

Microsoft Office Lens

This instruction guide will detail how to capture your written exam using Microsoft Office Lens on your phone and how you can upload the file to Moodle using your Griffith College Student OneDrive account.

Downloading the App

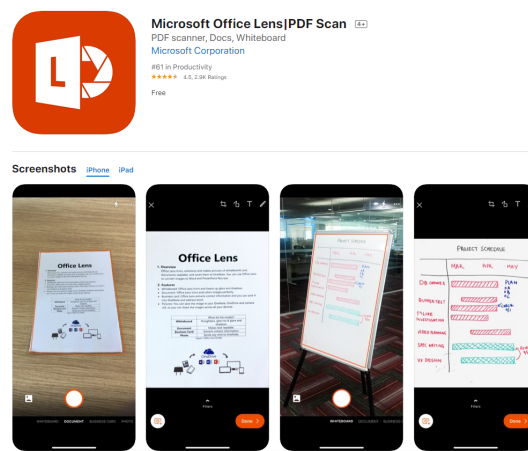
Android

[Download](#) the app on an Android Device or open the Play Store and type in Microsoft Lens. Download “Microsoft Office Lens – PDF Scan”



Apple

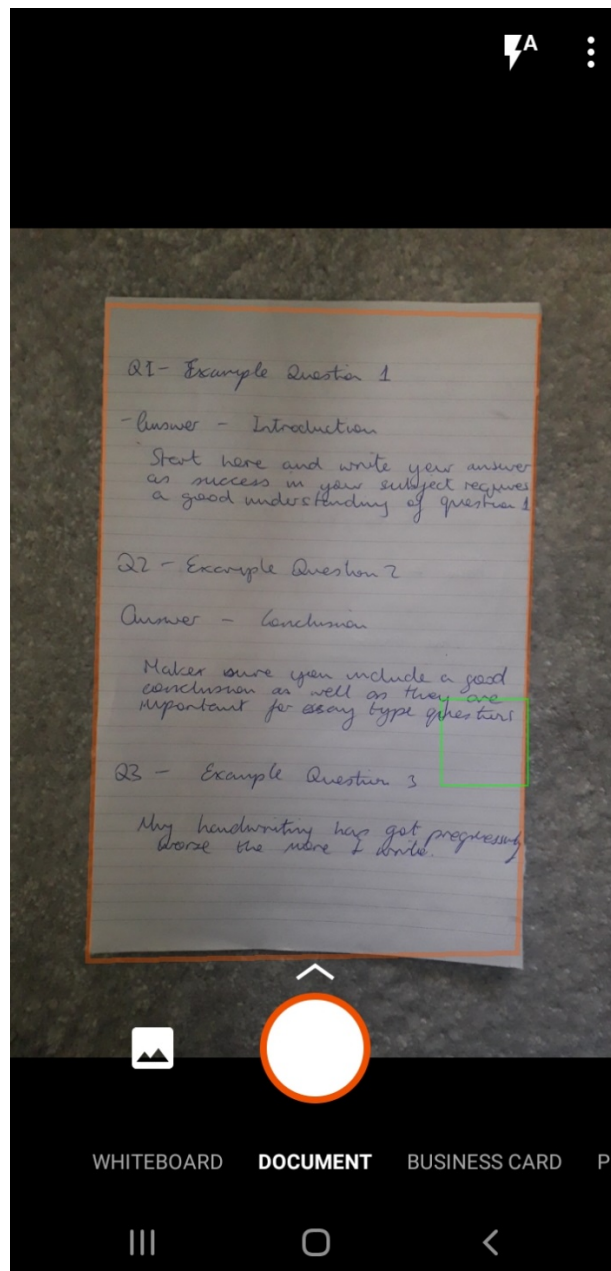
[Download](#) the app on an Apple Device or open the App Store and type in Microsoft Lens. Download “Microsoft Office Lens – PDF Scan”



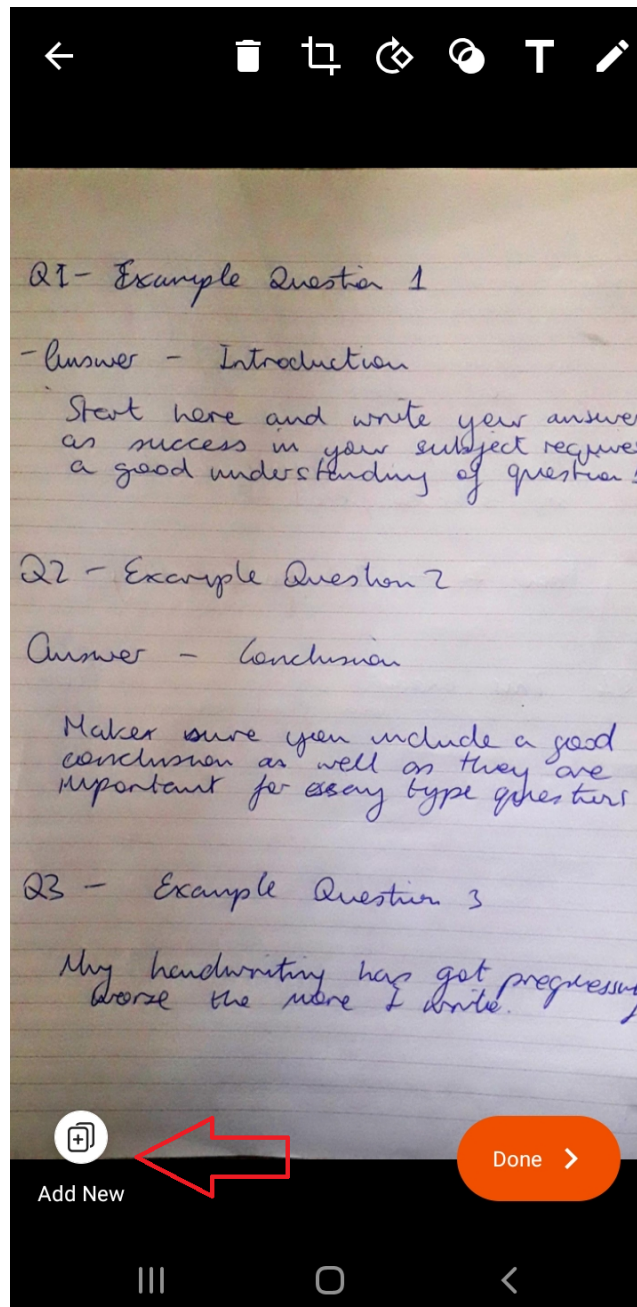
Using the App

Before starting to photograph your pages, please make sure that you have checked the number of pages you wish to scan.

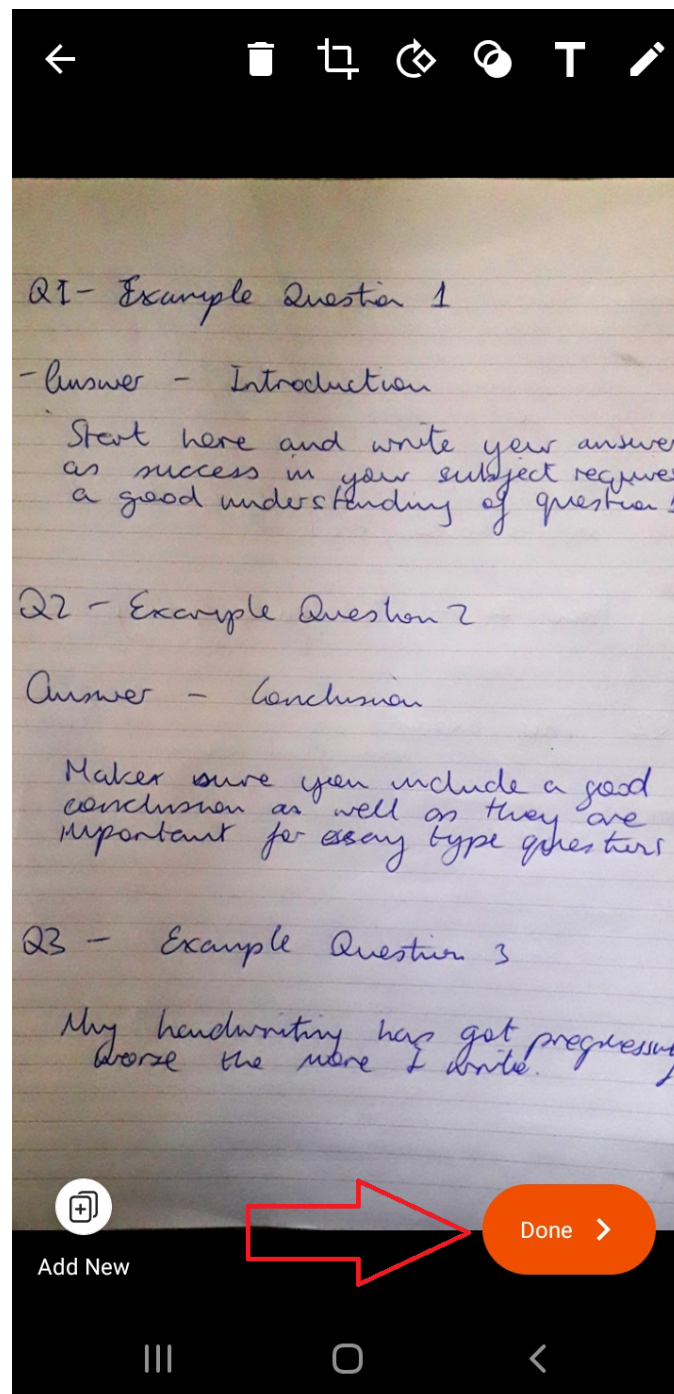
1. Open the app on your device.
2. It's important to place the page on a different colour background so it's easily detected. Press the circular button to capture the page when the orange rectangle square best captures the page.



- When the first image is captured you can add another page by clicking the "Add new" button. This will store the first page and allow you to add the remaining pages of your exam.



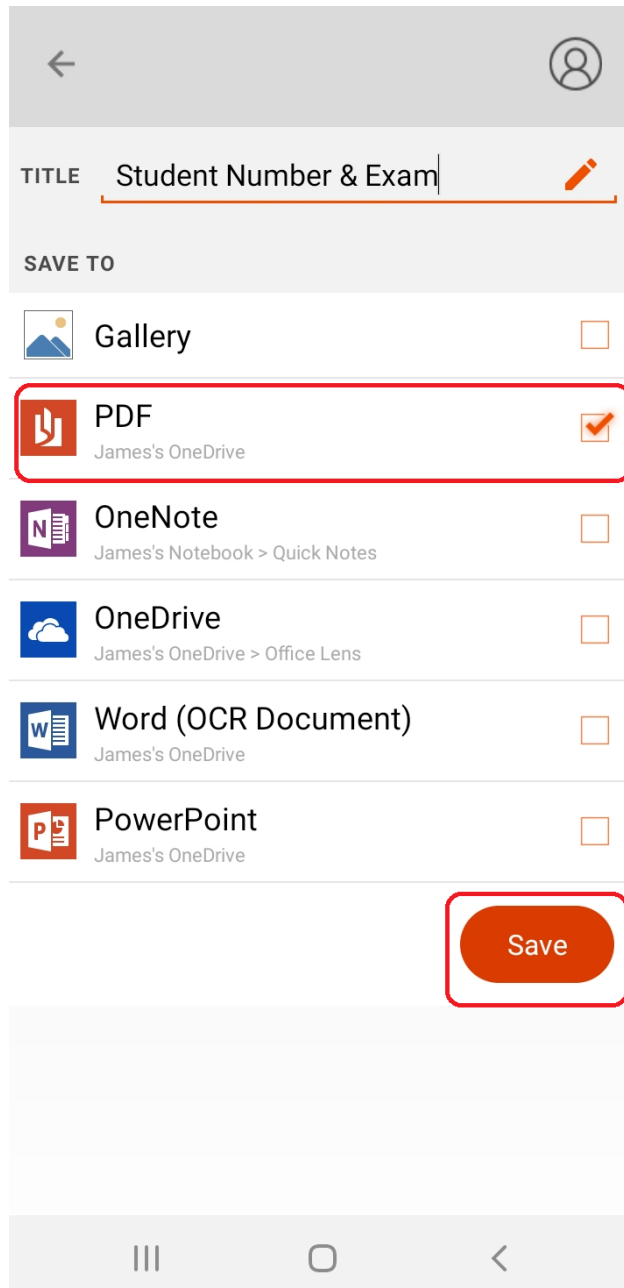
4. Make sure you have captured all your exam pages before clicking "Done".



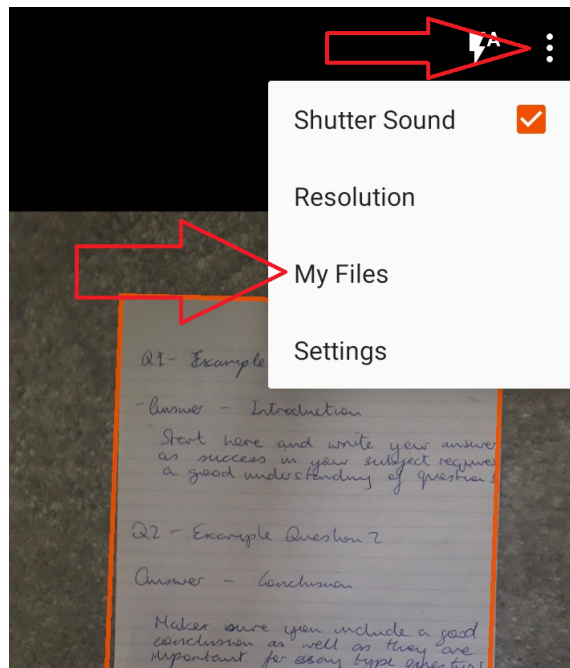
5. After clicking “Done” the images will be processed and you will be prompted to save the file. Select PDF and Save.

You can also save the file to your College OneDrive account if you have that setup on your phone.

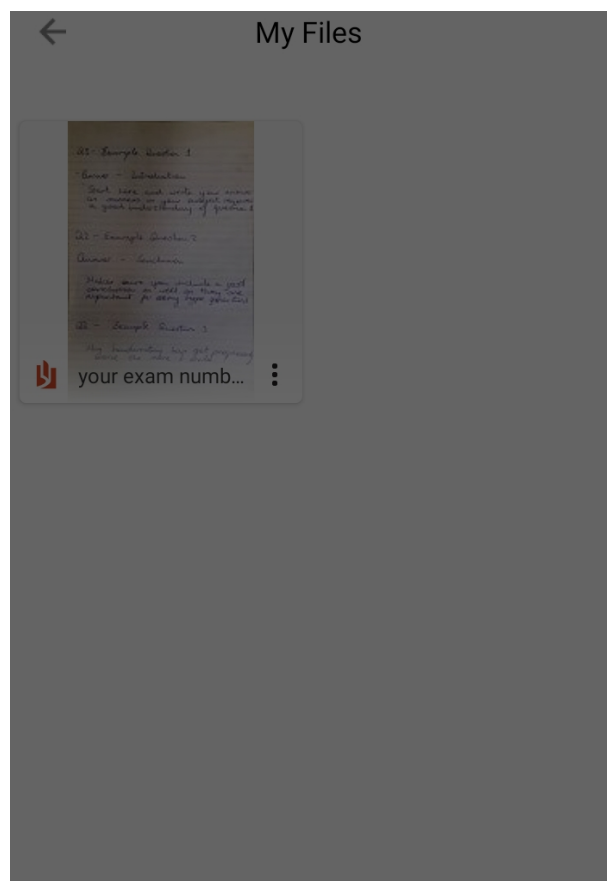
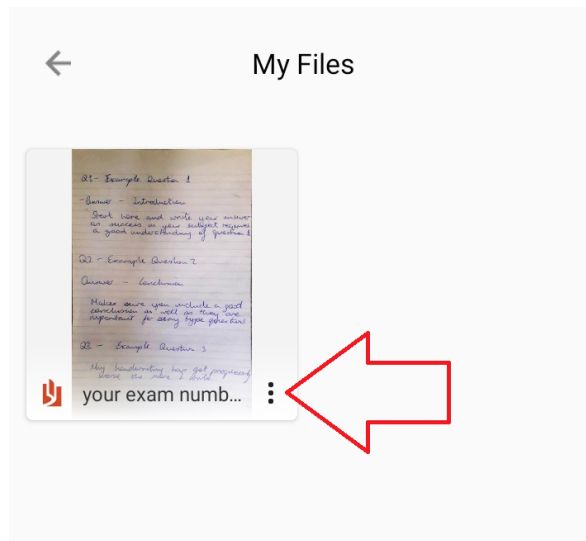
Please ensure to name your file as per your student number and exam.



6. You can also Share the file from the Lens app by clicking on the 3 dots in the top right corner and selecting "My Files".



7. Click on the 3 dots beside your file and click share to email yourself the file so you can access it on your PC or iMac.

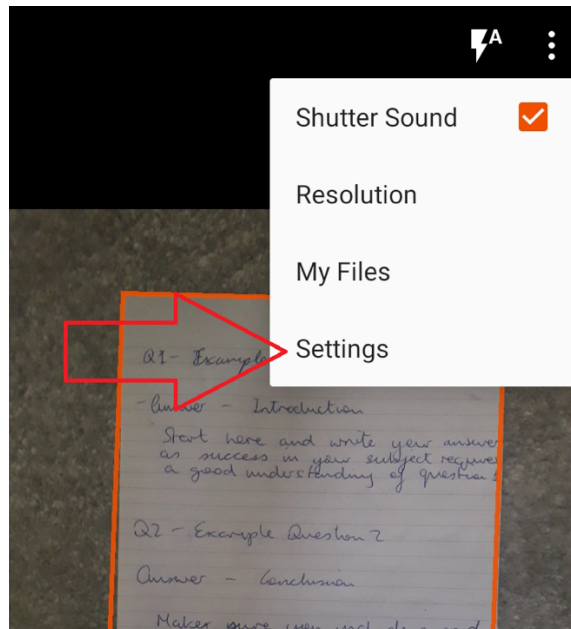


 Share

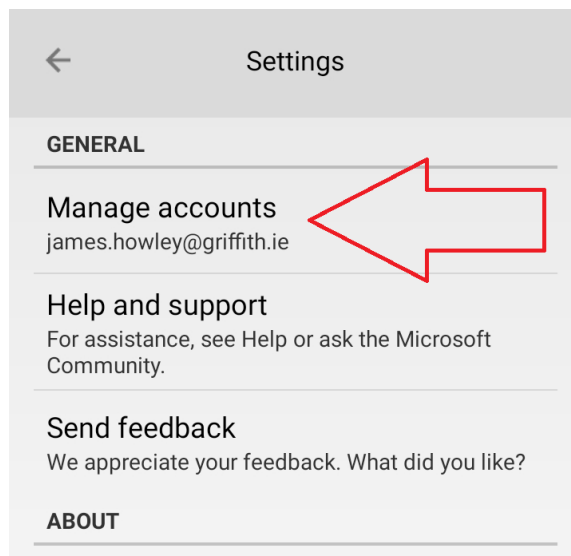
 Delete

Saving the file to OneDrive and submitting the file to Moodle

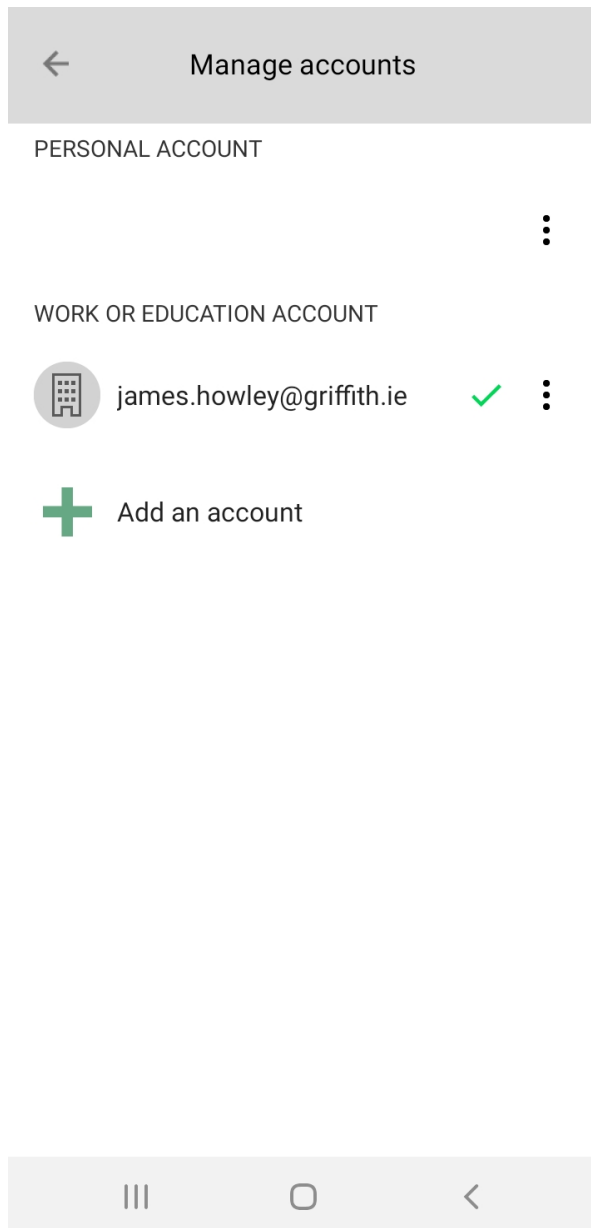
1. On Microsoft Lens click on the 3 dots in the top right corner and select settings.



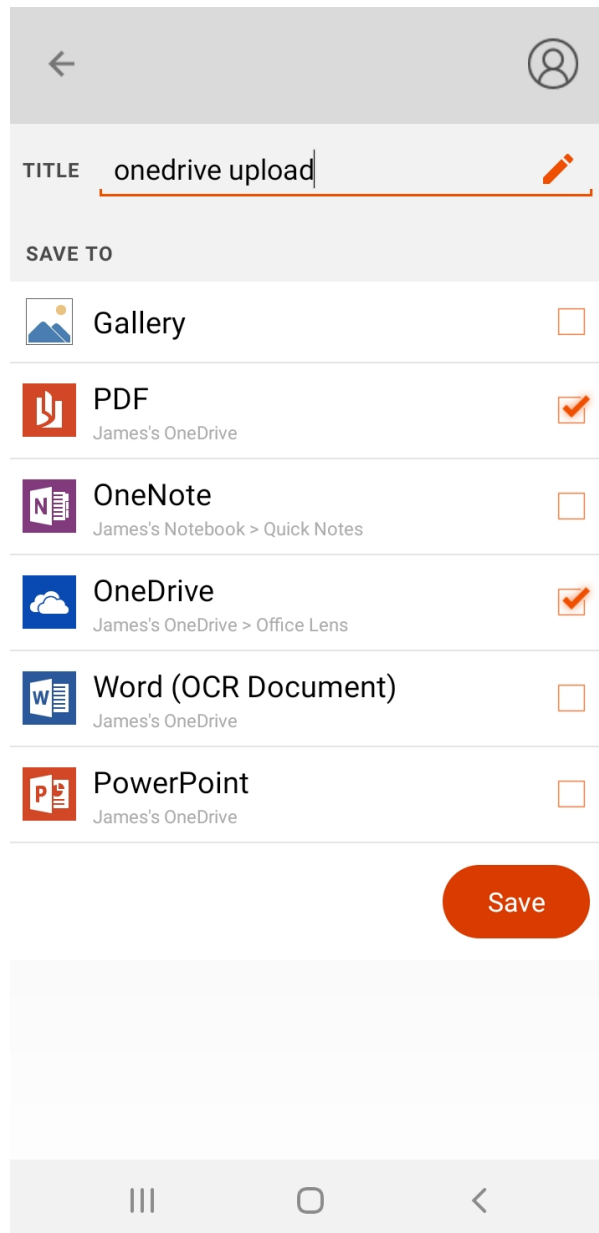
2. Click Manage Accounts



3. Click Add Account and login to your student email account which has OneDrive storage.

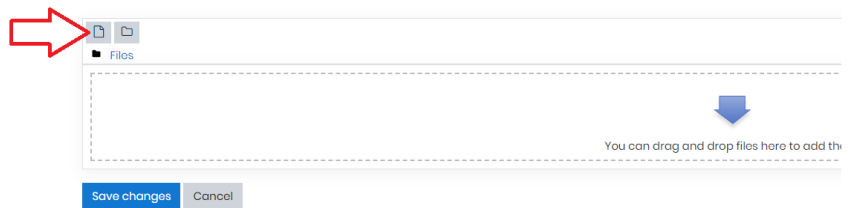


4. When you are saving your file select the OneDrive option and PDF. Click Save.

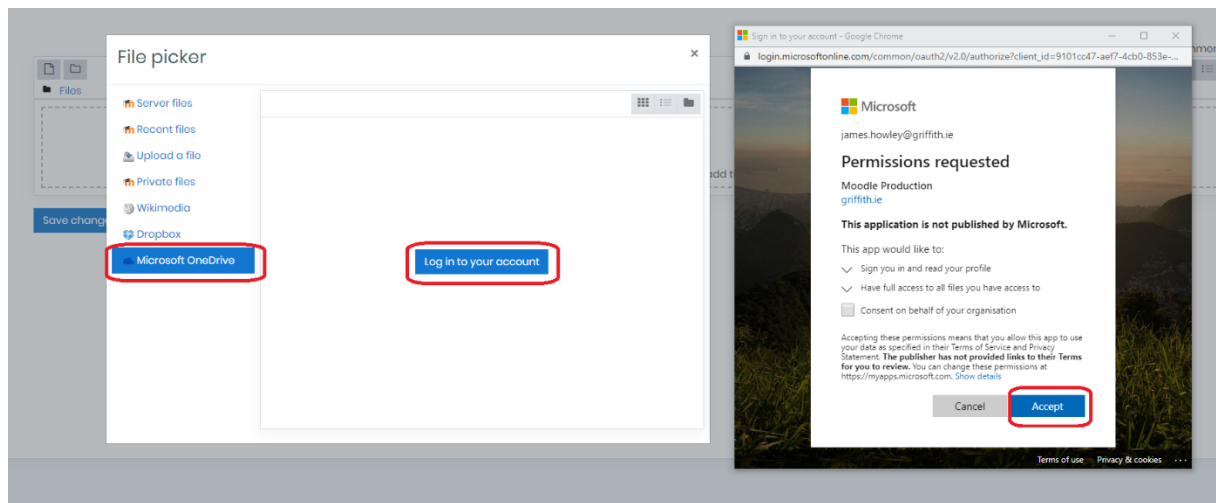


- When submitting to Moodle click on the file upload icon.

File submissions



- Click on the "Microsoft OneDrive" option and sign in.



- Navigate to the "Office Lens" folder and select the correct file.

