

Directions for Scanning and Uploading with Crowdmark

General Overview. Throughout the course, you will be using an app called Crowdmark which allows you to retrieve course assignments and upload your work for ease of grading and reviewing. Crowdmark will also be used to grade exams. See the end of this document for the positive aspects of Crowdmark.

Retrieving an Assignment. When an assignment is created by the instructor, you will receive an email from the Crowdmark Mailer system. Please make sure you add the email address `no-reply@crowdmark.com` to your contacts so the email does not go to SPAM. Click the “Go to assignment” button to preview the problems.

Completing an Assignment. You will complete the assignment on your own paper, making sure to put separate questions on separate pages.

Scanning an Assignment. Once your work is completed, you need to convert it to a pdf or take pictures of the document (as jpg files). There are a few ways to convert it to a pdf, and the ways described below are free. If you have another way of converting the printed document to a pdf, you can skip this step.

One way to scan your completed work is to take it to the UIC Daley Library where there are scanners. Directions for scanning can be found next to the scanners themselves, and there are always employees at the reference desk to help should you have any problems.

Another way is to scan your completed work as a pdf by using a smartphone or tablet. An app called CamScanner (<http://www.camscanner.com>) is available for Androids, iPhones, iPads, and Windows Phone 8s. The app allows you to take pictures using your device and convert it to a pdf file. Here are the directions for using CamScanner (as of August 2015):

1. Download CamScanner and create a free account. You may want to use your UIC email address because you receive better benefits being associated with an educational institution, but you do not have to.
2. Open CamScanner and click the camera at the bottom.
3. Choose “Batch” at the bottom by swiping and take pictures, one-by-one, of your completed work by pressing the camera button. Note: It is not necessary at this step to take pictures of the pages in numerical order, but it is very helpful and necessary later on.
4. When you have taken the pictures of all pages, click the “Finish” button.
5. If you are not happy with the pictures you took, you can click on them and click “Re-edit” which will allow you to crop the image (along with other editing options on the bottom). Your pictures must be aligned vertically, so you might have to rotate your image so it can be read properly.

6. After all editing is completed, navigate to the main page of your completed work (which you can rename by clicking the title at the top). Now you need to email the document to yourself in order to upload it from a computer; the document cannot be uploaded from CamScanner. Click the “Email” button at the bottom and choose “PDF file”. Compose the email to yourself; you may need to link your email account to CamScanner.

Uploading an Assignment. Once your work has been converted to a pdf file or you have pictures of it, you need to upload it. If you go back to the original email from Crowdmark and click the button, you will see a box to drag and drop or browse for the question’s solution. After you’ve uploaded all the pages for that question, make sure they are in the correct order and rotated properly. Repeat this process for each question. When you are done, click the ”Submit for evaluation” button.

IT IS VERY IMPORTANT THAT YOU DOUBLE CHECK YOUR WORK AFTER SUBMISSION TO MAKE SURE IT WENT THROUGH. It is your responsibility to make sure your document is uploaded properly and on time. You may want to leave yourself extra time to submit the document in case you run into technical issues. Extensions will not be granted for technical issues, and the Crowdmark system is strict about deadlines (i.e. an assignment submitted at 8:01pm for an 8:00pm deadline is considered a day late). Consult your instructor regarding the late penalties for your course.

Benefits of Using Crowdmark.

1. Because the student uploads his or her homework, this allows for more time to complete the work since it does not have to be submitted during class.
2. The turnaround time for grading will be decreased, allowing for faster review of the work.
3. As soon as an item is graded, it is available for review anywhere there is an internet connection; you do not need to carry around your assignments.