K[12] High School

Using the Scanner and Dropbox to Submit an Assignment

You will occasionally need to scan an assignment and create an electronic version of it to submit to your teacher. Usually, the assignment would include handwritten answers (such as those for a science lab or a math assignment), drawings, sketches, or other elements that are easier to do by hand than by using a computer.

Scanners come in all shapes, sizes, and models. K[12] provides all-in-one printer/scanner/fax machines, like the one pictured below, to many students. You may prefer to use your own scanner. Different scanners will have specific instructions for their use, but they usually all have the same functionality and features.

You should create a folder system ahead of time for your class assignments on your computer. You will save the assignments in the folders after you have scanned them.

Scanning Steps

1. Write or draw your assignment by hand. (If you can type all of your answers into an online document, you can use the Dropbox directly, without scanning.)

2. Place your completed assignment on the scanning surface or in the feed compartment (the top part of the scanner shown here). Place the assignment face down and top first into the scanner.

   Your scanner's software should automatically pop up on your computer screen.

3. Your scanner software will guide you through the scanning process. If you are scanning a multiple-page document, you will probably be able to scan multiple pages in one operation. Scan and store any multiple-page assignment as one file. Your teacher will retrieve and read it more easily than if it is sent as multiple files.

4. When you have finished scanning your document, save it in the folder system you created on your computer. (You can set up folders now if you did not do it ahead of time.)

5. Submit your assignment through the **Dropbox** (directions follow).

Scanning Helpful Hints

Follow the scanning instructions for your own scanner, using these guidelines:

Resolution – Set your scanner's resolution to 100 dpi (dots per inch).
This will keep the size of the file you create small, so that it is easy to send to your teacher. This control usually can be found under the Scanning Settings tab.

File Name – Give your file a name that clearly identifies what it is and who it is from. Use the unit and lesson number, or assignment name, followed by your first initial and last name, (for example, *unit4lesson3BSmith* or *persuasiveessayBSmith*). Use only letters and numbers in the name, as other characters may not be accepted by the K^{12} system.
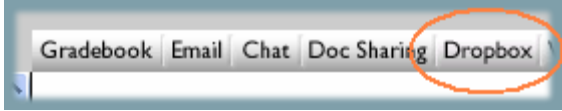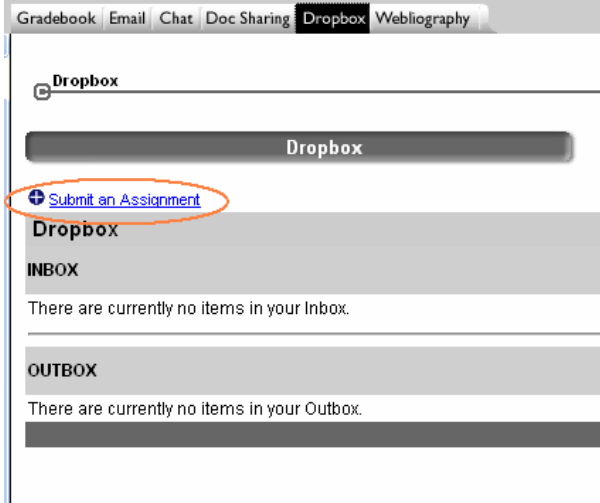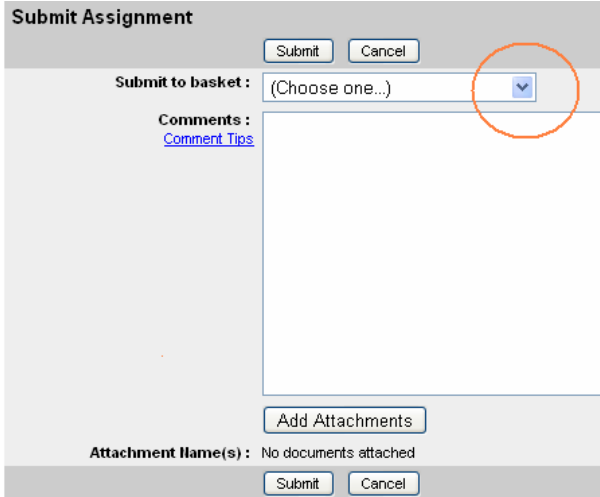
File Type – When you save a scanned file, choose this file type—
.tif – short for Tag Image Format.
This format is small and allows your teacher to provide feedback directly in the file.
Types to avoid are *PDF, JPEG, JPG, PPT, MAC, PCT, PCX, and BMP.*

Storage Location – Create a folder system on your computer where you will save the files after you scan them. You'll need to save the files to your computer before you can submit them to your teacher by using the Dropbox.

Color – You generally have a choice of color, black and white, or grayscale image. Grayscale is the best option. It maintains the clarity of the image but keeps the file size small.

Make a Single File – Chances are the document you are scanning has multiple pages. *Don't create multiple scanned images – instead, create a single file with multiple pages.* For information on how to do this, refer to your scanner's user manual.

Submit an Assignment by Using the Dropbox

1. At the top toolbar, select **Dropbox**.	Gradebook Email Chat Doc Sharing Dropbox
2. To submit the assignment, select **Submit an Assignment**.	Gradebook Email Chat Doc Sharing Dropbox Webliography Dropbox **Dropbox** ⊕ Submit an Assignment **Dropbox** **INBOX** There are currently no items in your Inbox. **OUTBOX** There are currently no items in your Outbox.
3. Click the drop-down box next to **Submit to Basket**.	**Submit Assignment** Submit Cancel **Submit to basket :** (Choose one...) **Comments :** Comment Tips Add Attachments **Attachment Name(s) :** No documents attached Submit Cancel

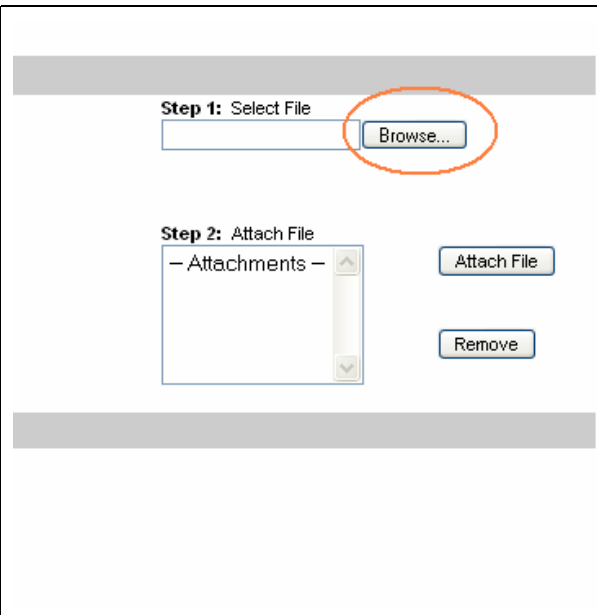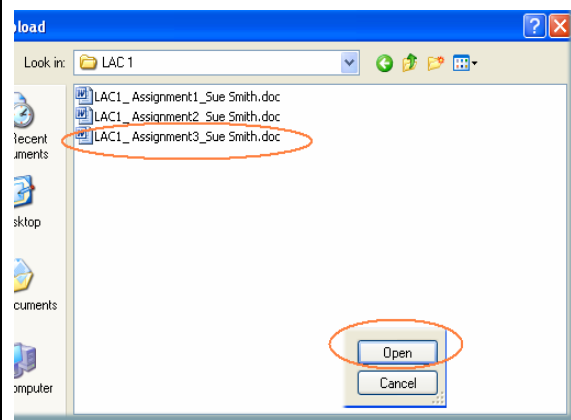|	
4. After you click the drop-down box next to **Submit to Basket,** select the assignment you want to submit.	**Submit Assignment** Submit Cancel Submit to basket : (Choose one...) Comments : (Choose one...) Comment Tips Unit 1: Lesson 3 Assignment Unit 1: Lesson 5 Assignment Unit 1: U1 TS Assignment Unit 2: Lesson 15 Assignment Unit 2: Lesson 17 Assignment Unit 3: Lesson 23 Assignment Unit 3: Lesson 24 Assignment Unit 4: Lesson 36 Assignment Unit 4: Lesson 40 Assignment Add Attachments Attachment Name(s) : No documents attached Submit Cancel
5. The assignment name appears in the **Submit to Basket** field. 6. Type in a comment if you wish. While comments are not required, they are a great way to communicate with your teacher about the assignment you are submitting.	**Submit Assignment** Submit Cancel Submit to basket : Unit 1: U1 TS Assignment Comments : Here's assignment one Comment Tips Add Attachments Attachment Name(s) : No documents attached Submit Cancel
7. To send your assignment, click **Add Attachment**. (You can also attach other files. You may occasionally want to attach a note or a graphics file to your assignment, for example.)	**Submit Assignment** Submit Cancel Submit to basket : Unit 1: U1 TS Assignment Comments : Comment Tips Add Attachments Attachment Name(s) : No documents attached Submit Cancel

|	
8. Click the **Browse** button to select the file that you want to attach, or type the path to the file in the box. (Browsing is usually easier).	Step 1: Select File [Browse...] Step 2: Attach File — Attachments — [Attach File] [Remove]
9. When you find the file in the folder structure you created, click the file name, and select **Open**.	Look in: LAC 1 LAC1_ Assignment1_Sue Smith.doc LAC1_ Assignment2_Sue Smith.doc LAC1_ Assignment3_Sue Smith.doc [Open] [Cancel]
10. The file you selected is shown in the Browse **Select File** field. 11. Click **Attach File**.	Step 1: Select File C:\k12\LAC 1\LAC1_ As [Browse...] Step 2: Attach File — Attachments — [Attach File] [Remove]
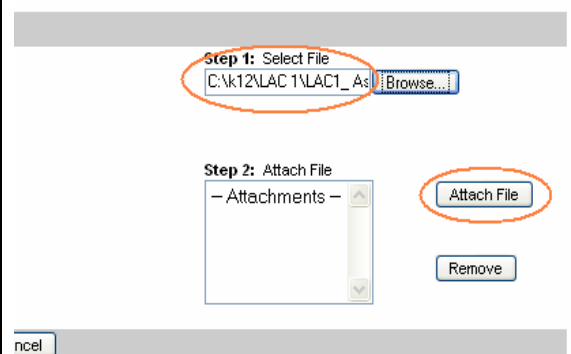
12. Click **OK**.	**Step 1:** Select File [ ] [Browse...] **Step 2:** Attach File LAC1_ Assignment3_Sue Smith.doc y take longer for larger files. [OK] [Cancel]
13. Click **Submit** to send your assignment.	**Assignment** [Submit] [Cancel] **Submit to basket :** Unit 1: U1 TS Assignment **Comments :** Here's assignment one Comment Tips [Add/Remove Attachments] **Attachment Name(s) :** LAC1_ Assignment3_Sue Smith.doc [Submit] [Cancel]

Your file has been submitted to your teacher. You can view your grade in the Gradebook when your teacher has finished grading it.