Guide to Uploading Your Exam Answers to Moodle

This document outlines the steps you need to take to upload your completed exam answers to Moodle.

Note that it is the students' responsibility to ensure their work is correctly saved and uploaded.

If you need help please contact the IT Support phone number on: 00 353 1 417 7573

1. When you have completed your written exam answers, make sure you save the file one last time before uploading to Moodle	**Note: make sure your file (Word document, Excel file or appropriate) is saved somewhere that you can find it easily**
2. Click on the submission link. You can locate this in the Assessment area on your Moodle page titled. It will be titled something like: EXAM_ONE_100% Note you can try this out beforehand in the PRACTICE UPLOAD FOR EXAM link	EXAM_ONE_(100%) PRACTICE UPLOAD FOR EXAM

3.	This takes you in to the upload area.	**PRACTICE UPLOAD FOR EXAM** This has been set up for you to practice how to upload AND submit your exam paper. Follow the instructions in the PDF below **Submission status** Submission status — No attempt Grading status — Not marked Due date — Thursday, 19 March 2020, 6:30 PM Time remaining — 2 days 3 hours Last modified — - Submission comments — ▸ Comments (0) Add submission
4.	Click on the Add Submission button	**Add submission**

5. You have two options – you can either drag and drop your file from your computer into the area shown, or you can select the File Upload button (highlighted) and browse for the file on your computer

Maximum size for new files: 600MB, maximum attachments: 1

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▪ Files

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You can drag and drop files here to add them.

Save changes   Cancel

Using the File upload button will open up the File picker dialog box – use the Upload a file option here and the Choose File button to select your document

File picker

- **Recent files**
- **Upload a file**
- **Private files**
- **dbsgoogledocs**
- **dbsdropbox**
- **One Drive**

Attachment

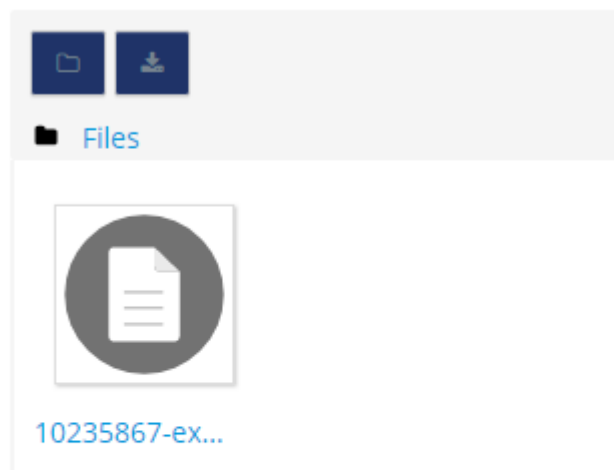[Choose File] No file chosen

Save as

Author

Sally Student

Choose license

All rights reserved ▾

Upload this file

Whichever way you upload your document, it will look like this when it is there:

Files

10235867-ex...

Save changes   **Cancel**

6. If you realise at this stage that you have uploaded the wrong file, you can click on the document to see options to delete this file and start again.

Edit 10235867-exam.docx

Download   Delete

Name   10235867-exam.docx

Author   Sally Student

Choose license   All rights reserved

Path   /

Update   Cancel

Last modified 17 March 2020, 3:25 PM
Created 17 March 2020, 3:25 PM
Size 11.2KB

If you have an additional file to upload (for example a picture) you can do this now in the same way

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7. When you are sure that you have the correct file(s) uploaded click on the Save changes button

Save changes

Once you have saved you can see the file you have submitted:

File submissions   ○ 10235867-exam.docx   17 March 2020, 3:27 PM

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8. You now have three options – you can:

   a. Edit your submission

   b. Remove your submission

Edit submission   Remove submission

You can still make changes to your submission.

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

c. Submit	
9. Once you are sure that you have the correct file(s) uploaded you must click on **Submit assignment** to complete the submission	Confirm submission ☑ This assignment is my own work, except where I have acknowledged the use of the works of other people. Are you sure you want to submit your work for grading? You will not be able to make any more changes. Continue Cancel
10. You must check the box to agree with the submission statement – once you have this click on Continue to complete your submission	Continue

11. Check that your status is 'Submitted for grading:

Submission status

Submission status	Submitted for grading
Grading status	Not marked
Due date	Thursday, 19 March 2020, 6:30 PM
Time remaining	2 days 2 hours
Last modified	Tuesday, 17 March 2020, 3:35 PM
File submissions	○ 10235867-exam.docx

**Uploading handwritten notes and drawings**

If you would like to add a photo of a handwritten page to Moodle or a word document, then start by taking a photo of it using your camera phone. Try to ensure the paper is on a flat surface with plenty of light. Hold your phone in line with the paper and take a picture, ensuring the picture is not blurry and the written lines can be made out.

A simple way of getting a picture onto your computer is to email it to yourself. Open the mail app on your phone and compose a new email, type your own email address as the recipient after 'To' and attach the photo you have taken to the message. When you check your email on your computer, you will now be able to download the attached picture.

iPhone Users

If you have an iPhone, there is an option to take a photo that will turn the picture into a PDF, it will also brighten up any shadows (particularly the one your phone may cast on the page) over your image and make the writing clearer. The PDF will behave the exact same way as a regular photo file does for sending it to your email.

To access this feature, open the "notes" app already installed on your phone and click on the camera icon and select scan documents. When you have taken the picture and are happy with it, click save.
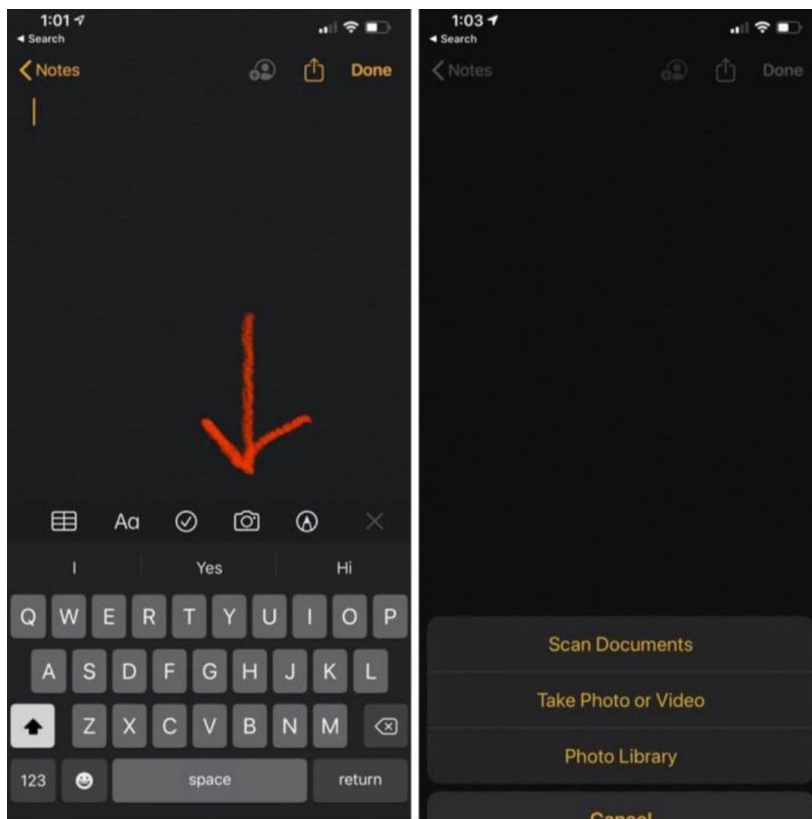
Android Users

There is a similar feature on Android that you can access through the GDrive app. When in the app click on the plus and then select scan. When you are happy with the picture click OK and you will be given the option to resize the photo and remove any excess background from the photograph like the table surface. There is also an icon of a pallet next to this tool with some presets of colour and brightness for the photo. When you are happy with the image select the tick and save the picture. The PDF of the image will be saved to your GDrive account. This means you do not have to email the image to yourself as it should be accessible on your computer by going into your GDrive and downloading the image to your computer from there.

If you have multiple gmail accounts note which account you saved the scanned image to as it will be in the corresponding GDrive to this account.
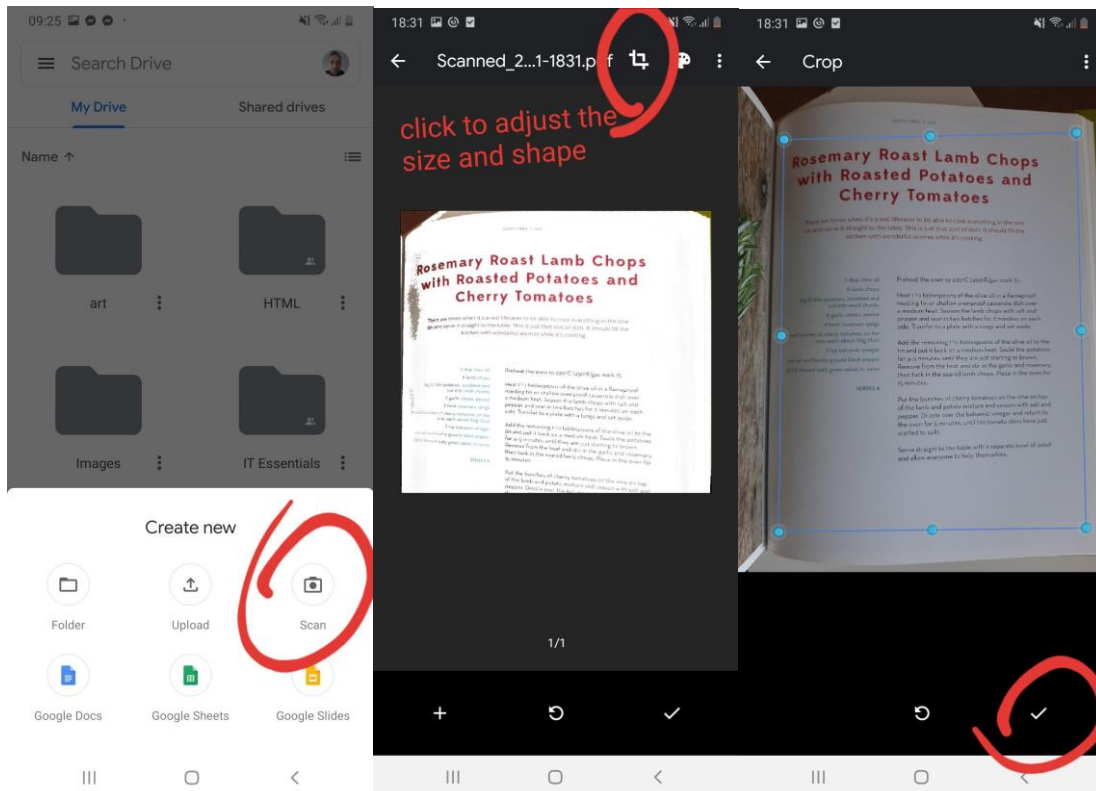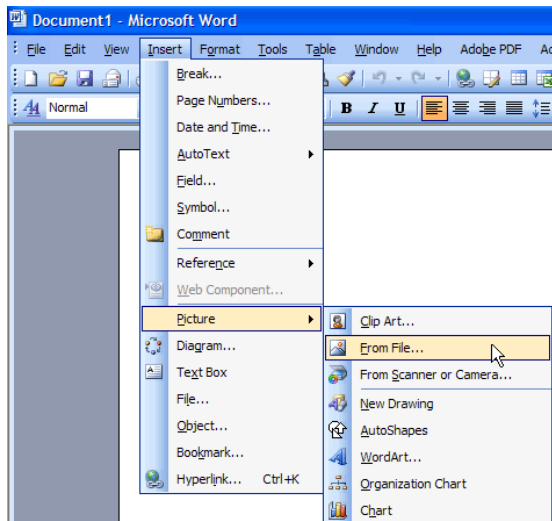

To insert the picture into a Word document

Click **Insert > Photo > Picture from File…**
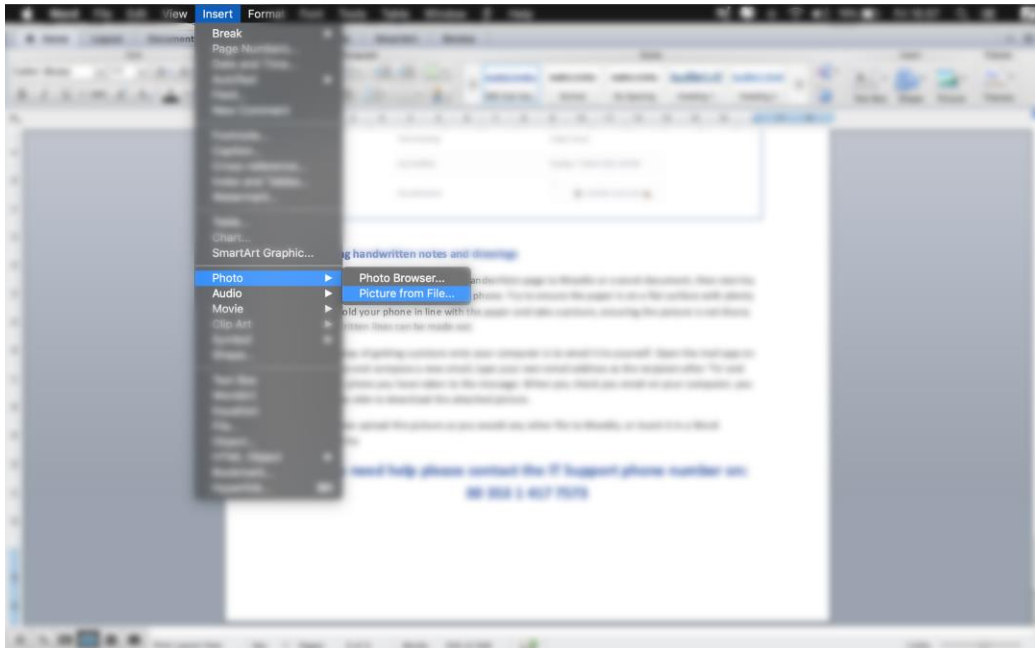
Note that the above picture shows how Word looks on a Mac, if you are using a PC, the tabs and structure may look more like this:

Word may also look different depending on what version of it you are working from, though it will always offer the option of inserting an image from file.

*Note, unless you specify in your computer or browser settings, the photo file will most likely be downloaded from your email into your Downloads folder.

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