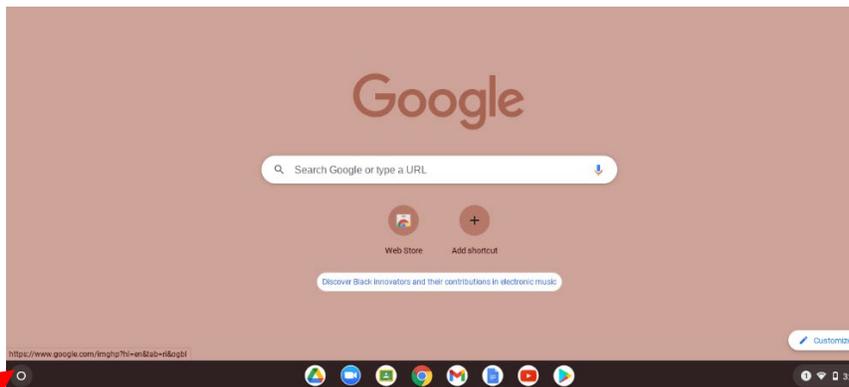
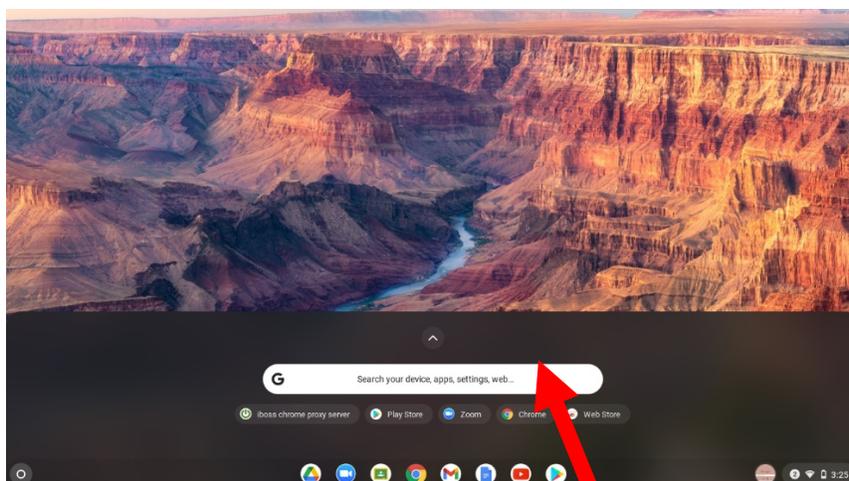


Uploading Documents with a Chromebook

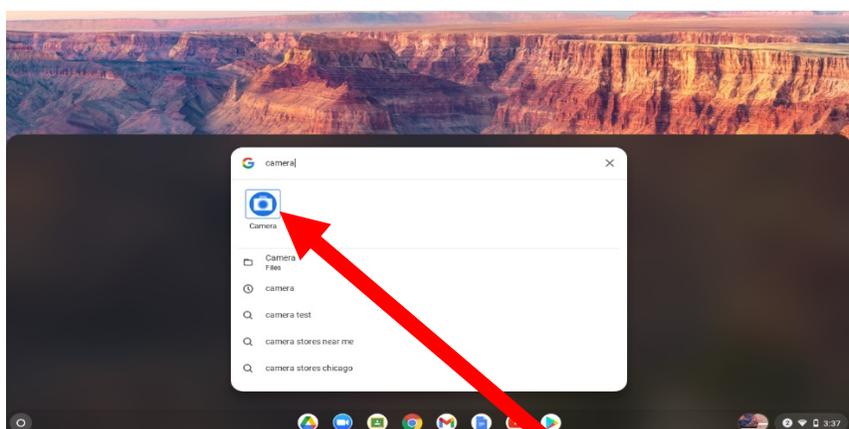
Login to your Chromebook with your student's login and password.



Click on Google Launcher Button



In the google search bar, type Camera



Click on the Camera Icon when it appears

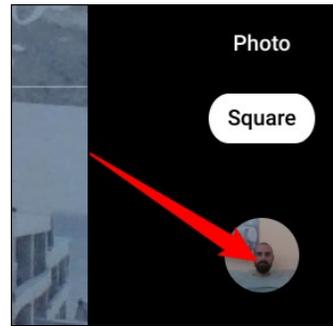
Once the camera app opens, click the shutter button, located on the right side, and snap a picture.



By default, the photo is taken in landscape orientation. However, if you click “Square” before the shutter button, your photos will be square in shape with equal portrait and landscape dimensions.



As soon as you hit the shutter button, a thumbnail of the most recent picture will appear in the bottom-right corner. You can press the shutter button to capture even more photos.

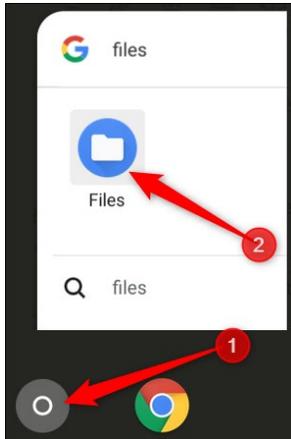
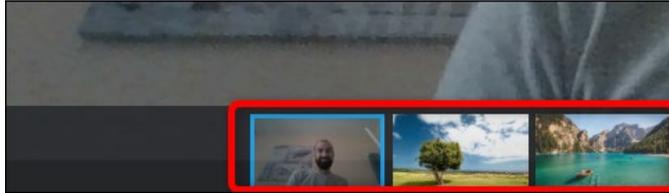


Three additional icons along the left side of the window give you even further assistance when taking photos on your Chromebook. Click on any of these to do the following:

- **Mirror the Photo: Flip the camera’s perspective from left to right**
- **Use Gridlines: Add a grip to help you straighten your picture before you snap it**
- **Timer: Take photos with a delayed timer**

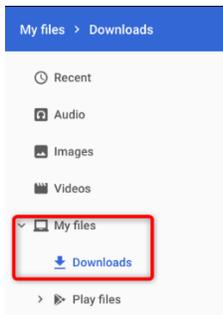


As mentioned above, as soon as you take a photo, a thumbnail of the most recent image will appear in the bottom-right corner underneath the shutter icon. Click on the thumbnail to view the photo in the Gallery app. After the Gallery app opens, you will see all of your photos at the bottom of the window. Click on one to display it in the viewing area.



The default directory for saved photos can be found under My Files > Downloads on the left side of the Files app.

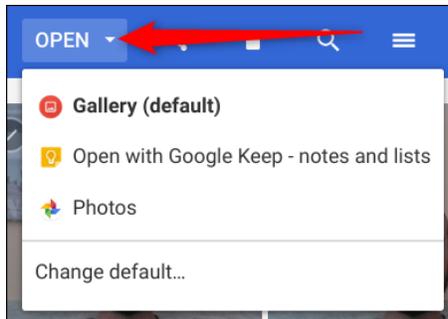
First, open the Files app on your Chromebook. You'll find it in the launcher by tapping the "Search" button on the keyboard and searching for "Files." Alternatively, click the "All Apps" button and look for the icon.



From here, click on a photo and then choose from the top of the window what to do next. Click "Open" to choose an app to open the picture, the Share icon, or the trash can icon to delete it from your Chromebook.



After you click “Open,” you can also select “Change Default” if you want your images to automatically open in an app other than Gallery.



You can then upload your documents to Skyward.

Uploading Documents with your iPhone or iPad

You can use the Notes app to scan documents on your iPhone or iPad.

Scan a document

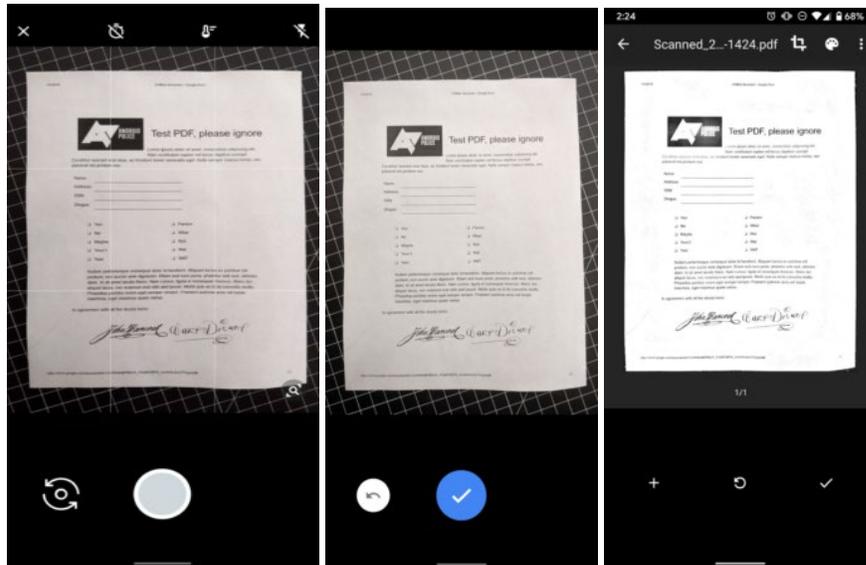
1. Open Notes and select a note or create a new one.
2. Tap the Camera icon and select **Scan Documents**.
3. Place your **documents** in view of the camera.
4. If your device is in Auto mode, your **document** will automatically **scan**.
5. Tap Save or add additional **scans** to the **document**.



6. You can then archive the scanned documents in your Google Drive and upload to Skyward.

Uploading Documents with Android Phone

1. Open the Google Drive app 
2. In the bottom right, tap Add +
3. Take a photo of the document you would like to scan.
 - Adjust scan area: Tap Crop
 - Adjust scan area: Tap Crop .
 - Take photo again: Tap Re-scan current page .
 - Scan another page: Tap Add +.
 - To save the finished document, tap Done .



4. You can then archive the scanned documents in your Google Drive and upload to Skyward.