

## How to upload a document in Inspera

### Upload Assignment

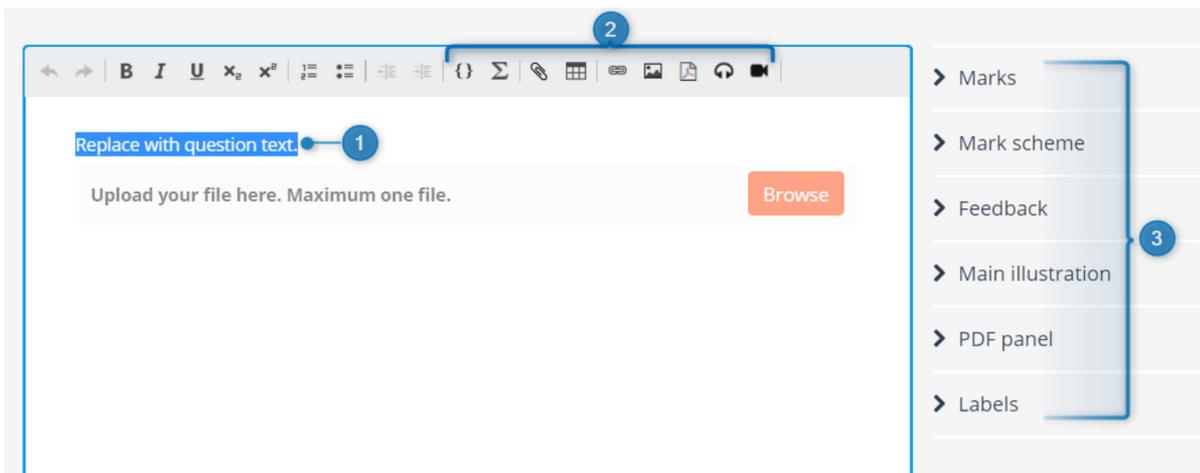


**Manually marked** question.

The question is answered by uploading a file.

**Upload Assignment** is a question type where candidates answer the question by uploading a file. This means, for example, that the candidate writes the answer in Excel or Word and uploads the final answer as a file in the question. In the question's edit mode, you can do the following:

**Information:** The default file size limit for upload is 1 GB. This can be increased if required. Contact Service Desk to increase the limit.



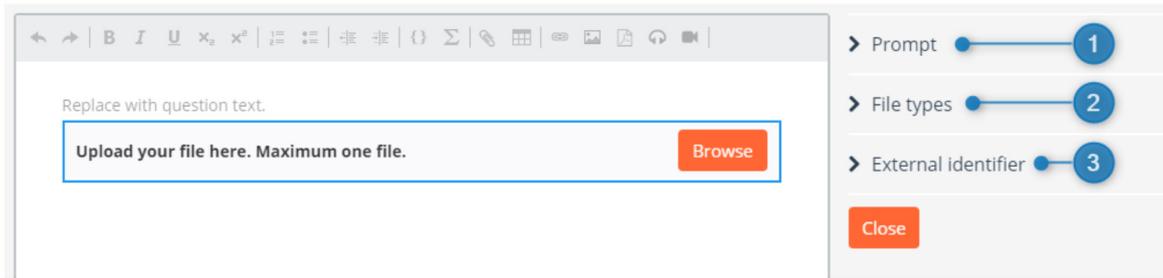
1. Replace text with desired question text.
2. Add math (LaTeX), files, tables, links, PDF, images and / or audio clips to the question text.
3. Set general options for the question type. Read more about general options for questions.

**Marks:** See [Question scoring - Basic](#).



# Specific options

Clicking on the interaction element gives you the specific options for the question type.



**1. Prompt:** Write an explanation text for the question. The text will appear in the workspace. „Upload your file here. Maximum one file.“ is set by default.

**2. File types:** Choose which file types candidates will be allowed to upload. Remove „Allow all file types“ and select from the suggested file types or define custom file type.

**All file types are acceptable.** The file type field is not case sensitive; adding .png will allow both .png and .PNG.

**3. External identifier:** For information on external identifier, read [general options for questions](#).

**Tip:** If you use this question type for large files, and the upload did not finish before the end of the test, it is possible to **allow uploads of files that started before the test's end time**. Contact Service Desk to have this option enabled for your institution.

Find more information on [www.Ouriginal.com](http://www.Ouriginal.com) or contact us at [support@Ouriginal.com](mailto:support@Ouriginal.com)