

## 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.**

### Useful apps for mobile devices

#### 1. Office Lens and OneDrive cloud storage – Recommended - Supported by JCU IT Help

Office Lens is a mobile app that scans documents and can sync images to OneDrive cloud storage. OneDrive is available to JCU students (see below). There is a good description of Office Lens and how to use it here:

<https://www.techrepublic.com/article/how-to-scan-printed-documents-with-the-free-microsoft-office-lens-app/>

- a) Install the Office Lens app on your mobile device
  - iPhone and iPad from the App Store  
<https://apps.apple.com/au/app/microsoft-office-lens-pdf-scan/id975925059>
  - Android:  
[https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en\\_AU](https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en_AU)
- b) Use the Document option in Office Lens to capture an image of your work. Click Done, then click the orange arrow button (bottom right).
- c) If you have more than one page to image, click the Add New button and take another scan and repeat steps above until you are ready to save and send to OneDrive by clicking the orange Done button\*. This will collate all your pages into a single PDF.
- d) Choose PDF format and OneDrive to cloud store your file.
- e) Your document should sync from your phone to your OneDrive account folder ready for upload to LearnJCU when required. **Your image is stored in a folder called Office Lens.**

*\*note that the app configuration is slightly different between IOS and Android*

Information on access to OneDrive can be found here:

<https://www.jcu.edu.au/information-and-communications-technology/help-and-support/email-and-office-365>

#### 2. Some other software and cloud storage options. These are not supported by JCU IT Help

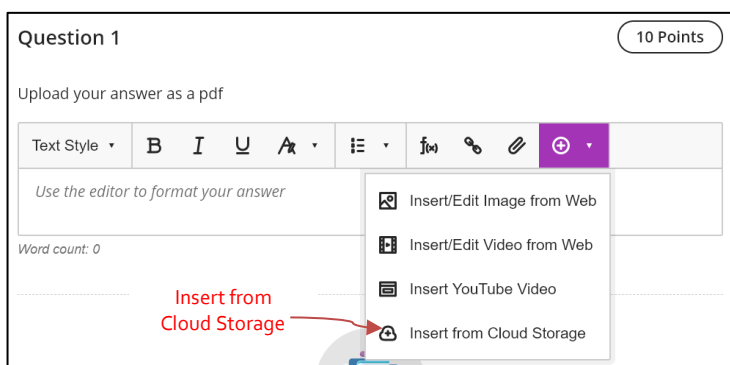
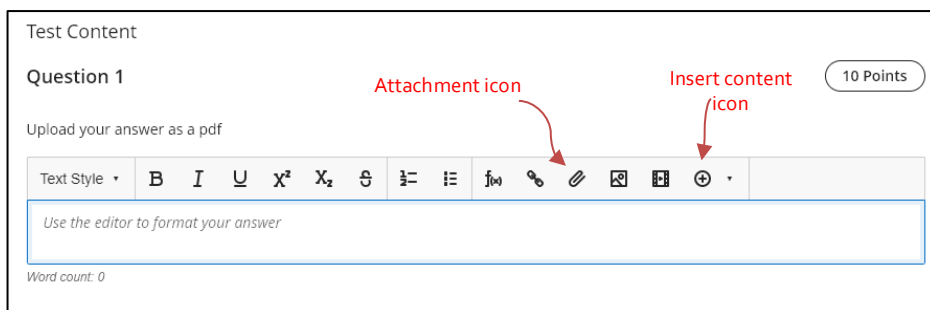
- Dropbox cloud storage service and document scanner <https://help.dropbox.com/installs-integrations/mobile/document-scanning>
  - Sign-up for a free account which gives you 2GB of cloud storage.

- 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>
- **CamScanner** <https://www.camscanner.com/>
- **Adobe Scan App** <https://acrobat.adobe.com/au/en/mobile/scanner-app.html> stores to Adobe Document Store
- **Tiny Scanner is a mobile app which scans documents which can then be emailed to yourself for uploading from your pc.**
  - 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)

### Uploading your PDF to your LearnJCU online exam submission.

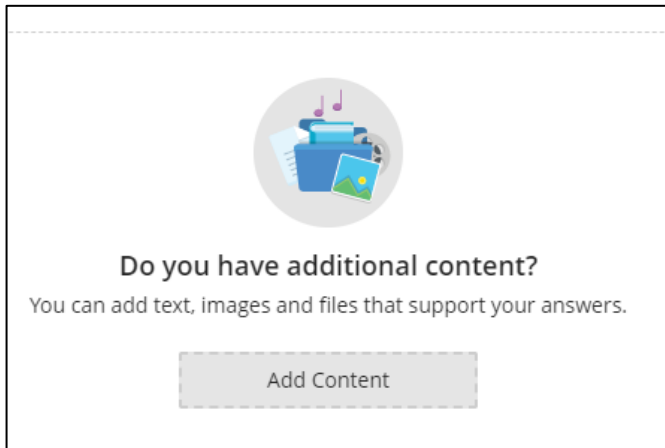
You may be asked to upload a PDF in different parts of the exam. Here are some examples:

- a) To answer an Essay type question
  - Click in the space for your answer to reveal the menu.
  - Click on the Attachment icon to select and upload your PDF from your computer or OneDrive, or click on the Insert Content icon and insert the PDF from your cloud storage.



b) To add your PDF at the completion of the test.

- Scroll to the end of the test and click on Add Content option. Use the Editor to attach or insert content as per above.



**NOTE:**

Your lecturer may have specific instructions for uploading material for an exam. There may be different requirements for different subjects. Make sure you read all material given to you for every subject before the exam. Use any practice exam available to you to test run the scan and upload procedure of your choice well BEFORE exam time.

