






For secure and faster processing, students who have outstanding To Do List items are encouraged to utilize the SOLAR Upload feature, when available. Below are instructions on how to scan documents using your smartphone.








iPhone, iPad, or iPod touch using the Notes app

1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.







Sign a document





1. Tap the document in the note.
2. Tap , then tap Markup.
3. To add your signature, tap , then tap Signature . To manually sign your document, select a tool to use, then sign with your finger or an Apple Pencil with a compatible iPad.
4. Tap Done.

Scan a document Using Google Drive on your Android/Apple Device

1. Open the Google Drive app .
2. In the bottom right, tap Add .
3. Tap Scan .
4. Take a photo of the document you'd like to scan.
 - Adjust scan area: Tap Crop .
 - Take photo again: Tap Re-scan current page .
 - Scan another page: Tap Add .
5. To save the finished document, tap Done .

Need to sign a Document you printed? Use the markup feature of your phone.

1. On your Android device, open the Google Photos app .
2. Open the photo you want to edit.
3. Tap Edit  and then Markup .
4. To draw, tap Pen 
 - To add highlights, tap Highlight .
 - To add text on top of a photo, tap Text . To move the text box around, touch and hold, then drag.

Tip: Depending on your device, you may find Extensions  instead of Markup . To access these features, tap Extensions  and then Markup .

5. When you are finished, tap Done.
6. To save a copy of the photo with your edits, then at the top right, tap Save as copy.

* The suggestions listed above were provided by Apple and Google.

Edit Photos - Android. support.google.com/photos/answer/6128850?co=GENIE.Platform.

"Scan Documents with Google Drive - Android." *Google Drive Help*, Google, support.google.com/drive/answer/3145835?co=GENIE.Platform.

"How to Scan Documents on Your iPhone, iPad, or iPod Touch Using the Notes App." *Apple Support*, 17 Oct. 2019, support.apple.com/en-us/HT210336.