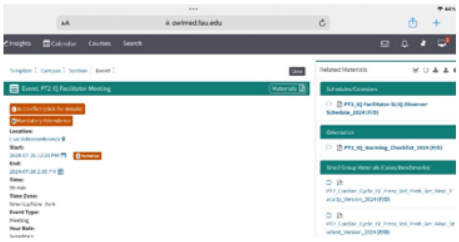
FLORIDA ATLANTIC UNIVERSITY
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How to save PDFs from OwlMed to the Files iPad app

Marcelle Gornitsky - 2026-07-24 - iPad Support

Save Documents from OwlMed to Files iPad App

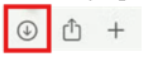
- **How do I access the PBL/IQ/SLIQ course materials, including the document password?**
  - **Navigate to owlmed.fau.edu and find then select the Facilitator Meeting event date.**
  - Tap that specific Facilitator meeting event and you will see the list of PBL/IQ/SLIQ Case Documents.



- **The students can't open their course materials. What should I do?**
  - Students can only open course materials using a password that you provide when you deem that they are ready to unlock the materials.
  - The password is located in the facilitator PBL/IQ/SLIQ course materials folder and also provided during the facilitator meeting.
  - The password is color coded in **RED.**

- **What happens if the WiFi goes down?**
  - Sometimes, WiFi goes down. Better to be safe than sorry.
  - You should **download** your facilitator materials to Files prior to the PBL/IQ/SLIQ case session (preferably during the facilitator meeting) and organize them into folders by case numbers (see Ed Tech for assistance).
    - Encourage students to download their case material to Files as soon as they receive them. Files does not require WiFi- it saves documents to the device.

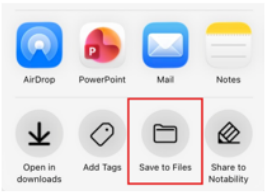
- **How do I download my facilitator case documents to my iPad?**
  - Go to the specific documents that you would like to download off of OwlMed and follow these steps:
  - Safari Browser Steps:
    1. Tap on the document link to download.
    2. On the top right of the page corner of the page, click on the Download arrow icon.

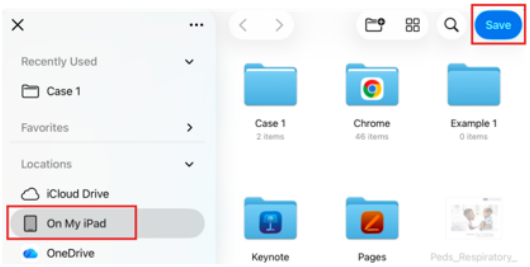


    3. This document will now appear in the "Files" app.
    4. To return to OwlMed, use your finger push up from the bottom of the iPad to view all your open applications. Select the browser app used for OwlMed.

  - Chrome Browser Steps:
    1. Tap on the document link to download.
    2. At the bottom of the screen, select "Save" then select "Files."



3. Select “Open in…” and locate the “Save to Files” icon. 

4. Select “On My iPad” then click “Save.” 

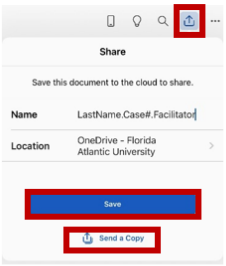
5. To return to OwlMed, use your finger push up from the bottom of the iPad to view all your open applications. Select the browser app used for OwlMed.

- **How do I organize my documents into folders in Files?**
    1. Open the “Files” App.
    2. Tap “On My iPad.”
    3. To add folders, click the folder icon 
    4. The folder will appear then name your folder (example Case 1) and select enter or tap anywhere on the screen.
    5. To move saved documents to a folder,
        - 1) Hold and drag it to a folder
        - 2) Hold down the file until a menu appears
            - Select “Move”
            - Select “On My iPad”
            - Tap the folder
            - Click the blue “Move” button

- **How do students download the objectives worksheet and complete it?**
    - The objectives documents are listed on OwlMed.
    - The objectives worksheet will be a **Microsoft Word document**, which means that students can type directly into the document.
    - In order to download and complete the worksheet:
        1. Make sure the **Microsoft Word app** is installed on the iPad.
            - If the app is not installed, it may be downloaded from the "Catalog App." This should be done ahead of time.
        2. Find the document on OwlMed.
        3. Tap the link to download the document.
        4. Tap the Upload icon and scroll down to select the "Convert to Word."
            - If there is no "Convert to Word" link, refer to step 1.
        5. The document should open in Microsoft Word. Students may type or draw in the document.

- **The students completed the objectives worksheet. How should they proceed?**
    - Once work has been completed, students must do the following:
        1. Save the document as **"LastName.Case#.Facilitator"**
            - To save, select the upload icon and select save.

        2. Email the document to the facilitator and copy the course director(s)
            - To email, select the upload icon and select "Send a Copy."



- Tags
- ipad
- PBL
- PDF