# ▙▗ gradescope
Scanning Your Assignment

NOTE: In order to scan your assignments, Gradescope recommends using "**Genius Scan**," a free app for iOS and Android. This is best way to scan assignments if you do not have a scanner.

1. Before scanning your assignment, it is recommended that you find a flat, clutter free workspace with proper lighting and high contrast between your paper and the surface.

2. Open the Genius Scan app on your phone or mobile device.

3. iOS: Click the **camera icon** on the bottom left side *(left image)*.
   Android: Click the **camera icon** on the bottom right side *(right image)*.
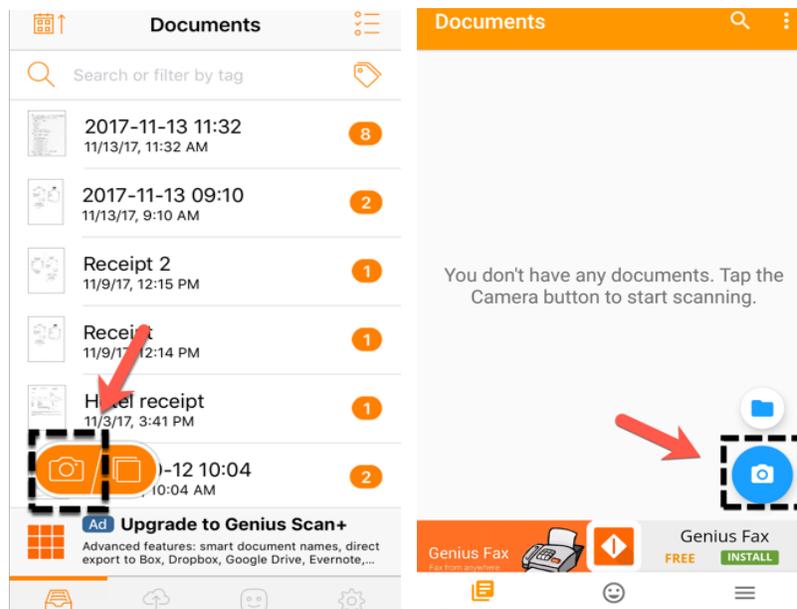
4. Set scanner to **magic**. If the top right corner says **manual**, tap the word 'manual' and it will change to 'magic.' Magic mode allows the app to find your page's edges and create a clean scan.
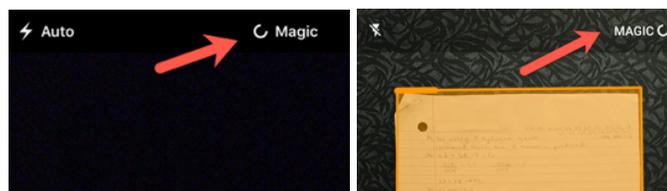
5. If you are scanning multiple pages, make sure scanning is set to **batch** instead of **single** by simply touching the "batch" text.
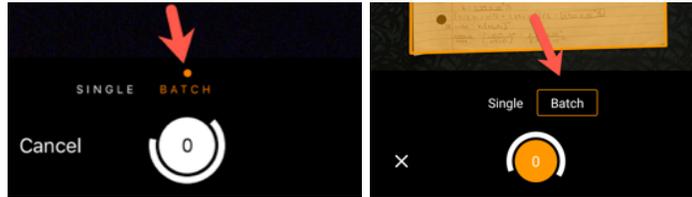
6. Aim your camera over the first page of your assignment. You should see a transparent **orange** highlighted box and outline around the assignment.
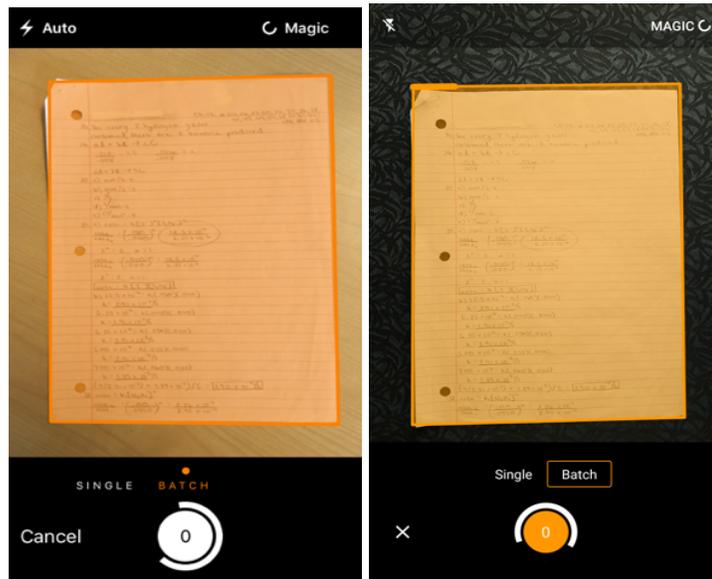
7. Your page should automatically scan within a few seconds. You will know you scanned each page when an image shows up briefly in the camera window. The number under **batch** shows the number of scanned images.

NOTE: If you do not get an automatic scan within a few seconds, increase lighting or contrast between document and surface.

8. Continue scanning each page of your assignment, in order.

9. iOS: When you have completed scanning all of your pages, click the **done button** *(left image)*.
   Android: When you have completed scanning all of your pages, click the **check icon** *(right image)*.

Editing and Formatting Scans

10. iOS: If you need to change the order of the pages, click on the page in question in the preview window. Then press **move** on the top right corner. You can also rotate your scanned images left or right.
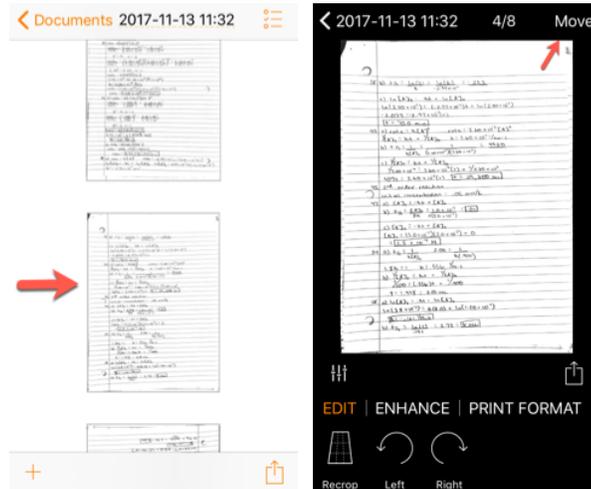
Android: If you need to change the order of any of the pages, first press the icon that has three vertical dots on the top right corner and press **reorder**.
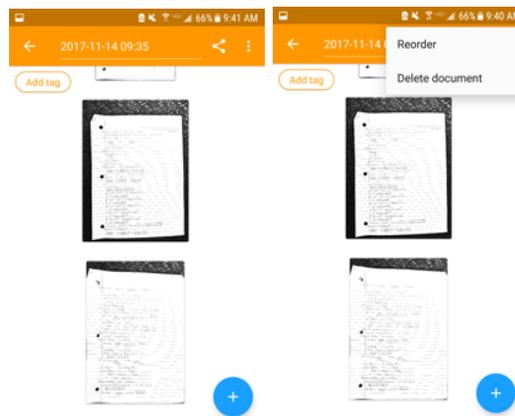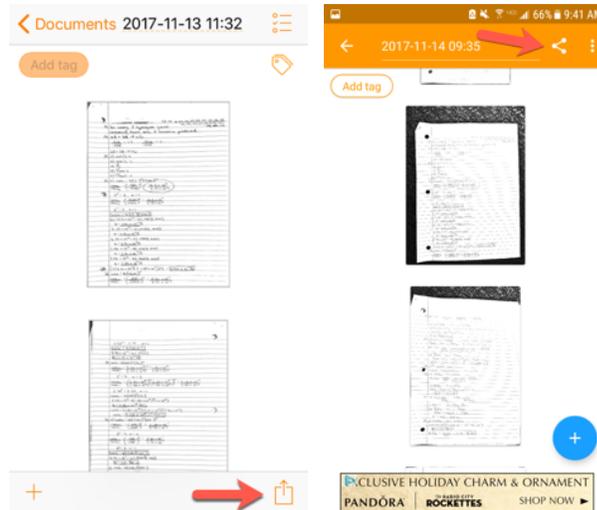

11. To **rename** your assignment, click to the date of the scan (the default title) and type in the assignment name.
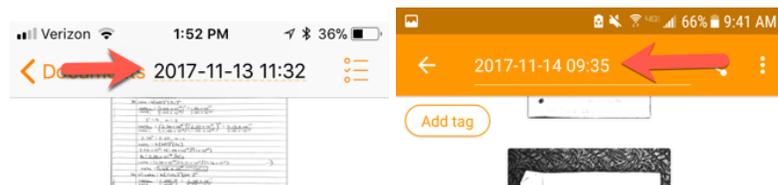
Exporting Documents

12. iOS: To export your document, click the "share" button on the bottom right side *(left image)*.
    Android: To export your document, click the "share" icon next to the three vertical dots on the top right corner *(right image)*.

13. iOS: Next, **click "Other Apps" instead of using the options given and then choose how to send it to yourself** (email, text, etc.)*(left image)*.
    Android: Next, choose how you want to export your file *(right image)*.
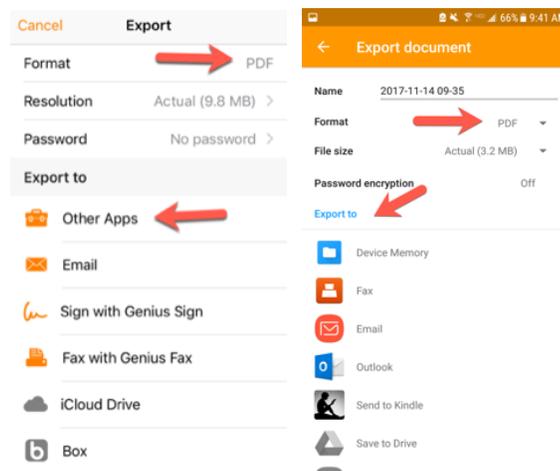
Note: You should use PDF as the format. Also, the free version of Genuis Scan will not allow you to use certain apps for exporting, including Google Drive and iCloud.