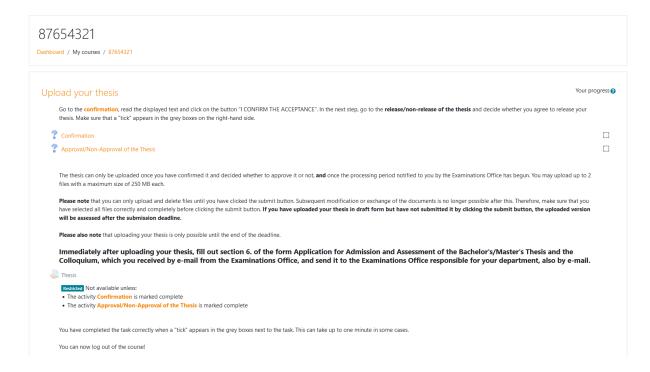
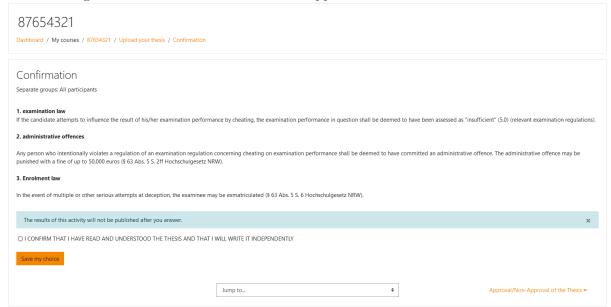
# Instructions for uploading theses in Moodle-Exam:

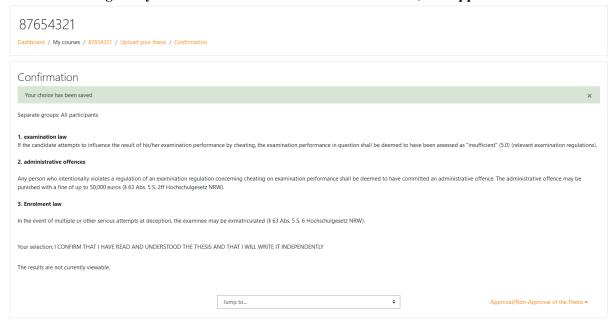
If you have logged into Moodle-Exam at <a href="https://moodle-exam.hsnr.de/?redirect=0">https://moodle-exam.hsnr.de/?redirect=0</a> and opened the course (course name corresponds to your matriculation number), the following interface will appear:



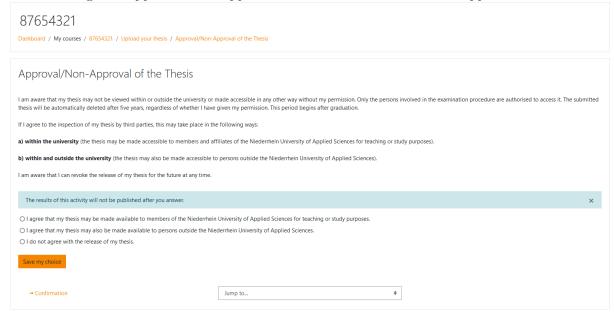
#### After clicking on "Confirmation", this interface appears:



### After confirming that you have taken note and saved the selection, this appears:



#### After clicking on "Approval/Non-Approval of the Thesis", this interface appears:



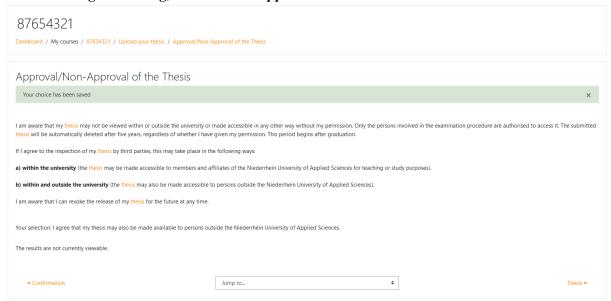
Here you decide whether and, if so, to what extent the thesis will be released. Approval can take place in two stages:

- a) within the university
- b) within the university and outside the university

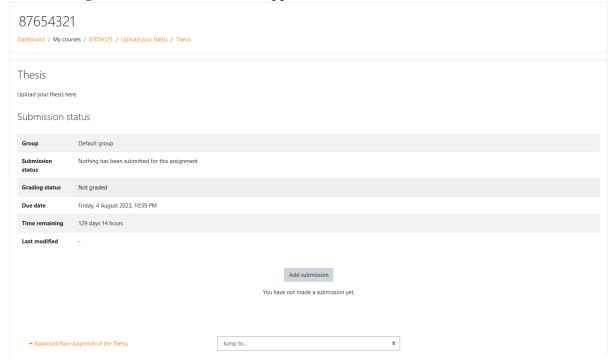
The department (supervising person) "administers" the thesis in these cases and ensures that the thesis is deleted at the end of the retention periods (5 years after graduation).

The examiners are informed of the approval/non-approval of the thesis by e-mail.

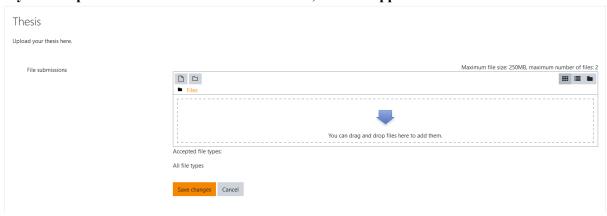
### After selecting and saving, this interface appears:



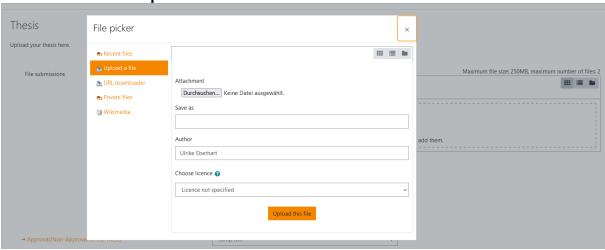
#### After clicking on "Thesis", this interface appears:



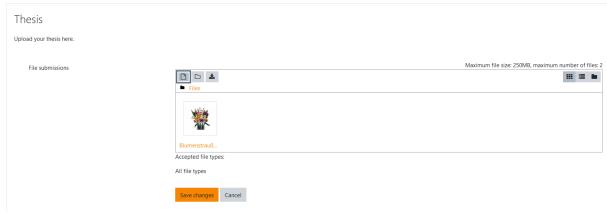
#### If you have pressed the "Add submission" button, this will appear:



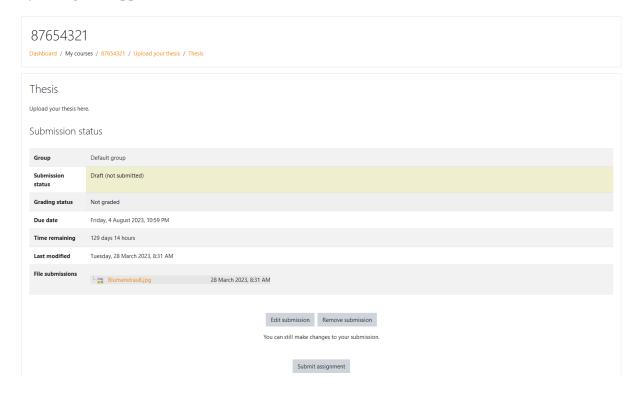
The thesis can now be uploaded:



## After uploading, the "change" must be saved:



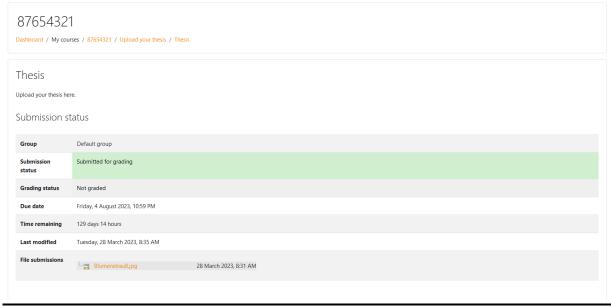
The current setting allows uploading up to 2 files of max. 250 MB each. The format of the file(s) is not generally specified; you can discuss in advance with your supervisor which format makes sense or is bindingly required by him/her. By saving, this appears:



In the submission status "Draft (not submitted)", the submission can still be edited/deleted. Only when "Submit assignment" has been clicked, nothing more can be changed. This will be pointed out again:

Thesis	
Upload your thesis here.	
Confirm submission	
Are you sure	you want to submit your work for grading? You will not be able to make any more changes.
Continue	Cancel
→ Approval/Non-Approval of the Thesis	Jump to •

Only when "Continue" has been clicked is the thesis submitted for grading:



If you have any questions or problems, the Examinations Office will be happy to help you at the known functional e-mail addresses.