## How to scan and send your data worksheets



- 1. Place your data worksheet face-up on your work surface.
- 2. For this method of scanning, it is best if the worksheet is not in direct sunlight or directly under an overhead light source. Either would cast a shadow of your phone over the data worksheet or R-Cards. If working indoors, the main room light can anywhere other than directly over the clear photo box.
- 3. Place your clear photo box (rubbermaid bin with hole cut in bottom) centered over the worksheet. Set the photo box upside down over the worksheet with the hole on
- 4. Place a smartphone on top of the photo box so that the camera lens sees through the centered hole in the box. If you have a phone with multiple lenses you may need to try a few different positions to find the best fit with the open lens hole.
- 5. Once the worksheet is fully visible on your smartphone screen, take the photo.

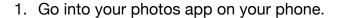
Troubleshooting: if you are seeing strange shadows on the worksheet, you may need move your photo box away from the strong light source that is causing the shadow.

## How to scan R Cards

- 1. Turn your data worksheet face-down so that the white, empty backside faces up.
- 2. Line up your R Cards so that they fit within the borders of the white paper. Usually you can place up to 6 R-Cards within the borders of a sheet of paper.
- 3. Repeat steps 3-5 from above

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## How to send your photos



- 2. Select the photo you want to send.
- 3. Click on the share icon (box with arrow).
- 4. Email the photo to Chris, our database manager, at woodc@umich.edu
- 5. Send additional emails with your second or third photo of R-Cards.







**Android** Share Symbol