

Scanning Student Documents into Google Drive

Intro

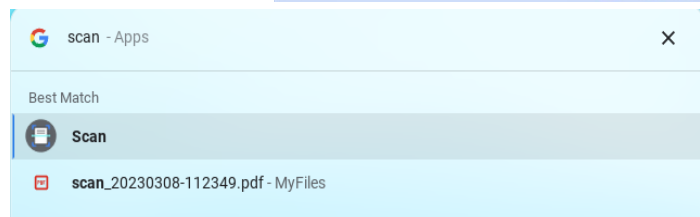
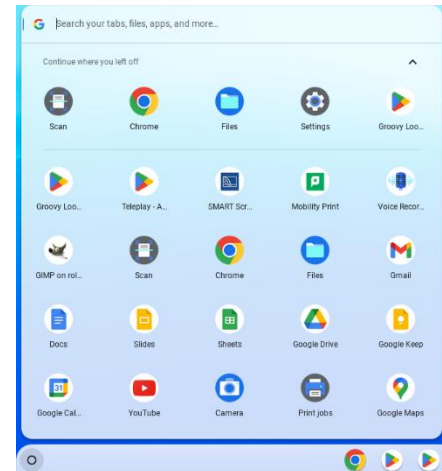
Scanning documents into Google Drive is an efficient way to take physical assignments and add them to a student's online portfolio. This functionality allows students to scan these assignments from their Chromebooks and then they can drag them to the appropriate folder.

Opening the Chromebook Scan App

Plug the printer USB cable into the Chromebook you want to scan to

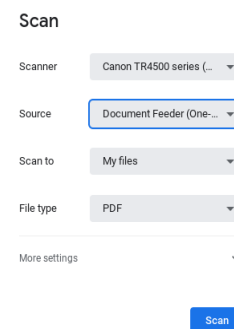
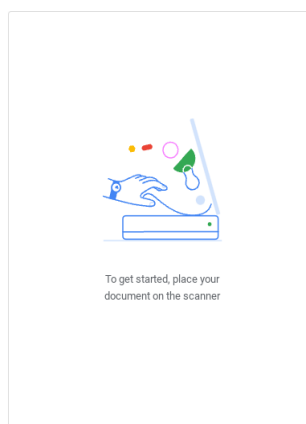
Click on the circle in the bottom left corner of the screen.

Search for Scan and click on the icon shown on the right.

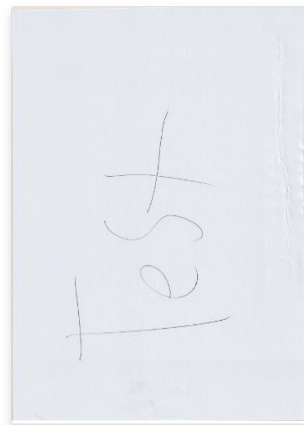


Scanning using the Document Feeder (One-Sided)

Once in the screen shown on the right you will have to select Document Feeder as the source then click Scan.



You will be brought to this screen; click on Show in folder.



Scan

Your file has been successfully scanned and saved to [My files](#).

Show in folder

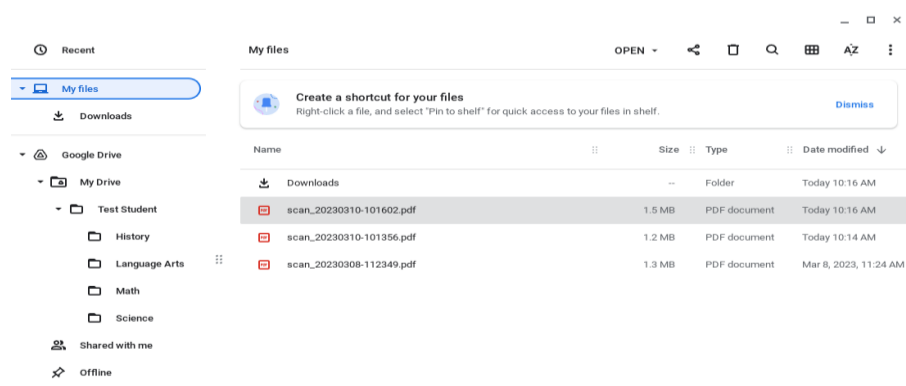


Done

This will bring you to the My Files section on the Chromebook.

From here you can drag and drop the files to the desired location. Such

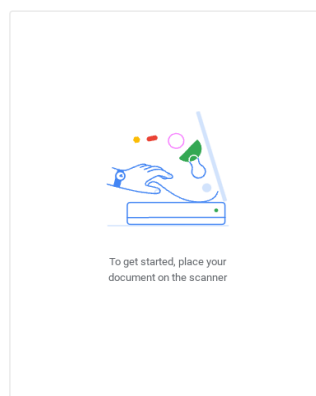
as in this example Test Student has History/L.A./Math/Science sub folders.



Scanning Using the Flatbed (Two-Sided)

With Flatbed selected as a source and Save multiple pages to one PDF checked.

Then click Scan page 1.



Scan

Scanner: Canon TR4500 series (L...)

Source: Flatbed

Scan to: My files

File type: PDF

☒ Save multiple pages to one PDF

More settings

Scan page 1

Scan

Click Scan page 2, then continue this process until all desired pages have been scanned. Finally click End & Save.

Place another page on the scanner

End & save

Scan page 2

This will bring you to the My Files section on the Chromebook.

From here you can drag and drop the files to the desired location. Such as in this example Test Student has History/L.A./Math/Science sub folders.

