



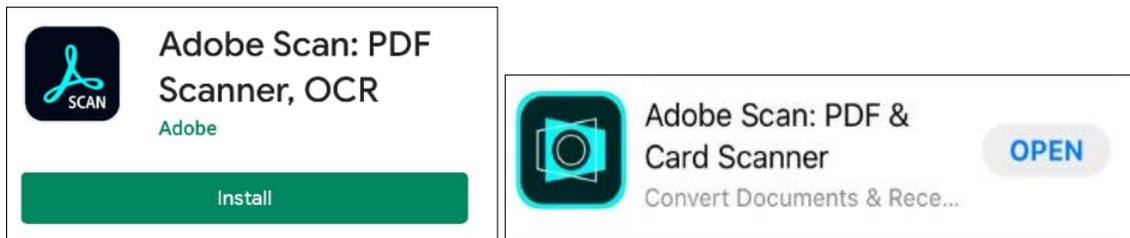
ULearn – Converting image using PDF Mobile Apps

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1 Download Mobile App

1. Download the **Adobe Scan App** for mobile from **Google Play (Android)** or **App Store (IOS)**.



2 Login

1. To sign into the Apps, you may choose your own Google, Facebook or Apple account.

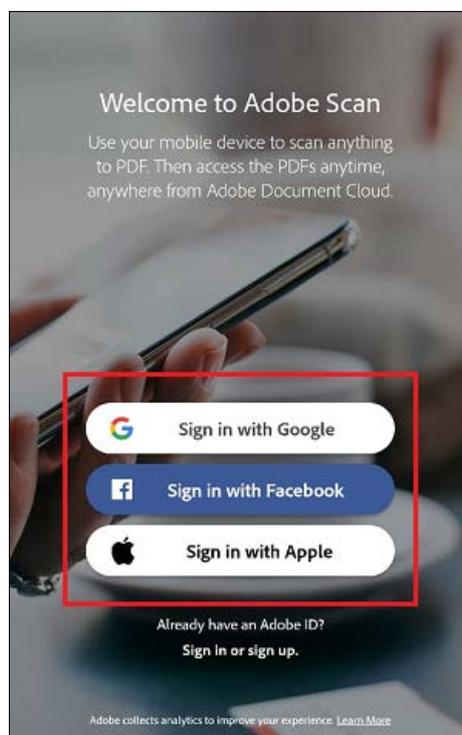
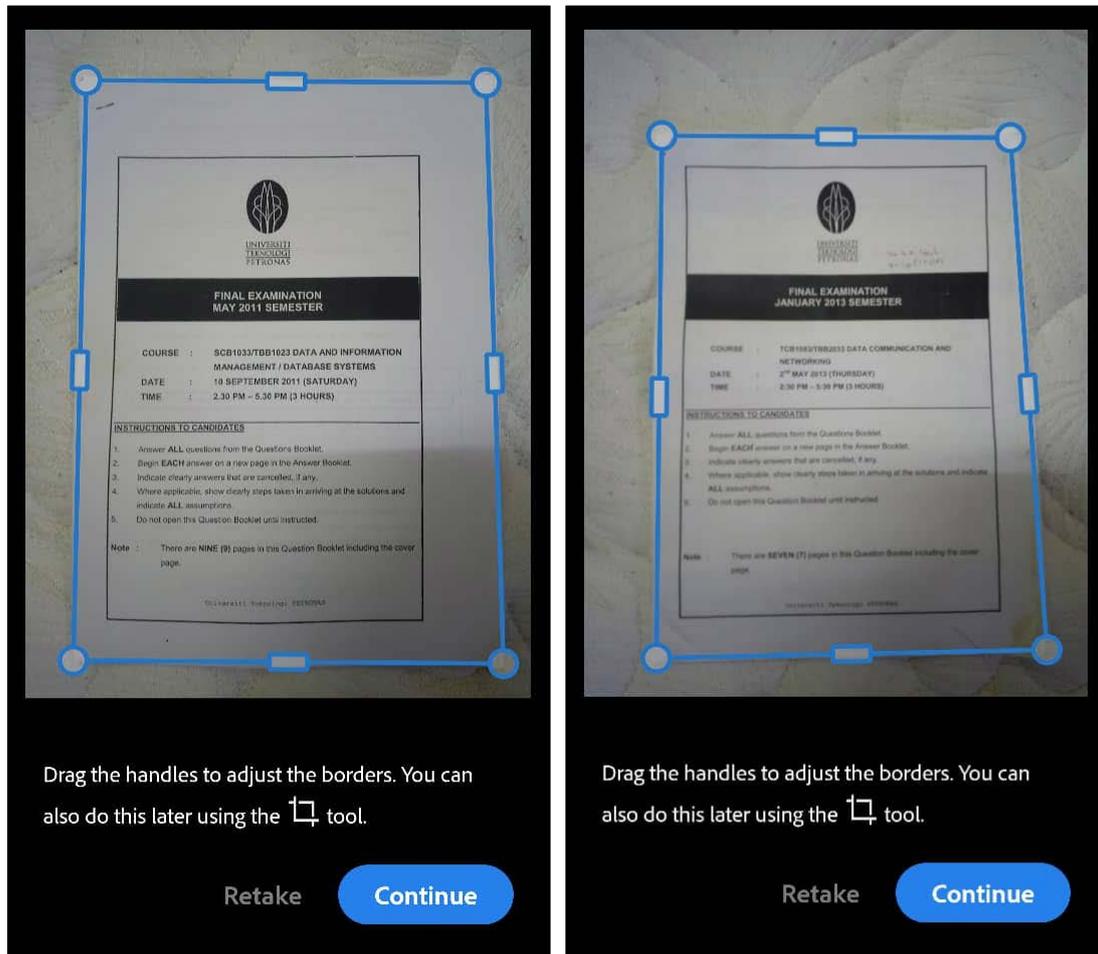


Figure 1: Account Login

3 Scanning Image

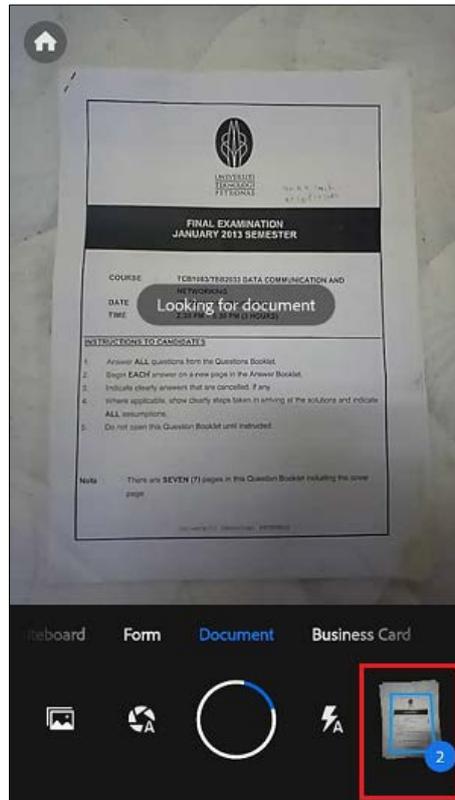
1. To scan the document, allow the app to access your camera and start taking picture of the document.
2. After that, you may use the crop function, to select the document.



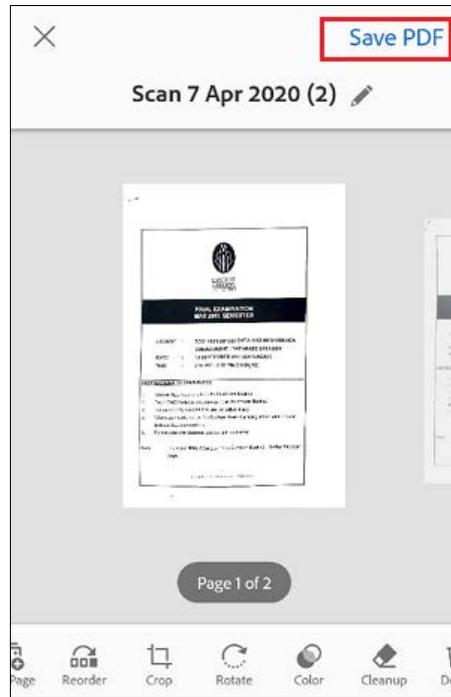
3. You may click **Retake button** if you want to retake the picture.
4. Click **Continue button** if you have more document to scan.

4 Saving as PDF

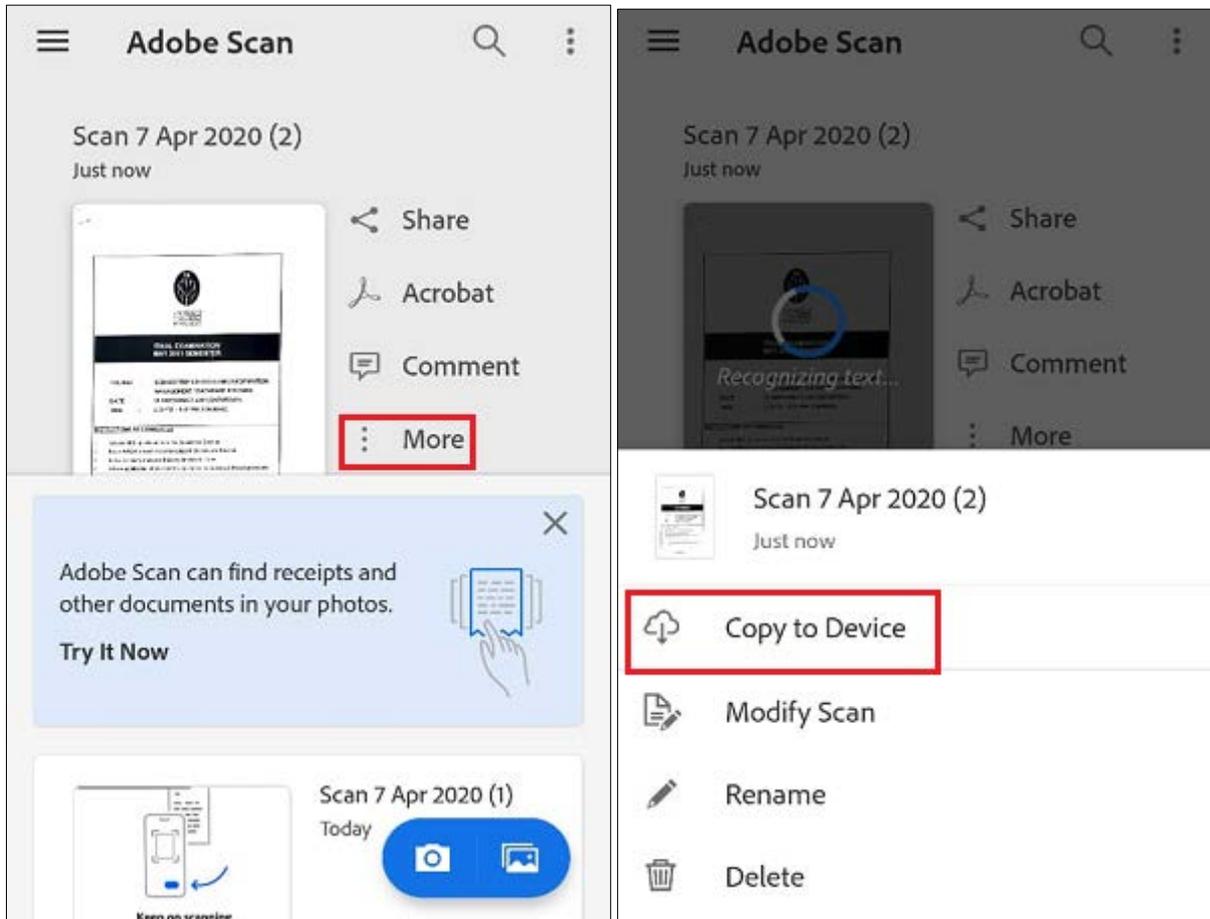
1. Click on the **Image Preview** section (bottom right corner).



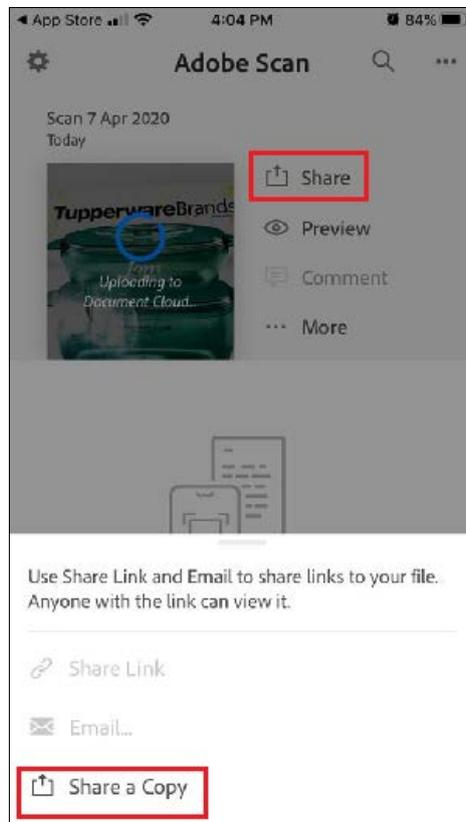
2. You may preview your PDF file before saving them. Click Save PDF to save the document.



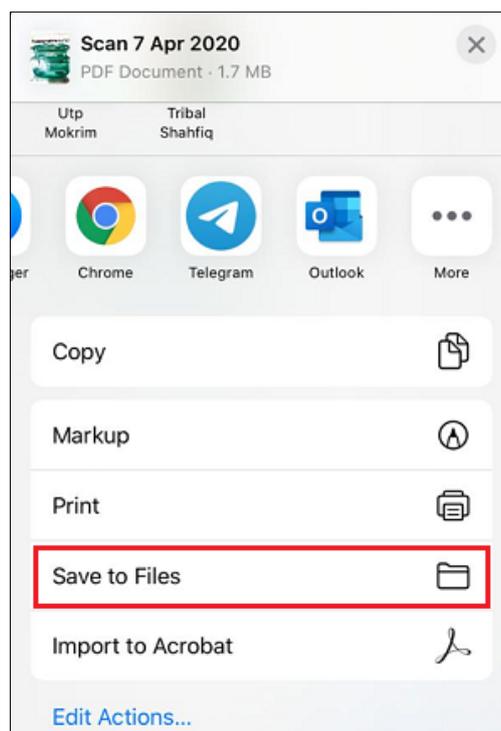
- By default, your saved PDF will be stored in Adobe Document Cloud storage. In order to download the PDF file in to your devices, click **More** and select **Copy to Device**.



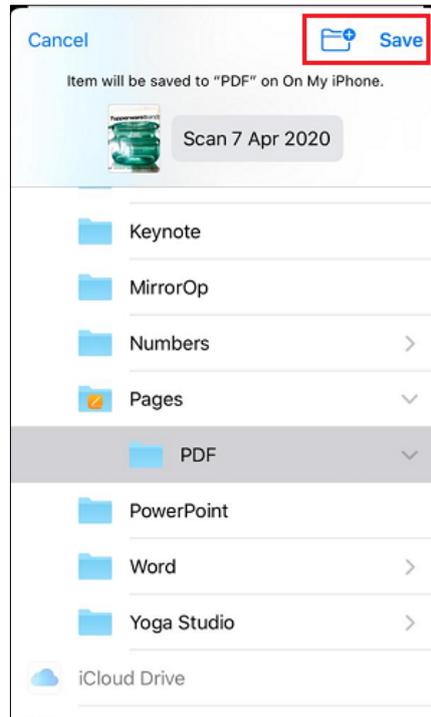
- If you are using IOS, and step 3 is unavailable, you may click on **Share button** and select **Share a copy**.



- Then select **Save to Files**.



6. Choose the directory where you want to save the PDF file and then click **Save**.
****Note:** In this guideline we are going to save the file in PDF folder.



7. Open the PDF file folder to retrieve the downloaded PDF file.



5 Uploading in ULearn

1. To Upload in ULearn, click on the **add submission**.

****Note:** For this Guideline we are going to upload sample assignment in Assignment activity.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 14 April 2020, 12:00 AM
Time remaining	6 days 4 hours
Last modified	-

Submission comments
▶ [Comments \(0\)](#)

Add submission

Make changes to your submission

2. At the File Submission field, click on **Add File**

File submissions



Add file

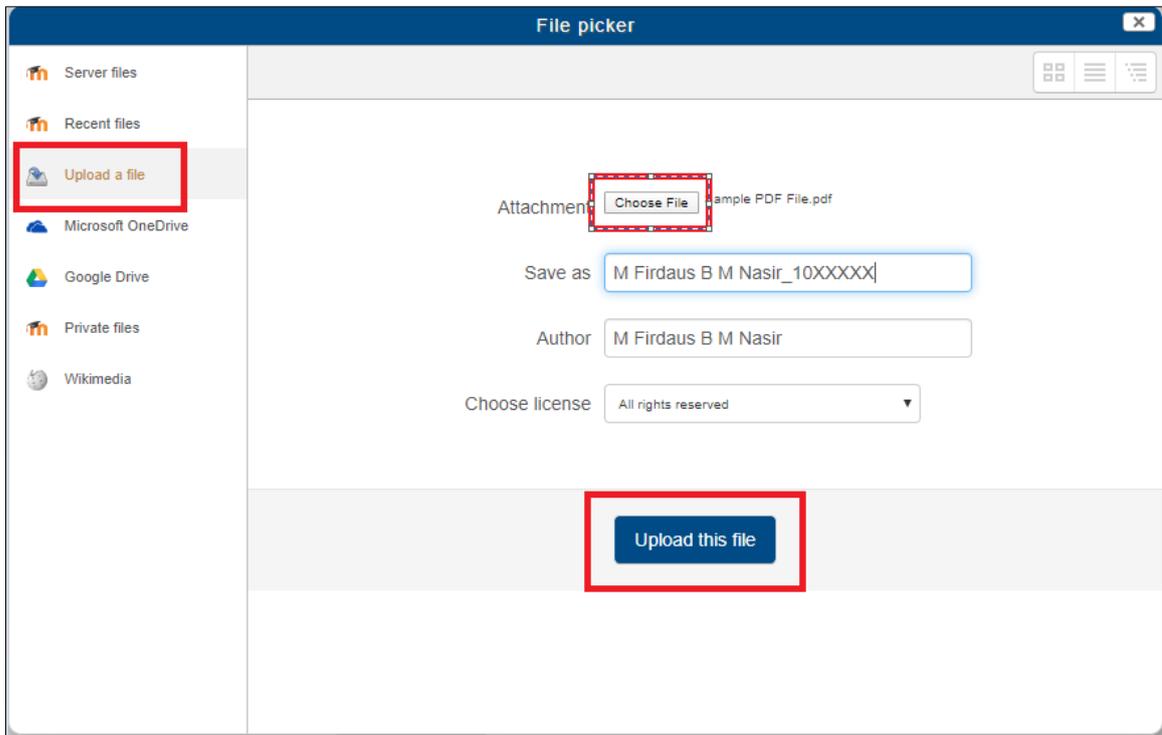
You can

Accepted file types:
PDF document .pdf

Save changes

Cancel

3. In the **File Picker** window, choose **Upload a file** on the left hand navigation
 4. Click on **Choose File** to choose the downloaded PDF File
 5. At the **Save As** field, you may rename the uploaded file
 6. Click **Upload this file** to finish this process
- **Note:** for this guideline, we are using “student name_student ID” at the **Save as** field



7. Click on Save Changes to finish the uploading process

