

How to take a photo or a scan of your child's work so it can be shared with the class teacher if you have Galaxy Smartphone

Your child has completed their maths work in their Power Maths text book or they have completed English or Topic work in their lined book. They now need to share this with their class teacher. The best way is to take a photo or a scan of the work and insert it into your child's section of the Class Notebook on Office 365.

There may be multiple ways of doing this using scanning apps, however this is the probably the easiest way and just uses your built in camera.

NB: The following instructions can be used to take **photos of work** or **scan written work**. If you your child is accessing their remote learning on an Android tablet, you can save the image directly on to the tablet and then insert it into the page they want to share with their teacher.

If you are working on a laptop/desktop PC, it is probably best to share the image from your android phone, by sending it as an email to yourself, open your email account on the laptop/desktop PC your child is using and insert the image into the page they want to share with their teacher.

There is a video on Youtube which shows the steps below. Click on the link:

https://www.youtube.com/watch?v=1EitQscr7gl&feature=emb_title

How to scan a document with your Galaxy smartphone

The latest Galaxy smartphones make it easy to scan and share documents. Here's how to do single-page scans:

1. Open the camera app and position the document in the center of your view. The camera app will automatically detect the document.
2. Tap the scan button.
3. Then tap the thumbnail image to review your scan.
4. Tap the edit icon if you'd like to edit your scan.
5. Editing tools will appear. You can edit, crop and rotate your scan as needed.
6. Then tap Save and zoom in to make sure you got a good scan.
7. Tap the share icon to send the document via email or messenger.

How to scan multiple documents using the Microsoft Office app

Here's how to scan multipage documents using the integrated Microsoft Office app:

1. Open the Microsoft Office app and tap Actions at the bottom right.
2. Then select Scan to PDF.
3. Scan the first page and then tap Add New.
4. Tap Confirm to accept the scan.
5. Continue scanning all the pages. When you're done, tap the red arrow.
6. You can open a recent scan by tapping its thumbnail image.
7. Tap the Edit button to begin editing your scan, then tap Done when you're finished.
8. You can now share the document via email or messenger.

On top of that, you can use the [Microsoft Your Phone companion app](#) to quickly drag and drop all your recently scanned documents right onto your PC desktop.