

Due to the current coronavirus outbreak the University of Manchester is transferring teaching activities to online provision as far as possible. From 16th March 2020, until further notice, **students should submit ALL assessments online.**

In cases where you would usually submit a hand drawn copy, e.g. work containing drawings, equations, etc., you can use your mobile device to capture your document and convert the file to PDF, which can then be uploaded to the assignment inbox in your Blackboard course unit.

There are many apps which convert photos to PDF. **Adobe Scan** is free and available for [Android](#) and [iOS](#).

To use the Adobe Scan app:

- Download the app from the [Apple App Store \(iOS\)](#) or [Google Play \(Android\)](#).
- Create an account (or sign in with your Adobe ID).
- Position your document in good light without shadows.
- With the document option selected, position your phone so that your page fills the screen and click to take the photo.
- Repeat for each page and then click the document at the bottom right.
- Check all pages are included in the correct order and that your work is legible. Use the cleanup tools if required.
- Click **save pdf**.
- Click **Share** then click **Share a Copy** and save the pdf file.
- Recheck that the file is legible and submit it to the appropriate Blackboard Assignment inbox.

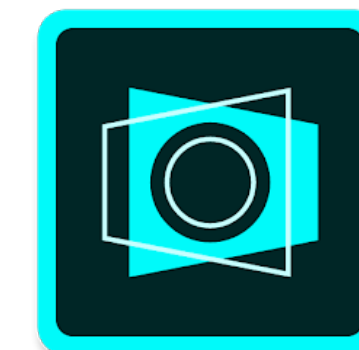
Please note that this process is ONLY for assignments where you would usually submit a hand drawn copy.

HAND DRAWN TO



Make online marking quicker and more consistent
upload hand drawn materials as a PDF

Android



iOS

