ZENTRUM DIGITALE LEHRE

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Scanning handwritten sheets with a smartphone and exporting them as PDF.

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Solve exams online with paper and pencil and scan them

In general, at the TH Lübeck, online examinations often use the activity “Assignment” or “Quiz”. In the activity „Assignment“ you are usually asked to submit a solution (you can check how the “Assignment” looks like from a student perspective in this video; in German, sorry). Sometimes your solution may consist of several handwritten documents. Before completing your examination, scan or photograph the documents, compile them into one PDF and upload them to the “Assignment” activity. In the “Quiz” activity (you can check how the “Quiz” looks like from a student perspective in this video; in German, sorry) you might be also asked to submit handwritten documents, e.g. your calculations.

Below you will find some instructions on how to create a pdf document from photos using different end devices.

Important: Please practice well in advance of the exam how to best accomplish the submission of a handwritten document using the end devices available to you.

Be well prepared on the day of the exam: Make sure your mobile device is charged and ready to hand.

General information about the legibility of your submission

Please make sure that your handwritten solutions are legibly written and neatly executed, as is the case for in-class exams. If you take pictures of your solutions, please make sure that they are well lit and that you use a uniform background (e.g. your desk).

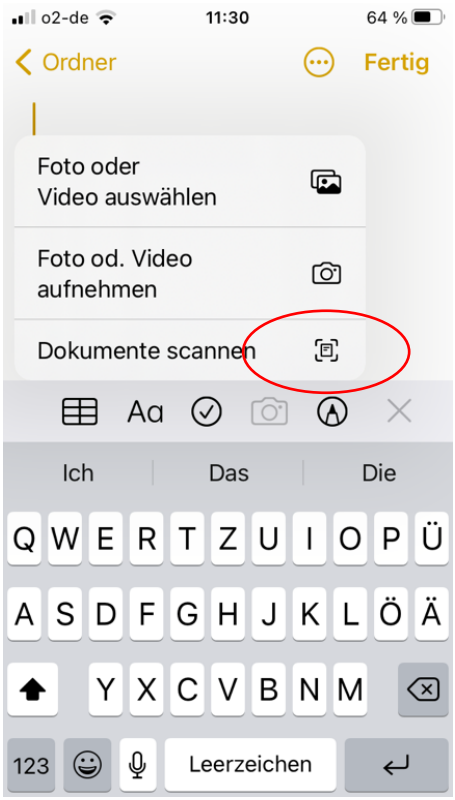
Please do not dispose your handwritten sheets immediately afterwards, but keep them carefully in case there will be any questions regarding the legibility of your scans.

Also pay attention to the exact instructions of your lecturer.

Generate a pdf with the iPhone or iPad

The iPhone or iPad offers several options to generate pdfs. One possibility is the app "Notes". Open the "Notes" app on your device (*most recentely tested with iOS 15.2*).

There, click on "New note" - "Scan documents" and scan all pages one after another. Confirm with "Keep scan" when you are satisfied with the scan.



Once you have scanned all pages with the Notes app, you can share the entire note as a pdf. To do this, click the "Share" icon and select "Save to files" in the dialog that will appear.

The pdf file can now be sent from the smartphone to the PC. There are different ways to do this, depending on the setting: by e-mail to yourself, with the instant messenger of the THL "Matrix / Element" to yourself (you just create your own room) or even with a cloud service or by cable.

Alternatively, you can also log into Moodle with your mobile device and upload the pdf document directly into Moodle.

Create PDF with an Android-phone

For Android smartphones, there are several apps that can be used for scanning. One possibility is the app PDFO (most recently tested with *Android 11*).

The screencast shows the procedure (in German, sorry).

The pdf file can now be sent from the smartphone to the PC. There are different ways to do this, depending on the setting: by email to yourself, with the instant messenger of THL "Matrix / Element" to yourself (you just create your own room) or even with a cloud service or by cable.

Alternatively, you can also log into Moodle with your mobile device and upload the pdf document directly into Moodle.

Send photos from mobile to a Mac and create a pdf

Alternatively, you can send the photos from your mobile device to your Mac first and generate the pdf afterwards.

There are different ways to do this, depending on the setting: by email to yourself, with the instant messenger of THL "Matrix / Element" to yourself (you just create your own room) or even with a cloud service or by cable.

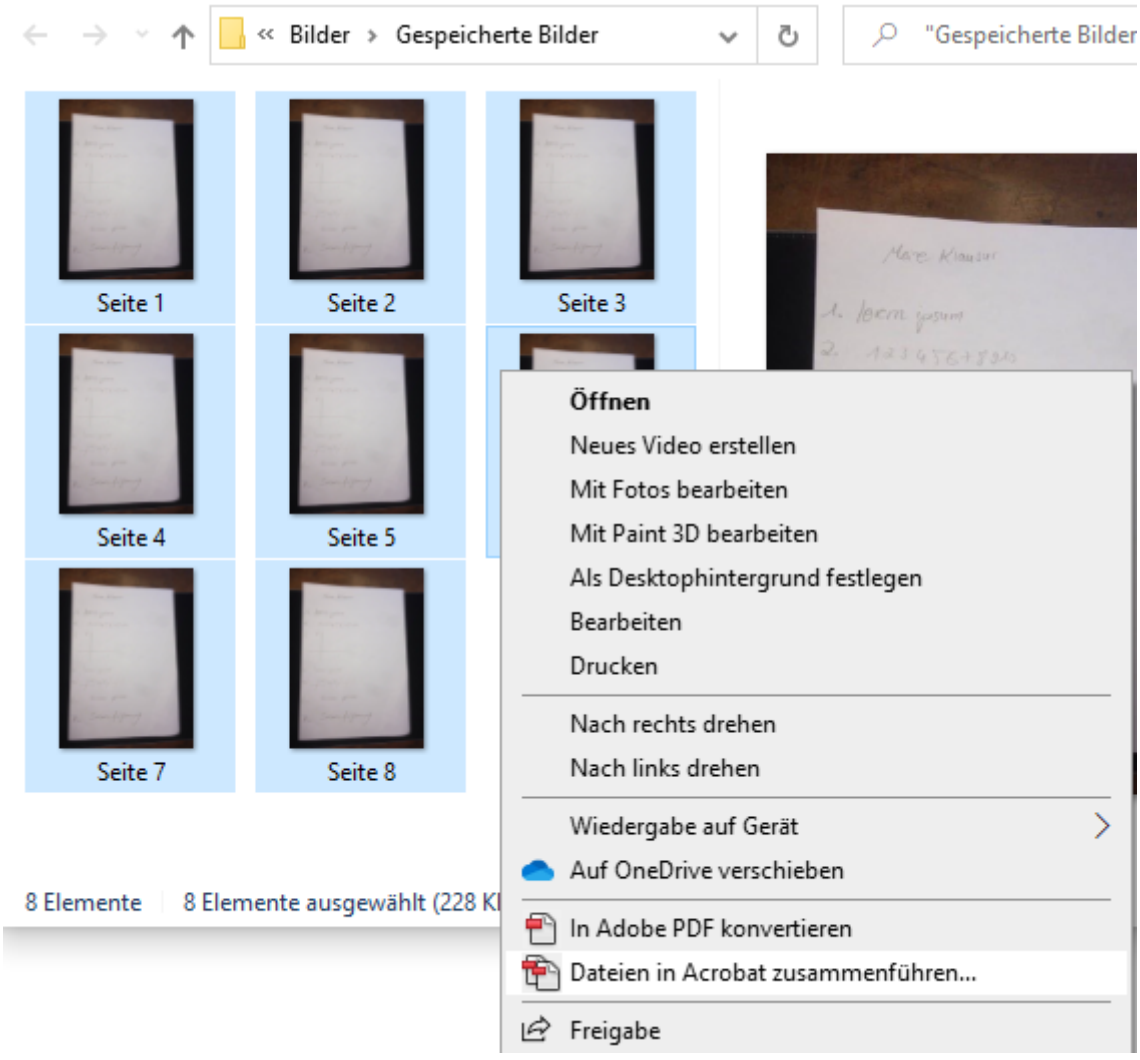
You open the photos on the Mac in the "Preview" App, select all photos and create a pdf document from them.

Send photos from your mobile device to a Windows PC and create a pdf there.

Alternatively, you can send the photos from your mobile device to a Windows PC.

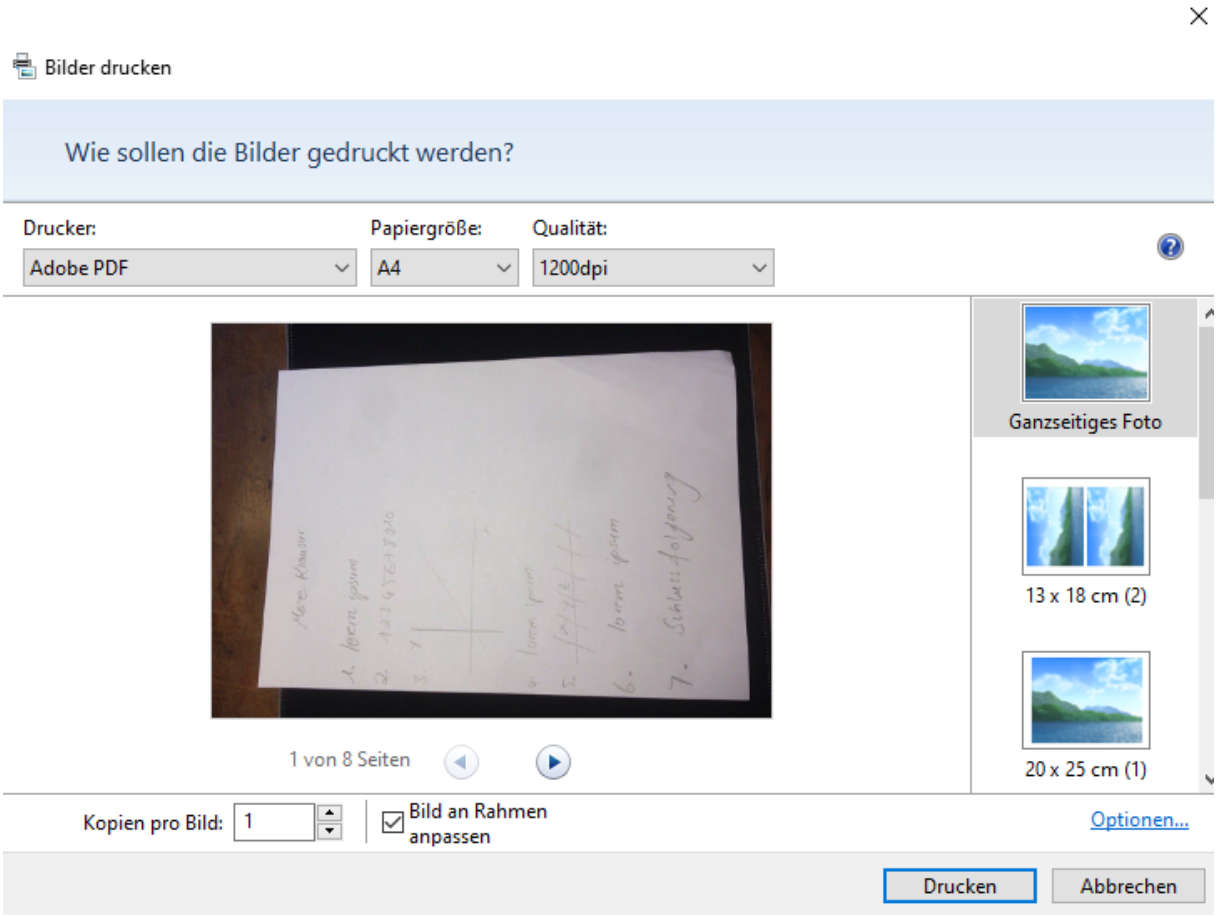
Here, depending on the setting, you have different options: by email to yourself, with the instant messenger of THL "Matrix / Element" to yourself (you just create your own room) or even with a cloud service or by cable.

In Windows, you save the photos in a folder, select them all and click "Merge into Acrobat". Then click "Merge" and you can save the document.



This requires the paid-version of the software Adobe Acrobat Pro DC installed on your PC. There are also free software solutions.

Alternatively, you can print the photos as "Adobe PDF" under "Print". This can also be done with free software such as the "PDF24 Creator".



Of course, you can also paste the photos in one single document (e.g., Word) and select the option “save it as PDF”.

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