

## ONLINE ASSESSMENT – UPLOADING HANDWRITTEN MATERIAL AS A PDF

You may be asked to upload handwritten notes to an online exam through LearnJCU. This should be submitted in the form of a single PDF file. There should be one page of handwritten text per one page of the pdf file. Several suggested methods of generating a pdf for upload are shown below.

- You should consider the hardware (e.g. computer, phone, scanner) and software (for imaging, file transfer/storage, upload) that suits your circumstances.
- **It is essential that you test-run image capturing of handwritten notes and uploading as a pdf well BEFORE exams in order to iron out any problems and be confident with the procedure.**

### 1. Software and cloud storage options

- **Dropbox** cloud storage service and document scanner (<https://www.dropbox.com/plans?tab=personal&trigger=nr>).
  - Sign-up for a free account which gives you 2GB of cloud storage.
  - Install dropbox onto your PC: <https://www.dropbox.com/>
  - Install the mobile device app.
    - Android: <https://www.dropbox.com/android>
    - iPhone: <https://www.dropbox.com/iphoneapp>
    - iPad: <https://www.dropbox.com/ipad>
- 1. **CamScanner** <https://www.camscanner.com/>
- 2. **Adobe Scan App** <https://acrobat.adobe.com/au/en/mobile/scanner-app.html> stores to Adobe Document Store.
- 3. **Tiny Scanner** is a mobile app which scans documents which can then be emailed to yourself for uploading from your computer.
  - For IOS: <https://www.iosappweekly.com/scan-documents-to-pdf-tiny-scanner-iphone/>
  - For Android: [https://play.google.com/store/apps/details?id=com.appxy.tinyscanner&hl=en\\_AU](https://play.google.com/store/apps/details?id=com.appxy.tinyscanner&hl=en_AU)

### 2. Manual options

- **Phone camera and email**
  - Take a picture of your handwritten material with your phone (one picture for each page).
  - Email the picture/s from your phone to yourself.
  - Save picture/s as PDFs from your email to a computer.
  - If your handwritten material consists of multiple PDF files, use a PDF merge tool to merge your documents to one document (e.g. [https://www.ilovepdf.com/merge\\_pdf](https://www.ilovepdf.com/merge_pdf)).
  - Then follow the steps below to upload your document to LearnJCU.
- **Scanning**
  - Use a scanner (e.g at JCU campuses, at your local office supplies store/copy store) to email your handwritten material as PDFs to yourself.
  - Save documents from your email to a computer (if they are not PDF files, save as PDFs).

- If your handwritten material consists of multiple PDF files, use a PDF merge tool to merge your documents to one document (e.g. [https://www.ilovepdf.com/merge\\_pdf](https://www.ilovepdf.com/merge_pdf)).
- Then follow the steps below to upload your document to LearnJCU.

### 3. How to name files

- Subject Code - Assessment Number - Surname (Example: MX1001\_AssessmentTask2\_Smith)
- Avoid using symbols or spaces, for example: SSoooo Assessment 1 Smith

### 4. Submitting/Uploading assessment to LearnJCU

- Open the assessment item in LearnJCU. A side panel will open.
- Click the '**View assessment**' button (at the bottom of panel).
  - This will open your assessment item with task description, instructions and submission area (which includes the 'Declaration and Statement of Authorship').
- Click the '**Agree and Add Content**' button to agree to the 'Statement of Authorship' and continue.
  - This will bring up an editor text box where you can attach your assignment file.
- Click the '**Insert Local Files**' paperclip icon in the text editor toolbar.
  - Browse your file locations and select your assignment file, click 'Open', rename it if you like, then click '**Save**'.
- Once you see your file in the submission box, and you have checked everything is ready to go, click the '**Submit**' button.

Be sure to check your lecturer's instructions for each assessment. In most cases you will be asked to submit a file rather than typing your content straight into the submission box. This helps the lecturer in marking and providing feedback on your assignment.

**Note:** Attempt is counted when you click on 'Submit' not 'View assessment'. When you exit the assessment item without submitting, the status of your assessment will be '*Draft saved on xx/xx/xxxx*'.

### 5. Visual guide

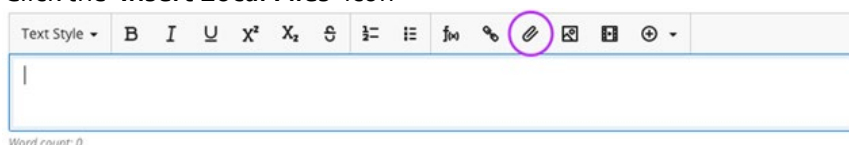
- View assessment



- Read and agree to the Statement of Authorship to continue



- Click the '**Insert Local Files**' icon



- **Insert Local Files** (browse to your file/s), click the '**Open**' button to confirm selection
- Wait for it to load and click the '**Save**' button
- Click the '**Submit**' button on the bottom right (NOT Save and Close)



- Click the **'Submit'** button to confirm

