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Guide based on

iPad Pro 10.5 iPadOS v15.1 Adobe Scan v21.10.26

updated Dec 2021

SYDNEY DISTANCE EDUCATION PRIMARY SCHOOL

Returning Scanned Work using Adobe Scan

('Returning school work using Canvas App and Adobe Scan')

To complete the following steps, you will need access to internet/wifi.

- 1. Please ensure you are signed in to the Canvas Student App.
- 2. Launch Adobe Scan.
- **3.** After watching the video and understanding how to save the document as a PDF file, follow the steps on how to submit to Canvas.
- 4. Select the scanned PDF file to be sumitted to a Canvas assignment.
- 5. Tap 'share' button, then tap 'Share a Copy'.



6. Tap 'Student' Canvas icon from the list of applications.



• If you cannot see the Canvas Student App, scroll right and tap on the three dots (**More**) then tap '**Edit**'.

		Done	Apps	Edit
Copy to PDF Expert Copy to Books Copy Chro	y to More	Favorites		
Сору	ß	MirDrop		
Save to Files		🖂 Mail		
Markup	\odot	Suggestions		
Print	ē	Notes		
Edit Actions		🛆 Drive		

- To make Canvas Student App visible for future use follow the steps below
 - b Done Apps a. Scroll down the suggested Favorites applications until you see AirDrop Canvas Student App. 😑 🖂 Mail b. Turn 'Student' on (showing green) located to the right of Suggestions the application. Notes c. Tap 'Done'. Tap 'Done' Drive again. 0 Chrome 🕀 🔅 Student Done Edit Apps
- 7. Select your student's '**Course**' and then select '**Assignment**' you are submitting the work. Add a comment to the teacher, if needed.

С

Cancel	Submit
Comments	
Course	Year 1 - Term 2, 2021 >
Assignment	T2 W1-2 MATHEMATICS Add >

8. Wait in Adobe Scan until you receive a notification to say your work has been successfully submitted.

۵	STUDENT now Assignment submitted! Your files were uploaded and the assignment was submitted successfully. RECEINE ALL SCANS	Q			
Please wait until you see this notification					

If you wish to view your submissions:

- 1. Navigate to the specific assignment in Canvas Student App,
- 2. Tap on 'Submission & Rubric' and
- 3. Tap 'Comments'.

Here you will see all submitted work and comments/ feedbacks in date order for that assignment.

SDEPS Technology Support

If you need further support, please do not hesitate to contact our school's technology support.

Scan the QR Code to watch Canvas support vidoes.



How to sign in to SDEPS Canvas using @education account



How to set up a Canvas Parent Account (SDEPS)







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