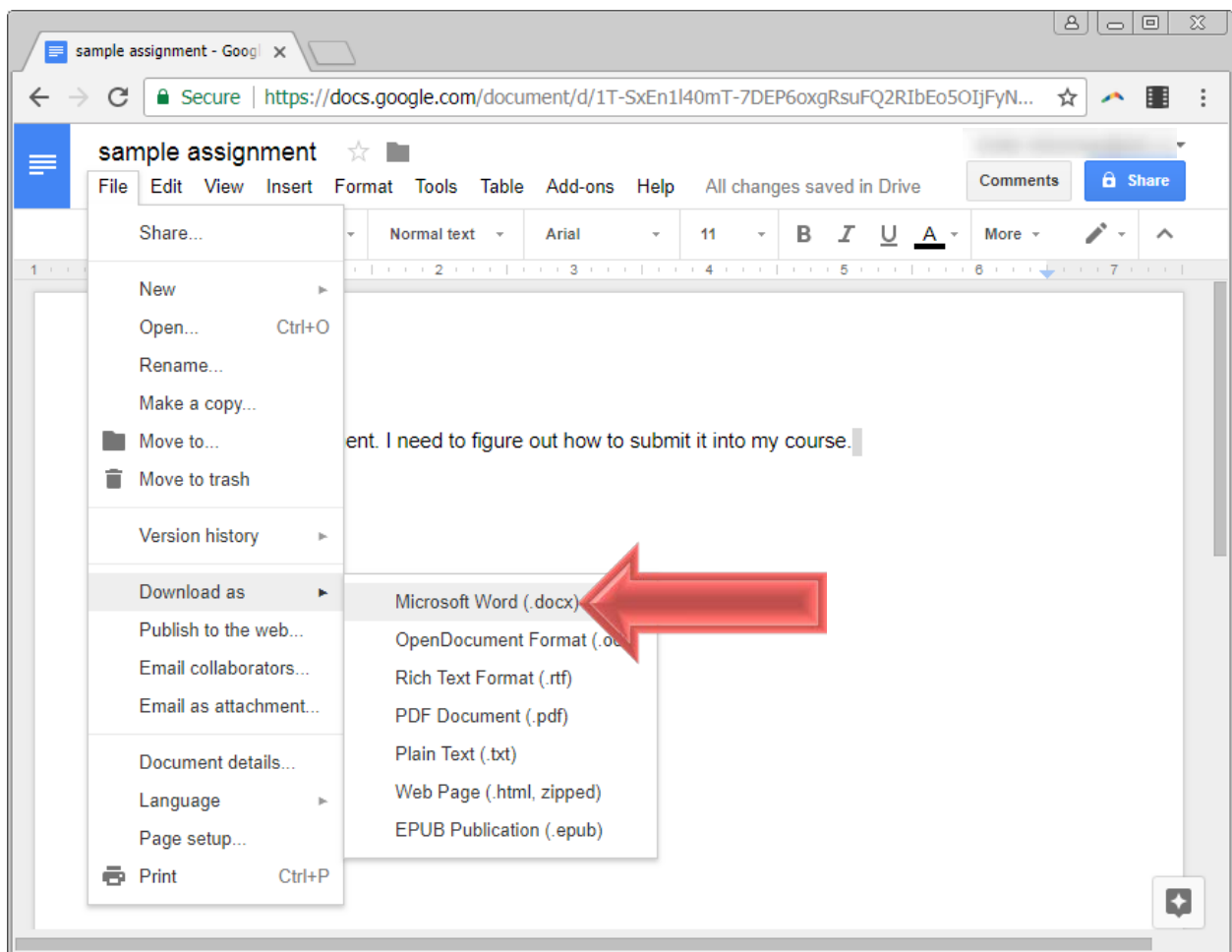


Submitting Google Drive assignments

There are two methods of submitting Google Drive assignments. For most computers and courses, either way works. Some school computers and some courses may be set up so that only one way works. If you have trouble with either method, contact your teacher.

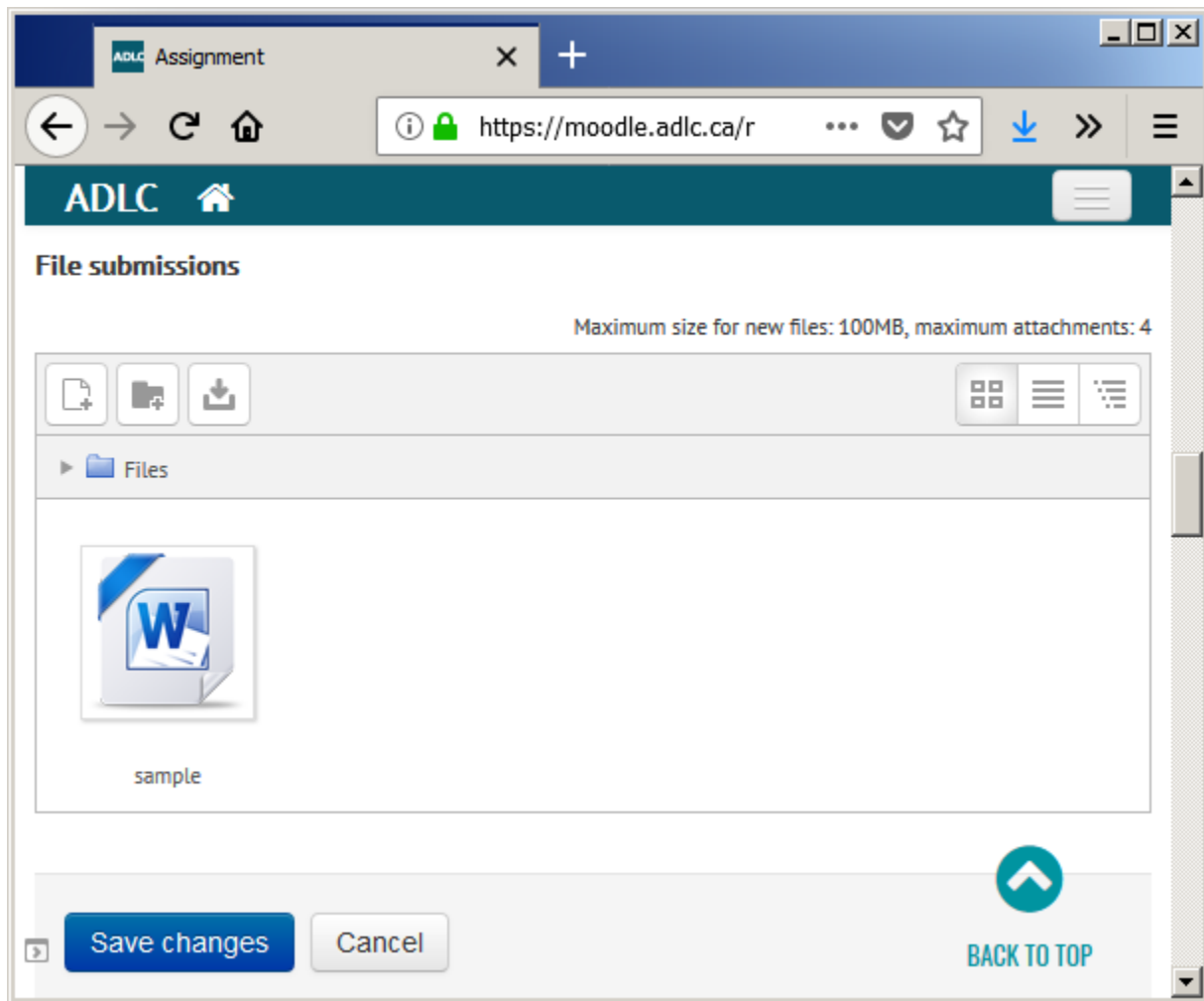
Method 1: File submission

1. Open your file in Google Drive. Click File→ Download as→ Microsoft Word (.docx).



Note: The file type you choose will depend on what sort of assignment it is. For Google Docs, choose Microsoft Word (.docx). For Google Slides, choose Microsoft PowerPoint (.pptx). You can also choose PDF Document (.pdf) for either assignment type.

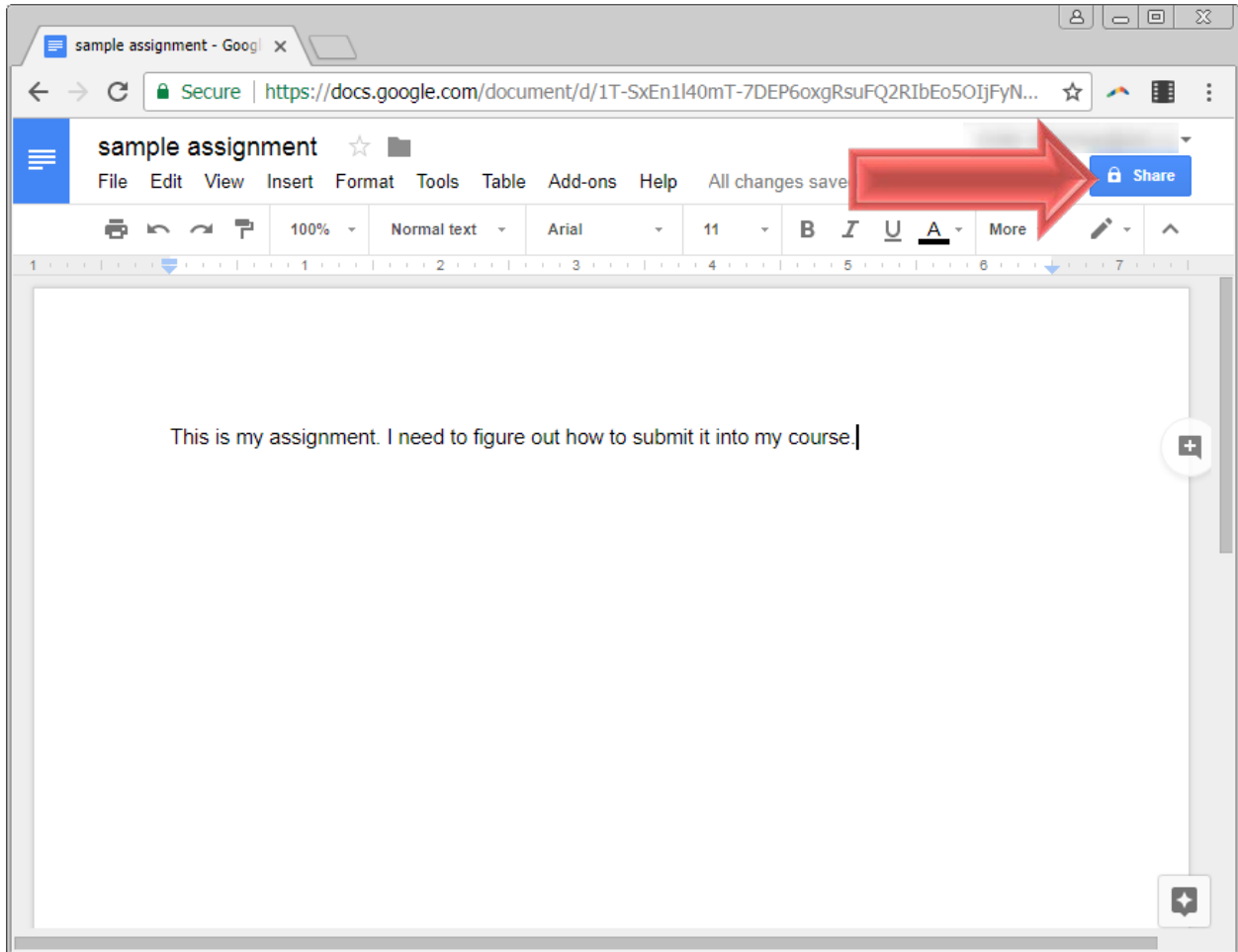
2. This file will download to your computer. Save it on your computer.
3. Drag and drop the file into the File submissions box on the assignment page.



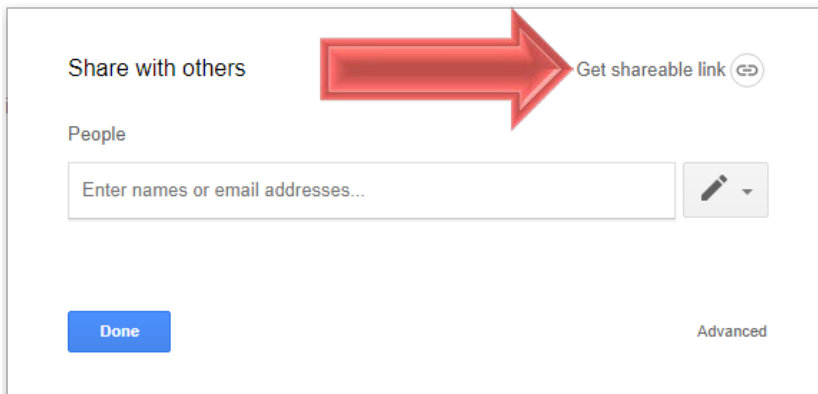
4. Save changes, then submit your assignment.

Method 2: Link submission

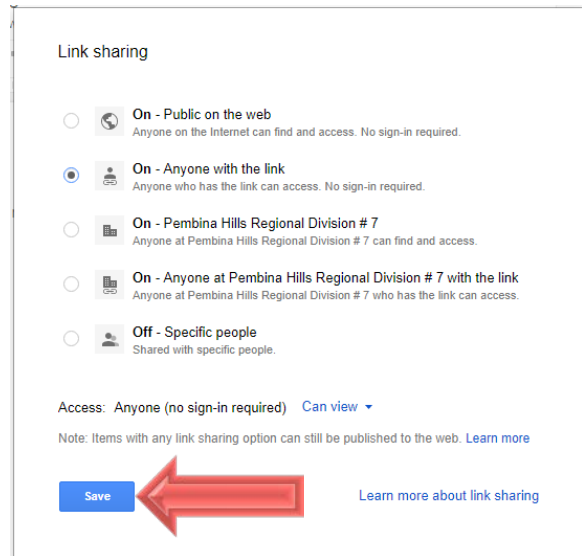
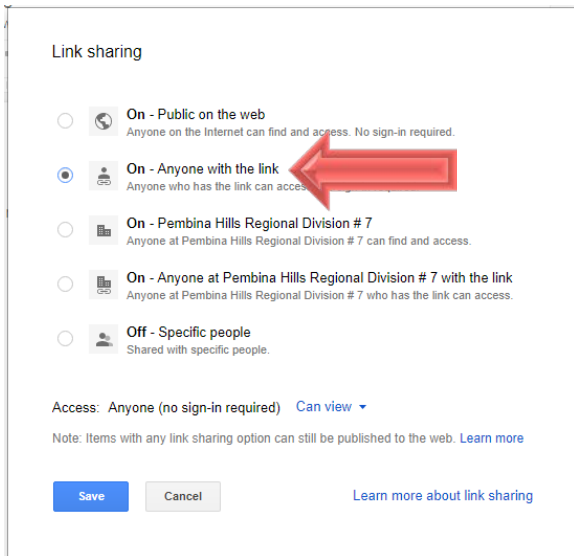
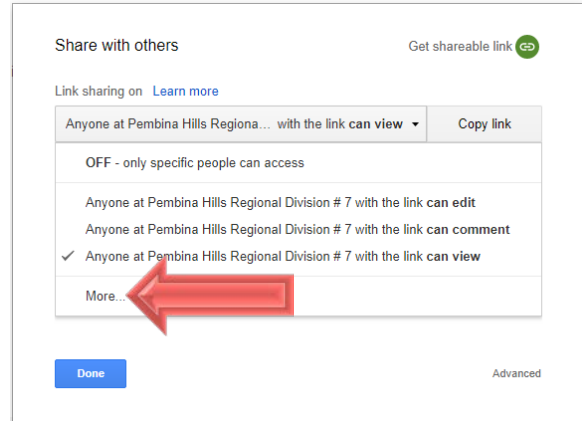
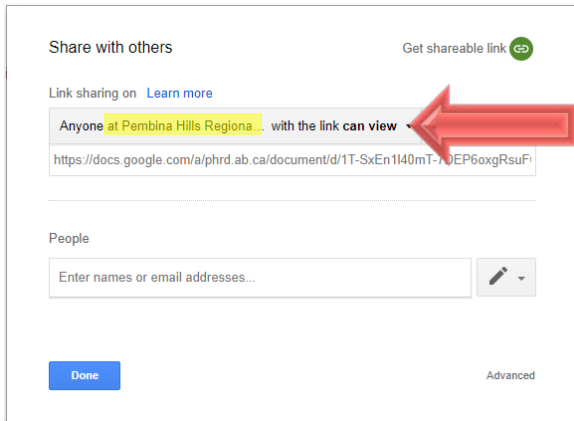
1. Open your file in Google Drive. Click **Share**.



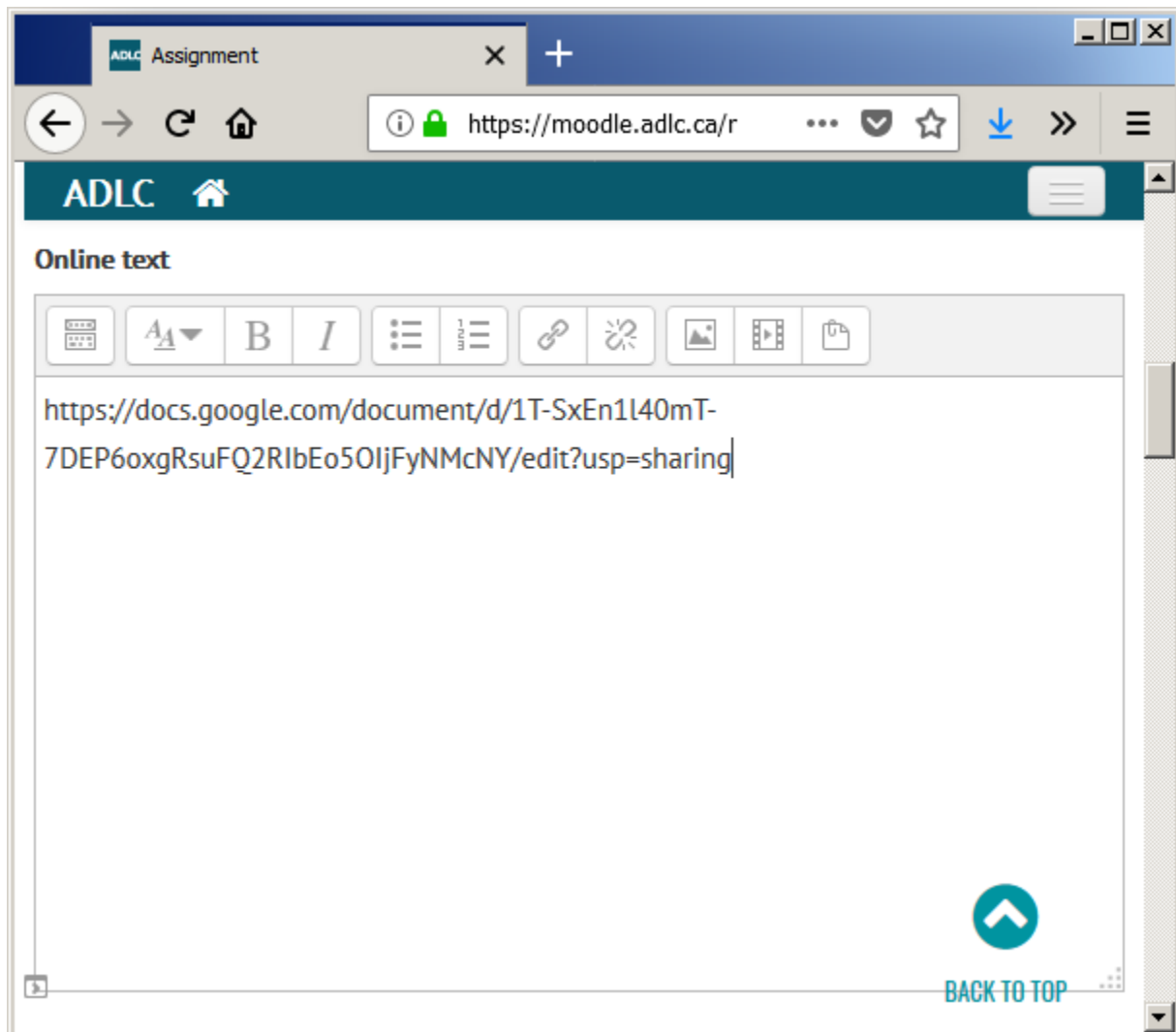
2. Click **Get shareable link**. Do not share the file directly with your teacher.



3. If you are using a personal e-mail account, you can copy the link as is. If you are using a school e-mail account, there is another step. You need to make sure the link is set to **Anyone with the link can view**. If it is not, click on the link settings to change them. Then click **More...**, then **Anyone with the link**. Save the settings when you are done, and copy the link.



4. In the Online text submissions box, paste the link. If there is no online text submissions box, talk to your teacher about alternate ways to submit the link.



5. Save changes, then submit your assignment.