

Summer Health – Online Notes Submission

Students should upload all of their handwritten notes electronically into **Canvas** using **CamScanner**.

HOW TO SCAN NOTES

Open the **CamScanner** app on your phone
Tap the camera icon to prepare to take a photo
Be sure **“Batch” is selected in the bottom menu
Tap the camera icon to photograph **EACH PAGE** of notes



Click **“Finish”**

TWO WAYS TO SUBMIT NOTES TO CANVAS

Tap the document name at the top and then rename the submission

Click the share icon



Select **“PDF”** – Select **“Original Size”**

1. Upload scanned documents directly to the **Canvas Student** app on your smart phone

- (You must have the **Canvas Student** app already installed on your smart phone)
- Select the **Canvas Student** app from menu choices
- Choose **“Cent10-Santi Online Health Summer 2019”**
- Choose **“Assignments”**
- Select the assignment you are submitting (i.e. – U3 notes)
- Select the **“Submissions”** tab at the top
- Select **“Turn In”**
- Select **“File Upload”**
- Choose the file from your scanned images
- Click **“Submit”**



2. Email the document to yourself and upload from your personal computer

- Open and save the document from your email to your personal computer (i.e. – U3 notes)
- Open your **Canvas** course **“Cent10-Santi Online Health Summer 2019”**
- Select **“Assignments”** from left menu
- Select the assignment you are submitting (i.e. – “U3 notes”)
- Select **“Submit Assignment”**
- Select **“Choose File”**
- Go to your saved notes and select the PDF document
- Click **“Submit Assignment”**