

Translation of "Anleitung Scan App IOS.pdf" provided by the "Karlsruher Institut für Technologie". The translation was done with www.deepl.com/translator

Scanning a paper exam for submission (iOS/Apple)

If the online exam has the option to be edited on paper, you will need to scan the handwritten paper for submission in ILIAS. Microsoft Office Lens is recommended as a free app for this purpose. The app helps to create readable results with a reasonable file size as PDF. Direct submission of photos is not recommended and should be avoided.

YOU ARE RESPONSIBLE FOR SUBMITTING A READABLE RESULT. THEREFORE, BE SURE TO TRY THE PROCESS BEFOREHAND AND CHECK THE FILE FOR LEGIBLE CONTENT. THIS WILL HELP YOU AVOID TIME PRESSURE AND STRESS DURING THE EXAM.

Microsoft Office Lens is a free-to-use app from Microsoft that makes the process of scanning, converting and reducing file size convenient. You can get the app from the App Store at

<https://apps.apple.com/de/app/microsoft-office-lens-pdf-scan/id975925059>.



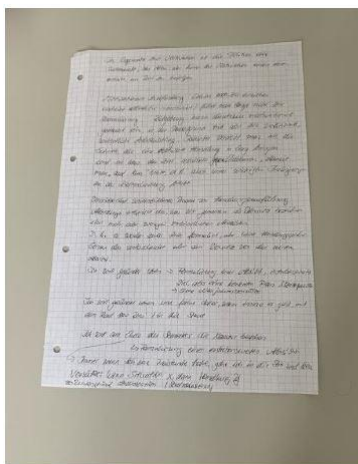
Scanning procedure

Suitable scanning environment

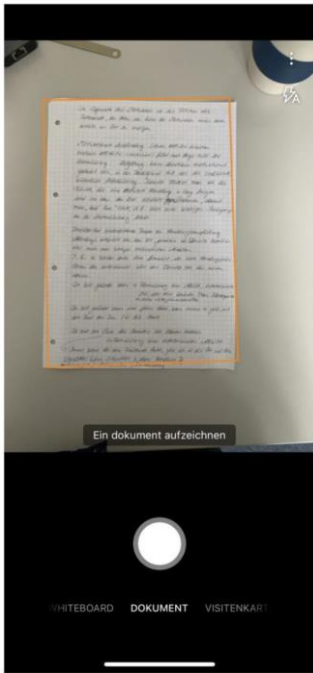
It is best to scan individual, loose sheets. Be sure to include the name and matriculation number at the top of each sheet.

For good scanning results, a surface with a different color/brightness than the paper being scanned is particularly suitable. This is usually the desk surface. Ensure sufficient, even brightness and avoid direct light from one direction, e.g. from a desk lamp or sunlight through the window.

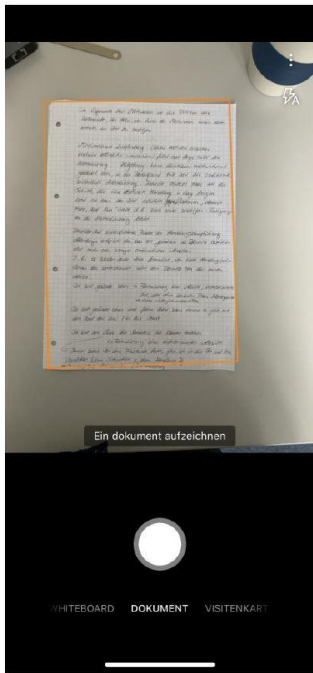
Scanning process



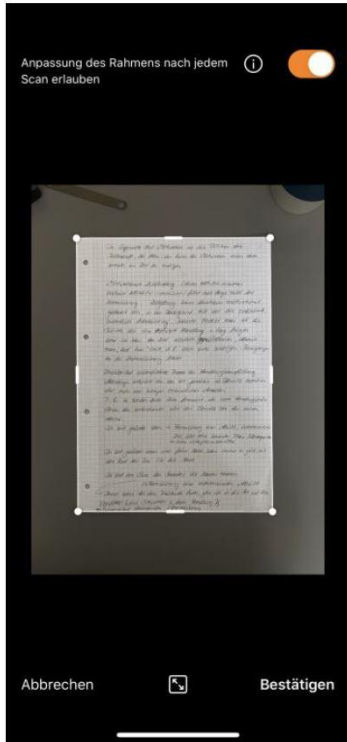
Place the sheets to be scanned on the table one by one, with space all around (see figure).



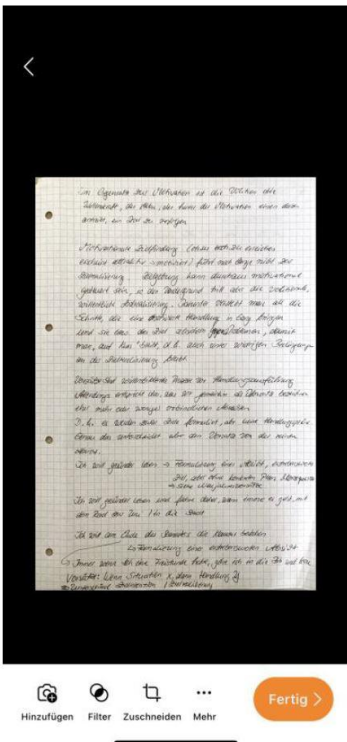
Open Microsoft Office Lens App and select "Document" as the format at the bottom. You may need to give the app the rights to use the camera.



The app marks detected page edges with an orange frame, as shown in the image. Press the round capture button to scan the page like this. The result will be displayed.



You can touch and move the corners of the detected page boundary if the crop is not correct. If the scan appears blurred, you can press Cancel and repeat the scan.



If the crop fits, press "Confirm". The page for post-processing the scan appears.



Since you probably need to scan more than one page, press the camera icon in the lower left corner to repeat the process for more pages.

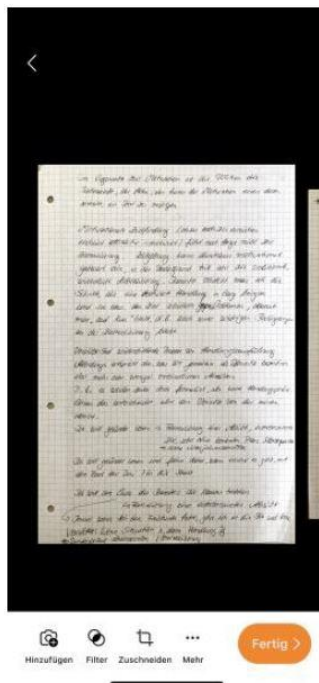
For the following pages, after confirming the page margins, the scanning process for additional pages will start automatically.

The orange button at the bottom left shows how many pages you have already scanned. Continue the process until you have scanned all pages.

End the scanning process by pressing the orange button at the bottom right.

You will get a display of all scanned pages and can check them again.

Check and correct the scan result



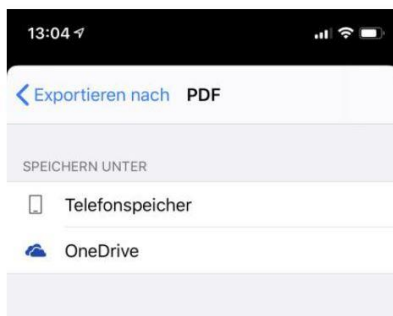
In the scan result display you can swipe through the individual pages, enlarge them to control readability with a pinch gesture. By clicking on the three dots (... More) you can delete individual pages from the scan. Scan and add more, forgotten or badly readable pages with the camera icon.

When the result is complete and you are satisfied with it, you can save the file for upload to ILIAS. To do this, press "Done" at the bottom right.

Save and upload file

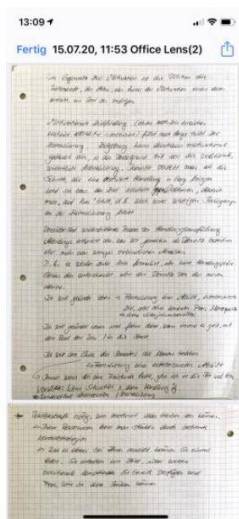


The file should be submitted in PDF format. Click on "PDF" in the middle at "Save as".



First save the file in the phone memory.

There press on the preview image of the scan



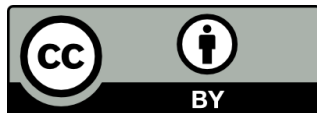
In the preview of the scan you can call up the Split dialog in the upper right corner with the blue arrow.



In the dialog, select "Save to Files" in the middle and save the file to a location of your choice on your mobile device. Alternatively, from here you can also email the scan to yourself or transfer it to your PC in another way you know.

Upload Scan

Now upload the exam to the ILIAS course from the selected location. You can log in to ILIAS e.g. with the browser of your cell phone and upload directly.



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