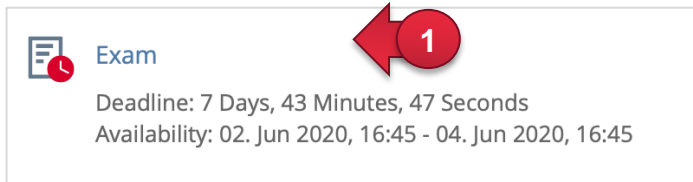



Take the exam with ILIAS

1. Download and fill in exam tasks
2. Convert Word to PDF (for Mac)
3. Convert Word to PDF (for Windows10)
4. Submit exam

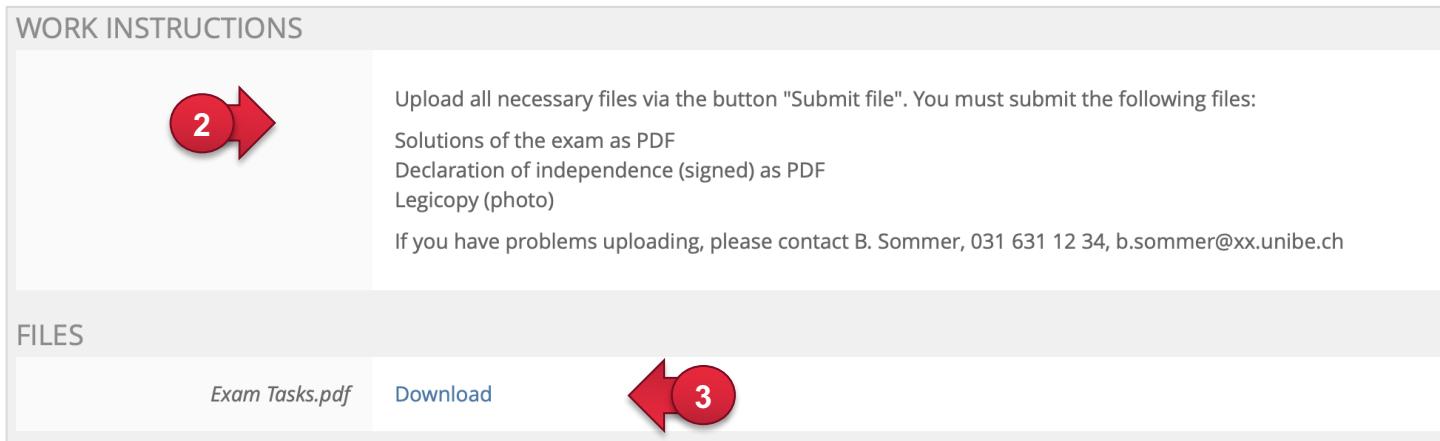
1. Download and fill out the exam

- ① Click on the "**Exercise**" in which your exam is located.
- ② Under "**Availability**" you can see from when to when you can access it.
- ③ Under "**Deadline**" you can see until when you have to upload the solutions.
- ④ Read the "**Work Instruction**" carefully.
- ⑤ **Download** the exam file.
- ⑥ If something is technically not possible or unclear, call the responsible person in your institute immediately.




 Exam

Deadline: 7 Days, 43 Minutes, 47 Seconds
Availability: 02. Jun 2020, 16:45 - 04. Jun 2020, 16:45




WORK INSTRUCTIONS

 Upload all necessary files via the button "Submit file". You must submit the following files:

- Solutions of the exam as PDF
- Declaration of independence (signed) as PDF
- Legicopy (photo)

If you have problems uploading, please contact B. Sommer, 031 631 12 34, b.sommer@xx.unibe.ch

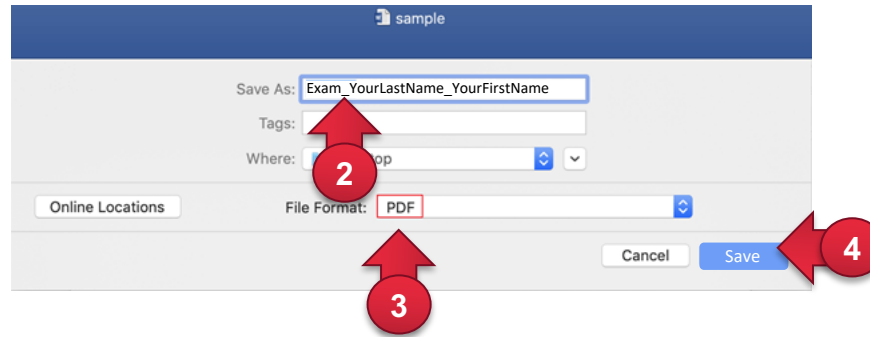
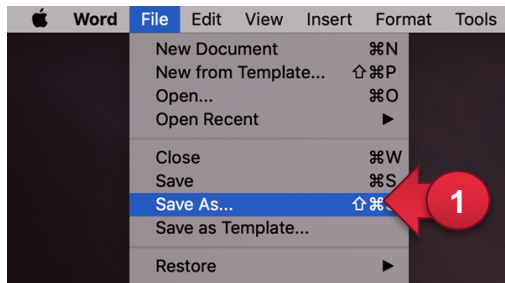
FILES

<i>Exam Tasks.pdf</i>	Download	
-----------------------	----------	---

2. Convert Word to PDF (for Mac)

After you have completely solved the exam and saved it as a Word file, it makes sense to save it as a PDF:

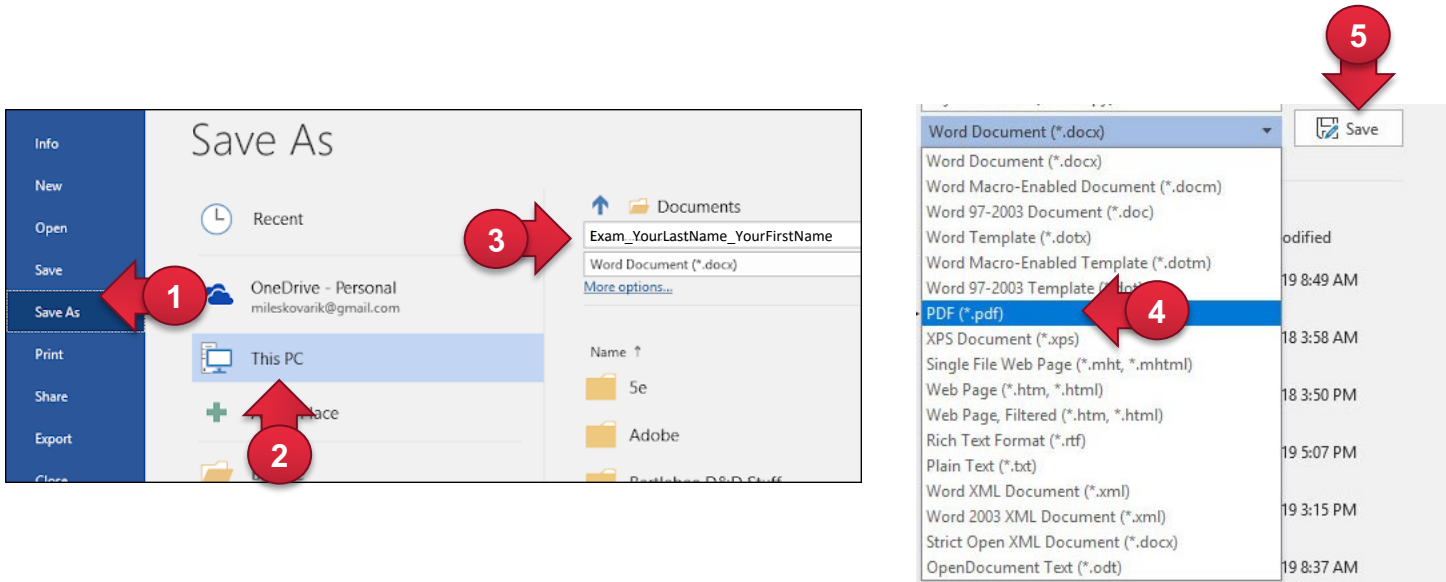
- ① Click on **File** > "**Save as**".
- ② Give the file a name, e.g. **Check_YourLastName_YourFirstName**
- ③ Select the **export format "PDF"** under "File format".
- ④ Click on "**Save**".



3. Convert Word to PDF (for Windows10)

After you have completely solved the exam and saved it as a Word file, it makes sense to save it as a PDF:

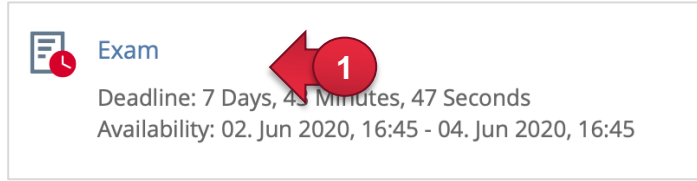
- ① Click on **File > "Save as"**.
- ② Select a **folder** where you want to save the file (e.g. "This PC")
- ③ Give the file a name, e.g. **Check_YourLastName_YourFirstName**
- ④ Select the **export format "PDF"**.
- ⑤ Click on **"Save"**.



4. Submit exam

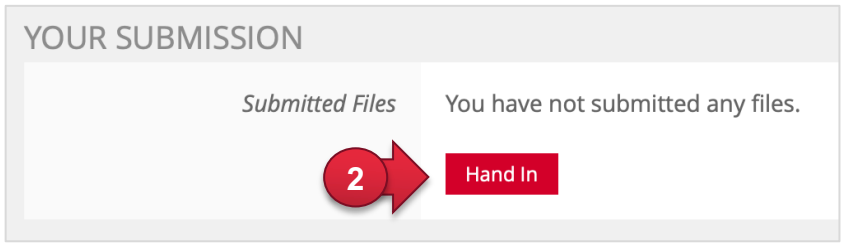
- ① Click again on the "Exercise" in which your exam is located.
- ② Under "Your submission", upload the PDF file with the completed exam by clicking "Hand in".
- ③ Select "Upload file".
- ④ Select the completed exam file on your computer.
- ⑤ Click on "Upload". Your file is now submitted.
- ⑥ If you uploaded the wrong file, you can click on the exercise again and under "Your submission" delete the submitted file and upload a new one.

Check: Your file has been submitted correctly when the message "File uploaded" appears and your file appears in the table "Already submitted files".



Exam
Deadline: 7 Days, 45 Minutes, 47 Seconds
Availability: 02. Jun 2020, 16:45 - 04. Jun 2020, 16:45

A red arrow with the number 1 points to the 'Exam' title.

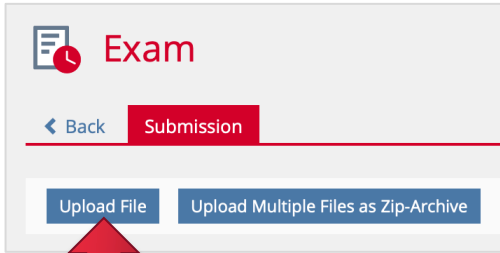


YOUR SUBMISSION

Submitted Files You have not submitted any files.

Hand In

A red arrow with the number 2 points to the 'Hand In' button.

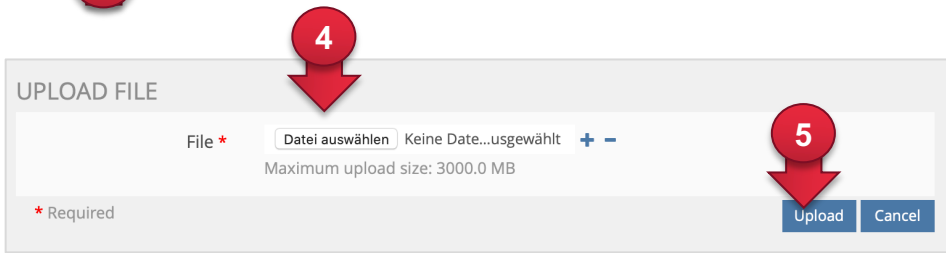


Exam

Back Submission

Upload File Upload Multiple Files as Zip-Archive

A red arrow with the number 3 points to the 'Upload File' button.



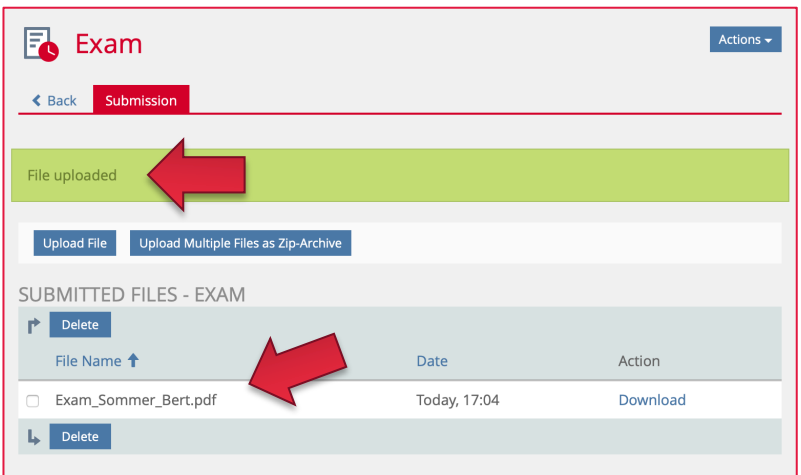
UPLOAD FILE

File * Datei auswählen Keine Date...usgewählt + -
Maximum upload size: 3000.0 MB

* Required

Upload Cancel

A red arrow with the number 4 points to the file selection area, and a red arrow with the number 5 points to the 'Upload' button.



Exam

Back Submission

File uploaded

Upload File Upload Multiple Files as Zip-Archive

SUBMITTED FILES - EXAM

File Name ↑	Date	Action
Exam_Sommer_Bert.pdf	Today, 17:04	Download

A red arrow points to the 'File uploaded' message, and another red arrow points to the file entry in the table.