

# Microsoft Lens

---

To submit your notebook checks, they **MUST** be submitted via Microsoft Lens, as it will turn your notebook checks into a single PDF. To use Microsoft Lens, please do the following:

- Download the app, **Microsoft Lens: PDF Scanner**
  - Since you all have Office 365 accounts through the school, be sure to use your school email when logging in and using the app. It's free that way.
- Next, you will use the **Document** setting on the app to take pictures of your notebook check. Make sure your actual notebook is **VISIBLE** in the pictures. I will be doing random notebook checks throughout the semester. If your notebook is messy, out of order, does not have assignments glued in, etc. I will not grade any notebook checks until you have shown me that you fixed it!
- After the first picture, Microsoft Lens will ask you to '**Confirm,**' to make sure the picture has everything you need. If it does, please click '**Confirm.**' After that, you will click '**Add**' in the bottom, left corner, to continue to add pictures of your notebook check, until complete.
- When finished taking pictures, select the orange button that says '**Done.**'
- Where it says '**Title**' please rename it whatever Notebook Check we are on. **Example:** Notebook Check 3.
- After that, you will see the section '**Save To.**' Select '**PDF.**' After that, you will once again see '**Save To.**' Select '**OneDrive.**' Once you do this, you will be able to log into Canvas, click on the assignment you need to submit, select '**New Attempt**' and browse through '**Office 365**' to upload your PDF.
- Once you upload your PDF, click '**Submit Assignment**' and you will be good to go!