# Students handwritten file submission

Students have to write some answers on paper sheets, take pictures, convert them to PDF and upload them to the Moodle assignments or quizzes. This document describes some solutions to do this easily on iPhone and Android.

Center for Digital Education (CEDE) and Teaching Support Center (CAPE)

Feedback and Support: flexible-teaching@epfl.ch

More information: https://go.epfl.ch/flexible-teaching
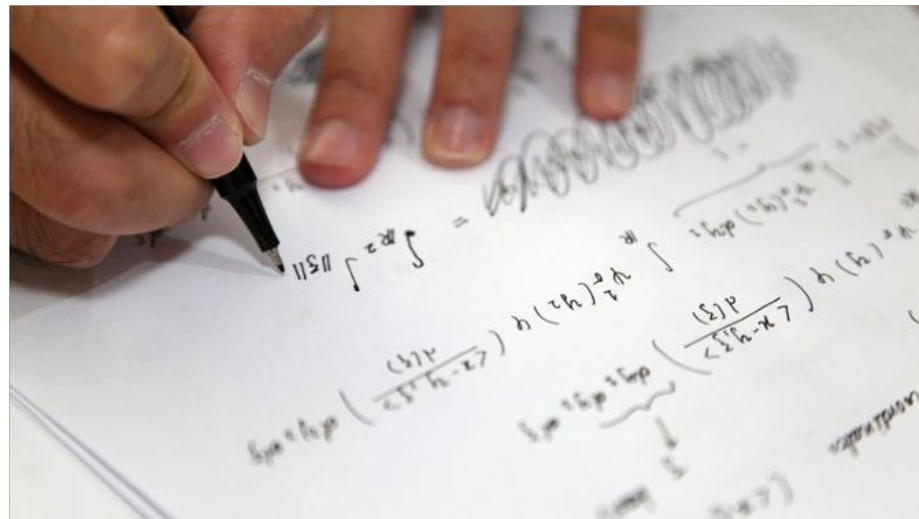
First steps for readable handwritten remote exams
To get readable copies, you may want students to follow these guidelines

Ink
- Write only in dark (blue or black) ink. Do not use lighter ink or pencil.

Paper
- Write only on one side of the white paper sheet (avoid lines or squared paper if possible).
- If students must write double-sided (to save paper), they must check the thickness of the paper is not translucent.

Information to include
- Students identity themselves at the top of the first page, including the time and date in this order: Name, Last Name, sciper ID, exercise title, date and time.
- Add the page number on each page of the exam solution. Include the total number of pages.

Taking pictures
- Take the photos in a well-lit area.
- Check that the photos are readable (not blurred, not too light or too dark (balanced contrast)).

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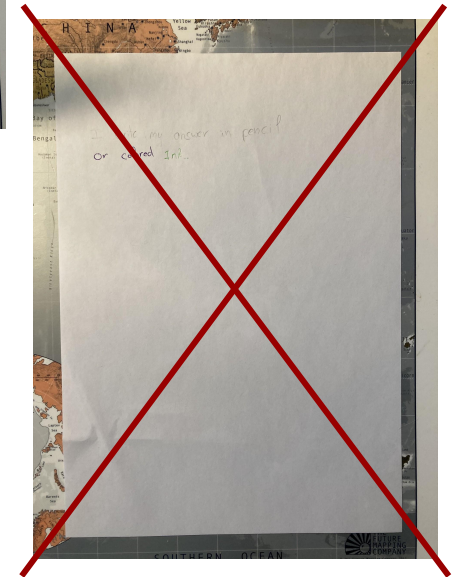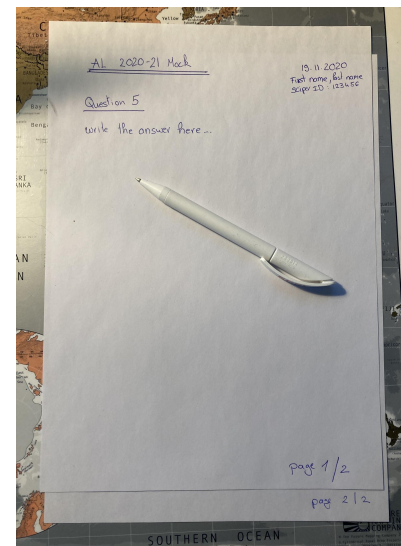
Smartphone App

Book app (iOS)

Already installed on 10 iOS version..
Used to read e-books and audiobooks. This application allows to convert photos into PDF files easily. It does not allow to move or rearrange the order of the pages (the photos are kept in the order in which the photos are taken).
Important!: unlike the other applications, Book app does not compress PDFs. It is recommended to generate with only PDFs of less than 6 pages.

EasyPDF (Android)

Free application available for iOS and Android.

This application allows you to easily convert photos into PDF files but does not allow you to rearrange the order of the pages (take the order in which the photos are added).

Android : EasyPDF on Google Play

Iscanner (iOS & Android)

Free and upgradable application available for iOS and Android.

This application allows you to easily convert photos into PDF.

iOS : iScanner on App Store

Android : iScanner on Google Play

Apple Books
Apple

OUVRIR

easyPDF - PDF to Word
BCL Technologies

OBTENIR

iScanner - Scanner document
Numériser un document en...

OUVRIR

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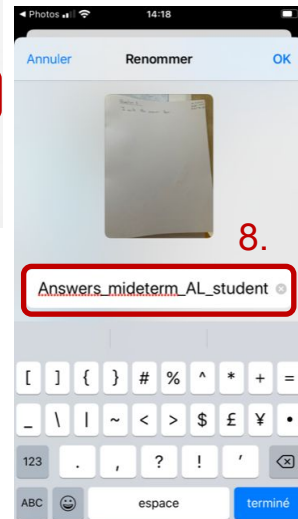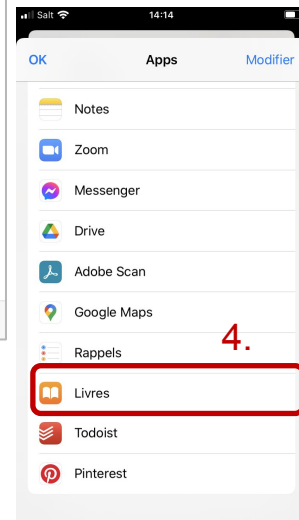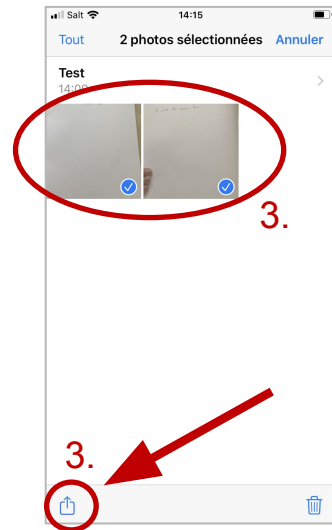
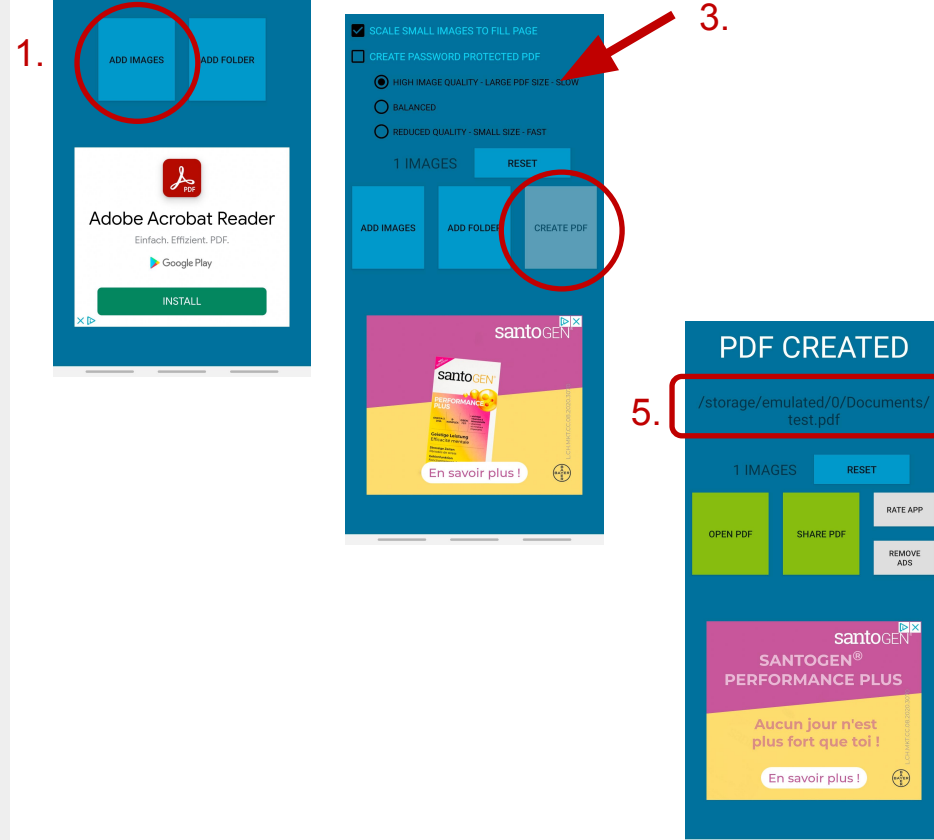# Convert to PDF with Book App

For iOS only :

1. Take pictures of the answers on paper with your smartphone
2. From the Photo app 🌈
3. Press on select (to select several photos) or long-press the pictures that you want to convert. On the context menu, select Share.
4. Select Book App 📖
5. In the Books app, tap the Library tab, then find the PDF that you want.
6. Tap ⋯ the More Options button in the lower-right corner below the PDF.
7. Select save to files
8. Rename the PDF
   (For example :
   'SciperID _QuestionNumber_ CourseCode'
   (e.g. '123456_Q1_ENG624')).
9. Select a folder to save on local your PDF

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Convert to PDF with EasyPDF

For Android :

1. Open EasyPDF and click on Add Media
2. Select the pictures you want to convert and then click Apply(…)
3. Select HIGH IMAGE QUALITY and then click on CREATE PDF
4. Enter file name

   (For example :
   'SciperID _QuestionNumber_ CourseCode'
   (e.g. '123456_Q1_ENG624')).

   and then click OK

5. The PDF file will be generated and the location displayed on the top

Convert to PDF with iScanner

For iOS :

1. Open iScanner and press on
2. Select "camera"
3. In "auto" mode, pictures will be taken automatically each time borders are detected. So be careful not to stay on the same page for too long (3 seconds) or you will have several times the same page.
4. Press on "save", then press on "finish".
5. To add a page : press on and repeat the steps 2 and 3.
6. To reorganize the pages, long press on a page and drag and drop up or down.
7. Press on to save your PDF
8. Select "PDF". Rename the PDF: long press on the name of the PDF and write the name (for example : 'SciperID _QuestionNumber_ CourseCode' (e.g. '123456_Q1_ENG624')).
9. select a folder in your smartphone to save it on local

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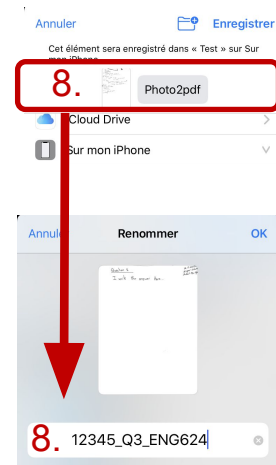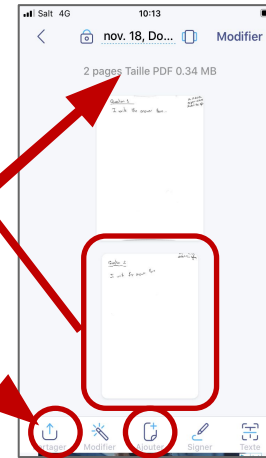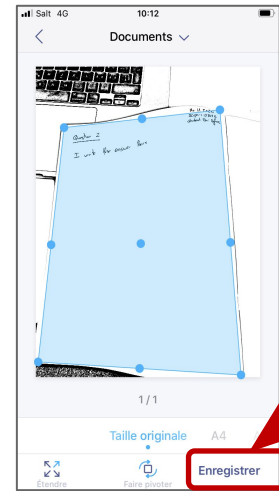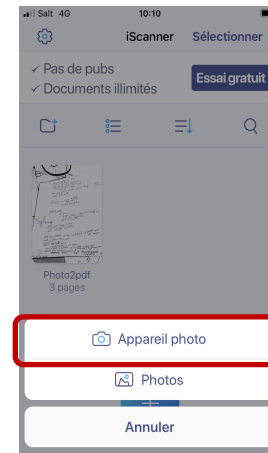
Convert to PDF with iScanner

For Android :

1. Open iScanner and press on

2. Select "camera"

3. In "auto" mode, pictures will be taken automatically each time borders are detected. So be careful not to stay on the same page for too long (3 seconds) or you will have several times the same page

4. Press on the icon at the bottom right to finish

5. Press on if you want to add pictures

6. To reorganize the pages, press on and then drag and drop using the four bars icon
   Rename the PDF : long press on the name of the PDF and write the name (for example : 'SciperID _QuestionNumber_ CourseCode' (e.g. '123456_Q1_ENG624')).

7. To save your PDF :
   a. press on
   b. select Export as: ⦿ PDF
   c. press on
   d. and choose where you want to save the file.
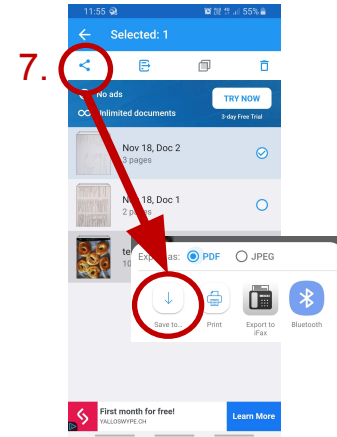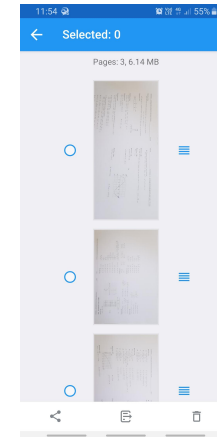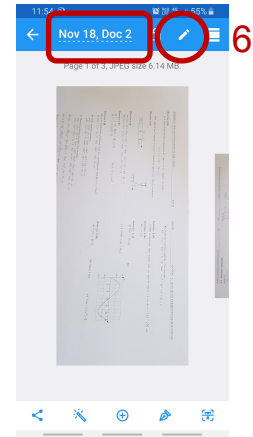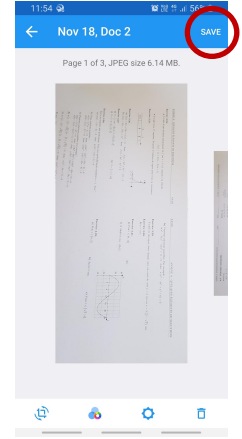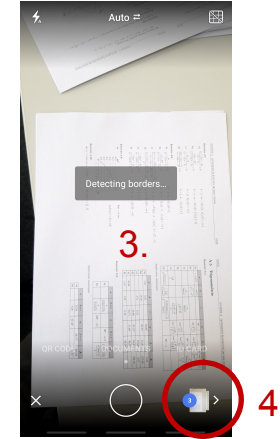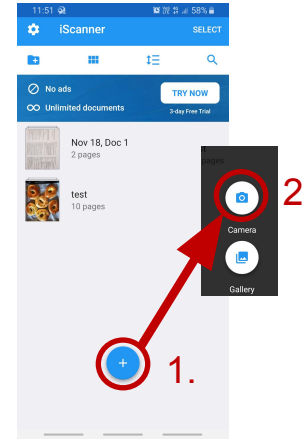
Upload PDF(s) on Moodle Assignment

Info: to upload files in Moodle Quiz open questions. The steps are similar to the following.

1. From your smartphone : use your browser and connect to your EPFL Moodle account (You will find the same question than in your computer)
2. Press on the drag and drop field
3. Press on Choose a file
4. Select your PDF file from your folder
5. Press on Upload this file
6. Press Next page

You can then go back to your computer and refresh the page to see the uploaded.