

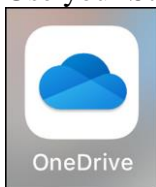
# Scanning Photos to a PDF Using OneDrive & Uploading to a Brightspace Assignment Folder

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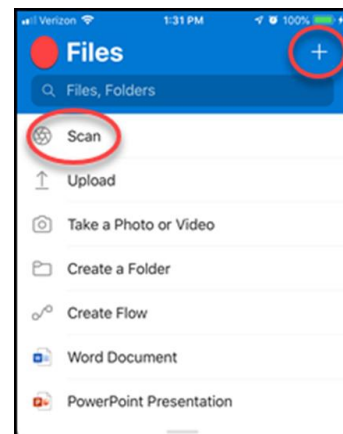
Office 365 subscribers have the option for multi-page scanning, allowing you to combine multiple scans into a single PDF. If you are already logged into your Office 365 account, you will not need to re-enter your StarID credentials. Only after the 30 days, users will need to re-authenticate to Office 365.

## Directions

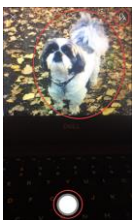
1. Download the Microsoft OneDrive Application from the Apple App store onto your iOS device or from the Google Play Store for Android.
2. Click on the **OneDrive** icon to open up the OneDrive app (make sure your OneDrive app has access to your device's camera). If you have not previously associated any Office 365 application with your account, you will need to do so in order to use the One Drive app. Use your StarID@go.minnstate.edu and StarID password to set up the account.



3. Click on the + (plus) symbol and then click on **Scan**.



4. Select the appropriate flash setting by tapping the *Flash* icon in the upper right corner.
5. Hold your phone in a way that you can focus in on your target.
6. Click on the white shutter button to take a picture.



7. Once you've scanned your item, you can crop it, rotate it, add text, or highlight part of it. (Do not worry about uneven borders, your camera will take care of that.)

8. Click on **Confirm**.



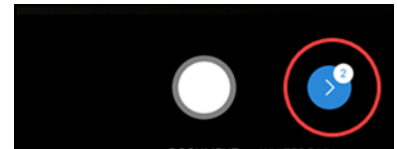
9. Click on **Add**.



10. For multiple photos/scans repeat steps 5, 6, 7 and 8.

11. Noticed the number above the arrow increases as you add more photos/scans.

12. When you have taken your last photo, now you can click on the arrow itself.



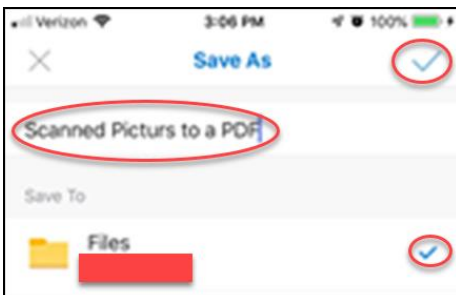
13. Click on **Done** when you have taken all your photos/scans.



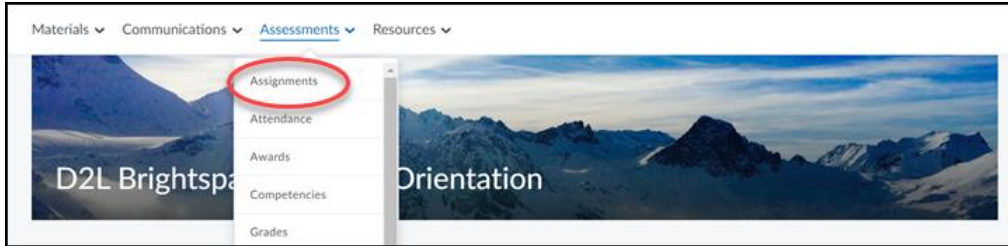
14. Type in file name of your newly scanned file in the *Save As* field.

15. Ensure you are saving to correct folder in the *Save To* area.

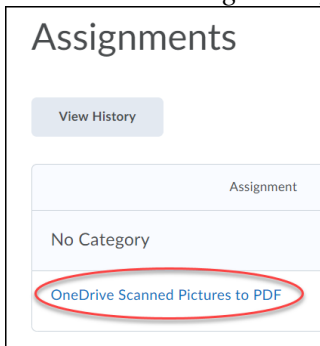
16. Click on the **checkmark** icon in the upper right hand corner to save to your OneDrive.



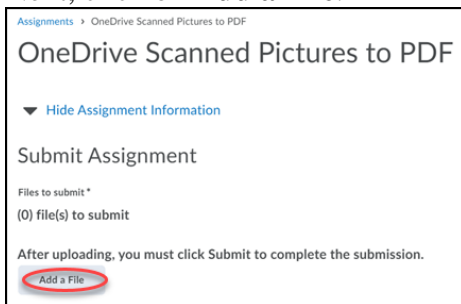
17. Once you are in your [Brightspace](#) course, click on **Assignments** found under Assessments.



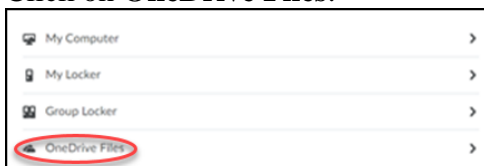
18. Click on the *Assignment folder* you wish to upload file to.



19. Next, click on **Add a File**.

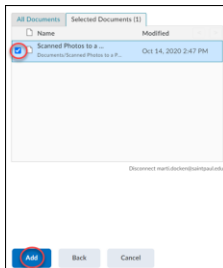


20. Click on **OneDrive Files**.

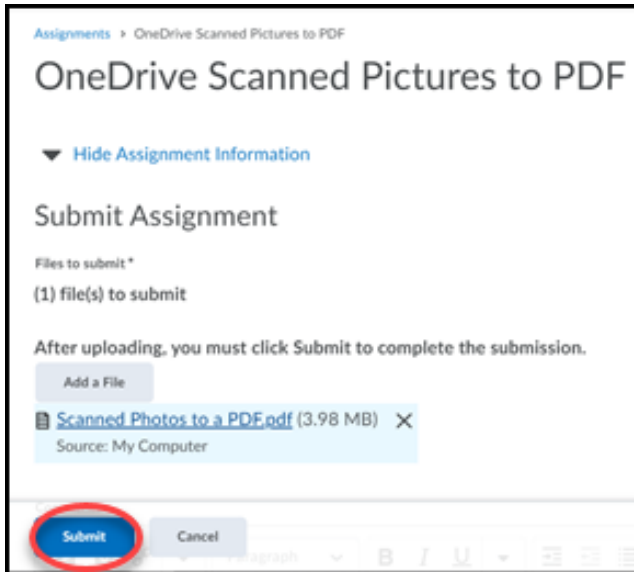


21. Check box next to pdf file you wish to upload.

22. Click on **Add**.



23. Click on **Submit**.



24. Click on **Done**.



**Example:** Three photos scanned to a pdf.

