

Guide to handing in large files

This guide deals with how you as a student can hand in 'large files'. Your exam administrator can make the option of handing in large files available to you as a student. In Digital Eksamen, a large file is a file which is larger than 50 MB. If you need to hand in a file larger than 50 MB, you must follow the guide below.

Option for using large files

If you have the option of handing in large files, this will appear under the tab 'Upload hand-in'. You will have the option of choosing how to upload your main document and any attachment respectively.

The screenshot shows the 'Upload hand-in' step in a three-step process (Exam information, Upload hand-in, Confirm). It features two sections: 'Main document*' and 'Attachments', both with the note 'My file is smaller than 50 MB'. Each section has two radio button options: 'Yes' (Typically pdf files, documents or images) and 'No' (Typically video or uncompressed audio files). The 'No' options are highlighted with an orange box. Below each section is a file input field and a 'Browse...' button. At the bottom, a note states: '* The following formats will be accepted: .pdf'. Navigation buttons for 'Previous' and 'Next' are located at the bottom right.

Uploading large files

If you do not wish to upload large files, do as you would usually do: Click 'browse', find your file and choose it.

- If you would like to upload a large file, click 'No' below either the main document or attachments. This activates a different upload button:

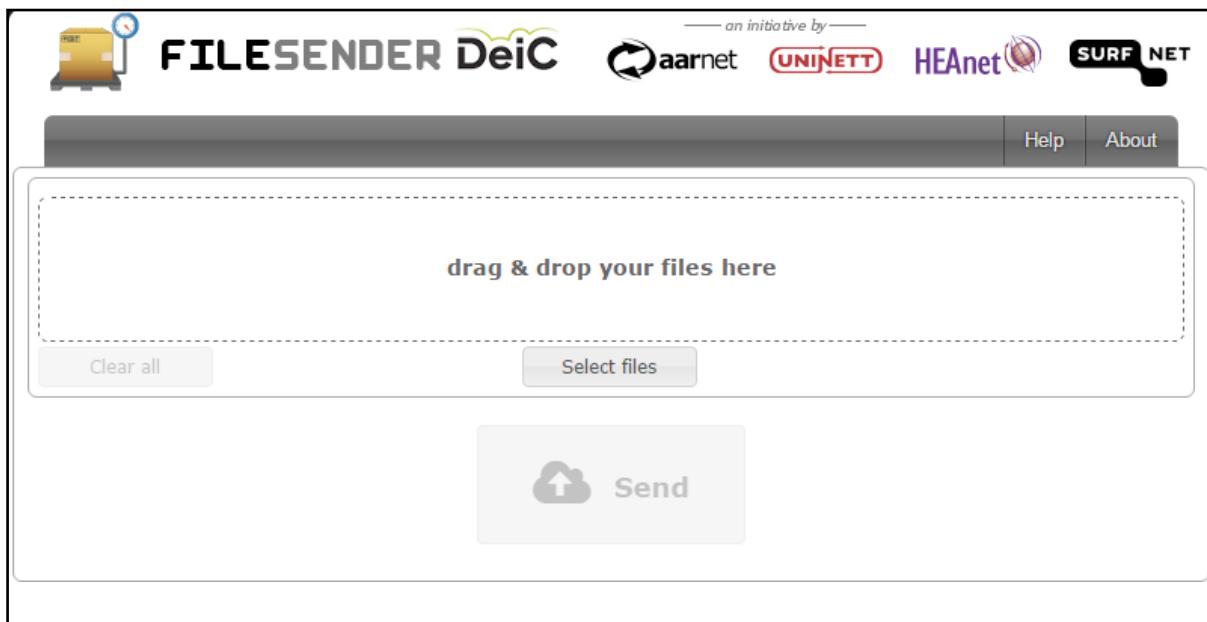
Attachments My file is smaller than 50 MB

Yes Typically pdf files, documents or images

No Typically video or uncompressed audio files

[Upload large file](#)

- When you click 'Upload large file', you will be alerted to the fact that it may take longer to upload a large file. You will now be forwarded to 'Filesender':



Upload igennem Filesender

- Here, you can either drag and drop your file into the outlined area, or you can click the button 'Select files' and find your file.
- When you have attached your file in Filesender, click the button 'Send'. Filesender will now upload your file. The time this takes depends on your internet connection.
- When Filesender has finished, you will be sent back to Digital Eksamen, which completes the file. When this is done, your uploaded file will be shown on the interface as shown below:

Main document* My file is smaller than 50 MB

Yes *Typically pdf files, documents or images*

No *Typically video or uncompressed audio files*

de_assignment.pdf

1 page

