

Scanning Handwritten Responses

Use this guide to learn how to scan and save any handwritten elements of your assessment ready to be uploaded to your Inspira test.

Using OneDrive

1. Download and open the latest version of OneDrive.



https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en_GB



<https://apps.apple.com/us/app/microsoft-onedrive/id477537958>

TIP: If you have an Android device, OneDrive will already be installed. If you can't see it in your apps, check to see if it's been disabled. Do this by going to Settings – Apps – OneDrive, then select Enable.

2. Tap the **(+)** icon at the bottom of the screen.

3. Tap the **Scan** icon.

If this is the first time you're using the scan function, you'll need to enable camera access. Tap "While using the app" to give OneDrive access to your camera.

4. Hover your camera over your handwritten response and tap **Scan**.

5. You'll then be able to rotate or crop your scanned response.

If you have more than one page of handwritten responses to scan, tap the **Add More** icon.

TIP: If there are multiple questions that require you to scan handwritten responses, do these one at a time. You'll need to name your scanned responses according to their question number.

When you've scanned all of your handwritten responses, tap **Review and Edit**.

6. Tap **Finish** to save your scanned responses to your OneDrive.

TIP: Make sure you have enough storage space in your OneDrive. Your scanned responses won't save if there's not enough storage space.

7. Name your scanned responses in this format **Paper Number_Question Number**, for example **A10000P1_Q1**.

Then tap **Save to OneDrive**.

TIP: Make sure you have enough storage space in your OneDrive. Your scanned responses won't save if there's not enough storage space.

8. Tap **My Files** at the top to see and edit your scanned responses.
9. Tap the **three dots** next to the scanned response you need to upload to Inspira, then tap **Share**.

Choose your preferred email app that you will be able to access on the device that you are taking your Inspira test on, Outlook and your university account is advised, and send the email to yourself with the attached scanned response.

10. Open the email on the device that you are taking your Inspira test on, download the attached scanned responses, then upload it to your Inspira test.

Go to the [Inspira User Guide](#) to see how to upload scanned responses to your Inspira test.