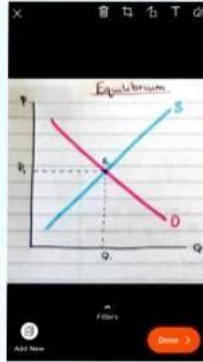


- Office Lens allows you to take pictures of documents and upload and save and edit them digitally.
- Office Lens will convert images into Word, Powerpoint or PDF files
- Incorporating Lens with Teams means that teachers can correct your work as if it was in your copy.

1. Creating the File

- Complete your work in your copy.
- Open the Office Lens app.
- Take a picture of the work that you completed in your copy.
- An orange box appears around the screen to show the content for the picture. Make sure all your work is in the box.
- Click done when you are happy that all your work is visible.



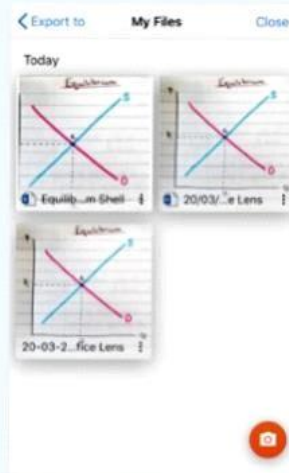
- Rename your work so that it is clear for you what content is in the picture.
- Just like any piece of work the title is very important so that you can easily access your work and save time especially when revising.

2. Saving the File

- All of your files are saved together.
- From this image you can see how important it is to save the file with a name.
- Click on your file once you are happy with the name and the visible content. This will download the file for you to use with your Assignments.



- Choose how you want to save your file. In most cases it will be a Word document.



- Make sure that you Save to Files. If you don't do this step you won't be able to access your work to upload to your Assignment.

3. Adding to Assignments 4. Checking your feedback

- Click on + Add Work in your Assignment
- Choose the option Upload from this device
- Browse your device for the file.
- Choose the file. Make sure it is the Word file and not the Lens file.
- Don't forget to Hand in your work once it uploads.

- Make sure to check your feedback to help you to learn.
- Teachers give feedback and corrections so that you can see your mistakes and then learn from them.
- Make the relevant corrections to your work.

Handing in assignments