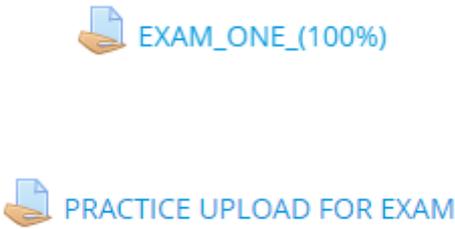
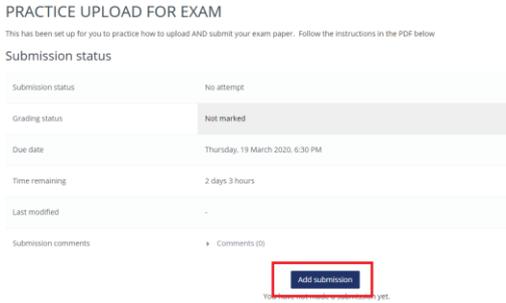


Guide to Uploading Your Exam Answers to Moodle

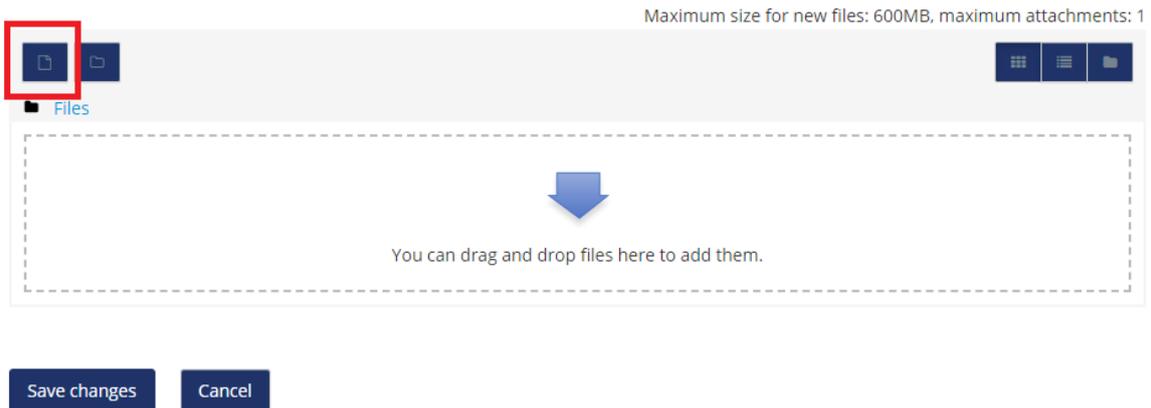
This document outlines the steps you need to take to upload your completed exam answers to Moodle.

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

<p>1. When you have completed your written exam answers, make sure you save the file one last time before uploading to Moodle</p>	<p>Note: make sure your file (Word document, Excel file or appropriate) is saved somewhere that you can find it easily</p>
<p>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%</p> <p>Note you can try this out beforehand in the PRACTICE UPLOAD FOR EXAM link</p>	
<p>3. This takes you in to the upload area.</p>	
<p>4. Click on the Add Submission button</p>	

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



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

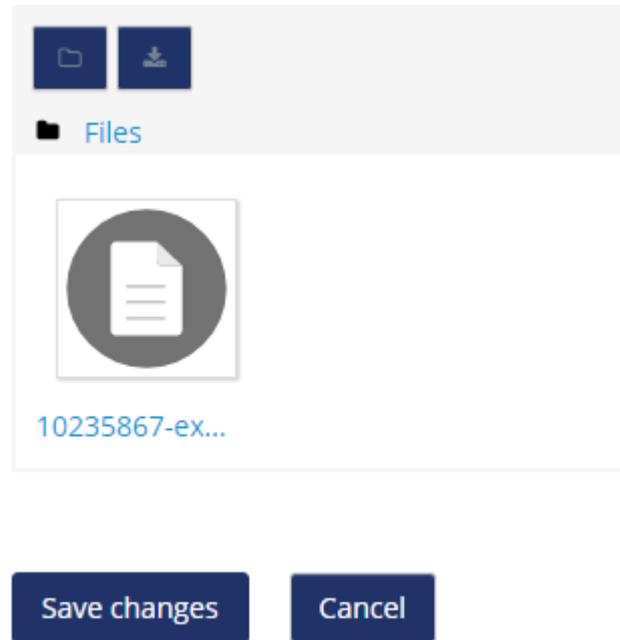
Sally Student

Choose license

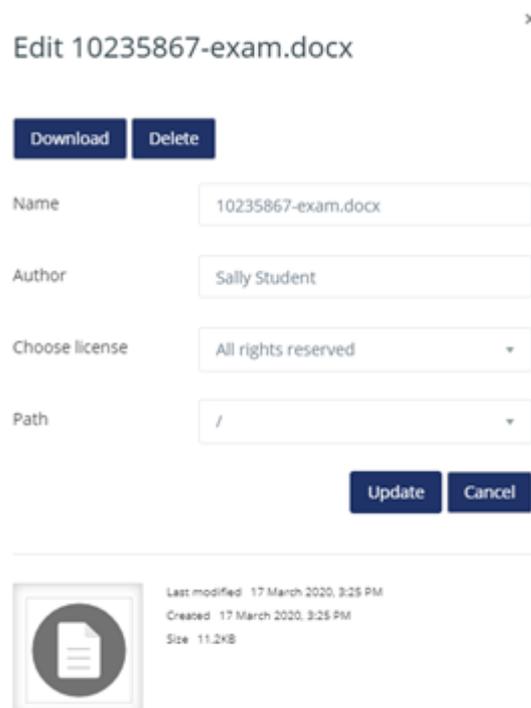
All rights reserved

Upload this file

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



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.



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

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



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

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

8. You now have three options – you can:

- a. Edit your submission
- b. Remove your submission
- c. Submit

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.

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.

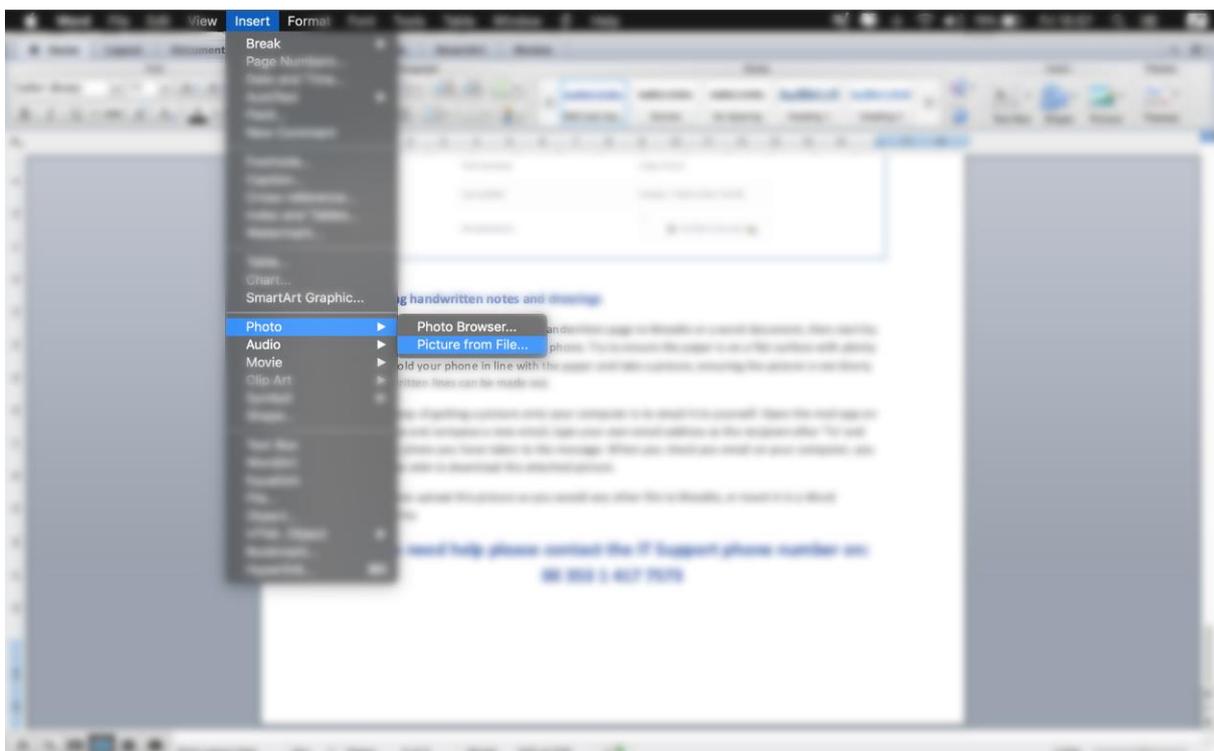
A simple way of getting a picture onto your computer is to email it to yourself. Open the mail app on your phone and compose a new email, type your own email address as the recipient after 'To' and attach the photo you have taken to the message. When you check your email on your computer, you will now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

You can now upload this picture as you would any other file to Moodle by following similar steps as pictured above. Please ensure you name your photo files with the question number they refer to, and make reference in your written paper to the photo you have uploaded.

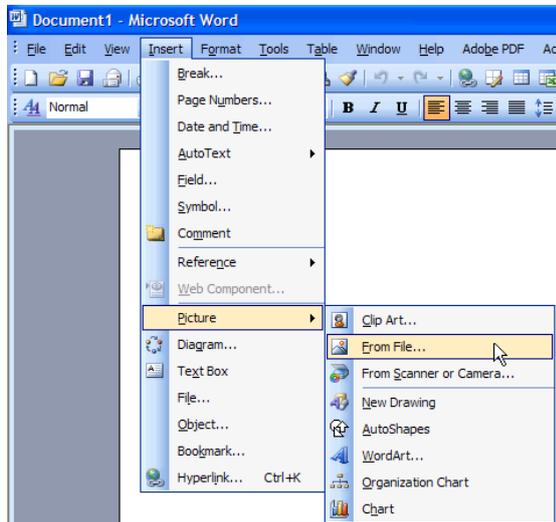
Alternatively you can insert your photo into the Word document where you are answering the question. See below for guidance on this.

To insert the picture into a Word document

Click **Insert > Photo > Picture from File...**



Note that this 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.

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