

Submitting homework on Gradescope

To turn in your homework on Gradescope, you will need to create a PDF of your work and save it to your computer before submitting.

This is a guide for scanning on iOS phones (pg. 1), scanning on Android phones (pg. 2), and submitting via the web app (pg.3). If you're scanning via a scanner or another method, you can skip to the submission part of the guide.

Scanning on iOS Devices

DOWNLOAD: Go to the App Store, search **Evernote Scannable** (our recommended app).

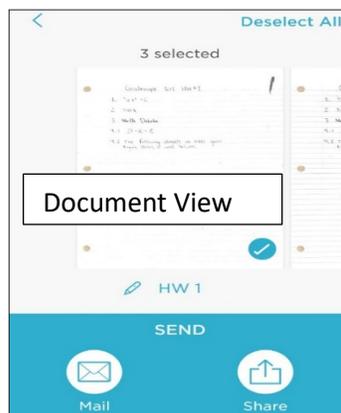
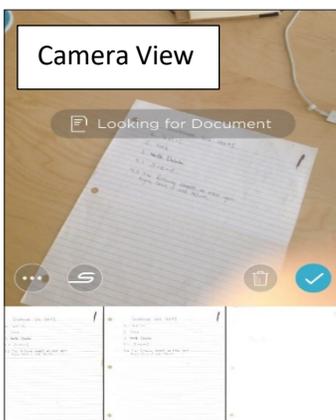
You can also follow a similar process for *Genius Scan* or a different scanning app. Just make sure the app you choose will let you make high quality PDFs.



Scannable Instructions:

- 1. SETTINGS:** Open Scannable, select “...” to access settings, select Settings, select File Type, select PDF (or images, if required), select Done. If you select Auto, Scannable will create single-page documents as an image and multi-page documents as PDF.
- 2. SCAN:** Once on the main page, Scannable will start looking for a document and automatically start scanning.
- 3. SELECT + SEND SCAN:** When you're done, select the **check mark**. You can now review your scans for legibility, hit **Send** scan, select the correct page(s), and **Mail** your scans to yourself.
- 4. SAVE FILE:** Download and save your file onto your computer in a memorable place, with an appropriate filename and you're ready to submit! (additional instructions on p.3)

*Students can submit homework to Gradescope in the following file formats; pdf, jpg/jpeg, gif, and png. You can submit images for each question, or a single pdf, and then select the pages corresponding to each question. Programming assignments may be submitted in all file formats.



TIPS FOR SCANNING:

When setting up Scannable, it's a good idea to click the “...” > **Settings** > **File Type** > **PDF**. This way, your single page assignments save as PDFs.

Taking your photos: Place your work on a flat surface. (A darker table, with high contrast to your paper, is best).

Hold your camera at a bird's eye angle, with a steady hand.

Always check that your photo is legible - if you try to speed through you will get blurry photos!

If your scan is blurry or illegible: First try retaking. Then try restoring the photo. **Select thumbnail > Slider icon > Restore).**

If your scan is still illegible: You might have written your assignment too lightly or unclearly. Make sure you use a dark pencil or pen for best results!

To get your scans on your computer, you can also save to Evernote, iCloud, or other cloud service.

Scanning on Android Devices

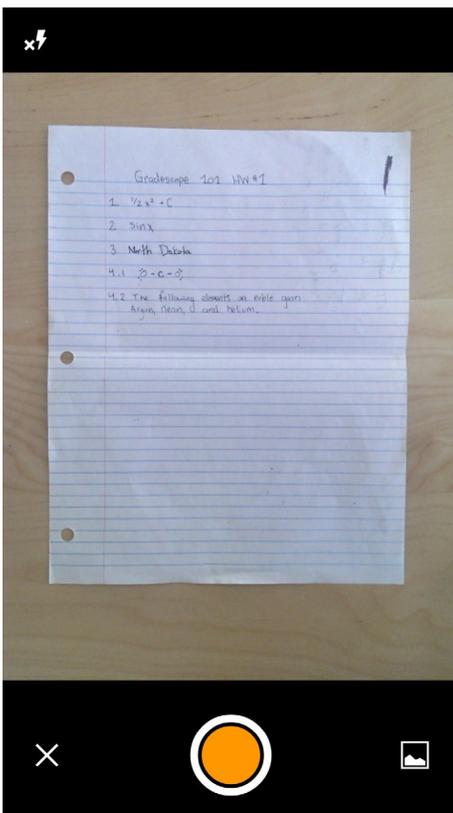


1. **DOWNLOAD APP:** If you already have a scanning app, make sure it will let you make high quality PDFs. If you need a scanning app, Go to the Play Store, search for the **Genius Scan** app (this is our recommended app) and download.

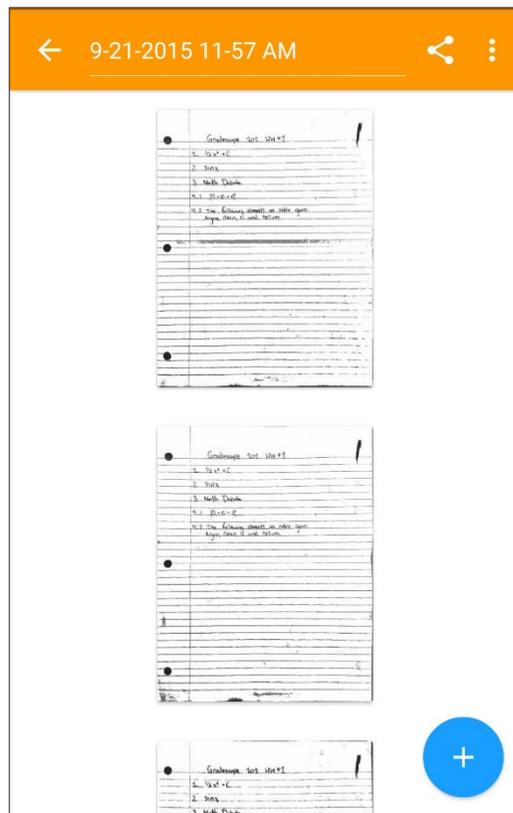
2. **SCAN:** Once you open the app, select the camera, select Allow, then line up your paper to **take** your photo. Continue for all your pages and click the check mark when finished. To Edit click on the document and select Edit.

3. **SHARE SCAN:** The last step is to get your scan onto your computer, so you can submit via web. Select your document, click the **Share** icon and send the PDF to your email.

From here, save your file onto your computer in a memorable place, and you're ready to submit!



Camera view



Document view

TIPS FOR SCANNING:

Make sure homework with multi-page responses are all in **one document** and not **individual scans**.

Taking your photos: Place your work on a flat surface. (A darker table, with high contrast to your paper, is best).

Hold your camera at a bird's eye angle, with a steady hand.

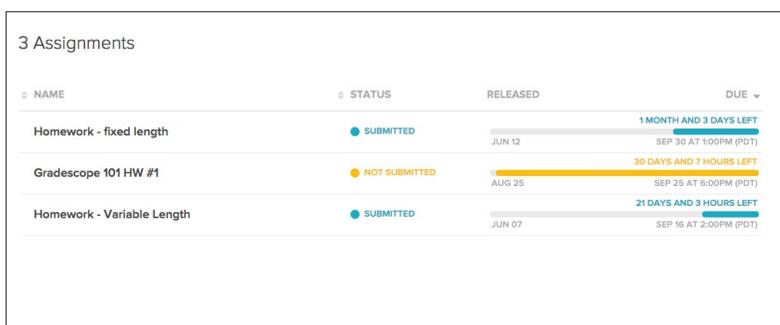
Always check that your photo is legible - If your scan is blurry or illegible: Try changing the filter by selecting your document and changing the filter to None. If it is still blurry, try retaking.

If your scan is still illegible: You might have written your assignment too lightly or unclearly. Make sure you use a dark pencil or pen for best results!

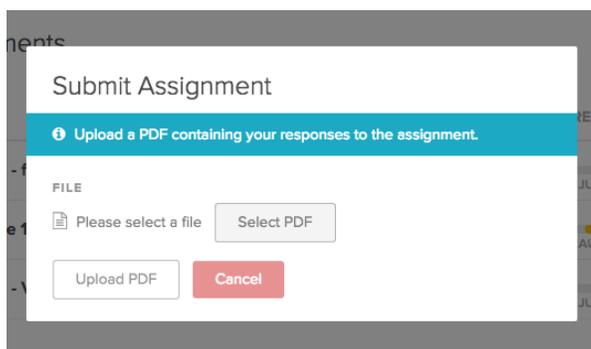
Submitting your PDF on Gradescope

1. Go to your Blackboard course and select the Gradescope link to create your account or log in with your UMass Lowell email credentials.
2. If you are enrolled in more than one course, you may select the course for which you're submitting work.
3. On your Courses page, you will see all of your current assignments. Click on the assignment you are turning in.

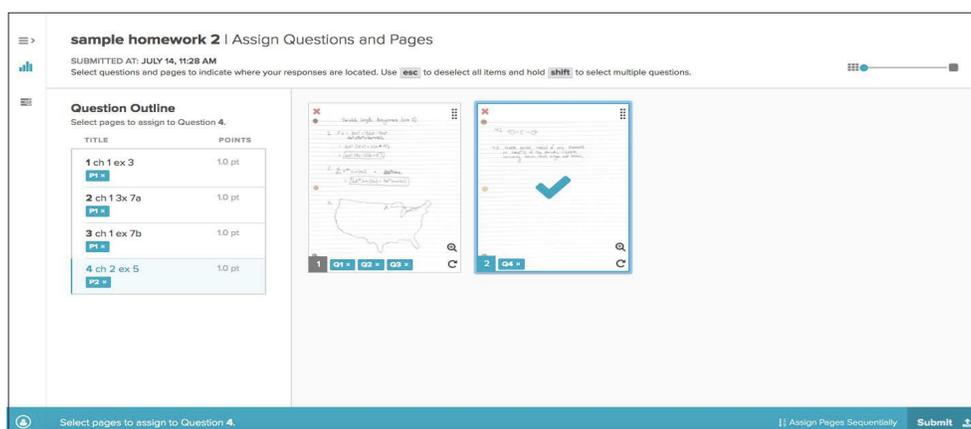
Click **Submit PDF** > Click **Select PDF** > locate the correct file on your computer > Click **Upload PDF**.



NAME	STATUS	RELEASED	DUE
Homework - fixed length	SUBMITTED	JUN 12	1 MONTH AND 3 DAYS LEFT SEP 30 AT 1:00PM (PDT)
Gradescope 101 HW #1	NOT SUBMITTED	AUG 25	30 DAYS AND 7 HOURS LEFT SEP 25 AT 6:00PM (PDT)
Homework - Variable Length	SUBMITTED	JUN 07	21 DAYS AND 3 HOURS LEFT SEP 16 AT 2:00PM (PDT)



4. Your last step is to select which pages correspond to each question on the assignment. You will see a list of all the assigned problems, and images of all your scans. **For each question** click the page(s) that contains your answer. You can use the SHIFT key to select multiple questions at a time and assign them to pages.



5. Now click **Save**. You will be sent to a new page to view your submission. Once you see this page and your scan looks good, you're done!

Questions or feedback? Email bbhelp@uml.edu or help@gradescope.com.