Uploading your work to Moodle

There are two ways to get images of your work to your computer:

> **Option 1: Using the Adobe Scan app**
> **Option 2: Copying your images into word**

Once you have images on your computer you can then <u>Upload the work to Moodle</u>

<u>Option 1: Using the Adobe Scan app</u>

1. Open the app store/play store on your phone or tablet and search for the **adobe scan** app.
2. Choose the **Adobe Scan: PDF Scanner, OCR** app seen in the search results below.
3. Install the app and open it. The app will then ask you to sign in with google, Facebook or apple. Sign in with whichever of these is easiest for you.
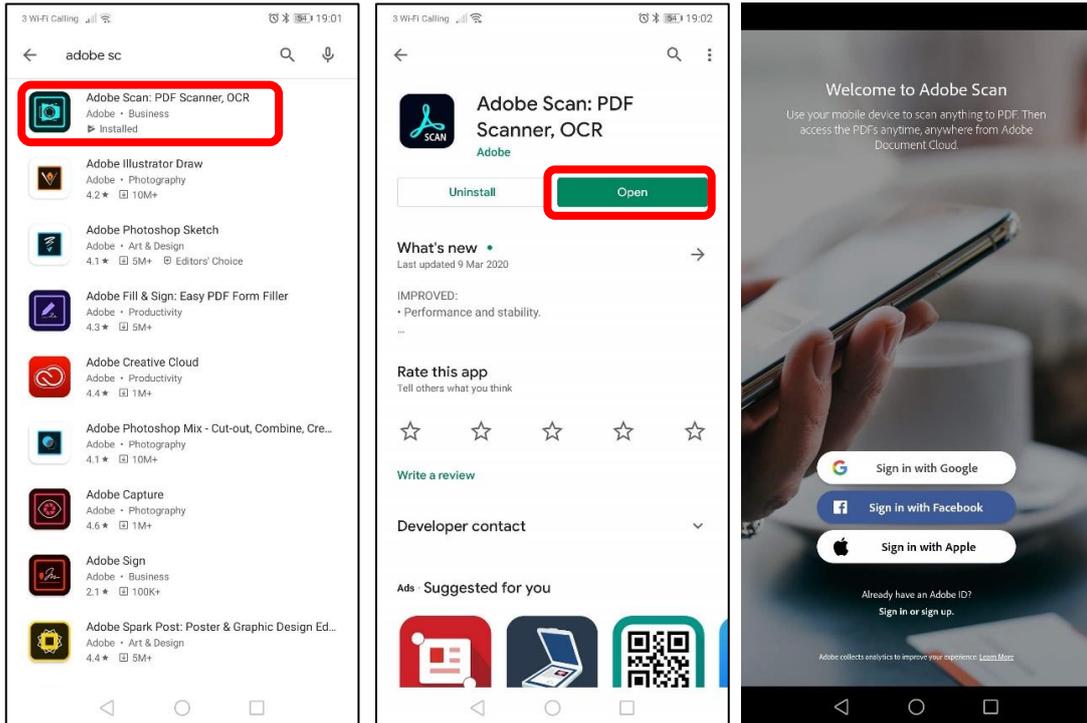

4. You then need to hold you phone or tablet so the camera has the work you want to scan in view. When you hold the phone steady the app will automatically take the photo.
5. Once it has taken the photo, click on the blue **continue** button.
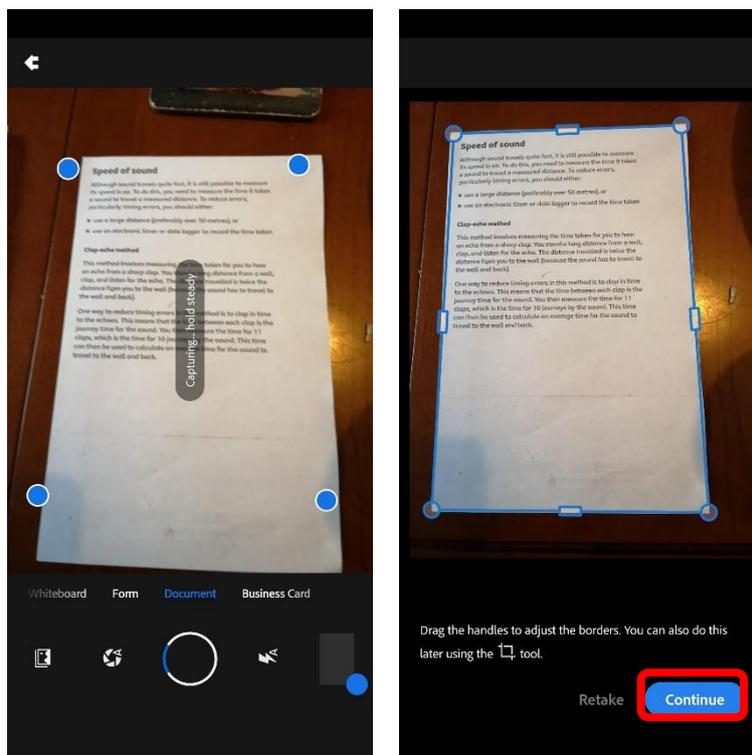
6. The app will then show you all the pages in your document so far. If you have scanned all the work you need to upload choose **save PDF**, if you have more work to scan choose **Add page** and repeat steps 4 and 5 above.
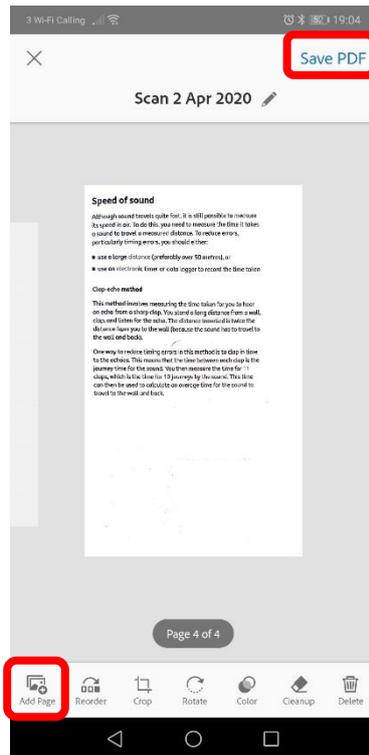
7. Once you have chosen **save PDF** the page below should appear.
8. Choose the **share** option then **Email…** you can email it to your own personal email so you can access the file on a computer and <u>Upload the work to Moodle</u> **or** you can click on more and choose **copy to device** if you are going to upload it straight to Moodle from your phone (you will need to find out where on your phone it gets saved to.)
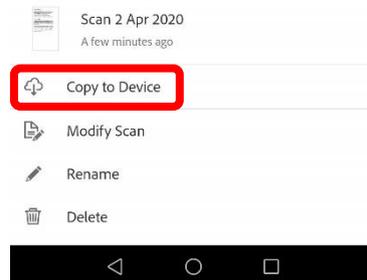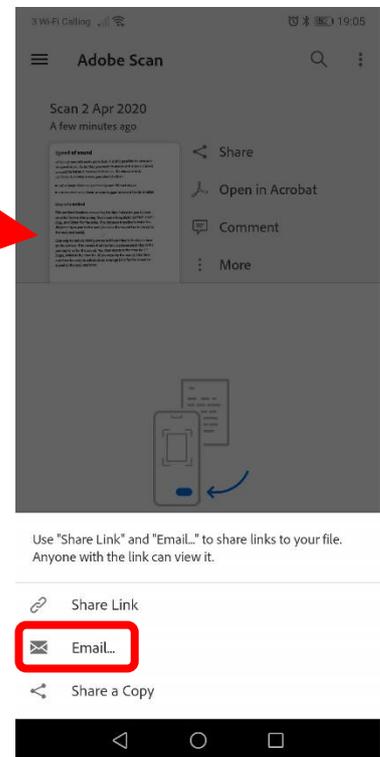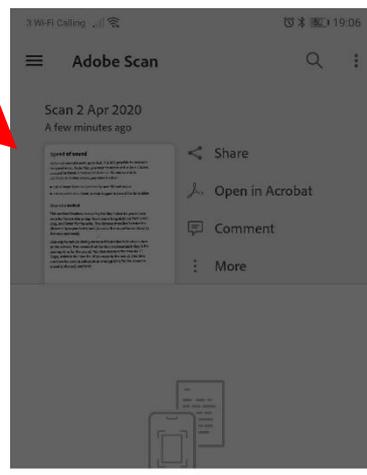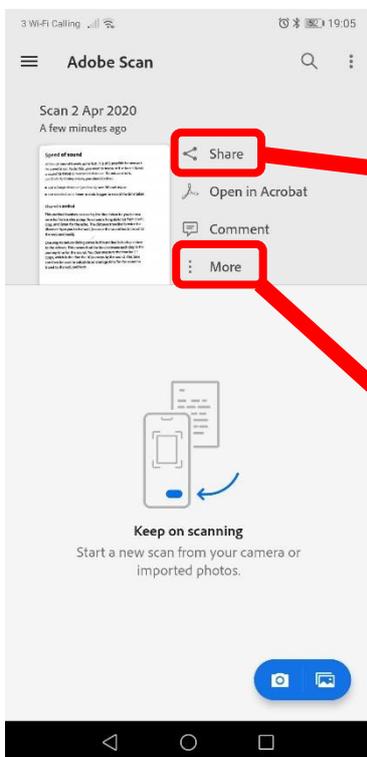
<u>Option 2: Copying your images into word</u>

1. First of all you will need to get your images onto your computer you could either:
   - plug your device into your computer using a USB lead
   - email them to yourself from your device then open your email on your computer
   - use an app like google drive to which you can save the images on your phone, then open google drive on your computer and download the images.
2. Open the file containing the downloaded images on your computer.
3. Right click on the image you want to include and choose **copy**.
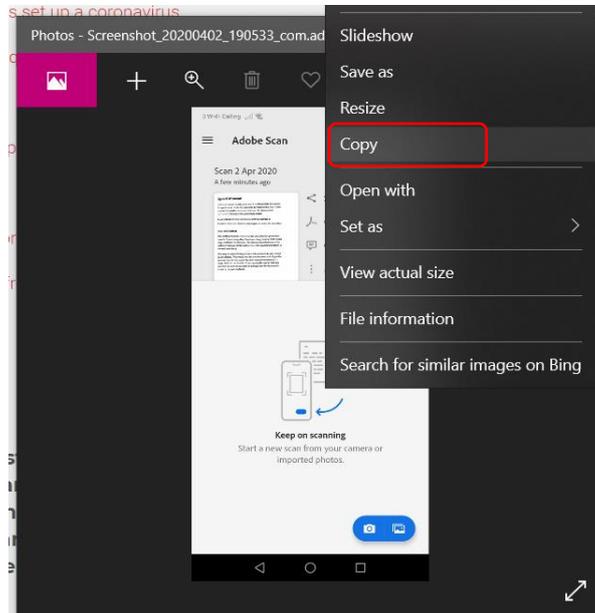
4. Open Microsoft word on your computer.
5. Right click on the empty page in Microsoft word and choose the first **paste** option.
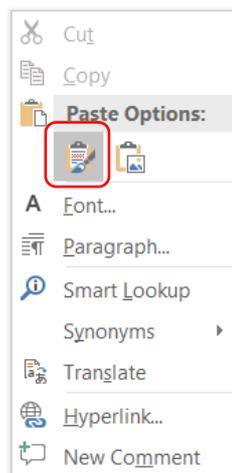
6. Go to the **insert** menu and choose **page break**
7. Then use step 3 and 5 above to copy and paste any other images you need to into the document.
8. Save the document to your computer then open Moodle and <u>Upload the work to Moodle</u>.
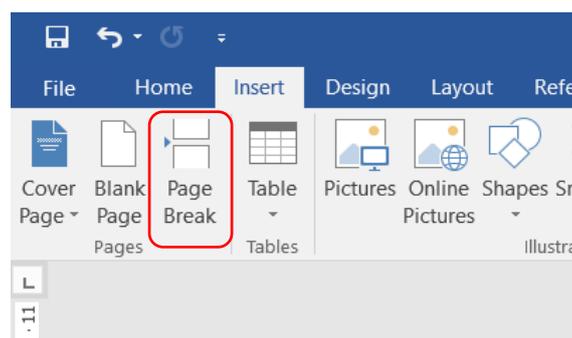
<u>Upload the work to Moodle</u>

1. Find the assignment that your teacher has created for you to upload your work (Assignments can be recognised by the little icon with a piece of paper in a hand).
2. Click on the assignment that your teacher has created.
3. Then click on **add submission**

Energy booklet page 28, 29, 30, 31

Make sure you have marked your answers to page 28 and 29 using a green pen.
Upload **one picture** showing your work on page 28 and 29.
Upload **one picture** showing your work on page 30 and 31.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 24 March 2020, 5:00 PM
Time remaining	7 hours 15 mins
Last modified	-
Submission comments	▸ Comments (0)

Add submission

You have not made a submission yet.

4. Open the folder that you have saved the pdf or word document into on your computer. Drag and drop any documents you want to upload into the drag and drop box or click the page icon (shown by the red box on the screenshot below) to search your computer for a file.
5. Finally click on the **save changes** button.

Energy booklet page 28, 29, 30, 31

Make sure you have marked your answers to page 28 and 29 using a green pen.
Upload **one picture** showing your work on page 28 and 29.
Upload **one picture** showing your work on page 30 and 31.

File submissions   Maximum size for new files: 10MB, maximum attachments: 2

Files

You can drag and drop files here to add them.

Accepted file types:

Image (BMP) .bmp
Image (GIF) .gif
Image (JPEG) .jpe .jpeg .jpg
Image (PICT) .pct .pic .pict
Image (PNG) .png
Image files .ai .bmp .gdraw .gif .ico .jpe .jpeg .jpg .pct .pic .pict .png .svg .svgz .tif .tiff

Save changes   Cancel