

UPLOADING SUBMISSIONS IN CANVAS QUIZZES

In some courses your instructor would like to see the work you did in solving math or scientific problems while taking an exam or quiz. This guide will walk you through how to submit your work within the Canvas quiz, even when it's proctored using Proctorio.

Pre-Quiz Preparation

At the end of the quiz you will need to upload an image of your work. The best way to do this is to use the Microsoft Office tools integrated with your USF student account. We will be using Office Lens to take your image and turn it into a PDF, and OneDrive for storage. As long as your submission is uploaded as a PDF, you can use any tools that work in a similar manner.

Creating a PDF is to make it easier for your instructor to annotate the file with comments and return it to you after it's been graded.

- Install Office Lens on your mobile device and sign into your account.
[Review this tutorial for using Office Lens on an Android device.](#)
[Review this tutorial for using Office Lens on an iOS device.](#)
- Open One Drive in a different tab on your browser from the one with the Canvas exam so that you'll have easy access to it to download your image to your computer when you're ready to attach it to your quiz.

Note: You can also choose to email the image of your work to yourself and access it that way. If you choose this, have your email tab open instead of your OneDrive.

Submitting Your Work in the Quiz

- Once you're ready to upload your work, take a picture with Office Lens and follow the instructions from the tutorial above for saving it as a PDF to OneDrive.
- Go to your OneDrive tab and download the new image to your computer.
- Within the quiz question, browse for your image on your computer and submit it.

Upload

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Submitting Multiple Files

- After taking an image of your 1st page, the Office Lens app will give you an option to '+Add new pg'
- Hit the + sign and keep taking pictures and adding pages to the same document.
- Hit ' Done' once you are satisfied with all the pages.
- Once you save it, you will see a pdf booklet created of all the images.
- Upload the pdf file into your Canvas quiz.