



# Instructions for Applicants

How to attach work to an assignment



# PROCEDURE

1. After completing the assignment, click "Submit all and finish".
2. Notify the proctor via the ProctorEdu system chat that you are submitting your work.
3. Take a photo or scan of your work.
4. Upload the photos or the finished PDF to your computer (do not use social media, instant messengers, or other third-party applications; strictly follow the regulations).
5. Convert the photos to PDF if this was not done in step 3 (name the file 001.pdf).
6. Upload the assignment to Moodle to complete the exam.

## 2. PHOTOGRAPH THE WORK

If you are photographing the work with your phone:



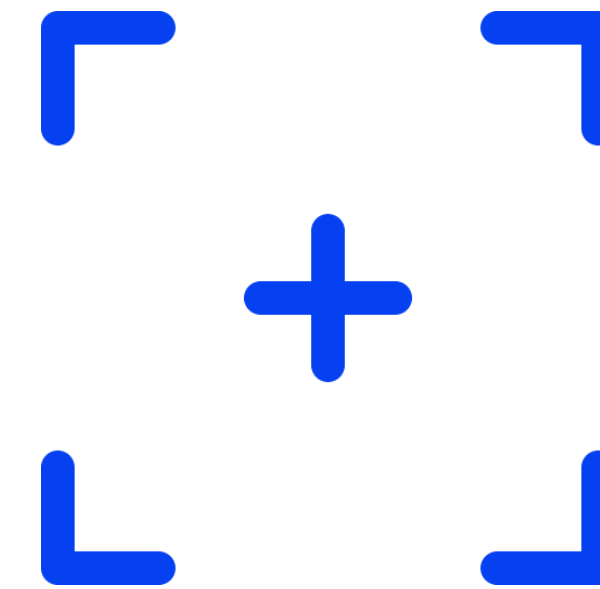
1

Wipe the camera for  
good focus



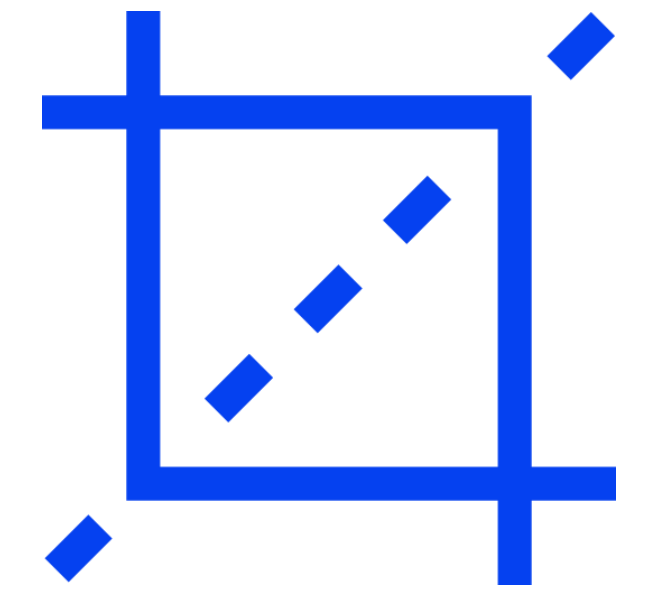
2

Ensure good  
lighting



3

Adjust the camera  
focus



4

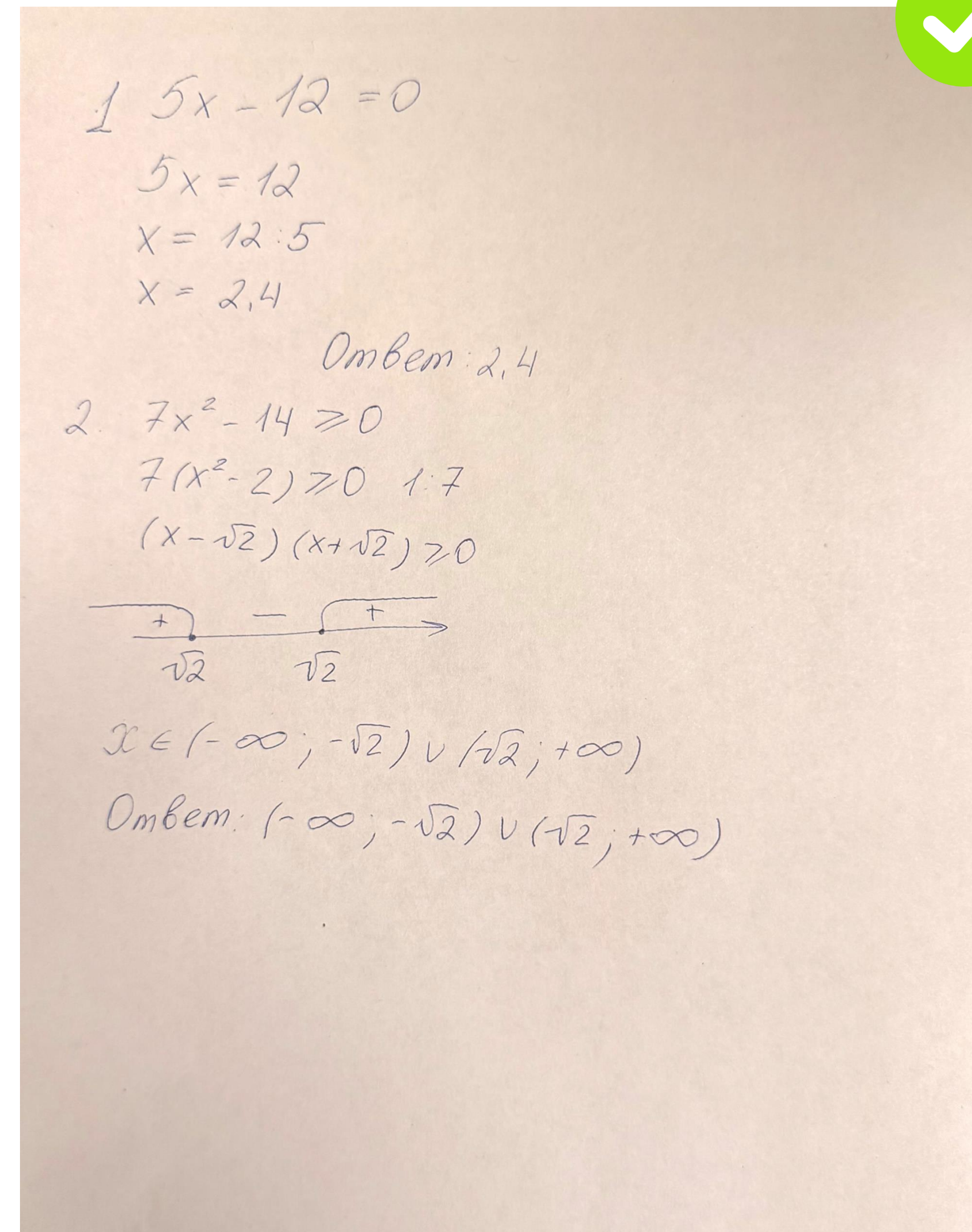
Trim the excess



# Example of a high-quality photograph

If you are photographing the work with your phone:

- ✓ Photo in focus
- ✓ Clean edge cropping
- ✓ Suitable quality
- ✓ Vertical orientation





# How NOT to Take a Photo

- ✗ The frame contains too much extraneous information
- ✗ The relevant text is hard to read
- ✗ Horizontal orientation — inconvenient to read



## 3. Downloading the file to the computer

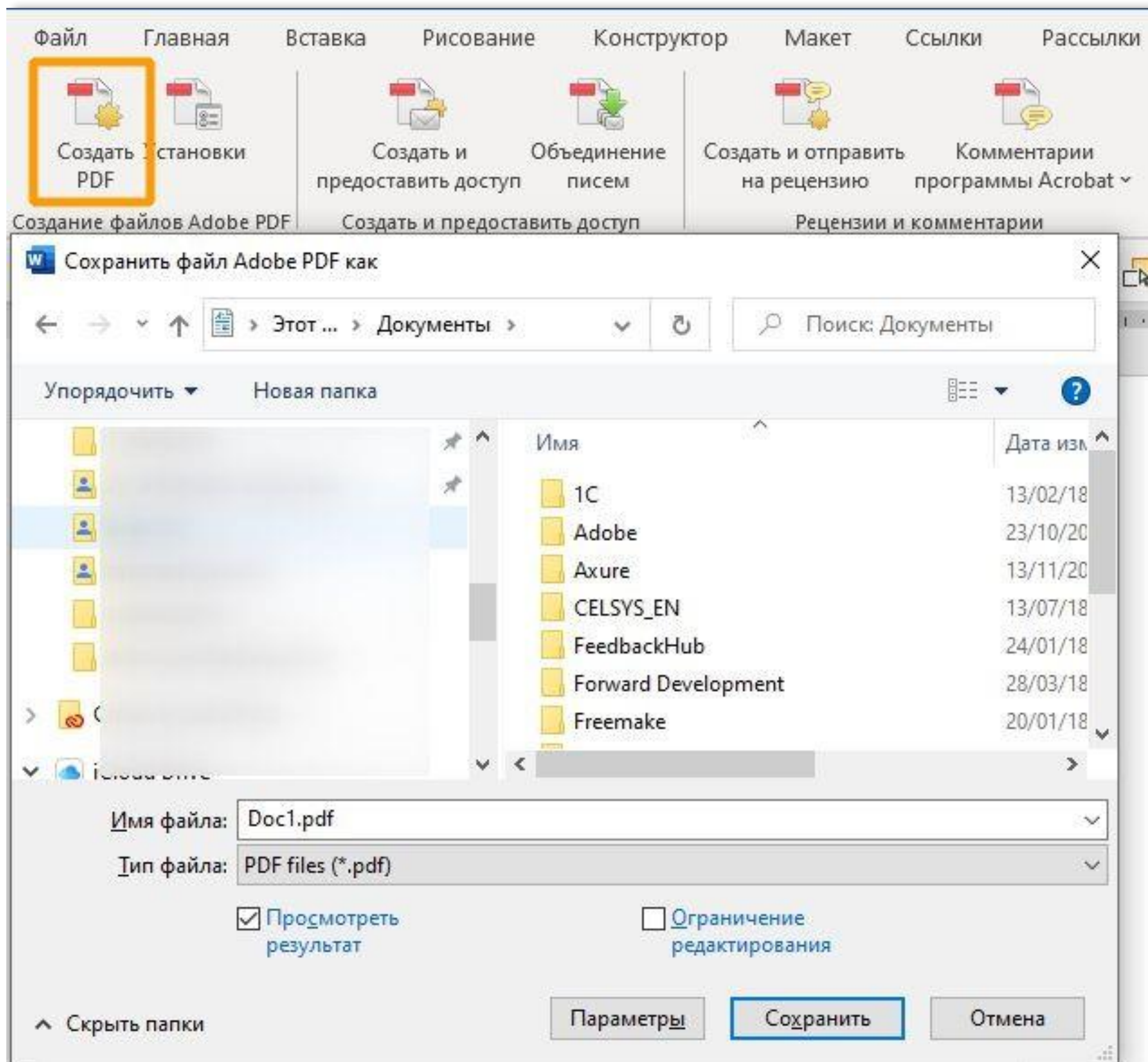
How to transfer a file to your computer for subsequent uploading to Moodle:

- ✓ Send the file from your phone to your computer **via email**;
- ✓ Connect to the computer **via USB**;
- ✓ Scan it **(the scanner must be within the camera's field of view)**.



## 4. CONVERT TO PDF

### Method No. 1

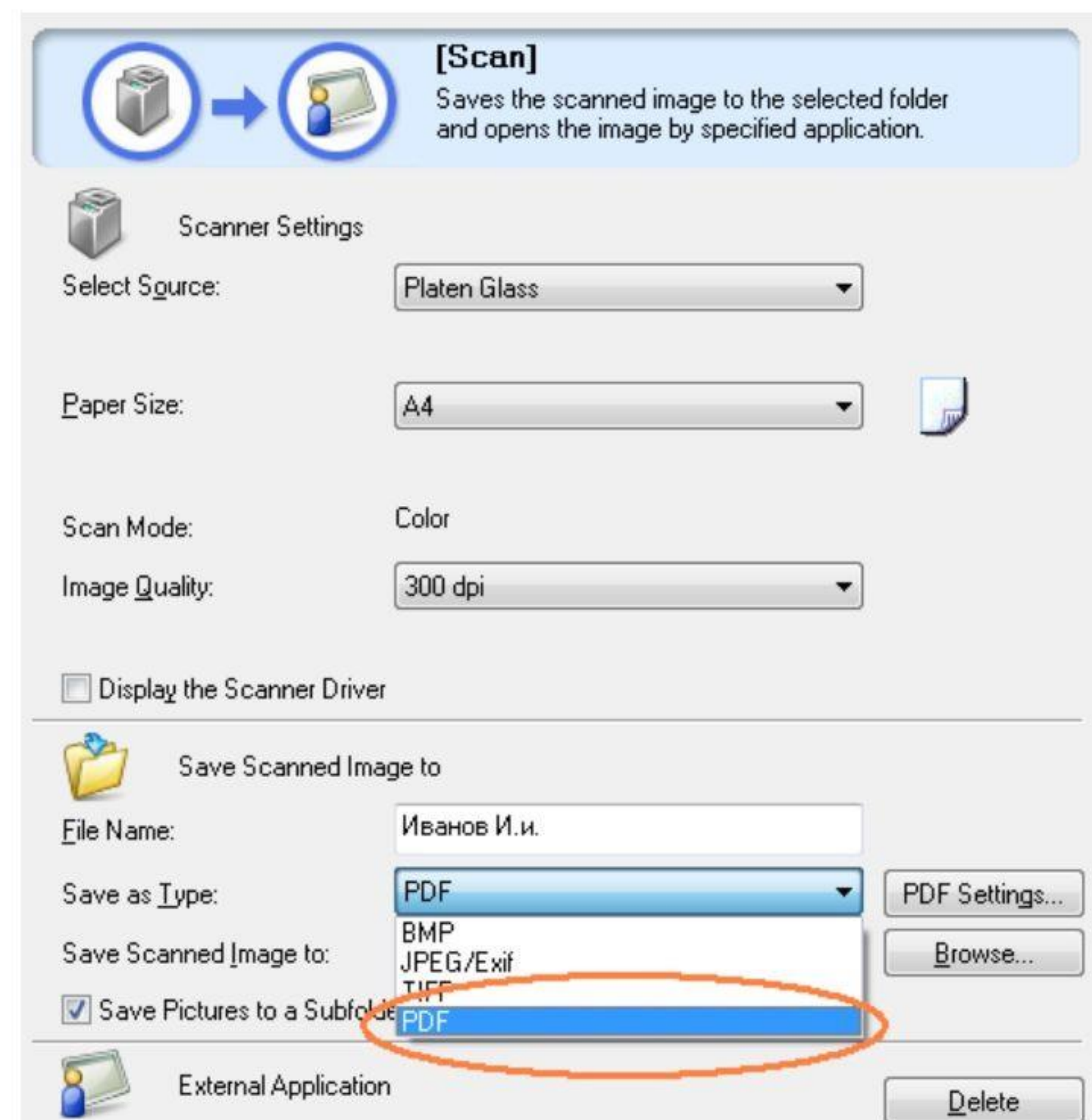


Use the standard **MS Word** or **LibreOffice** application: create a new document, load all the photos into it, and save it as a PDF.

## 4. CONVERT TO PDF

### Method No. 2

- В настройке **сканирования** установите формат сохраненного файла "PDF":



**[Scan]**  
Saves the scanned image to the selected folder and opens the image by specified application.

**Scanner Settings**

Select Source: Platen Glass

Paper Size: A4

Scan Mode: Color

Image Quality: 300 dpi

☐ Display the Scanner Driver

**Save Scanned Image to**

File Name: Иванов И.и.

Save as Type: PDF

Save Scanned Image to: BMP, JPEG/Exif, TIFF, PDF

☒ Save Pictures to a Subfolder

**External Application**

**Scan** the work using a scanner and save the document as a PDF.

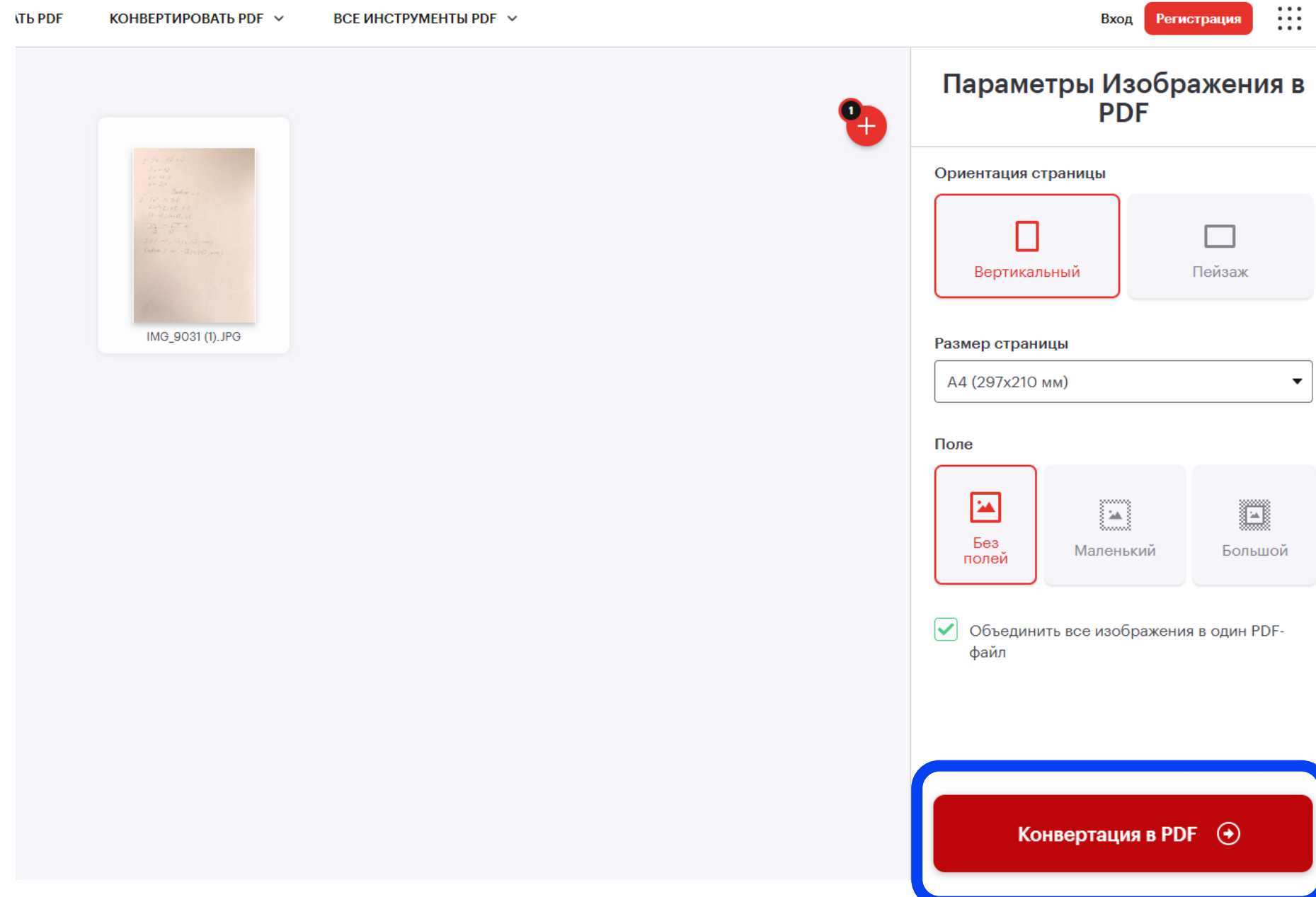


## 4. CONVERT TO PDF

### Method No. 3



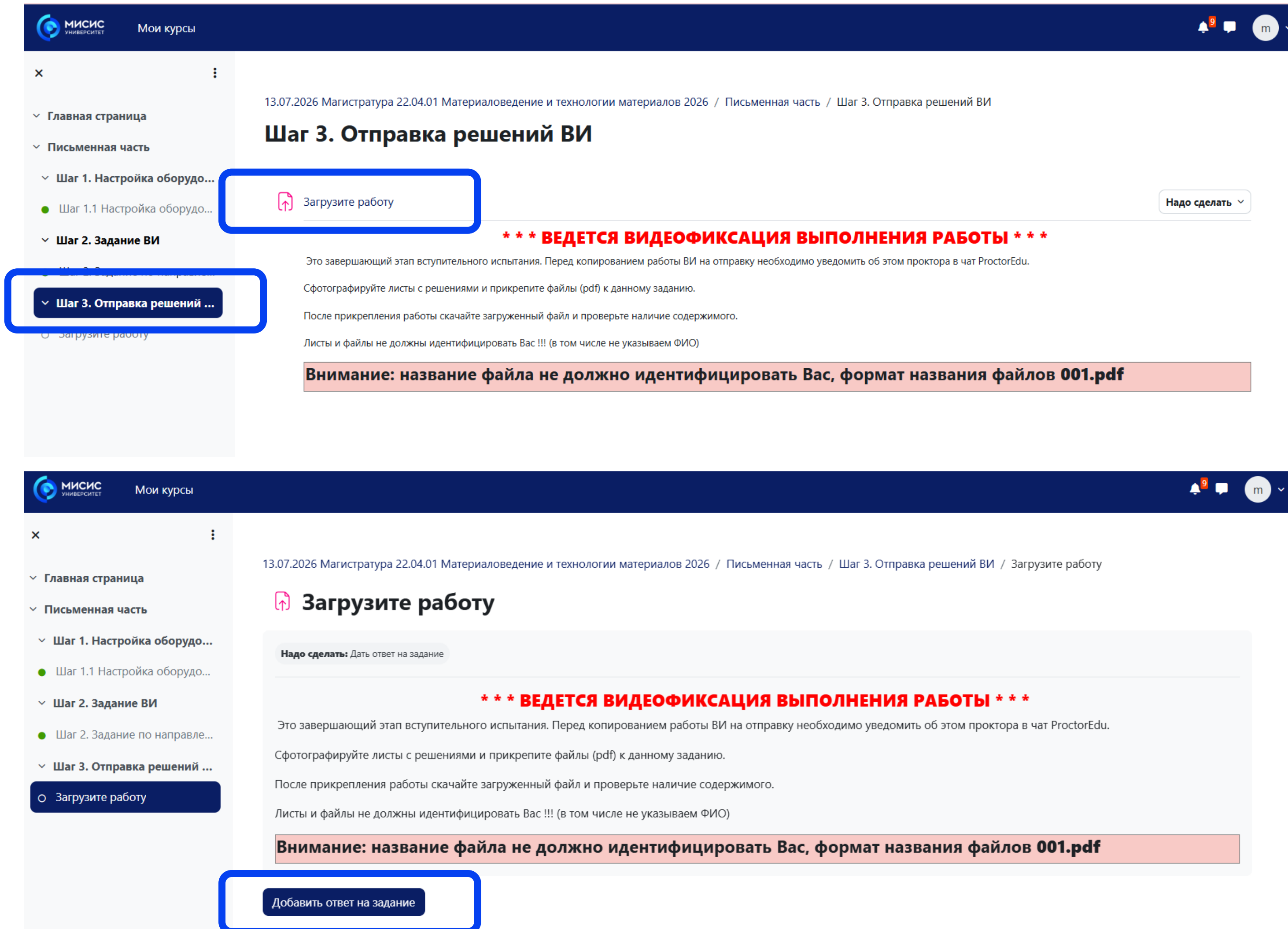
Download the **Image to PDF** Converter app to your smartphone.



### Method No. 4

Open the link [https://www.ilovepdf.com/ru/jpg\\_to\\_pdf](https://www.ilovepdf.com/ru/jpg_to_pdf) and convert all the images online on your computer. Alternatively, choose any other online converter by searching online.

# 5. UPLOAD THE WORK TO THE ASSIGNMENT



The image shows two screenshots of the MISIS University LMS interface. The top screenshot shows the 'Шаг 3. Отправка решений ВИ' (Step 3. Submitting solutions) page. A blue box highlights the 'Загрузите работу' (Upload work) button. Another blue box highlights the 'Шаг 3. Отправка решений ...' (Step 3. Submitting solutions ...) button in the left sidebar. The bottom screenshot shows the same page after clicking the button, with a blue box highlighting the 'Добавить ответ на задание' (Add answer to the assignment) button. The interface includes a header with the MISIS logo and 'Мои курсы' (My courses), a sidebar with navigation links, and a main content area with instructions and a red warning banner: 'Внимание: название файла не должно идентифицировать Вас, формат названия файлов 001.pdf'.

Click

"Step 3" Submitting solutions



Upload work



Add a response to the assignment

# 5. UPLOAD THE WORK TO THE ASSIGNMENT

**Выбор файла** ×

Недавно  
использованные файлы

**Загрузить файл**

Мои личные файлы

Wikimedia

Вложение

Выберите файл 001.pdf

Сохранить как

Автор

misis abit26\_008

Выберите лицензию ?

Лицензия не указана

**Загрузить этот файл**

▼ **Добавить ответ на задание**

Ответ в виде файла

Максимальный размер новых файлов: 2 Гбайт, максимальное количество прикрепленных файлов: 20

файлы

PDF

001.pdf

Поддерживаемые типы файлов:

документ PDF .pdf

**Сохранить** Отмена

Click

"Select file"



"Upload this file"



Select a file. Add another one if necessary.



"Save"