



How to digitally submit handwritten homework:

Microsoft Lens is a smartphone app that enables students to capture their handwritten homework into a digital format. It is also better to use Microsoft Lens, than alternatives like [CamScanner that have had a documented history of being a cyber security risk](#).

You can get Microsoft Lens on both Apple & Android.

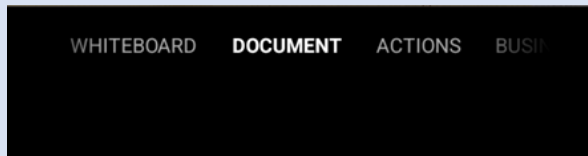
[Apple location](#)

[Android location](#)

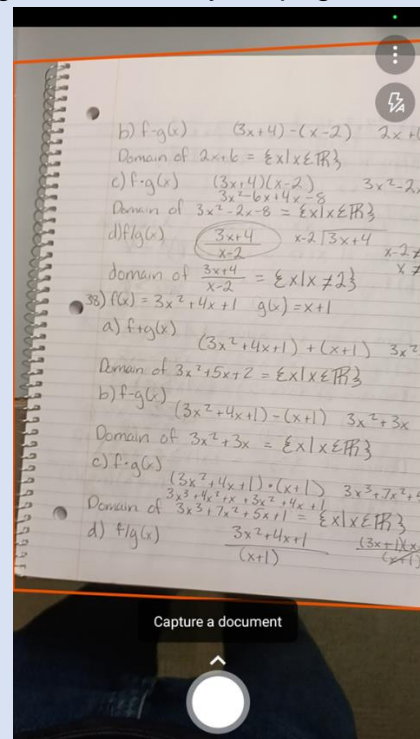
Once installed on your smartphone, tap the 'Microsoft Lens' icon



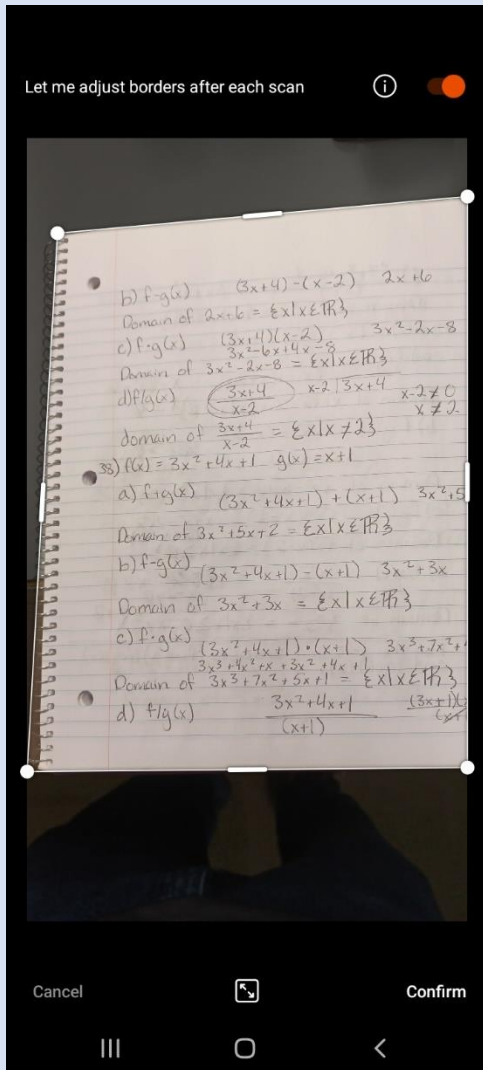
Once the app is open, select 'Document' at the bottom



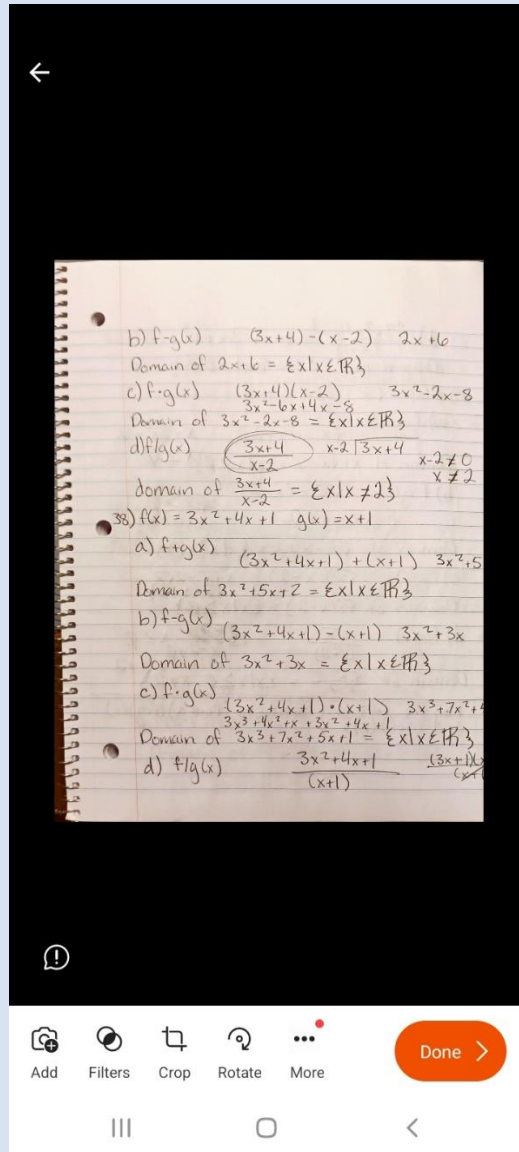
Point your camera at your homework, attempt to fit the orange box around your page, and then press the white button at the bottom of the screen:



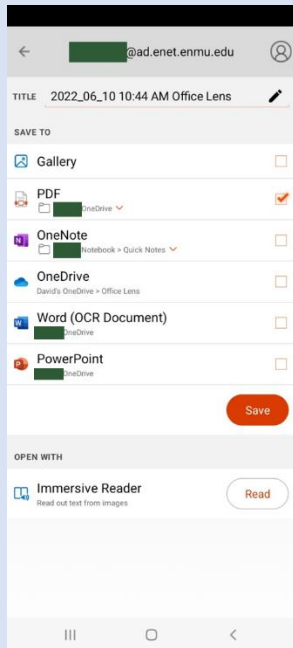
The application will then give you an opportunity to refit around your page via the small white dots at the corners if the program didn't quite get the alignment right on its own. Once the white corner dots are snugly at the corners of your page, tap 'Confirm'.



It will then display the result of what you have captured, tap 'Done' if satisfied:



From there you can select how you would like to save what you have captured, with PDF being the most common.



The PDF (or other format you selected), will save to your ENMU OneDrive. Once you have saved it to your OneDrive, you can from there upload it into Canvas or share it directly with your faculty member. If you do not know how to share documents with others via OneDrive, you may use the following tutorial:

[One Drive File Upload and Sharing Tutorial](#)

To see additional tutorials, visit:

[ENMU ITS Weekly Tech Tips](#)

If you need any assistance or have questions, please contact the Help Desk

via Teams by clicking [Here](#)

via phone at: **575-562-4357**

via email at: Help.Desk@enmu.edu

–ENMU Portales ITS Technical Trainer