

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 top.
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

How to send your photos

1. Go into your photos app on your phone.
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.



IOS
Share
Symbol



Android
Share
Symbol