

Instructions

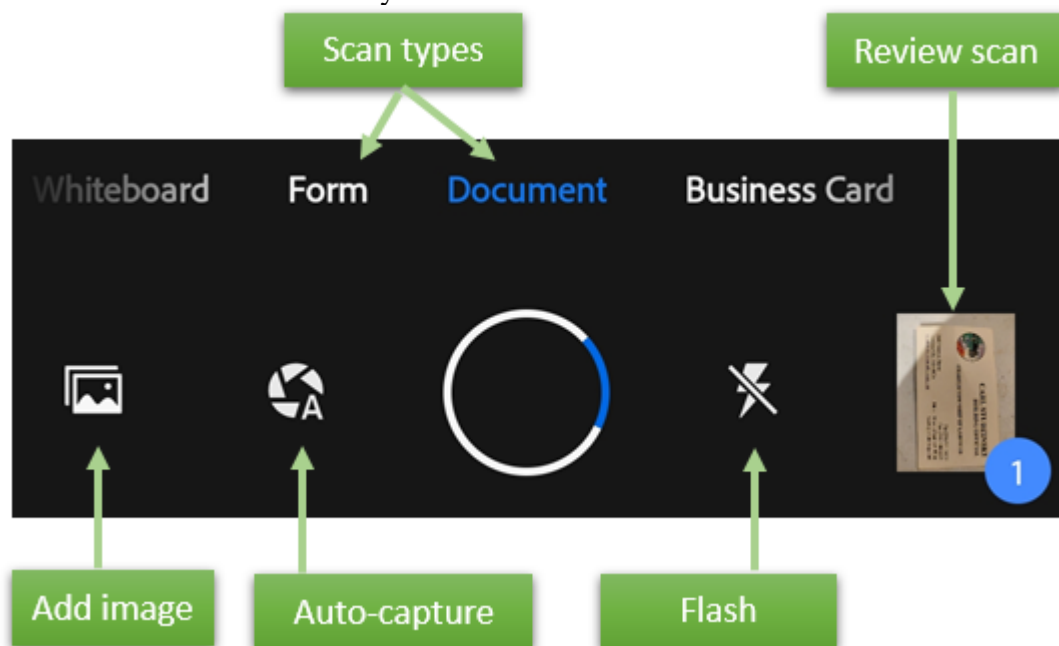
- Download **Google Classroom** and **Adobe Scan** app from app store

You will receive Question paper on your division whatsapp group and division google classroom.

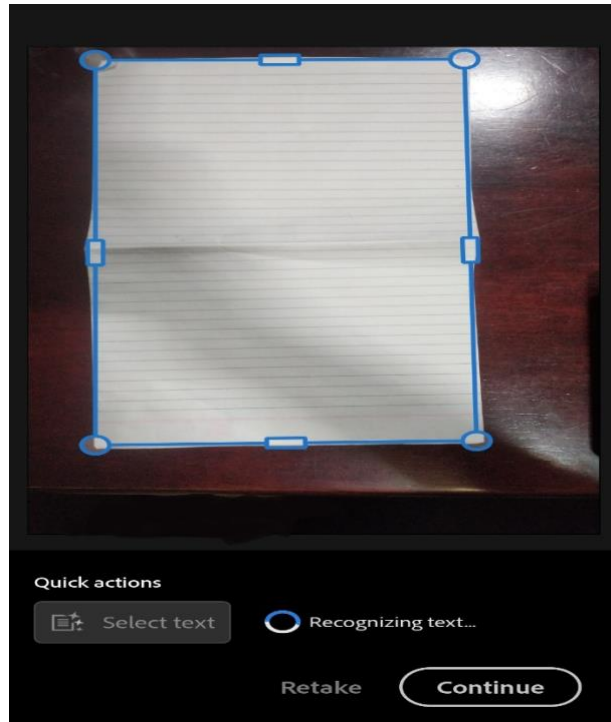
Write answers on A4 size paper along with your Name, Class, Division, Subject and Roll number within a time limit.


HOW TO SCAN ANSWER SHEET?

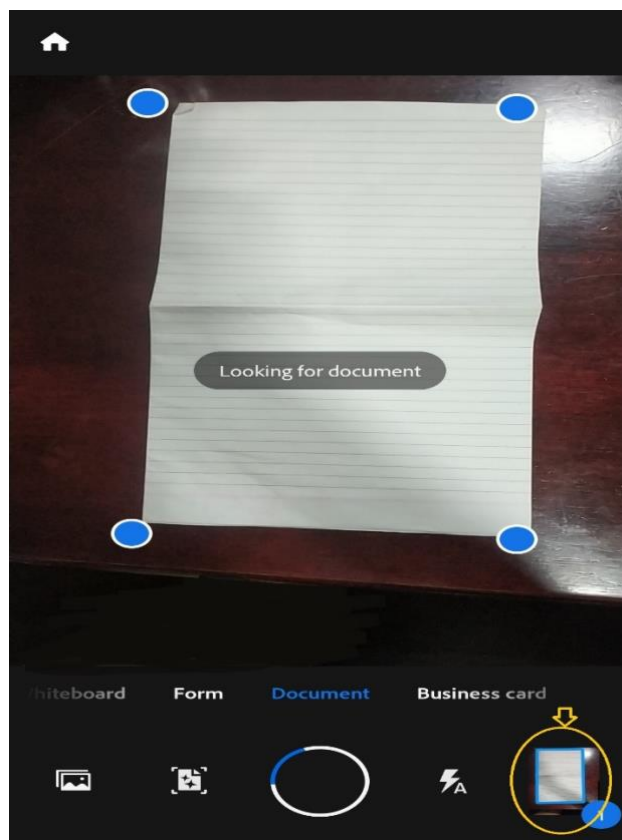
1. Use mobile App ADOBE SCAN/ CAM SCANNER(optional)
2. The free Adobe Scan app turns your device into a powerful portable scanner that recognizes text automatically (OCR). Capture new images with your camera or grab any image from your device. The app converts images to PDF and saves them to Adobe Document Cloud.
3. If auto-capture is enabled, simply open the app, wait for the capture, and tap on the thumbnail to view and/or edit your scan.



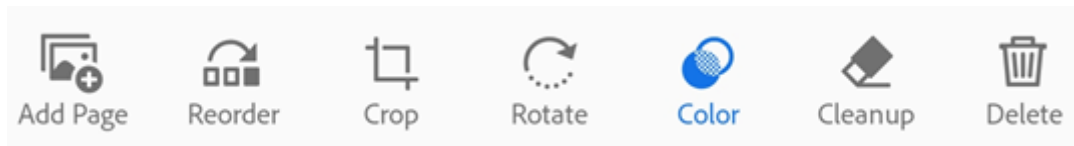
4. To scan a document:
By default, auto-capture is enabled, and on startup the app displays the capture screen and tries to detect a document.
5. Follow the on screen hints. The app uses auto crop and image cleaning to improve scan quality. Messages appear on the screen as follows:
 - **Looking for document:** The app is looking for the document and trying to detect its boundaries.
 - **Capturing... hold steady:** Edge detection can see the entire document.



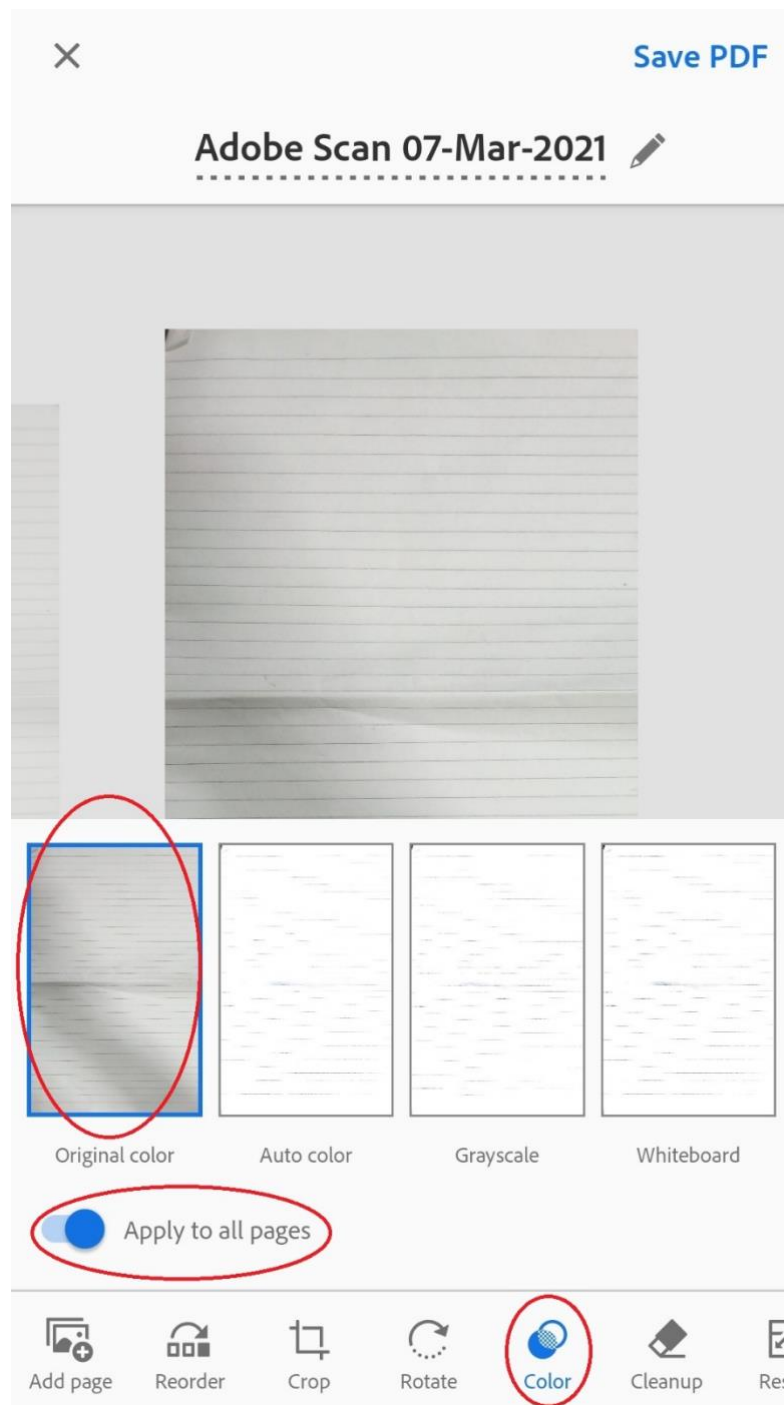
6. Once boundaries are adjusted click on continue option for scanning next page.
7. When you're finished scanning, tap the thumbnail in the lower right-hand corner to enter **Review Mode**. From here, you can modify your scans by tapping  and choosing one of the edit options from the bottom menu.



8. Edit your scan




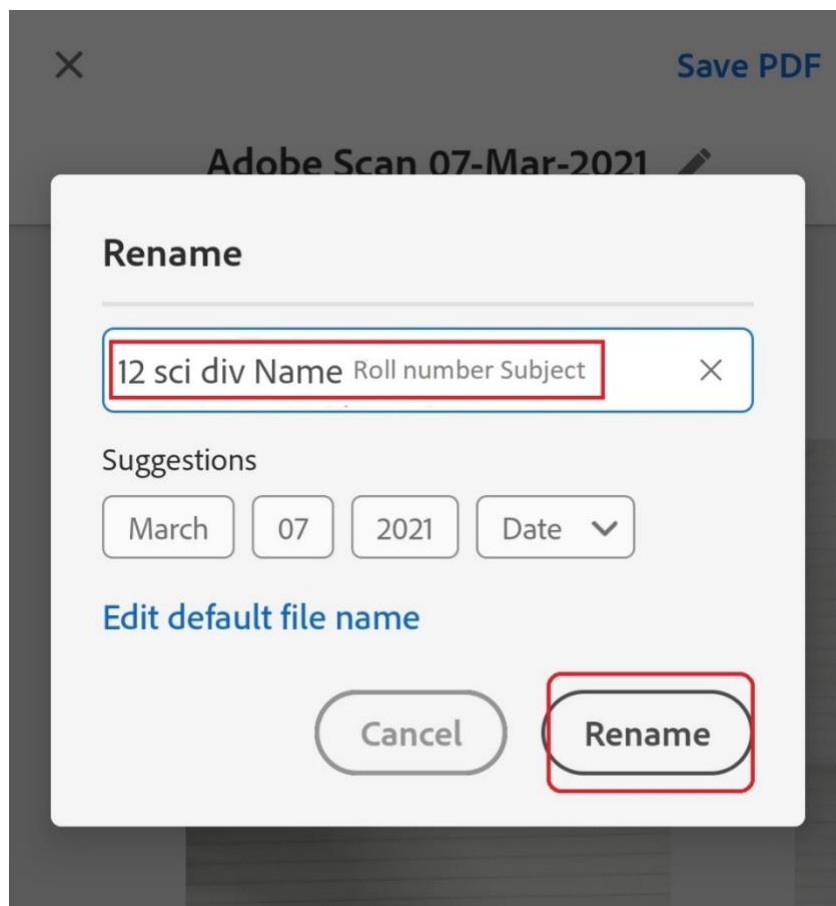
- Choose color option
- Choose original colors
- Apply to all pages button should be enabled



9. Rename and Save as PDF

Once you're satisfied with the scan, you can do the following:

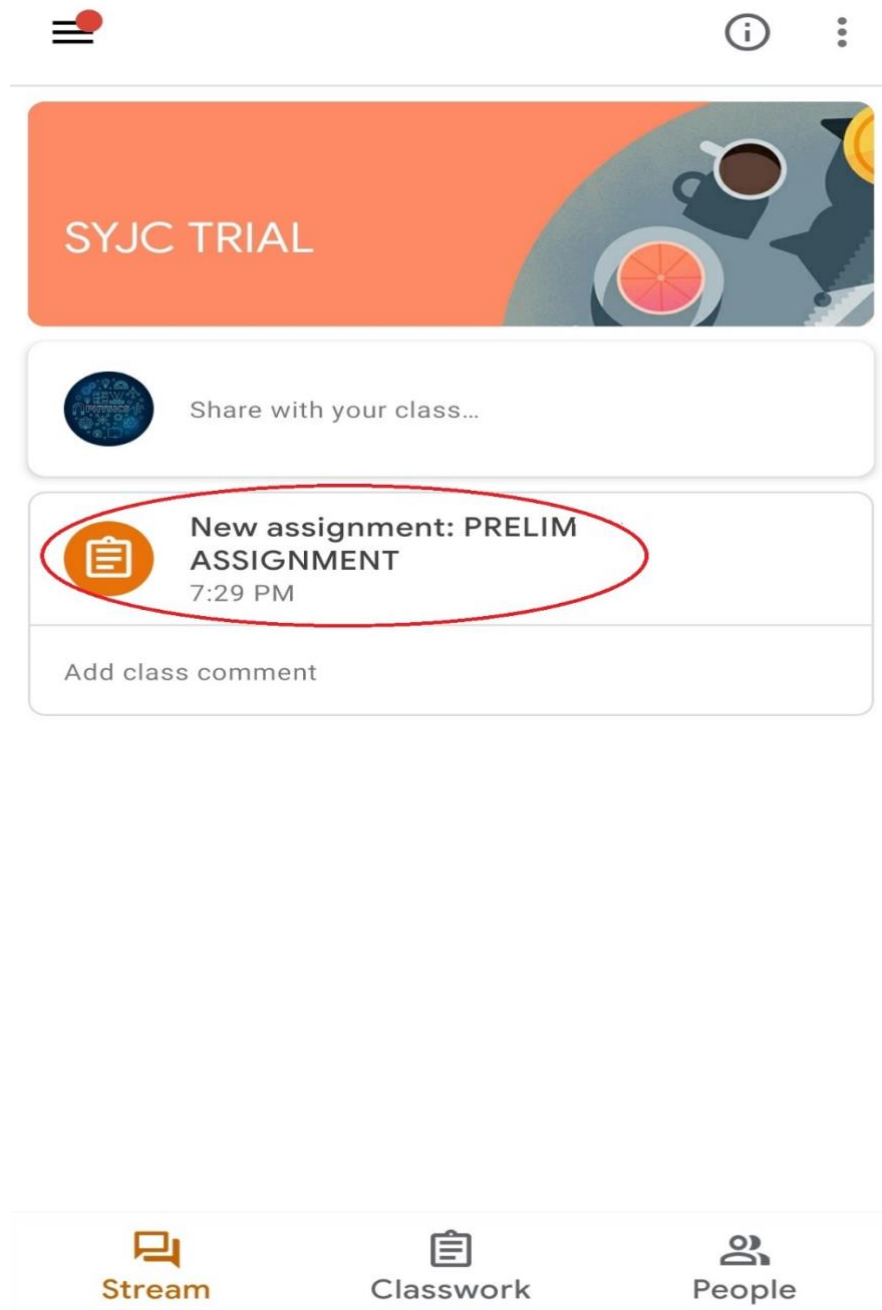
- Tap  or file name to edit the default name. Rename your pdf file as 12 sci/arts div Name Roll Number and subject. For eg. 12 sci A 101 ABC English.
- Tap **Save PDF** to automatically convert your scan to a PDF and then upload it to Adobe Document Cloud so that you can access the file anywhere.



[Note: Maximum capacity of Adobe Scan is 25 images in a document. If there are more than 25 pages make two separate pdf and upload in Google Classroom]

How to upload Assignment in Google Classroom? Submitting a Document

1. **Open Google Classroom App.** Click the **Class** > **Stream** / **Classwork** > the assignment.



2. **Attach the document.** Under **Your work** click **Add attachment** > select "file" then **Upload file** .

- **Your work**

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PRELIM TRIAL ASSIGNMENT

70 points

 Add class comment

Attachments

 QB Ch1 units and measurements new.pdf

Your work Assigned


 Add private comment

- **Add attachment**


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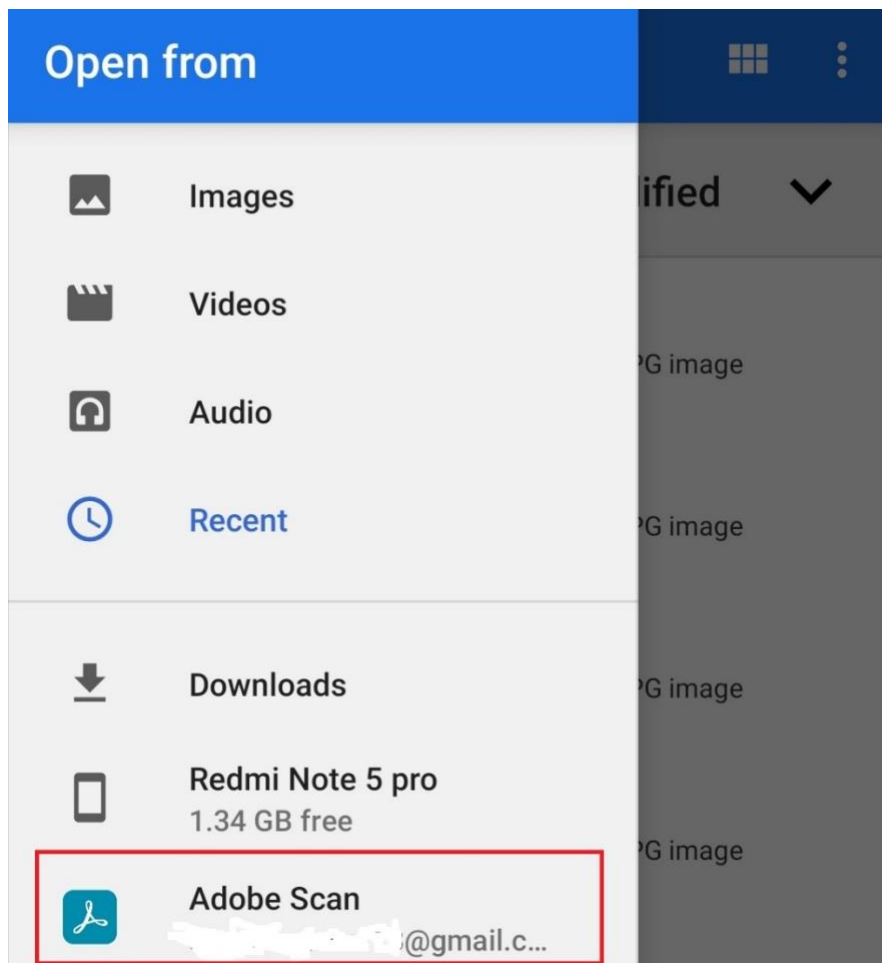
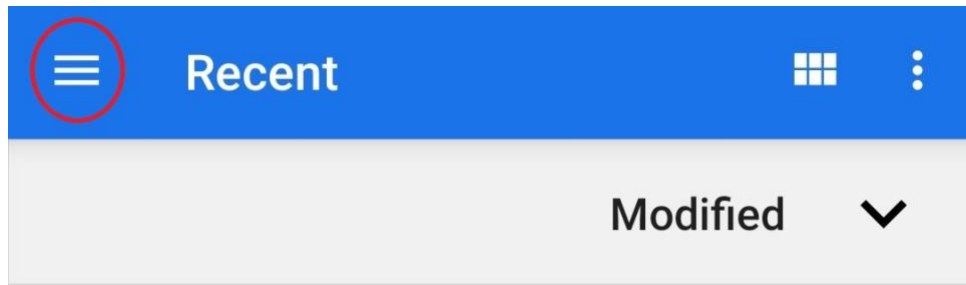
Your work Assigned

 **Add attachment**

Mark as done

Add private comment 

- select "file" then Upload file



3. A new file attaches to your work and opens. You can attach or create more than one file. Click **Hand In/ Turn In** and confirm. You can add a private comment to your teacher under Private Comments.



Your work

Assigned

Attachments



12 sci A 101 ABC English .pdf



Add attachment

Hand in

Add private comment



4. **Confirm once you submit the assignment.**

[**Note** : Follow the above steps for all papers]