Instructions: iPhone: Scanning and Uploading Documents as PDF to Moodle

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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 iPhone. 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 "Notes" App and create a new note
2. Tap the camera button 📷 and choose the "Scan Documents" afterwards 🔲
3. Place the document in front of the.
4. If the "Auto" Mode is currently active, the document will be automatically scanned. If not please tap the shutter button or one of the loudspeaker buttons on the side of the phone. Afterwards adjust the corners of the document and tap on the "Keep Scan".
5. Tap "Save" or scan the next documents.
   Tip: The maximum Size for one file in Moodle is 250MB.

## 3   Uploading the documents to the Moodle Test

If you are usually using Apple ecosystem, you could send the scanned documents directly to your MAC with airdrop or automatic synchronisation.

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For the windows PC users, you could send the scanned file directly to yourself per e-Mail or through the cloud storage services (Google Drive, Box, Dropbox, etc.) by uploading the documents there and then upload the documents from the PC to the Moodle quiz/assignment.

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
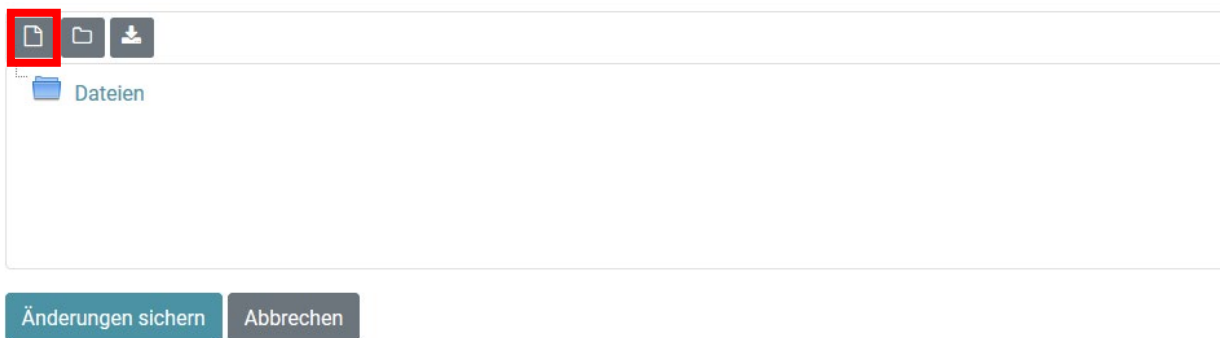
2. Afterwards click the "Select File..." button and then upload the documents.