Fachhochschule Graubünden
University of Applied Sciences

Instructions: Android: Scanning and Upload Documents as PDF to Moodle

Ausgabestelle:	Prorektorat – Blended Learning Center
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1   Intro

In order to complete the written exams or the calculation assignments, the students should scan and then upload their solutions to the Moodle.

Below you will find the instructions for the Android users. BLC Team recommends the students to go through this instruction before the exam.

2   Scanning

To scan the document please follow these steps:

1. Open the google drive app.
2. Tap the plus button on bottom right side of the screen.
3. Tap the camera button.
4. Take a photo of the documents, that you would like to.
   a. Adjust the scan area: Tap the crop.
   b. Take the photo again: tap the symbol.
   c. Scan the next pages: tap the plus button.
5. Tap the check button, to save the scanned documents.

   Tip: The maximum Size for one file in Moodle is 250MB.

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3   Uploading the documents to the moodle Test

You could upload the scanned documents to the moodle directly if you have the google drive software on the PC. In case you don't have the google drive installed in your pc, you need to download the documents from the google drive web and upload the documents into the moodle afterward.

As an alternative you could also send the documents via e-mail to yourself, open the documents on your PC and upload it to moodle afterwards.

4   Upload function in Moodle

To upload your documents in moodle you can follow these instructions:

1. To upload the documents, please click on the "File Upload" button
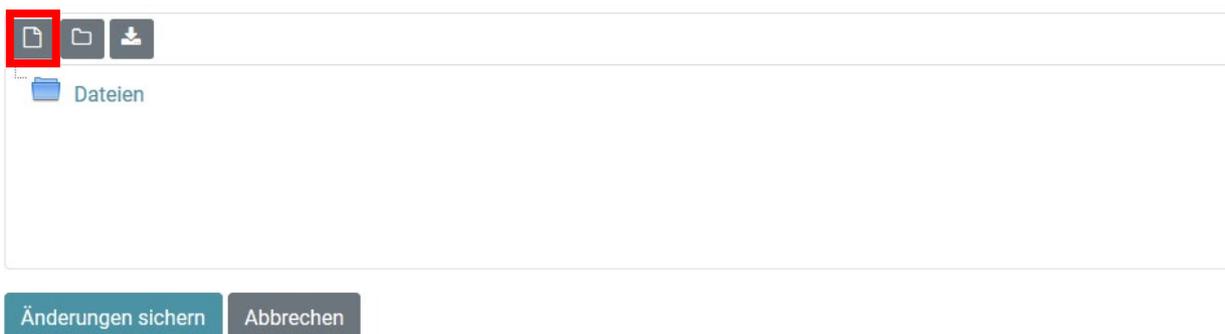
2. Afterwards click the "Select File..." button and then upload the documents.