
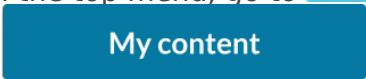



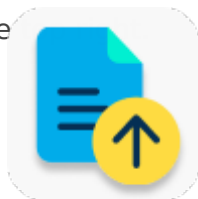
# Upload my content (Activities)



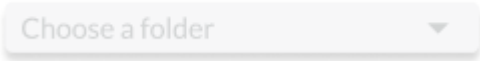
As an interventionist, we know that you have prepared your materials for your classes, so it is important that you have them.

You can upload your PDFs, Word documents, images, etc. to share with your students, as well as store them in the application.

## Upload PDF or any other file type

1. From the top menu, go to 
2. Tap  to enter the list of your own content.
3. In this screen you will see the folders you have created ([How to create a folder](#)).
4. Tap  located on the




5. On the next screen, tap  to select a PDF document.
6. This will open your file manager where you can select the file to upload. The document you want to upload should already be loaded on your device.
7. Once you have selected the document, the 'Upload your material' screen should show the name of the document you have picked and the option to delete it and re-upload another document if it is not the correct one.
8. You will need to fill in the name of the activity and a instructions.
9. The icon  confirms that the information has been entered.
10. In the Folder bar  
**Folder**  
  
select the folder to which the file belongs.
11. In the Required evidence bar

## Request evidence

Choose...

you can choose between an audio recording or an uploaded document.


**SAVE** 

12. Once the information is complete and correct, press  to complete the upload and save your document.

## Take a photo

1. From the top menu, go to 

**My content**


2. Press  to enter the list of your own content.
3. In this screen you will see the folders you have created (How to create a folder).

4. Press  located on the t



5. On the next screen, press **Take a picture** to open your camera.

6. Focus the activity as clearly as possible.
7. Crop the image focusing only on what you want to share by dragging the crop lines.
8. Press "Done" once it looks the way you need it to.
9. You will return to the Upload Your Material screen and a thumbnail of the cropped image

will be displayed, if you wish to add more images, press  and repeat steps 6, 7 and 8.

10. When you have all the images you need, you will need to fill in the name of the activity and instructions.

11. The icon  confirms that the information has been entered.

12. In the Folder bar

**Folder**

Choose a folder

select the folder to which the file belongs.


13. In the Required evidence bar

**Request evidence**

Choose...

you can choose between an audio recording or an uploaded document.

SAVE 

14. Once the information is complete and correct, tap  to complete the upload and save your document.

---

Revision #8

Created 6 April 2023 01:55:54 by Maria Valencia

Updated 16 May 2023 01:30:23 by Maria Valencia