

### Scanning Files using an iOS device

- On your iPhone or iPad, open the notes app and create a new note
- Tap the camera icon and then scan documents
- Follow the onscreen instructions for scanning a document
- Once you have scanned all your pages tap save
- Tap and hold on the scanned documents and then press share
- If you have the Google Classroom app it will appear as a share option, tap on this and then navigate to the assignment you want to attach it to and follow onscreen instructions
- If you do not have the app and are using google classroom through the web browser, tap save to files
- Choose where you want to save the file, you can also rename the file and then press save in the top right corner
- Go to Google Classroom on your web browser and navigate to the assignment, where it says 'Your Work' on the right hand side, click 'Add or Create' and then File, navigate to the documents you saved in your files app