MATH4120: Mathematical Modelling and Programming

Help sheet: submitting handwritten work

Turning your handwritten answers into a single PDF to upload it to Moodle

WHAT TO SUBMIT

One PDF, all pages, in order, via Moodle

Every exercise sheet is submitted as a **single scanned PDF** through the assignment link on the MATH4120 Moodle page. You can make that PDF on a university scanner on campus or with your phone at home. Both routes are described below; use whichever is more convenient. Photos (JPG/HEIC), Word files and multiple separate files should be avoided.

Before you scan

- Write in dark pen, or press firmly if you use pencil; faint pencil often disappears in a scan.
- Put your student ID at the top of the first page, and number your pages.
- Put the pages in order and keep them the same way up (portrait).

Option 1: On campus, using a LUprint scanner

There are LUprint multifunction printers, which can also scan, on floors B–D of the Charles Carter building. Full guidance from the university is on the ASK pages:

`https://portal.lancaster.ac.uk/ask/print/`

1. Log in to the printer, either by tapping your student card on the card reader or by entering your university username and password on the touch screen.
2. Load your pages. Loose A4 sheets can go *face up* in the document feeder on top of the machine, which scans the whole stack in one go. Pages torn from a notebook, or anything creased or ragged, should go *face down* on the glass, one page at a time.
3. Choose **Scan** on the touch screen, then the option to scan to your email. Your university email address should be filled in automatically.
4. Press **Start**. Ideally load the sheets into the page loader at the top, many pages can be scanned in seconds. If you are using the glass, place each page in turn and scan it, then finish the job when all pages are done.
5. **Log out** of the printer when you have finished.
6. The PDF arrives in your university email inbox within a few minutes (check your junk folder if it does not appear). Save the attachment to your computer, then upload it to Moodle as described at the end of this sheet.

Option 2: At home, using your phone

You do not need to buy or install a special scanning app. Both iPhone and Android phones have a free document scanner built in that crops the page, straightens it and saves it as a PDF. Do not just take ordinary photos: these are not PDFs, and are often skewed and shadowed.

For a clear scan

Lay the pages on a flat, plain, dark surface in good, even light. Turn off the flash if it causes glare, and avoid your own shadow falling across the page. Hold the phone directly above the page, not at an angle.

iPhone: using the Notes app

1. Open the **Notes** app and start a new note.
2. Tap the **paperclip** icon (on older versions of iOS, the **camera** icon) and choose **Scan Documents**.
3. Hold the phone over your first page. It will usually capture the page automatically once the page is in focus; otherwise press the shutter button. Drag the corners to adjust the crop if needed.
4. Carry on with the next page, and so on, until every page has been captured, then tap **Save**. All the pages are kept together as one document.
5. Tap the scan in the note to open it, tap the **Share** icon (a square with an arrow), and choose **Save to Files**. This saves it as a PDF. Give it a sensible name before saving.

The **Files** app can do the same thing directly: tap the **...** button at the top of the screen and choose **Scan Documents**, and the result is saved straight into Files as a PDF.

Android: using the Google Drive app

1. Open the **Google Drive** app (it comes installed on most Android phones).
2. Tap the **camera** icon, or tap + and then **Scan**.
3. Photograph your first page, check the crop, and tap + to add the next page. Repeat until every page has been captured.
4. Tap **Done** or **Save**, give the file a name, and save it. It is stored in your Drive as a single PDF.

Some phones (for example Samsung) also have a document scanning mode in the camera app; any method is fine as long as you end up with *one* PDF containing all your pages.

Getting the PDF onto Moodle

You can upload straight from your phone by opening Moodle in the phone's web browser: when you choose a file, the phone lets you pick it from Files (iPhone) or Drive (Android). Alternatively, send the PDF to your laptop (by email, AirDrop or OneDrive) and upload it from there.