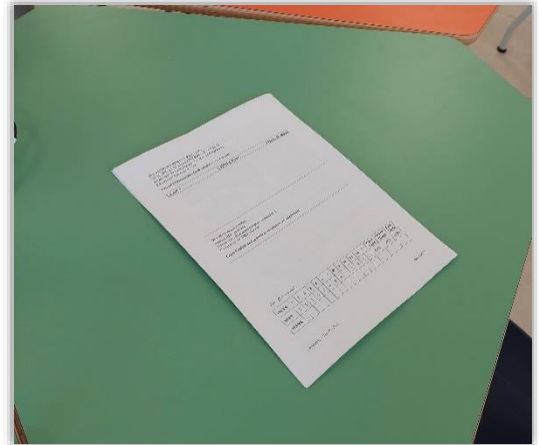
10. Tap **Close**.

11. If prompted to "Allow Lens to take pictures and record video?" select **Allow**.

12. You can now start using the Lens app to scan your exam paper.
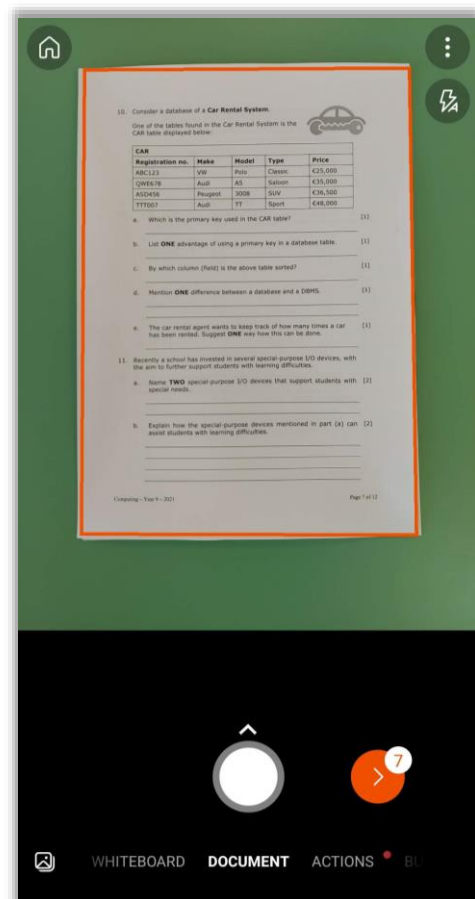
Taking a Photo with the Lens App

1. First make sure that you are in a well-lit room and that the exam paper to be scanned is on a flat surface.
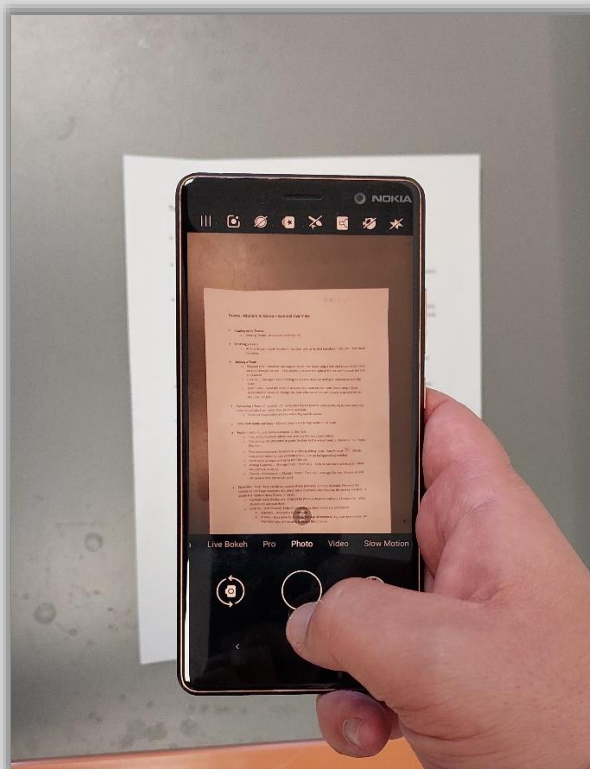

2. Tap on the **Microsoft Lens icon** to open the Lens App.

3. Point the device camera to the first page of your paper. Notice a red box should appear around the outline of the page.
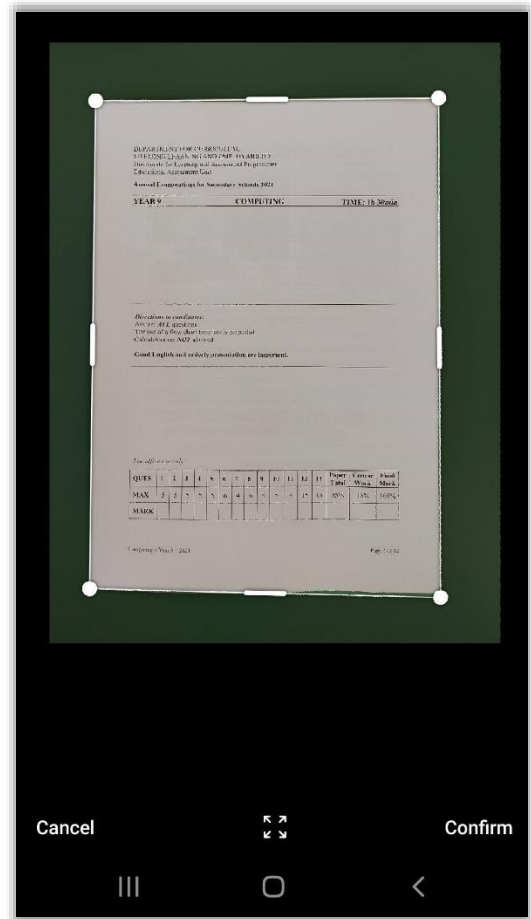
4. Before scanning the page, make sure that the mobile or tablet is exactly above the paper. The image must be centered and clear and that there are no shadows or objects obstructing the image.
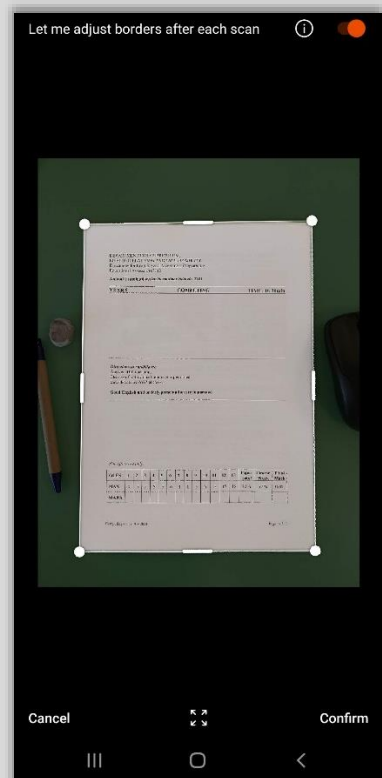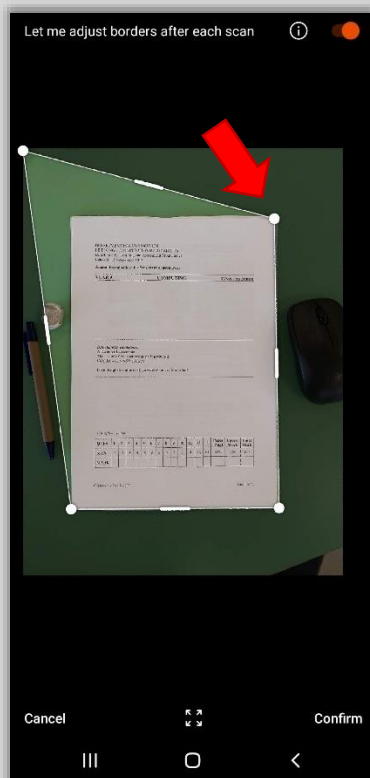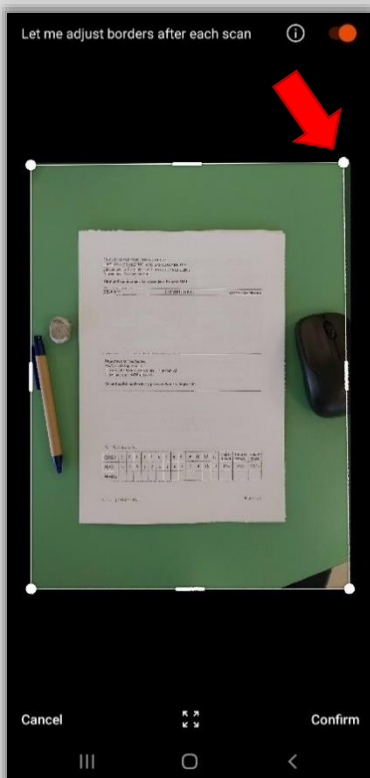

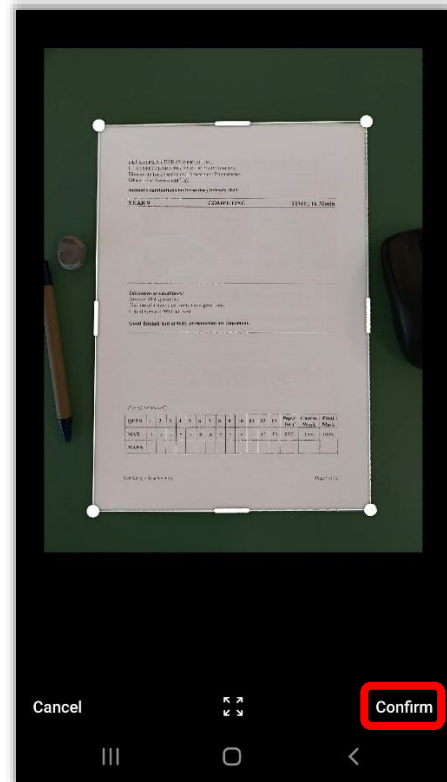5. Tap on the **circle** to scan the page.
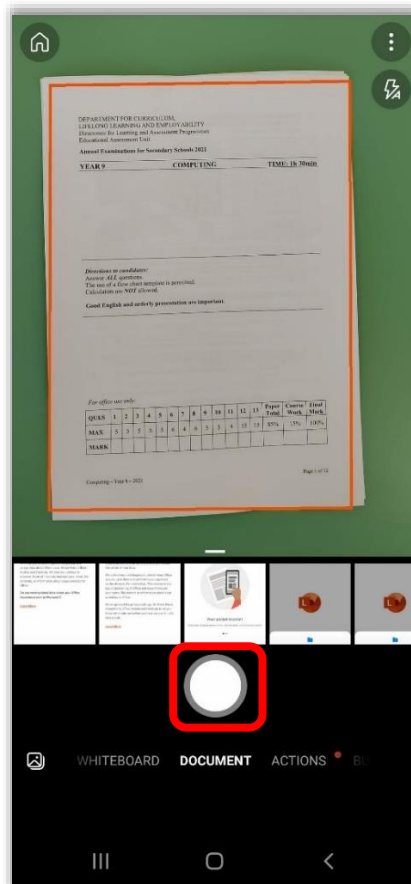
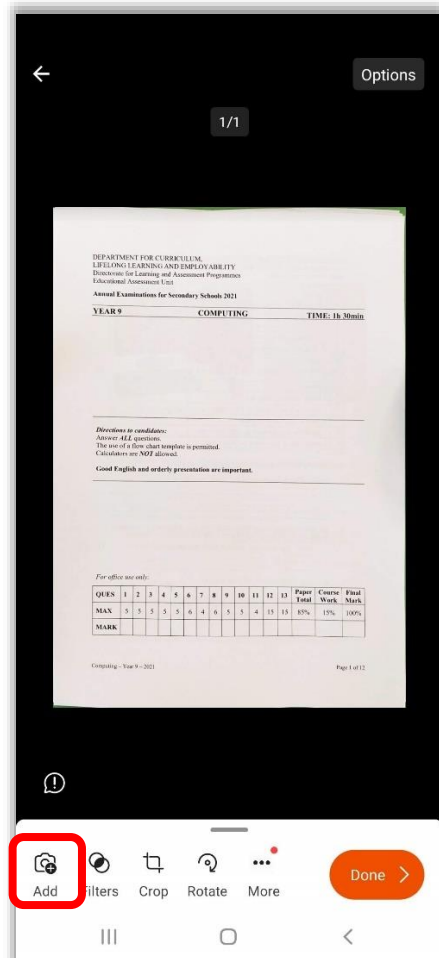6. The scanned image will appear on the screen.

Note: If needed, you can tap on the edges of the image and move the border to crop the image so that only the page appears in the photo. If the image is not clear don't worry, press cancel and take another photo.
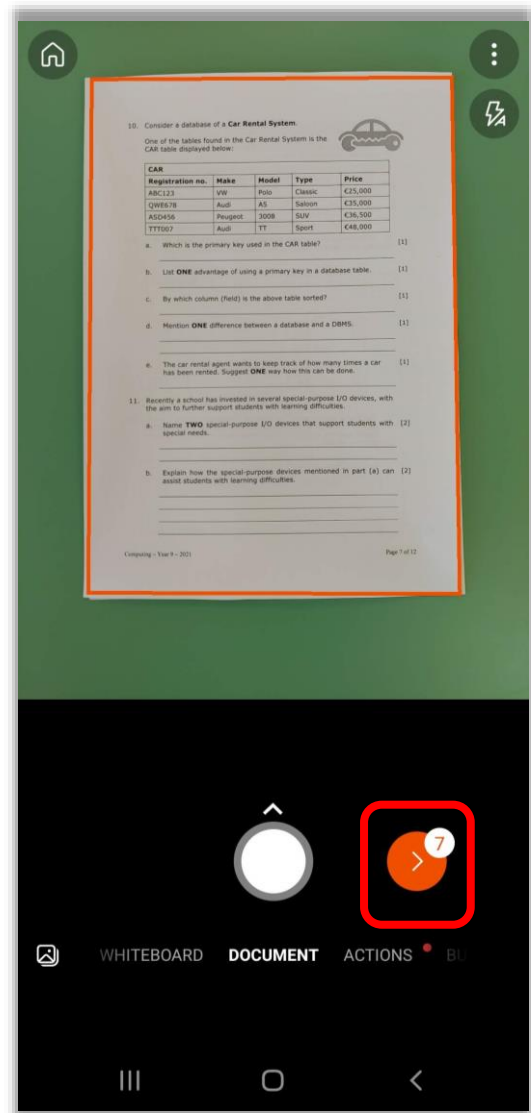
7. Once you are done, tap **Confirm**.

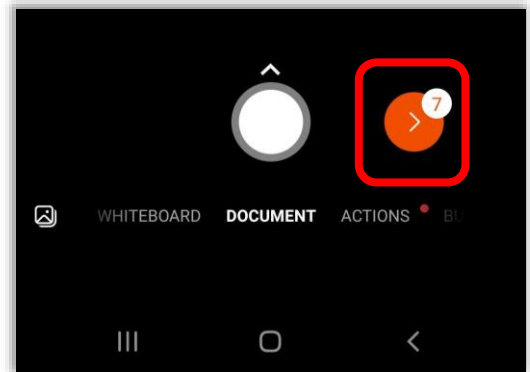8. Tap on the **Add** icon to scan the next page.

9. Scan each page individually by repeating steps above.

   Notice that the number of pages that you scanned so far will appear next to the red arrow.
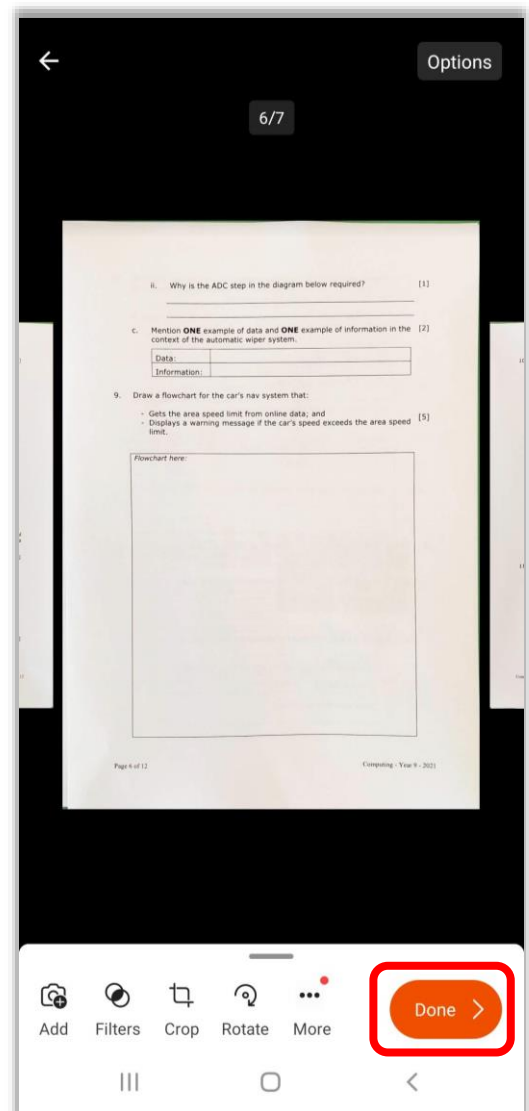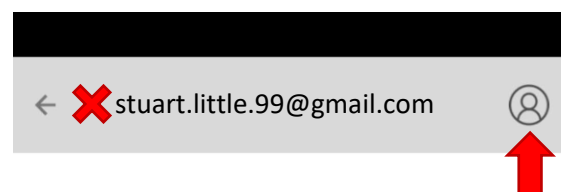
Saving your Paper

1. Once you have scanned all the pages, tap on the **red arrow**.

2. Flip through the pages to check them and tap **Done**.

3. Now check that your iLearn email appears on top of the screen. If not, tap on the **profile icon** to log in with your iLearn account.
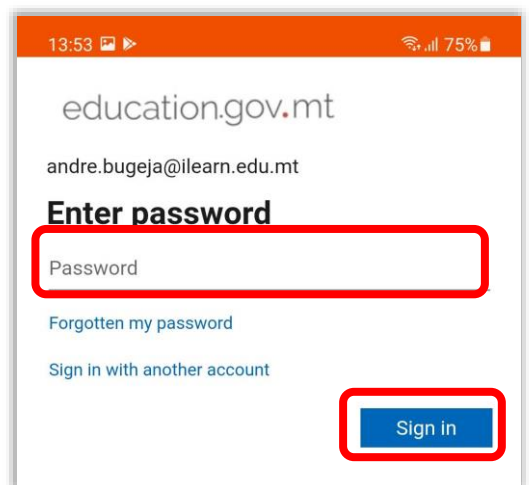

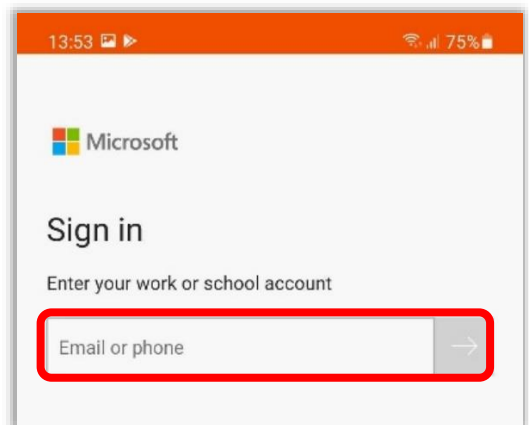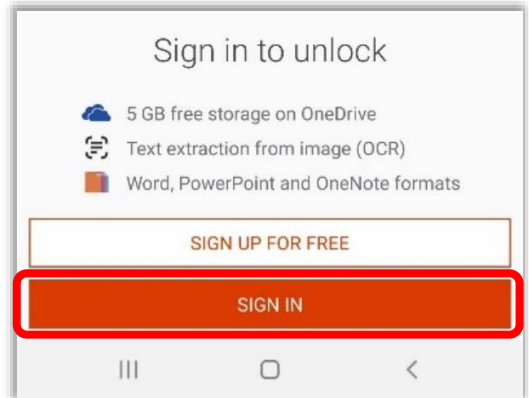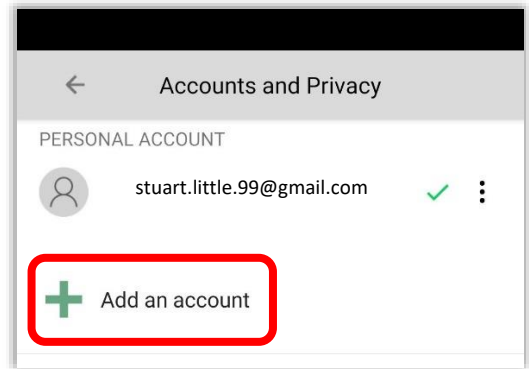stuart.little.99@gmail.com

Select **Add an account**.

Tap **SIGN IN**.

Enter your **iLearn email** and tap on the **arrow**.
If prompted, select **OneDrive for Business**.

Enter your **iLearn password**.

Tap on **Sign In** and your iLearn email should now appear on top.
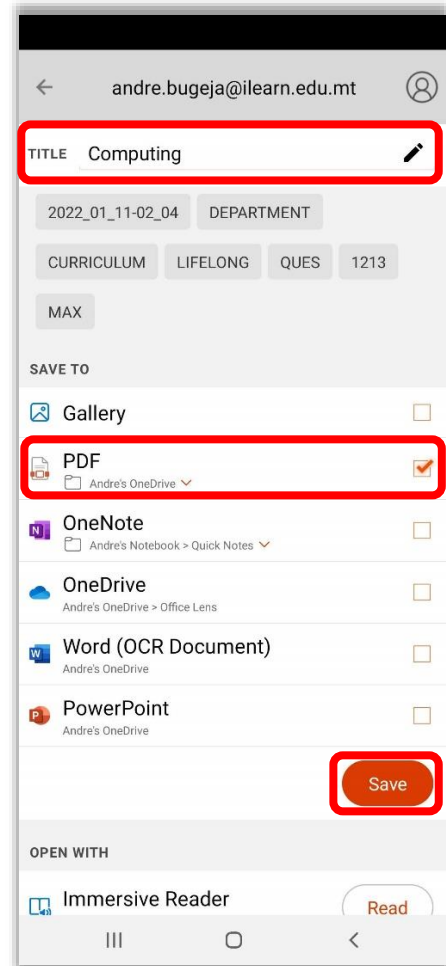
4. In the **Title field**, type the name of the subject and the paper number or name.

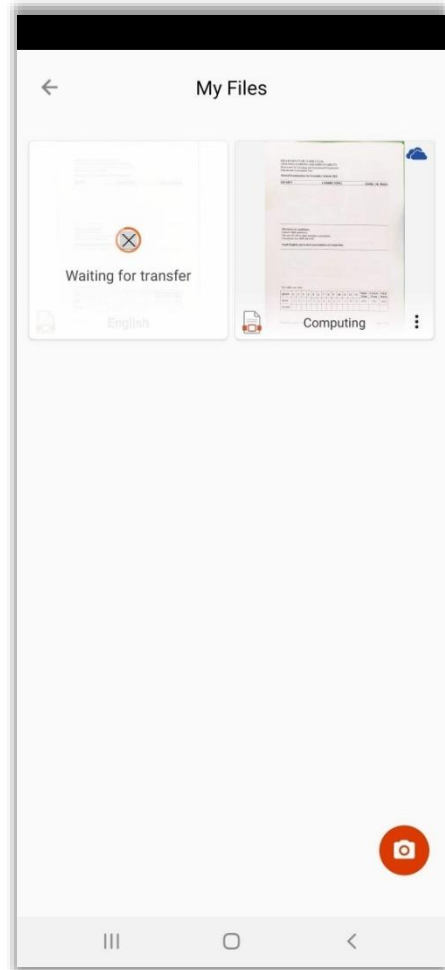   Example: Computing, English Paper 1, English Listening Comprehension.

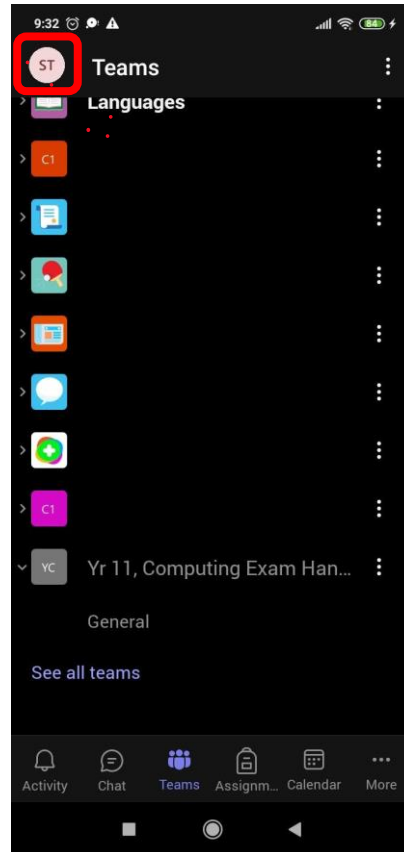5. **Untick Gallery** and **tick PDF**.

6. Tap **Save**.

7. Wait for the paper to be transferred.

   Your paper will be saved as a PDF file in the folder called Office Lens on your OneDrive for Business.
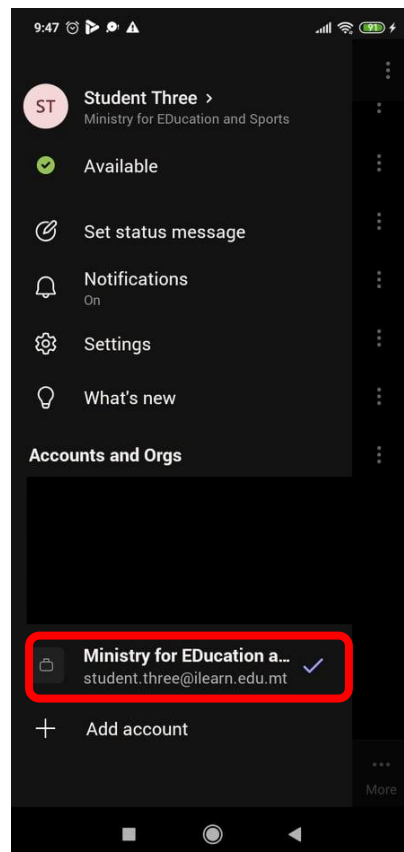
1. While you are logged into the *Teams* app, make sure that you are using the correct iLearn account.


2. To confirm this, click on the small circle at the top left corner of the screen, and check that your iLearn email has a "very good" sign next to it.
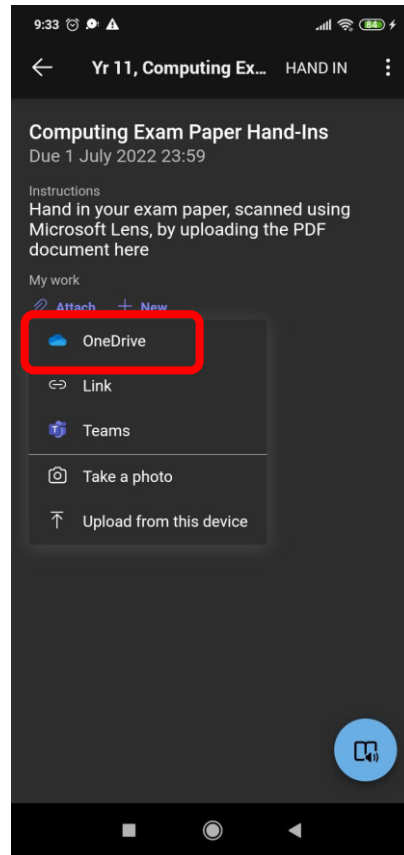
3. Tap on the **A*ssignments* icon** and find the assignment asking you to submit your exam paper *(more information about this will be provided by your school).*
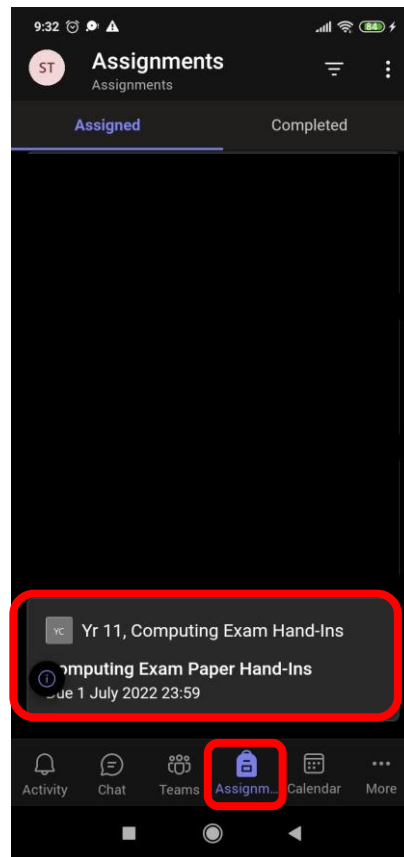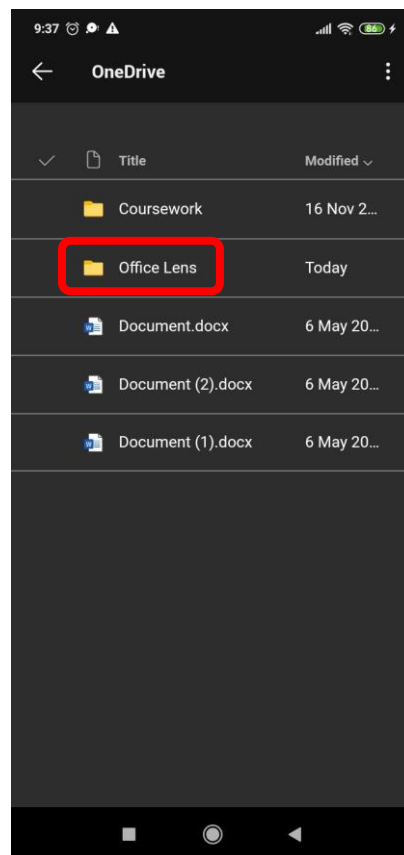
4. Tap on the assignment. This will open the assignment on a new screen.

5. Under the *My work* subtitle, click *Attach*.
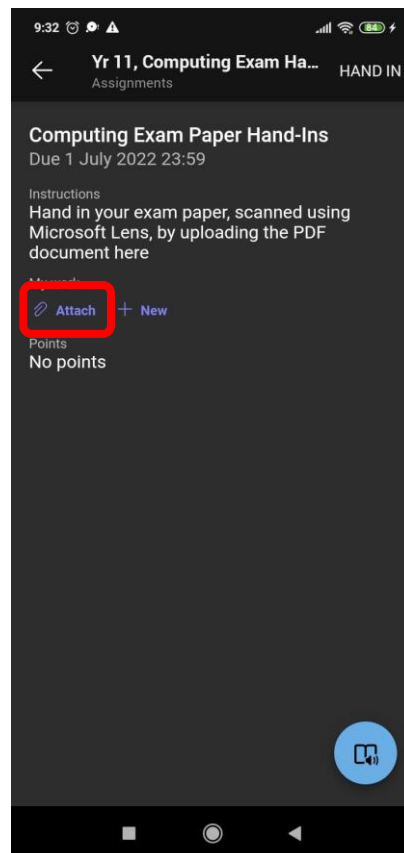
6. A drop-down menu will appear. Click on *OneDrive*.

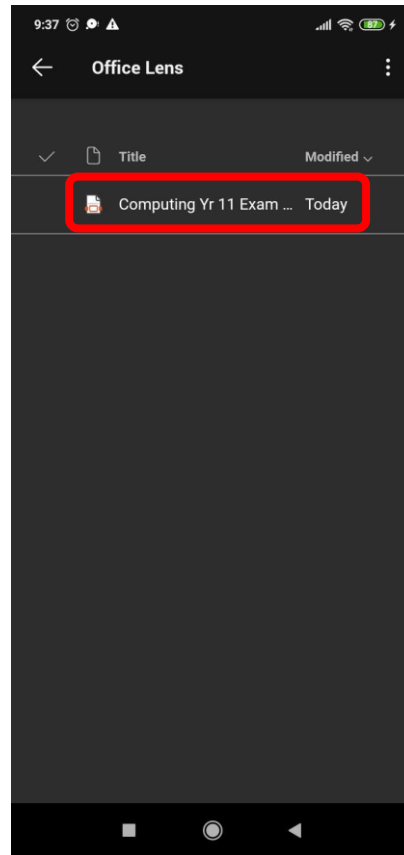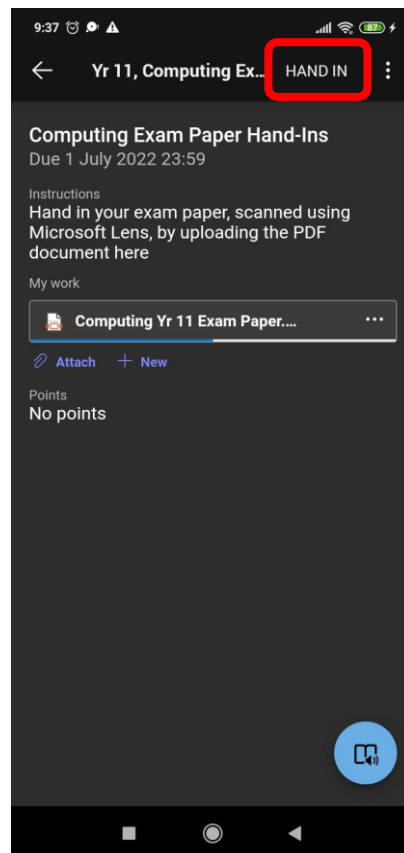7. Click on the *Office Lens* folder.

8. Click on the PDF file containing your exam paper.

For example *Computing Yr 11 Exam Paper*

9. Once the paper uploads, and you are sure that you have uploaded the correct paper, click on *Hand In* to submit your work

10. A grey tab at the top of the screen should display that your work has been handed in, together with the date and time of the hand-in.

11. You are done, your work has been successfully submitted.