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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 Inspera 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 in Inspera (with separate file upload boxes) that require you to scan handwritten responses, do these one at a time. Name your scanned responses meaningfully to ensure you submit each file in the correct place.

   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 a meaningful format, to ensure you upload the correct file (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. If you have logged into OneDrive with your University Single Sign-On (SSO), you will be able to open OneDrive on the computer you are using for your exam, and then find and download the file(s) you have scanned.

Otherwise:

10. Tap the **three dots** next to the scanned response you need to upload to Inspera, then tap **Share**.

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

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

Go to the Inspera User Guide to see how to upload scanned responses to your Inspera test.