


Using a mobile device as a scanner to make a PDF

Introduction

You will need:

- Your handwritten exam script.
 - o It is advised to write the Unit Code e.g., BA10203, and number clearly your pages 1/N, ..., N/N. This will ensure you have scanned all your pages, they are in the correct order, and you are uploading the correct script.
- A mobile device with a camera.
- To install the Genius Scan app.



 <p>Genius Scan - PDF The Grizzly Labs Business Everyone Offers in-app purchases Add to wishlist</p>	 <p>Genius Scan - PDF Scan 4+ Document OCR The Grizzly Labs #77 in Business 4.8 + 64.2K Ratings Free · Offers In-App Purchases</p>
Android	iOS

You do not need to purchase any in-app purchases.

There are many scanning apps out there, be aware that some apps such as OneDrive on Android limit the number of pages you can scan in one document.

Scanning your submission

First open the Genius Scan app

<p>Android</p> <p>Tap the blue camera button</p> 	<p>iOS</p> <p>Tap the orange + button</p> 
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On your first use, the app will ask for permission to use the camera. This is necessary to scan. The camera preview will open and the app will detect visible documents.

Ensure you are in Batch mode to scan multiple pages

The capture setting is in the top right corner, ensure the capture setting is set to **Batch** as shown below. This is the default, tap to change if needed.

<p>Android</p> 	<p>iOS</p> 
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Scan the pages of your submission

Genius Scan will snap the photo for you if it detects a stable document, so you do not have to tap the Scan button. You can also trigger it by pressing the volume up button instead.

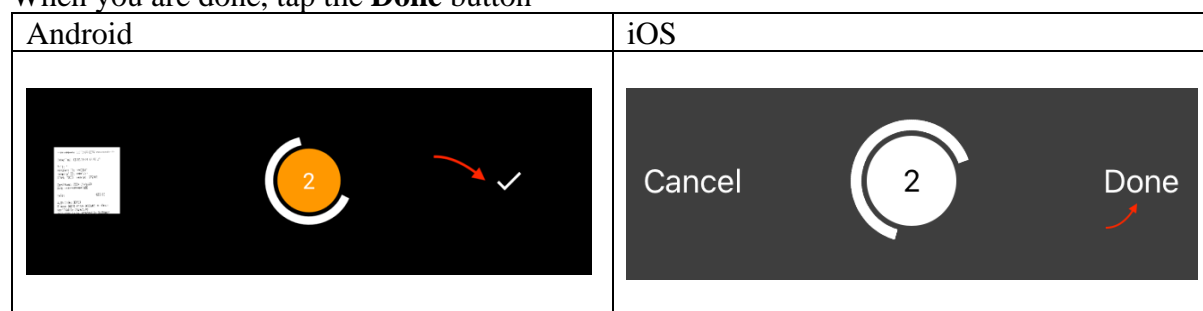
The number in the circle as seen in the below images indicates the number of documents already scanned in the current batch.

A preview will briefly appear over the camera screen:

- if the scan looks good, wait a few seconds, or **tap the ✓ button**.
- otherwise, you can review, edit, or re-take the scan (Further details can be found on [Quick Edit Actions page](#) of the Genius Scan website)

Continue scanning pages until you have scanned them all.

When you are done, tap the **Done** button



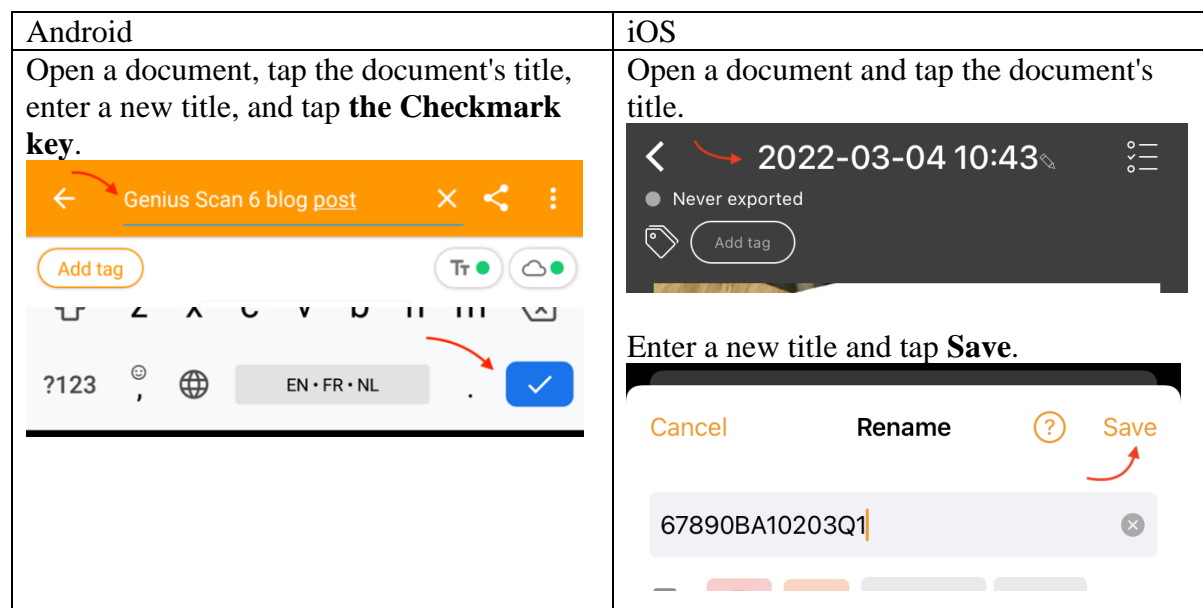
Top tips for clear scans

- Make sure you take your picture in a bright environment.
- Make sure that there is sufficient contrast between the background (e.g., wooden table) and the file.
- Be as stable as possible when taking the picture.
- Check your camera is clean and you can take sharp pictures.

Rename the file



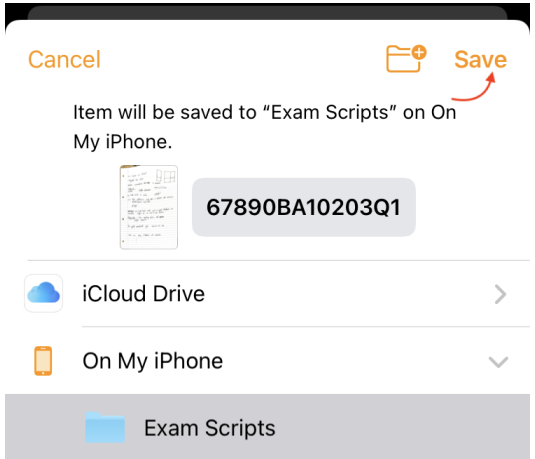
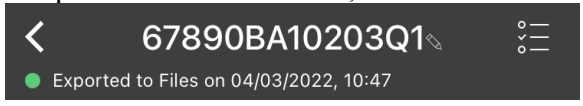
Files uploaded to Inspera should use the naming scheme

UnitCode_Month_CandidateNumber_QuestionNumber.pdf (e.g. AR10001_Jan_12345_Q2.pdf)



Save your scan to your device

To save your scan ready to upload to Inspira, open the document, or return to the screen with all pages visible.

Android	iOS
<p>Tap the Share icon.</p>  <p>Choose Device Memory.</p> <p>You may wish to add a new folder “Exam Scripts” to store all your scans.</p>	<p>Tap the Share icon.</p>  <p>Choose Files -> On My iPhone/iPad.</p> <p>You may wish to add a new folder “Exam Scripts” to store all your scans.</p> <p>Then click Save.</p>  <p>Once complete, it will return you to the previous screen. Note it will now say “Exported to Files on Date, Time”.</p> 

Note the OneDrive etc. export options are not available on the free version of Genius Scan.

Uploading the file to Inspera.

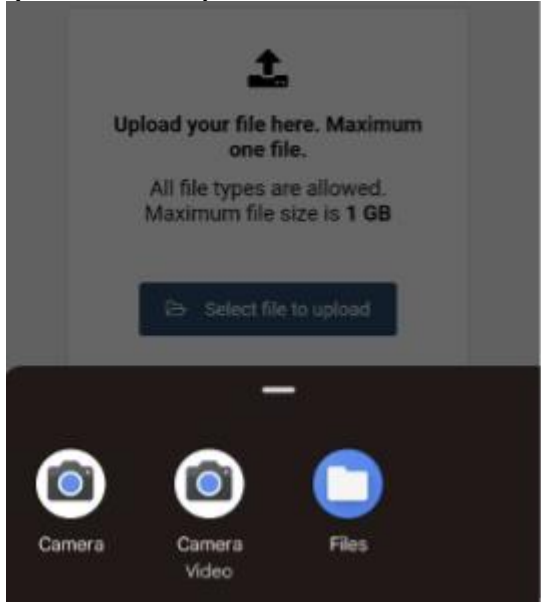
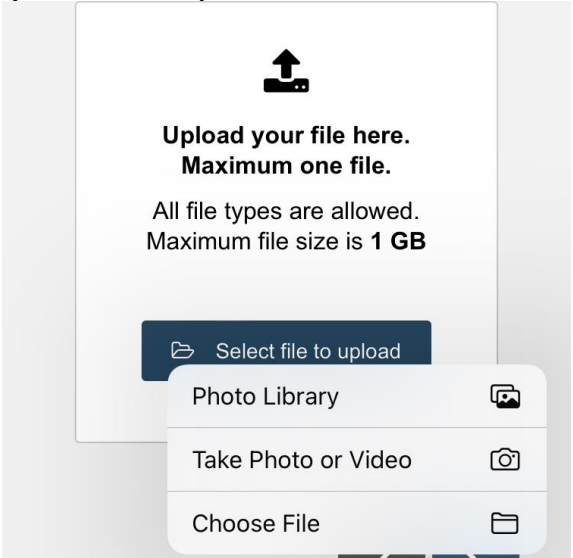
To upload your file to Inspera you can upload it straight from your phone, or transfer it to another device e.g. University or personal PC.

Note if you log into Inspera via a mobile device as well as another device, you will be logged out of the original device. Your progress, including uploaded files will be saved.

Uploading the file to Inspera may take some time, so please use your submission window effectively. Practicing will allow you to prepare and give you an idea on how long it may take.

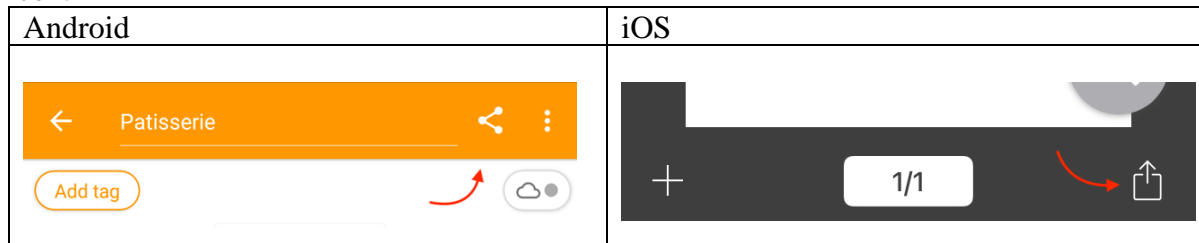
The exam timetable contains a column for “Submission Time allowance (mins)” which is the amount of time designed to enable you to scan and upload your submission after answering your exam paper.

Uploading directly from a mobile device

Android	iOS
<p>Select the upload button on the relevant question on Inspera.</p>  <p>Click the Files button.</p> <p>Navigate to the document where you stored it in the step above.</p>	<p>Select the upload button on the relevant question on Inspera.</p>  <p>Click the Browse / Choose File button.</p> <p>Navigate to the document where you stored it in the step above. For example, via Browse -> On My iPhone/iPad -> where your document is found.</p>

Uploading from a computer

To upload from a computer you will need to transfer the file from your mobile device. This can be done by sending the file as an email attachment, or using a cloud service, which can be done from the stored file location, or from within the GeniusScan app using the **Share** icon.



Note the OneDrive etc. export options are not available on the free version of Genius Scan. But it is possible to transfer from the stored file location on your device using other applications or methods including OneDrive or other cloud services.

Further Information:

There are instructions on the Genius Scan documentation for:

- [Adding a page to an existing document](#)
- [Reordering the pages of a document](#)
- [Merging multiple documents](#)
- [Importing external files to Genius Scan](#)