

## Submitting Work from Office Lens to Satchel:One

We keep asking you to use Office Lens.

You are telling us that Office Lens doesn't always allow the option to upload to Satchel:One.

Firstly, the reason your teachers need pdfs rather than photos (or any other format) is because files which are not pdfs can sometimes take a few minutes each to download (and some won't open at all unless we change the format). In a class of 20 pupils, that could be 40+ minutes wasted downloading work – even longer if it's not all on one document. So that's not sensible – your teachers need to be able to see your work easily if they are going to review it and give you feedback.

When you use office Lens to create a pdf, depending on your device type you can either 'share it' or 'save' it. If you can't share it directly then you need to save it and upload it separately.

## More detailed Instructions on using Office Lens, saving and uploading to Satchel:One

### In Office Lens:

Open the Office Lens app and select 'document'.

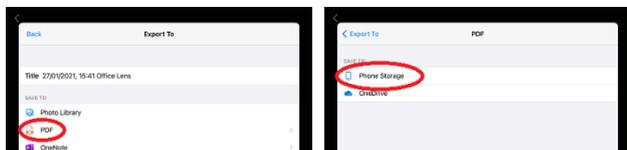
Fit the red scan box nicely around your page and then take a picture.

If you have more than one page to scan, always use the + button to add additional pages so that your work is contained in a single pdf. Also, make sure you crop and rotate any pages as necessary.

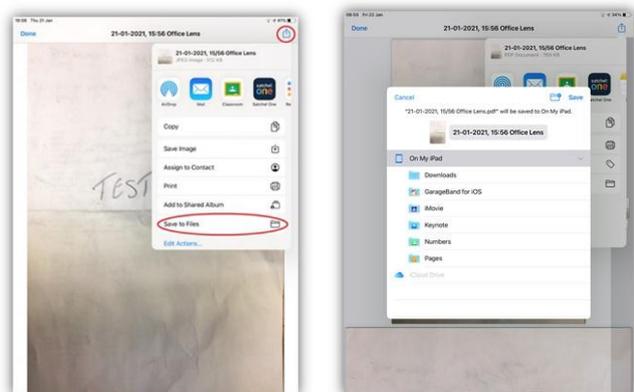
Once you are happy that you have scanned all of your pages properly, click Done...

### *On iOS:*

Save your work to PDF → Phone Storage;



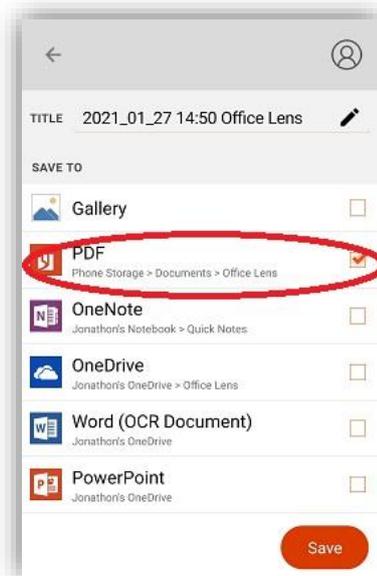
1. Click on the thumbnail of your saved file;
2. 'share' the document;
3. select the option 'Save to files';
4. select 'On My iPhone/iPad' and click 'Save'.



### *On Android:*

You need to ensure that you...

1. select 'PDF' as the save type;
2. set the location to 'Phone Storage' (hold down on PDF to change location);
3. Click 'Save'.



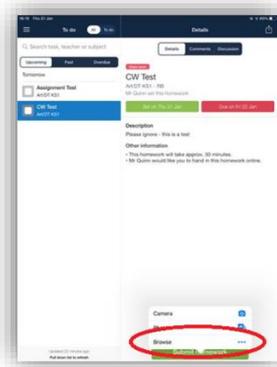
## Satchel:One:

To upload to Satchel:One it is the same as if you were uploading an essay or any other type of work.

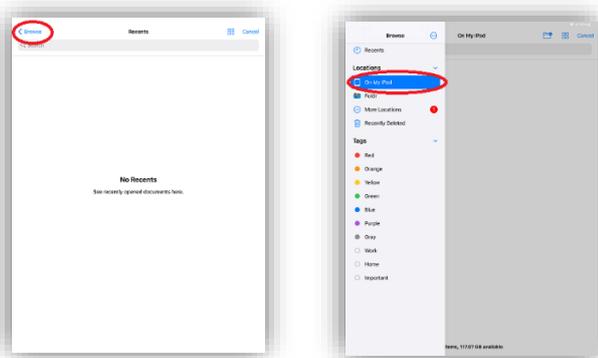
- Open the Satchel One app;
- Select the desired task;
- Click on the 'Submit homework' button;

### **On iOS:**

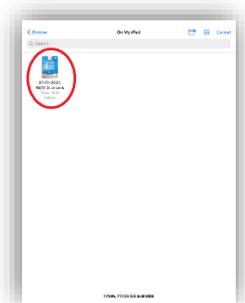
Select '**Browse**' (to upload an existing document already saved to your device, such as a pdf);



Select '**On my iPhone/iPad**' (you may need to click Browse in the top left to get back to this menu);



Now simply select your desired file to upload to Satchel:One!



### **On Android:**

Select '**File**' (to upload an existing document already saved to your device, such as a pdf).



Now simply browse to and select your desired file to upload to Satchel:One!