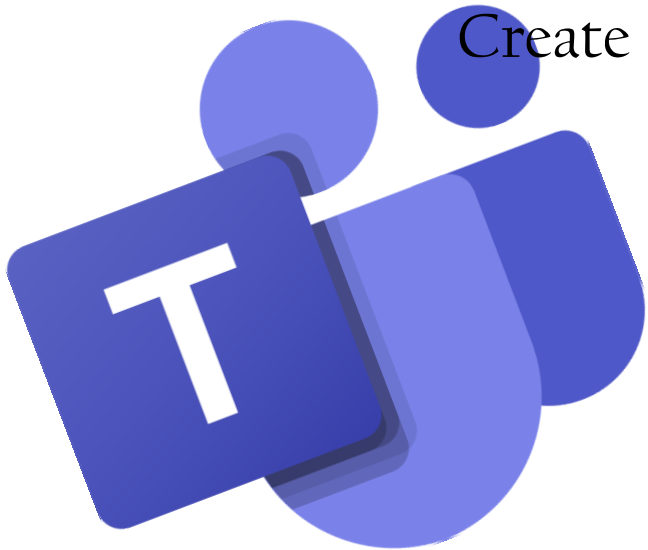
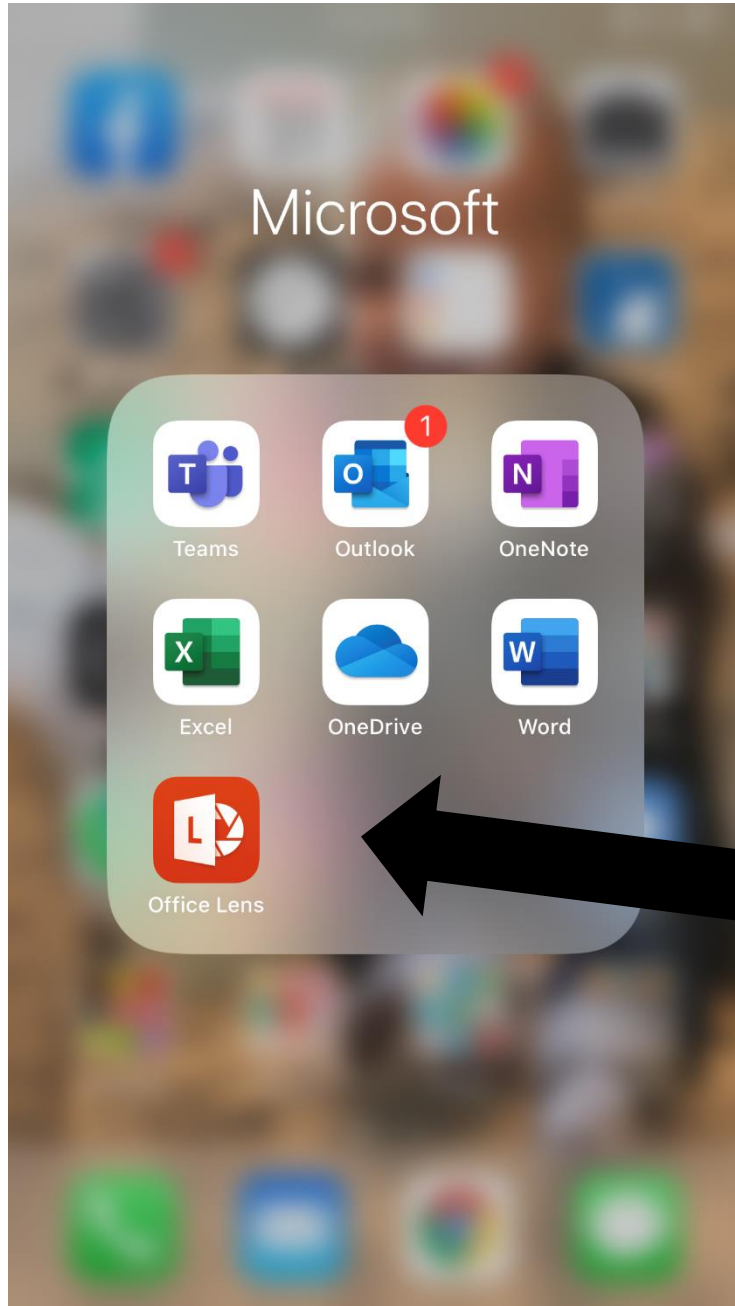


Using Microsoft Lens

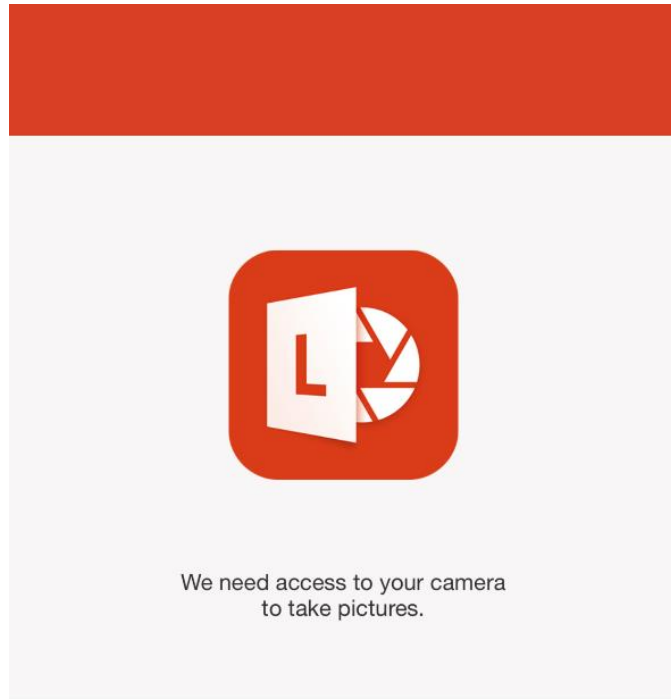


Create PDF from your photos to upload to Microsoft Teams

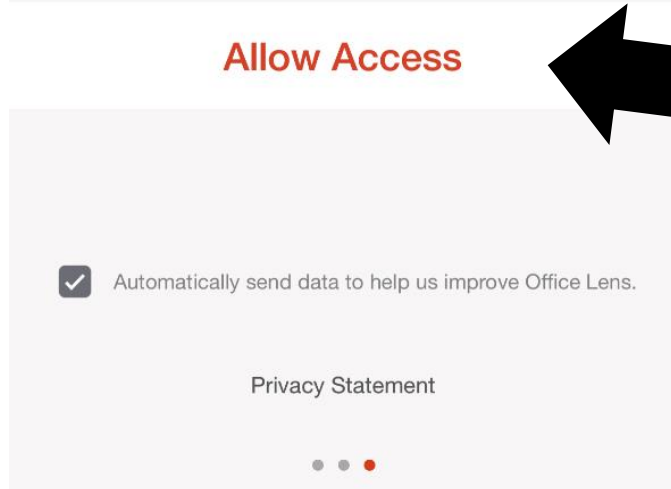


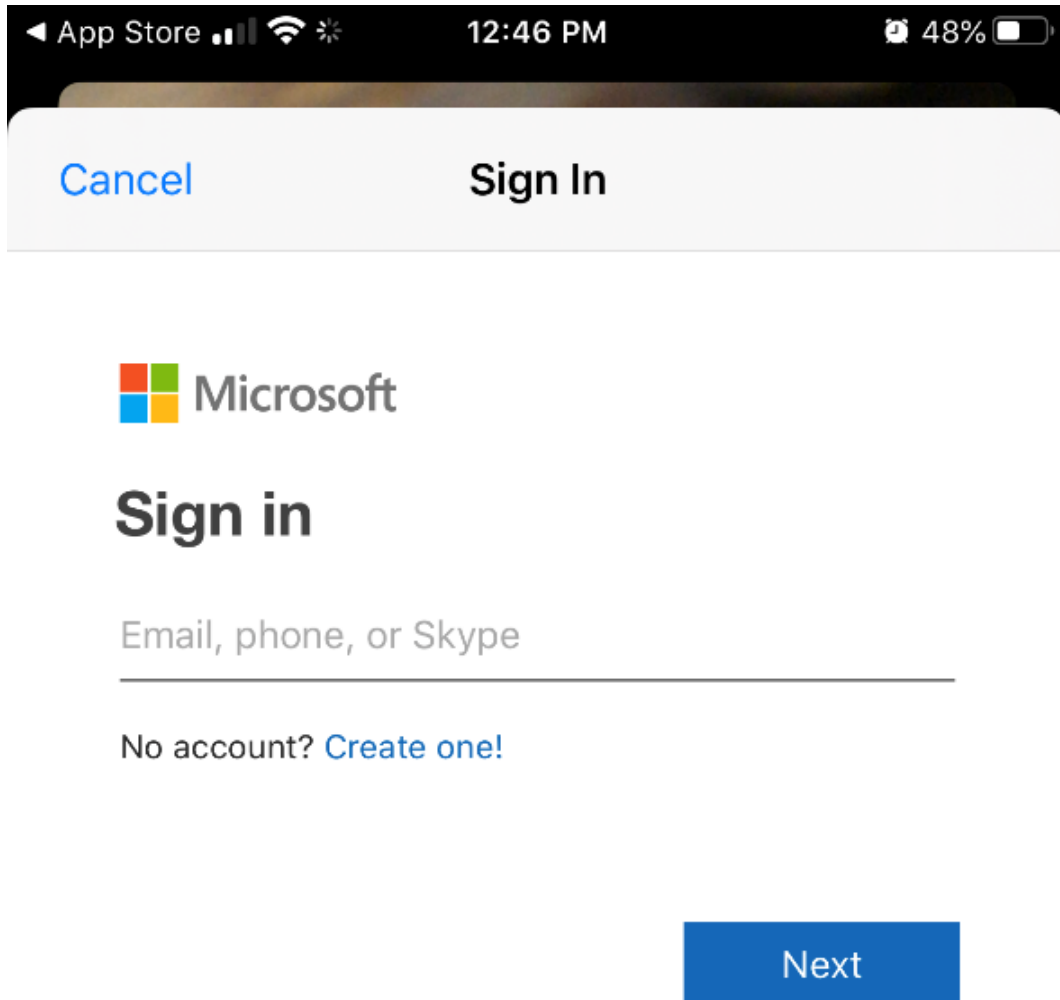


Download the
Microsoft
Lens App



Allow Access



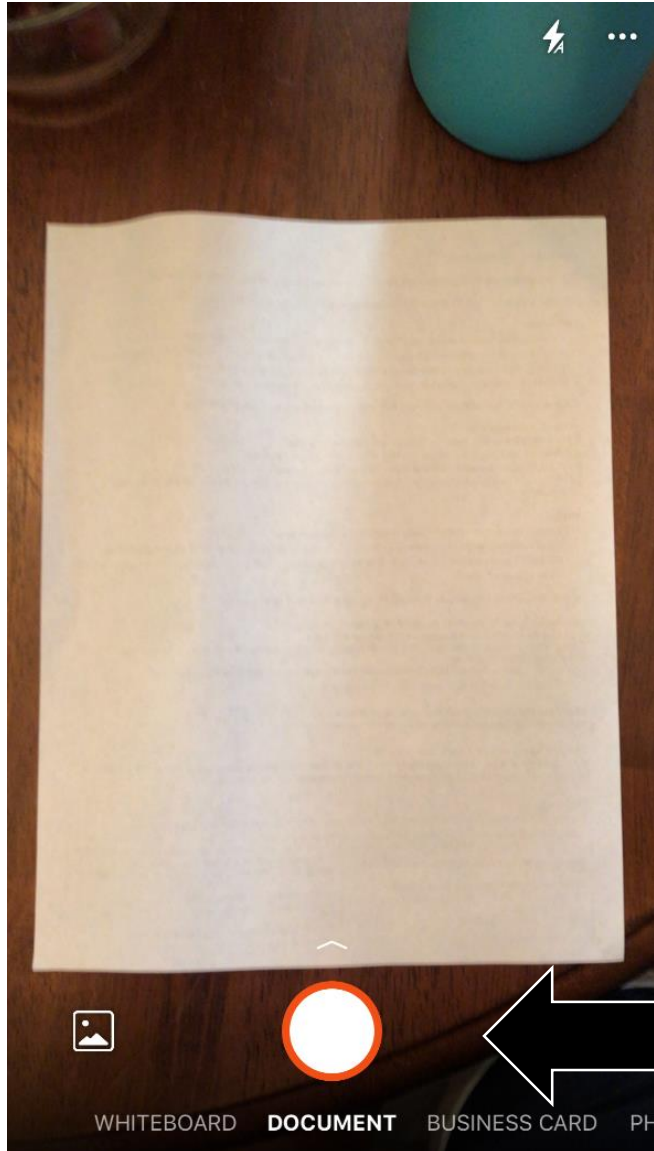


Sign In using your
Microsoft Account:

Powerschool username
@dorchester2.k12.sc.us

Powerschool Password

Option 1: Take photos of your work



Take a photo of your first page

Tap the circle to take the photo

Option 1: Take photos of your work

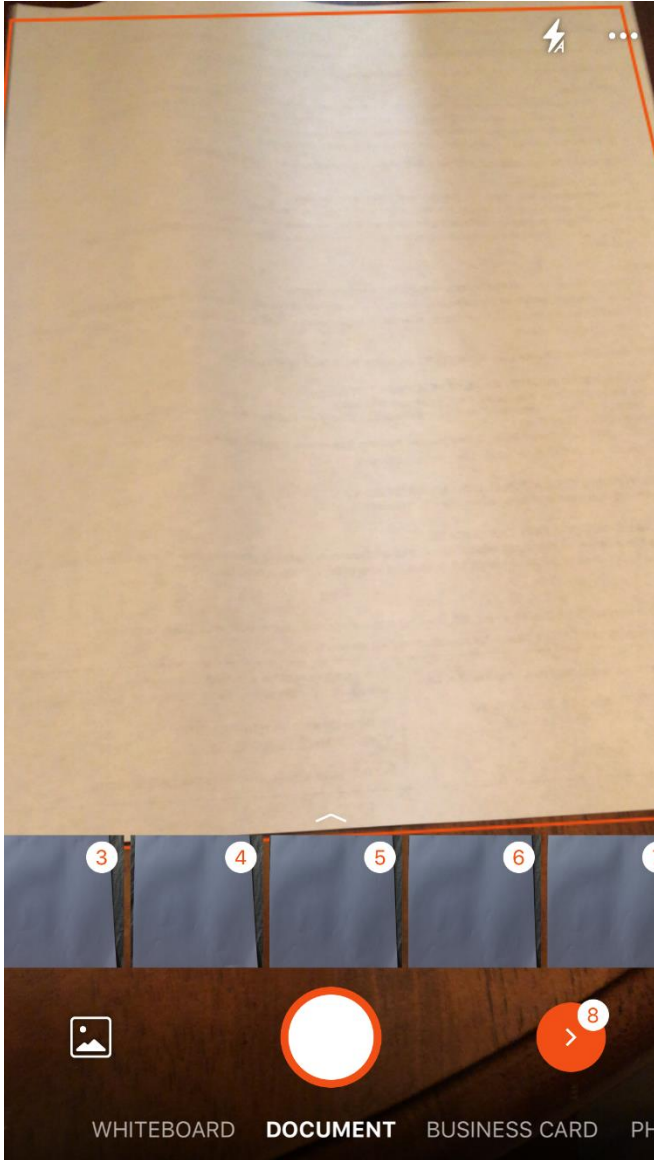


The app will format your paper to the screen.

To take another photo, tap 'Add New'.

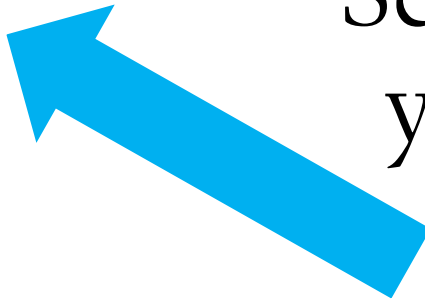
Keep tapping 'Add New' to continue taking photos

Option 2: You already took photos



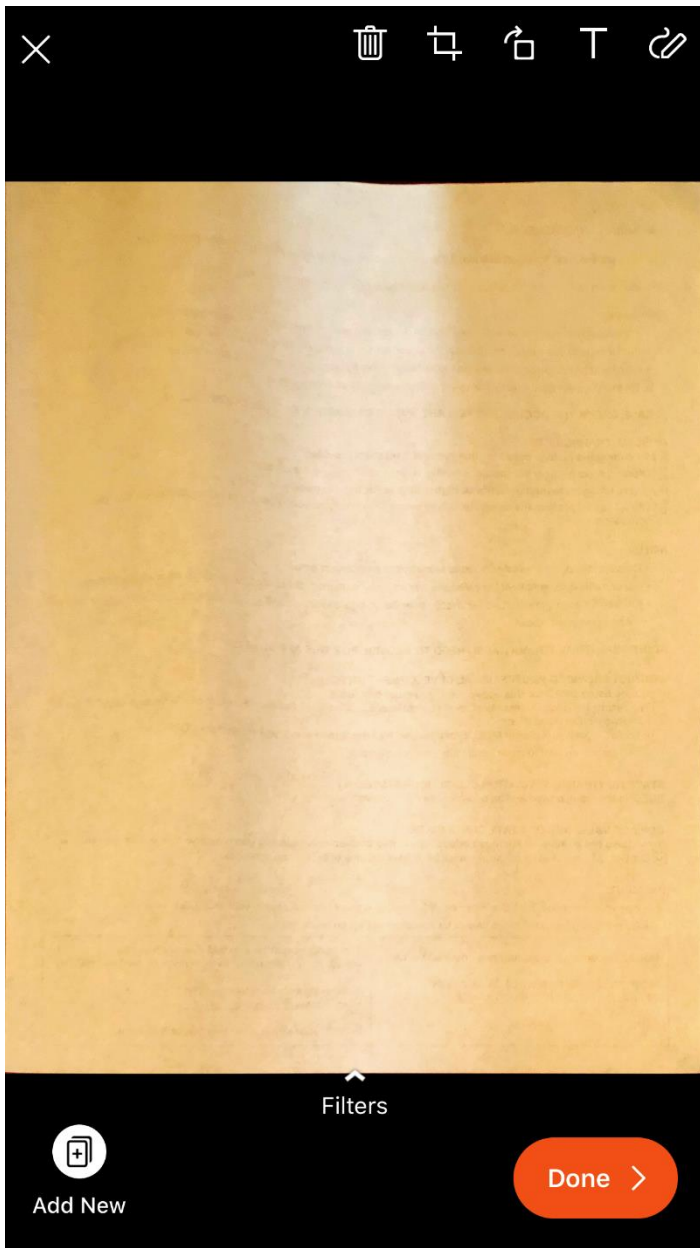
If you already took photos of your work, you will see the photos appear on the bottom of your screen.

Select all of the photos you want to include.

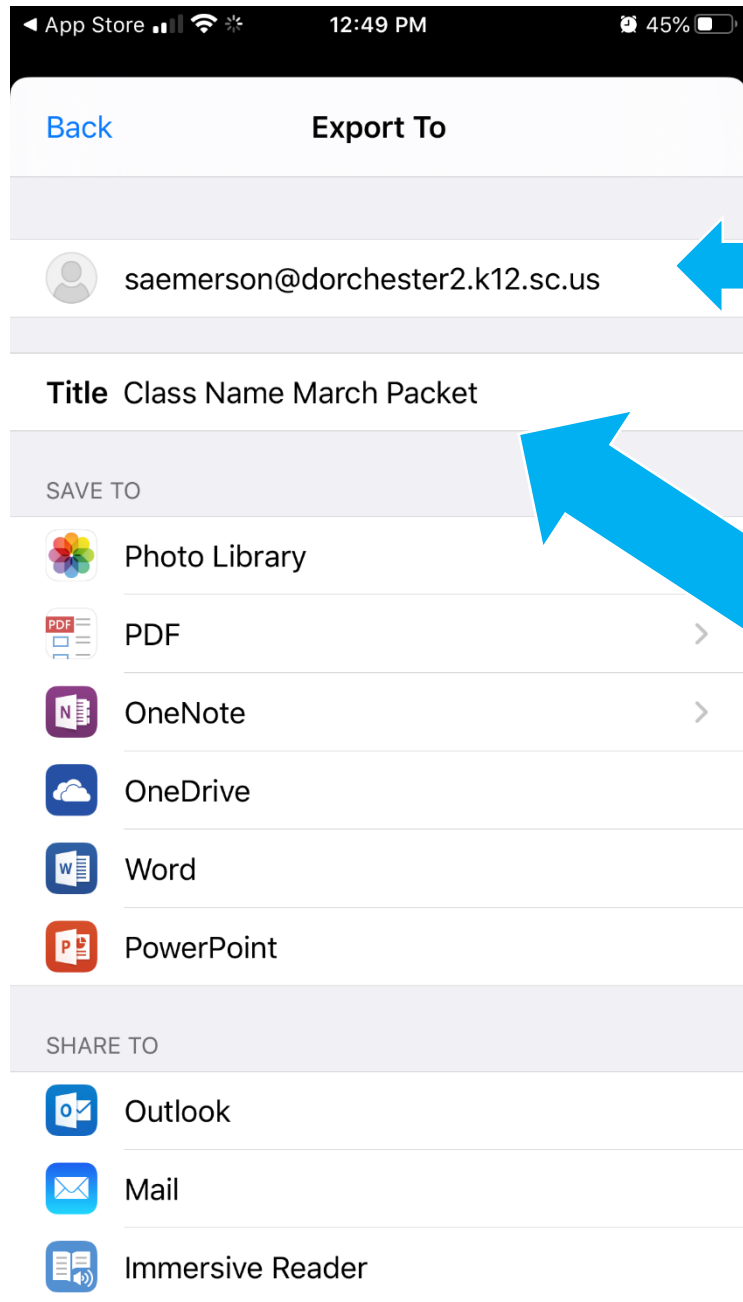




Once you have taken all of your photos (option 1) or selected all of your photos (option 2), select the orange arrow. (It will have a number to indicate how many photos you are using).

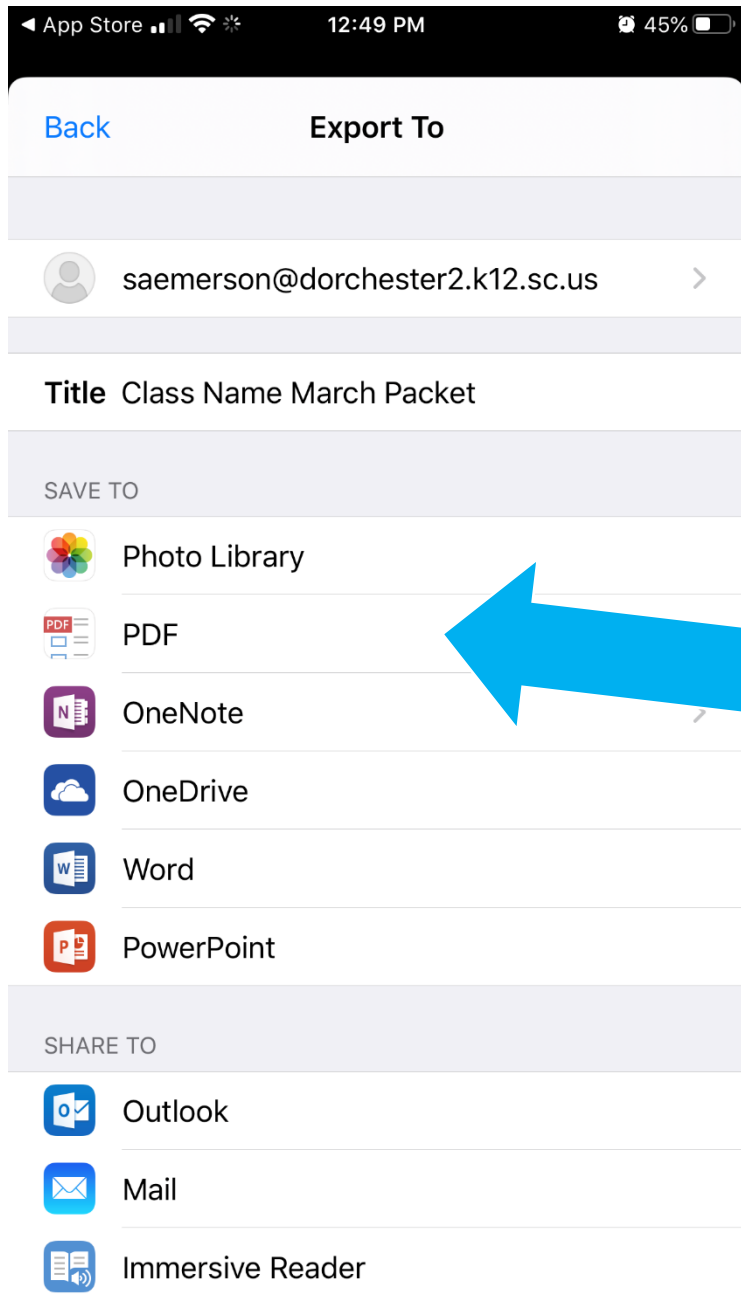


Tap Done

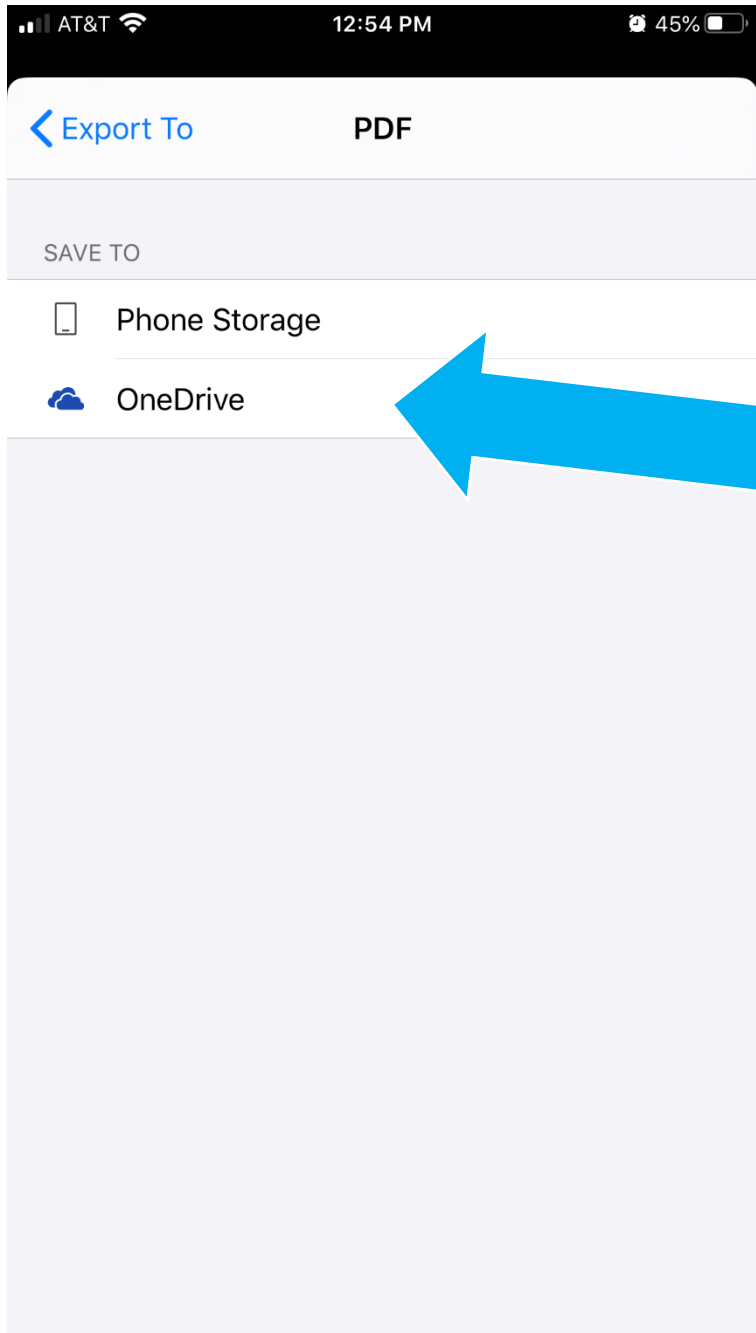


Make sure your DD2 email address is at the top.

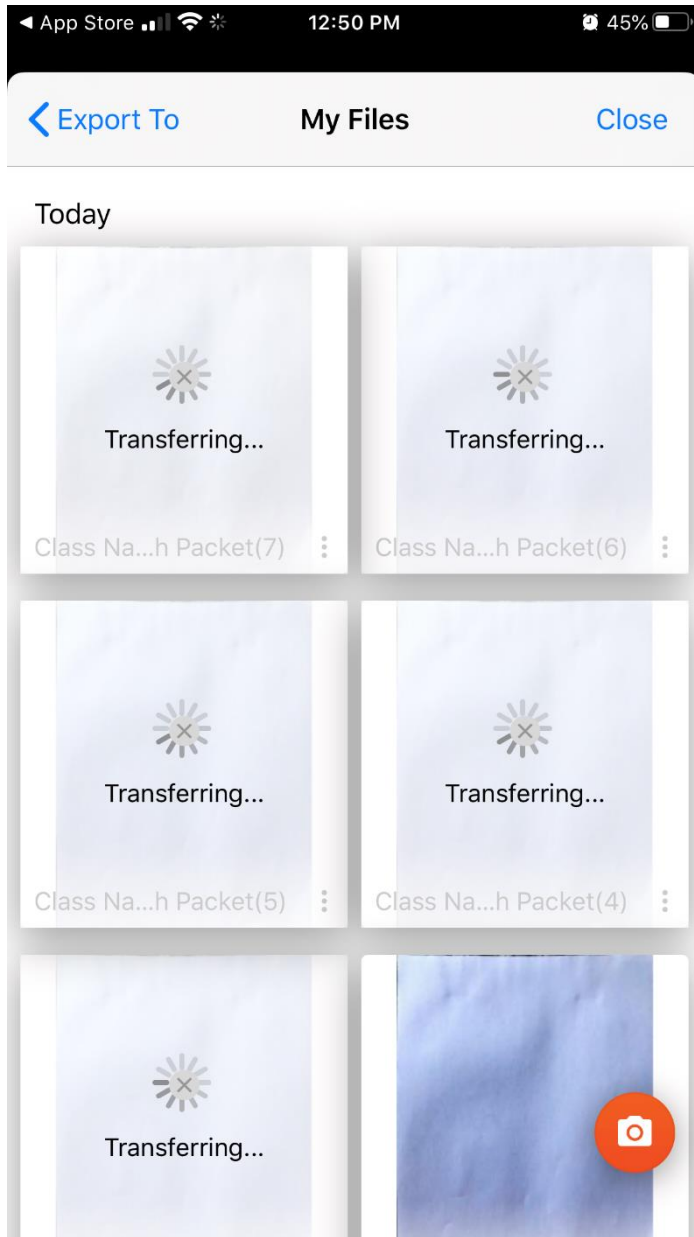
Rename your PDF for your class. For example “Spanish March Packet”.



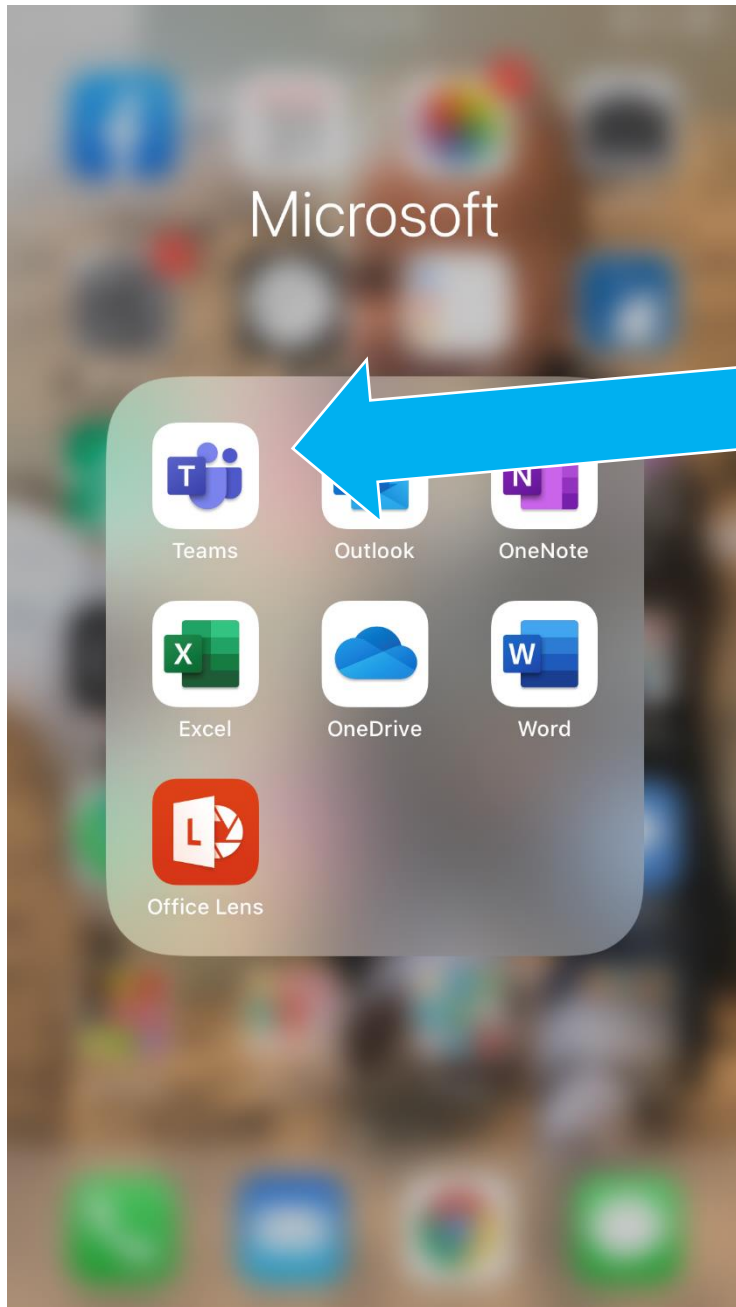
Select PDF



Select OneDrive

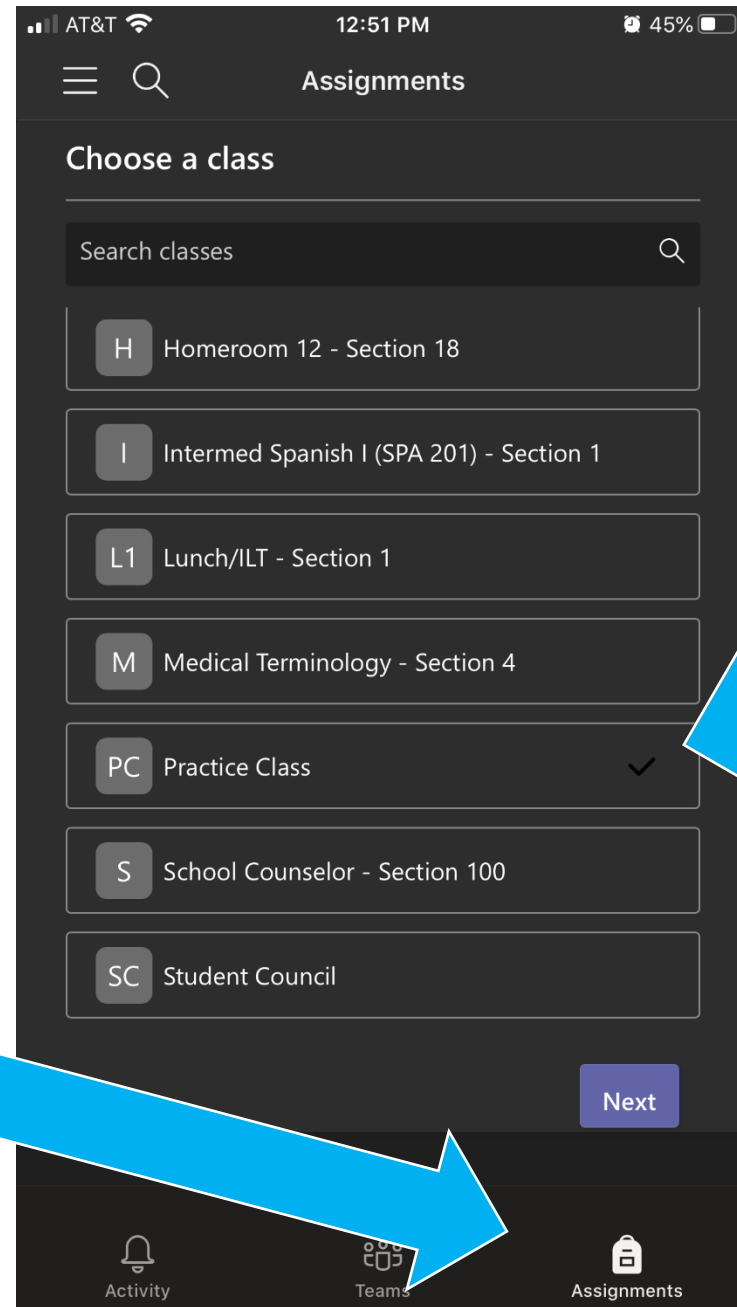


Once your document is
done “Transferring”,
select close.



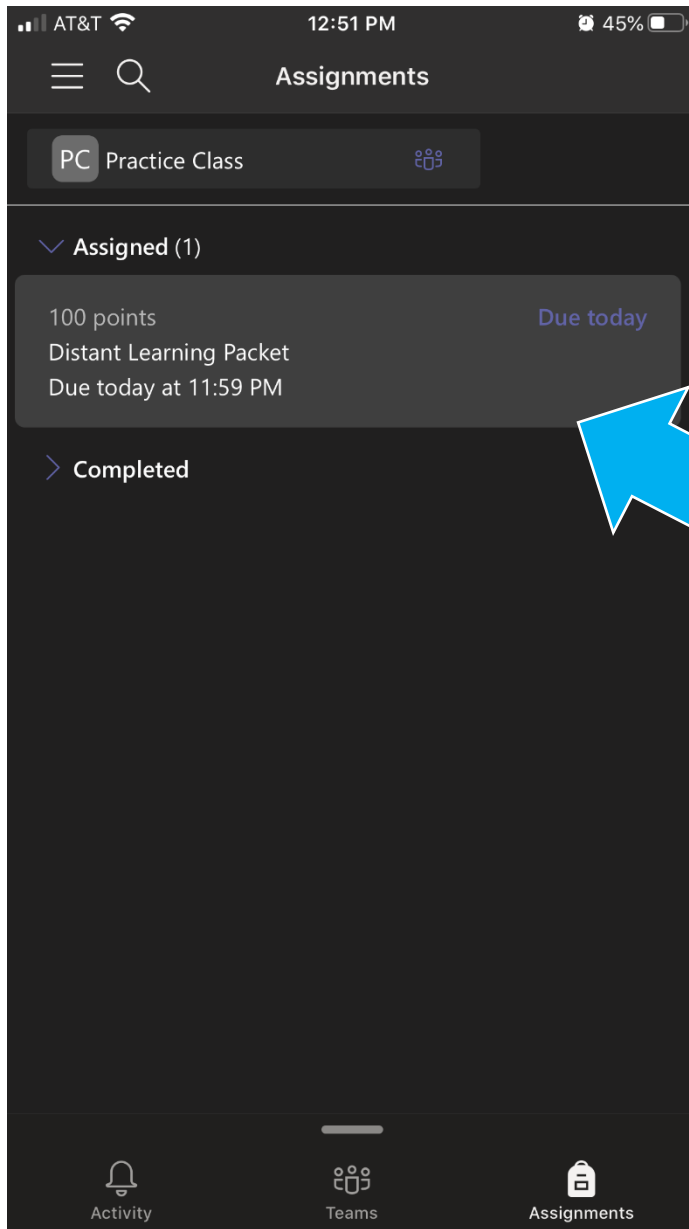
If you have not,
download the Teams
App and login using the
same login for Lens.

1. Go to
assignments.

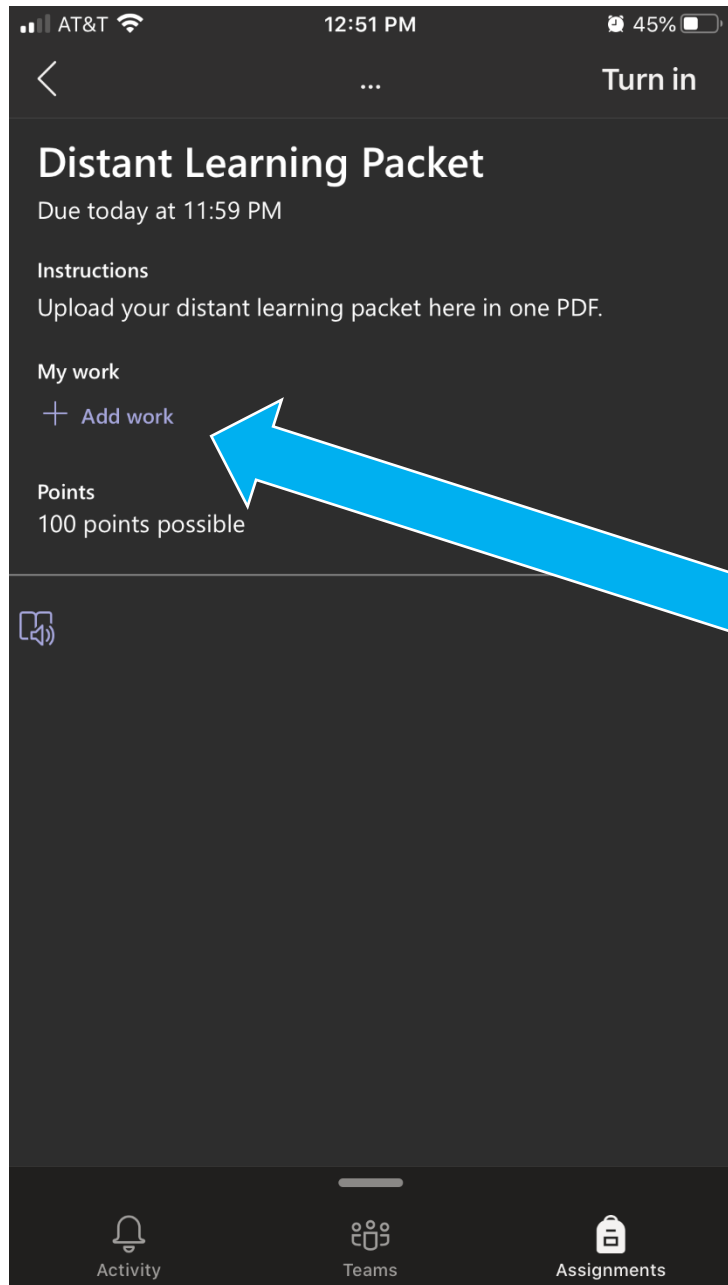


2. Select the class for
which you are
submitting your
work.

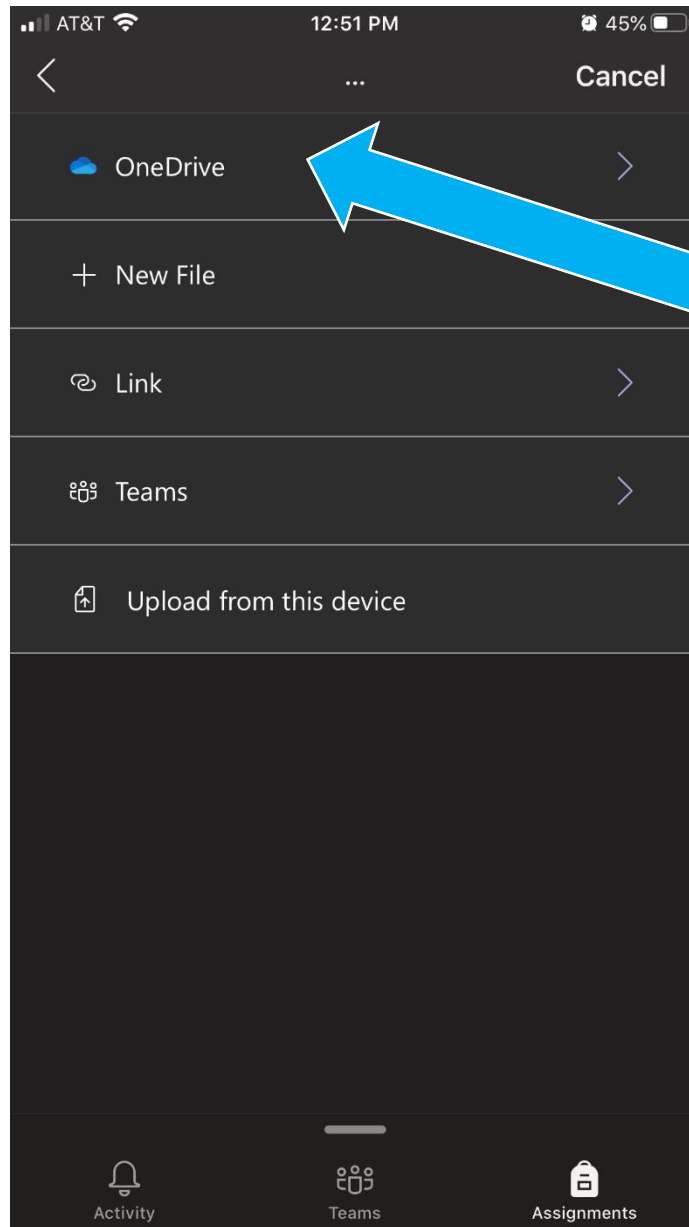
3. Select Next



Select the
assignment.



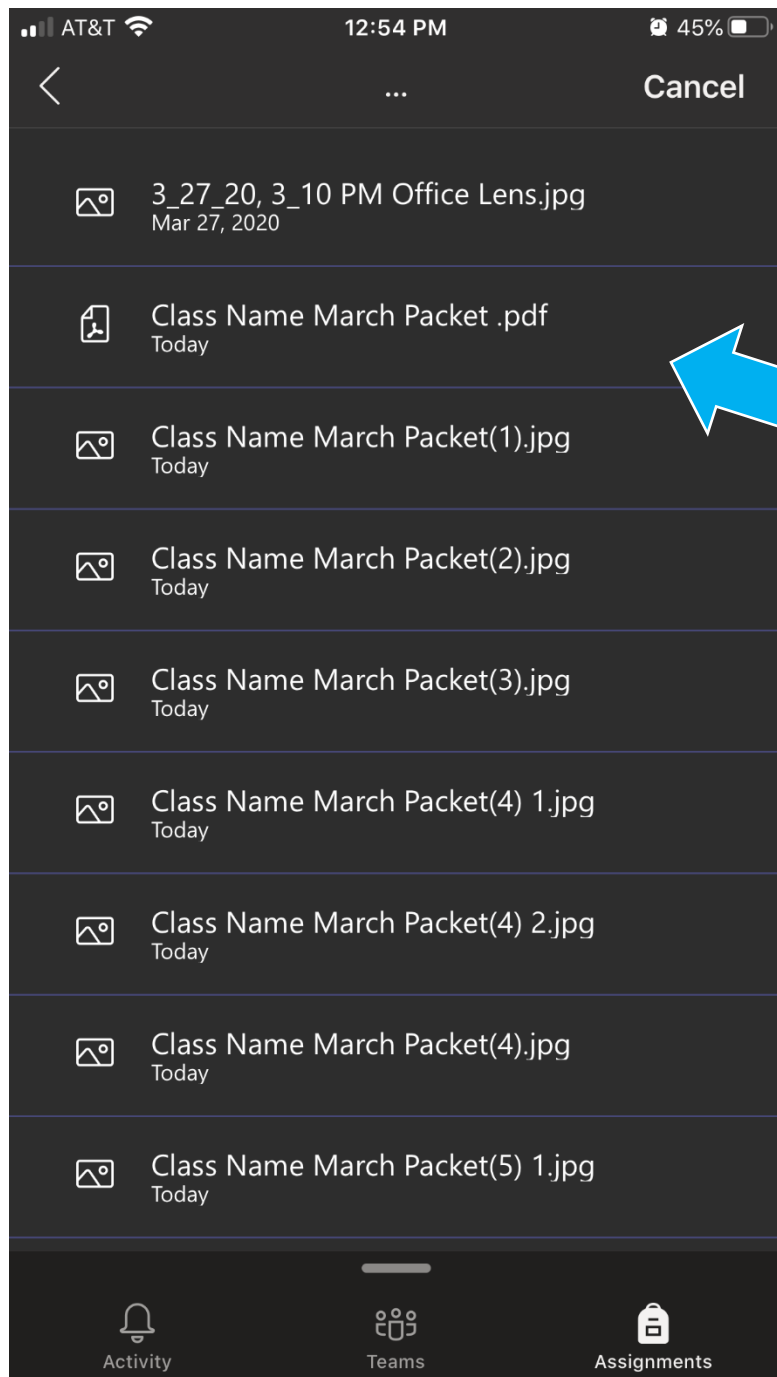
Select add
work.



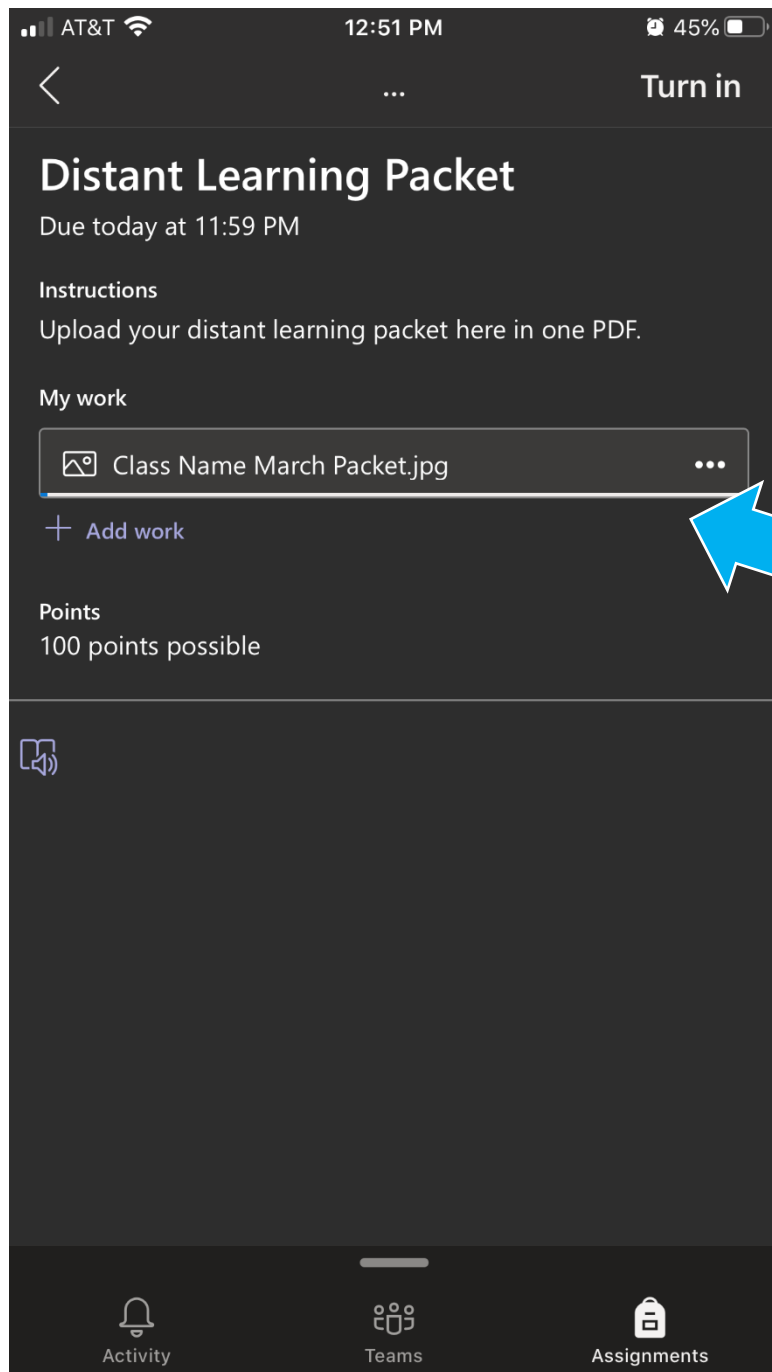
Select
OneDrive



Select Office
Lens

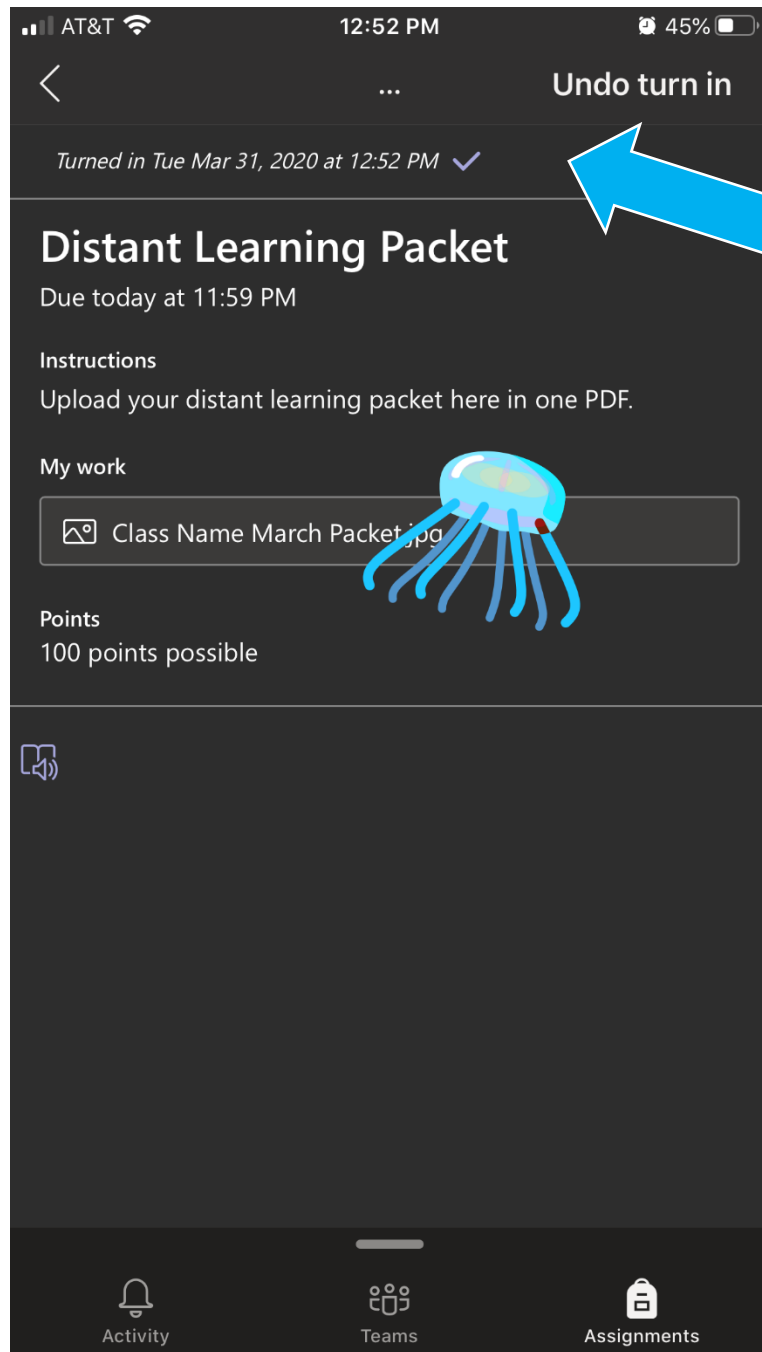


Select the assignment to turn in. It should end with .pdf



The assignment
will load here.

Then, tap 'Turn
In'.



An animation will appear on your screen.

It will also show you the date/time for which you submitted your work.

Congratulations!

Your work has been
submitted!