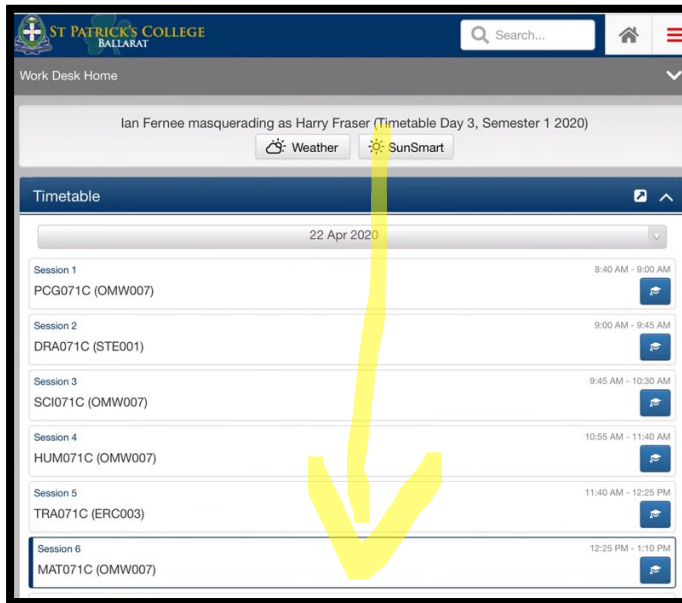
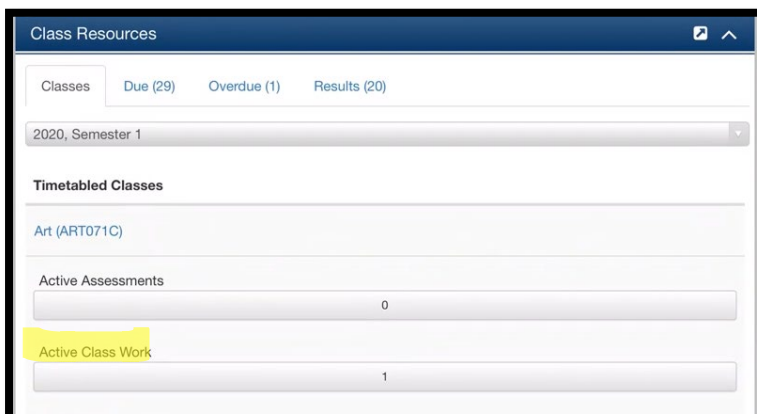


# Upload a document into SIMON from an iPad

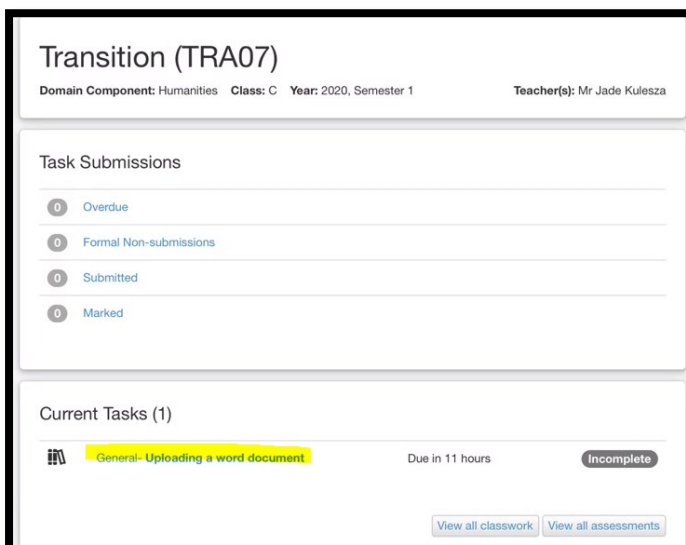
1. First open SIMON and scroll down to “Class Resources”:



2. In Class Resources find the subject you want. Click on “Active Class Work”.



3. The click on “Current Tasks” to open the task.



4. Click on “Start Submission”.

### Task Submission for "Uploading a word document"

**Topic:** General

**Description:** Task:  
Think of a place you would like to explore. This can be any place in the world or an imaginary place. Write 25 words about why you'd like to explore this place.

**Instructions:**  
Open a word document.  
Save the file with the title Imaginary travel and your name:  
e.g Imaginary travel - Tom Jones.docx  
In the word doc:  
At the top of the document add a title: Imaginary travel  
On the second line add your name  
Paste an image of the place you'd like to explore into the document.  
Write exactly 25 words about why you'd like to explore this place.  
Upload the word document into SIMON.

[Return](#)

Task Details

**Instructions for Task Submission**

- To start your task submission process please click the Start Submission button below and begin uploading your submission files.
- Once you have confirmed that all the files are correctly listed under Uploaded Files for Submission, click the Submit Task button to submit your task.
- Once you click the Submit Task button, you will be unable to submit additional files, so please ensure all files are listed prior to submitting the task.

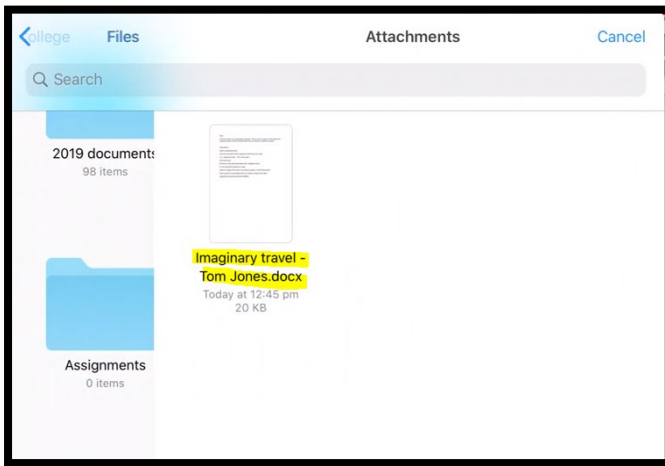
[Start Submission](#)

5. Then click "Choose File" and "browse" from the dropdown menu.

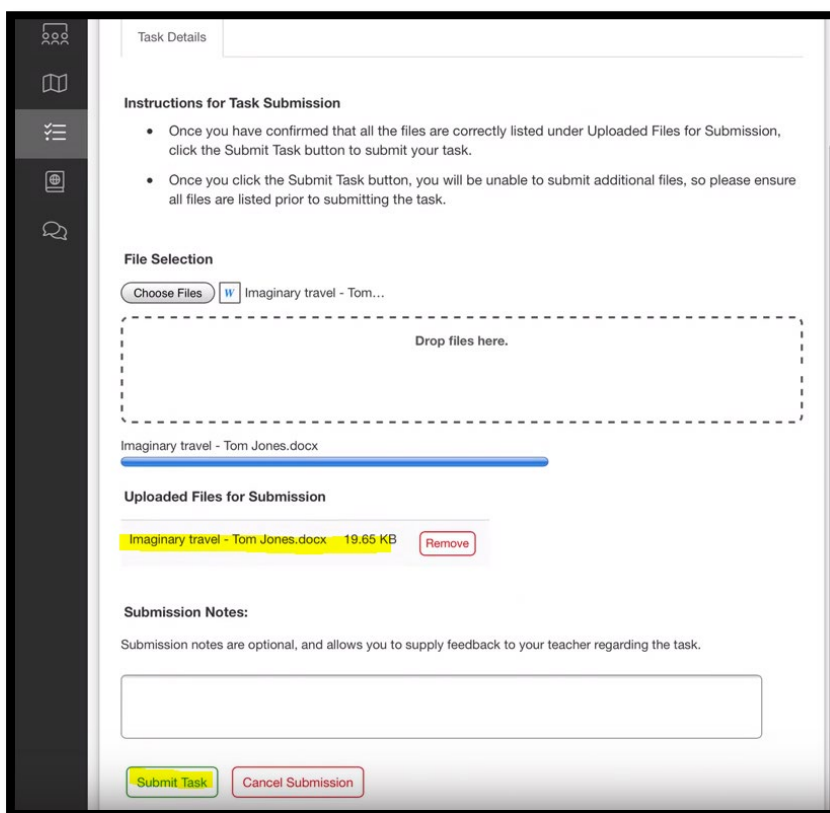
The screenshot shows the same task submission page as above, but with a file selection overlay. The overlay has a title "File Selection" and two options: "Photo Library" and "Browse". The "Browse" option is highlighted in yellow. Above the "Browse" option, there is a "Take Photo or Video" button with a camera icon. The "Browse" option also has a folder icon and three dots to its right.

6. Then find and select the folder from One Drive and the file you want to upload. Click on the file you want.

The screenshot shows the OneDrive file selection interface. At the top, it says "Locations" on the left, "OneDrive — St Patrick's College" in the center, and "Cancel" on the right. Below this is a search bar with a magnifying glass icon and the word "Search". Underneath the search bar are three blue folder icons with labels below them: "Files" (with a document icon), "Libraries" (with a list icon), and "Shared" (with a group of people icon).



7. Then check the correct file has been uploaded for submission. Click “Submit Task”.



8. Finally check that you have uploaded the correct file. Now just wait for the feedback. Good luck!

