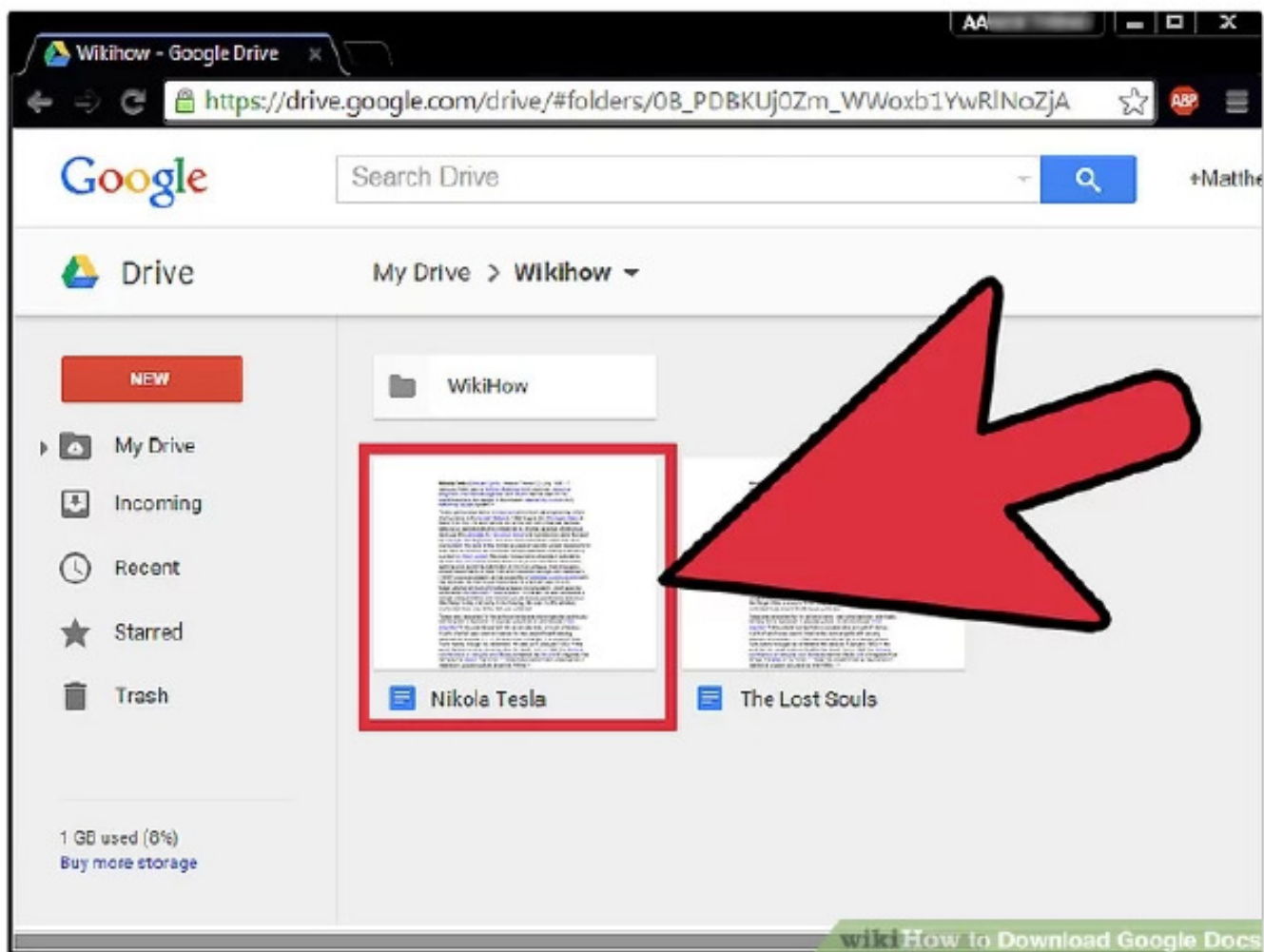


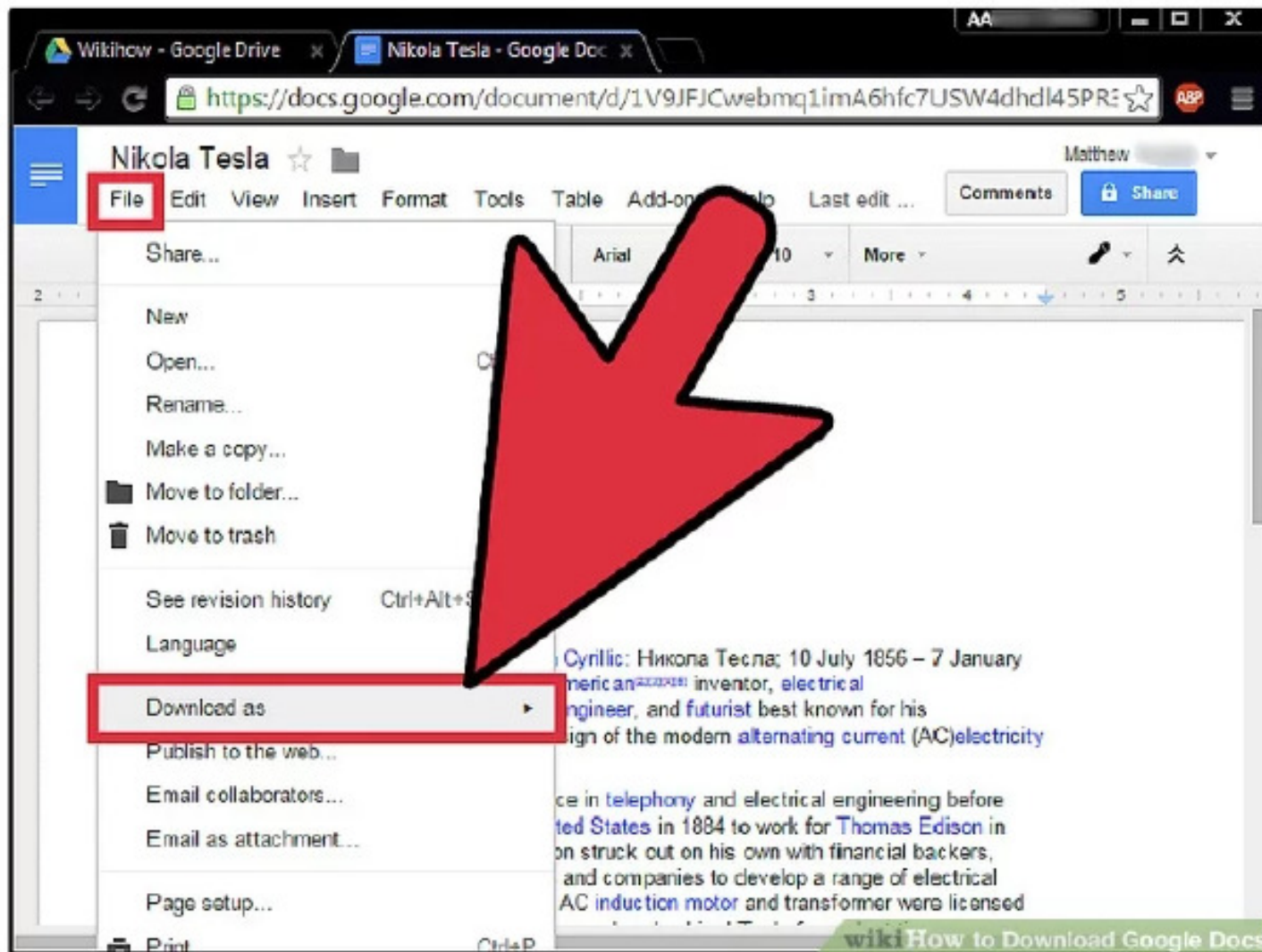
DIRECTIONS FOR DOWNLOADING A GOOGLE FILE AS A .PDF AND UPLOADING IT IN MOODLE

Adapted from WikiHow to Download Google Docs at <http://www.wikihow.com/Download-Google-Docs>

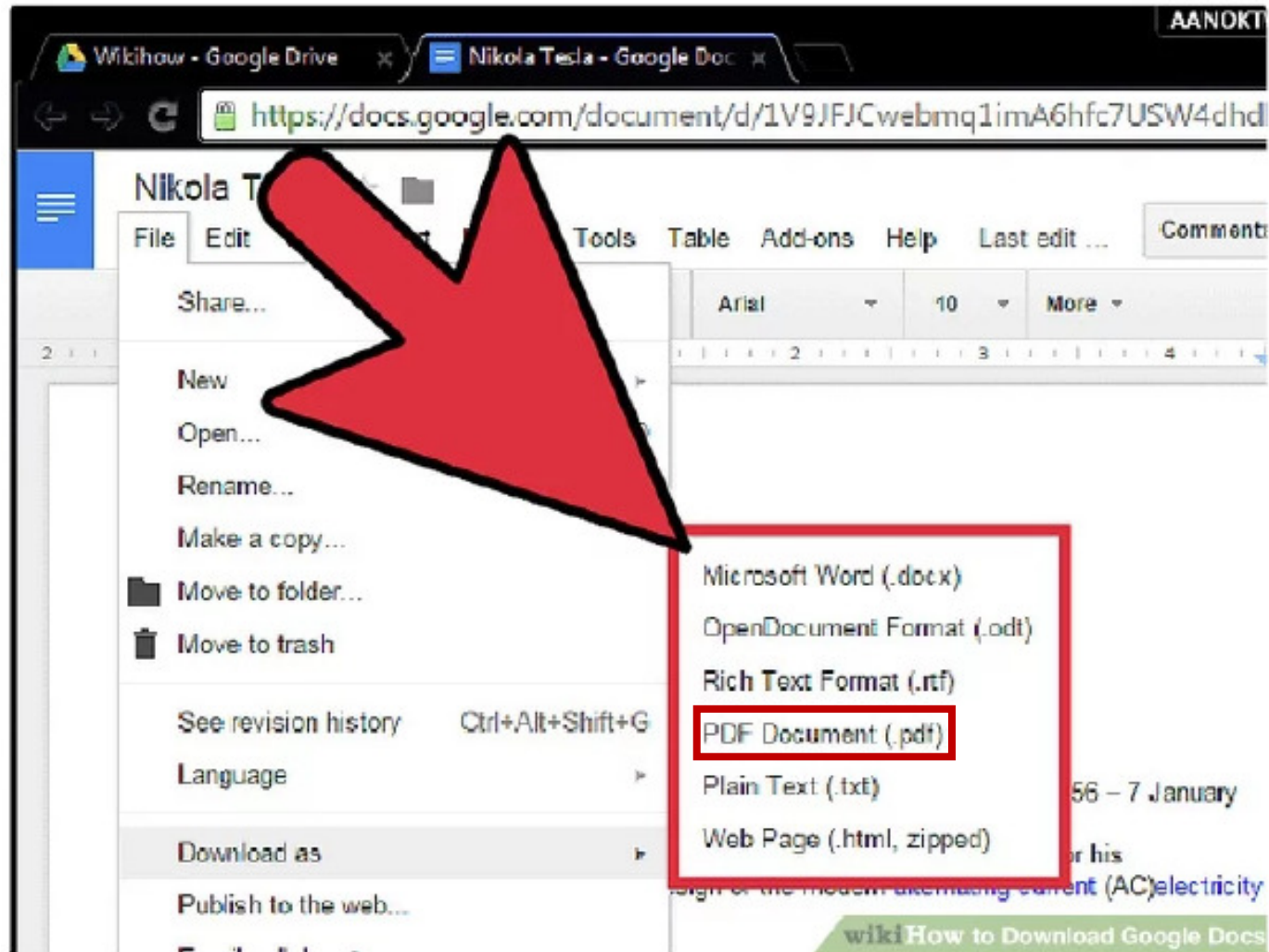
- 1) Open the file that you want to download as a PDF.



2) Click *File* and then select *Download As*. This will open a list of format options.



3) Select *PDF Document (.pdf)*.



You will be able to locate your file in your Downloads folder.

4) In the course in Moodle, click on the assignment that you wish to submit. The link should begin with the words *COMPLETE AND SUBMIT*.

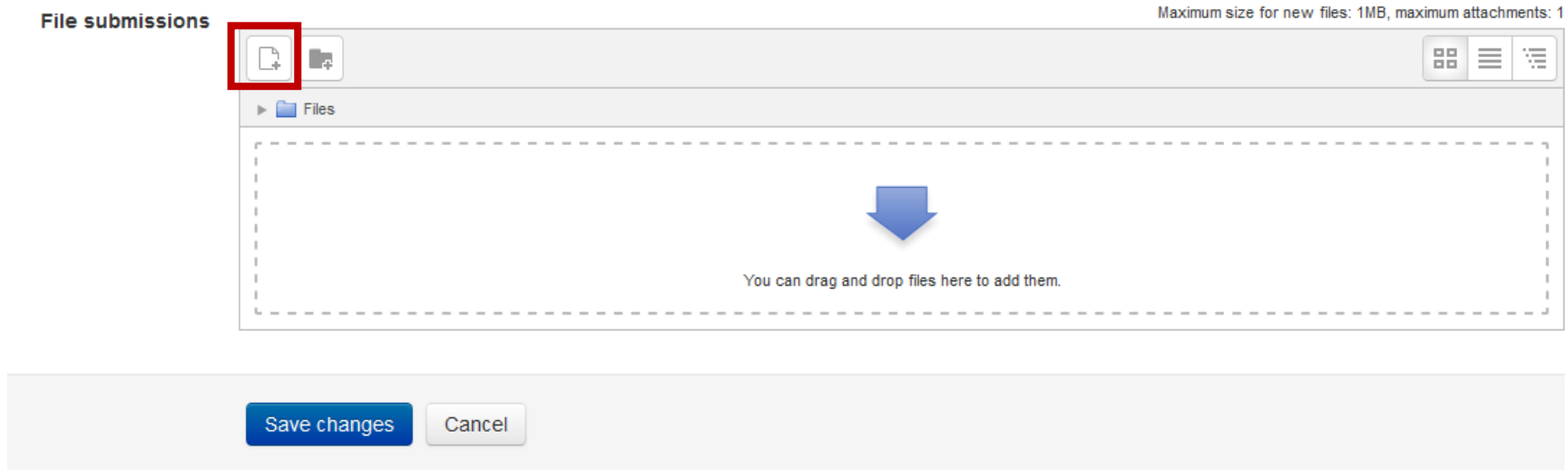
5) Click on the *Add Submission* button.

Submission status

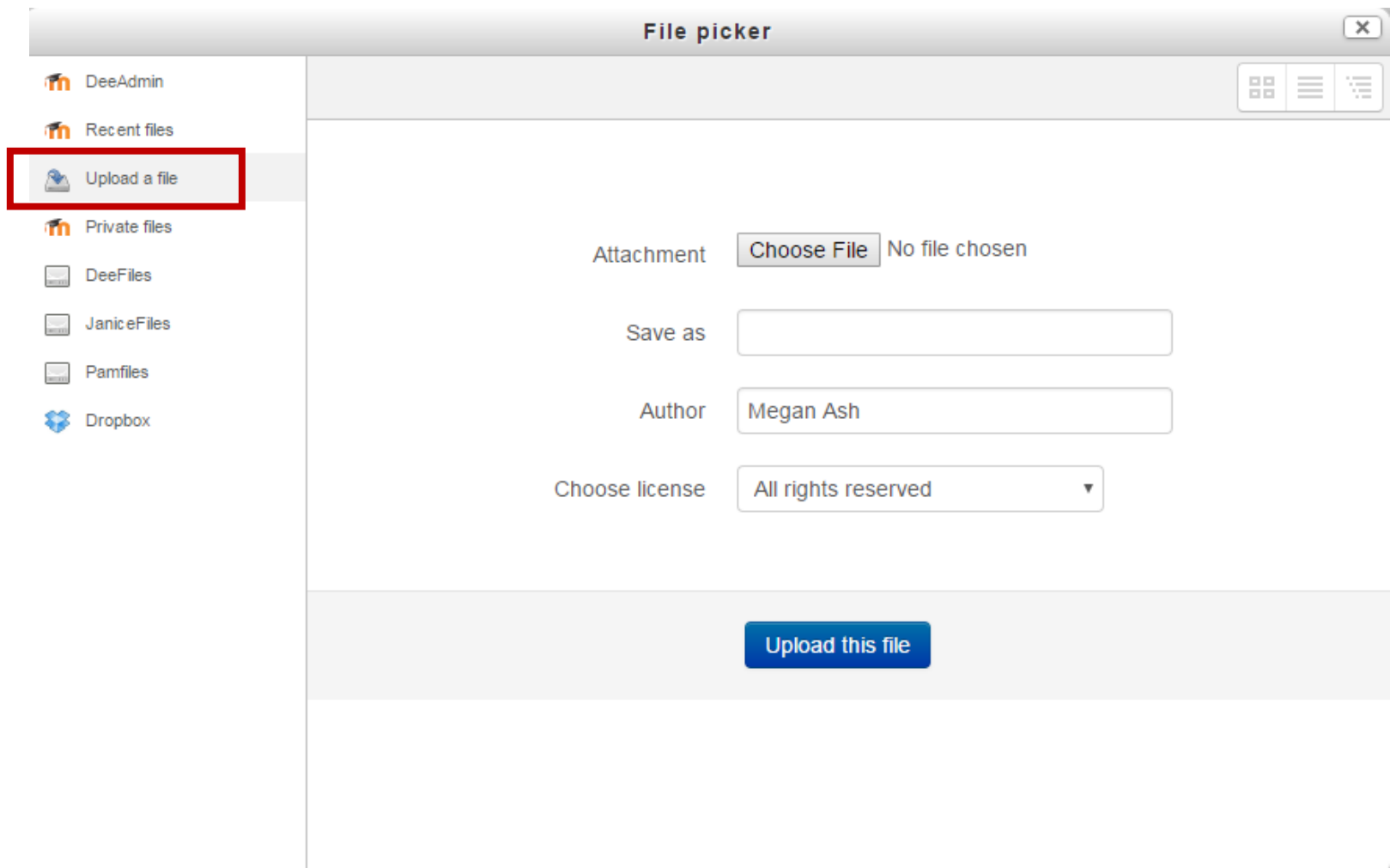
Submission status	No attempt
Grading status	Not graded
Due date	Sunday, June 25, 2017, 11:55 PM
Time remaining	6 days 13 hours
Last modified	Wednesday, April 19, 2017, 3:45 PM
Submission comments	▶ Comments (0)

Add submission

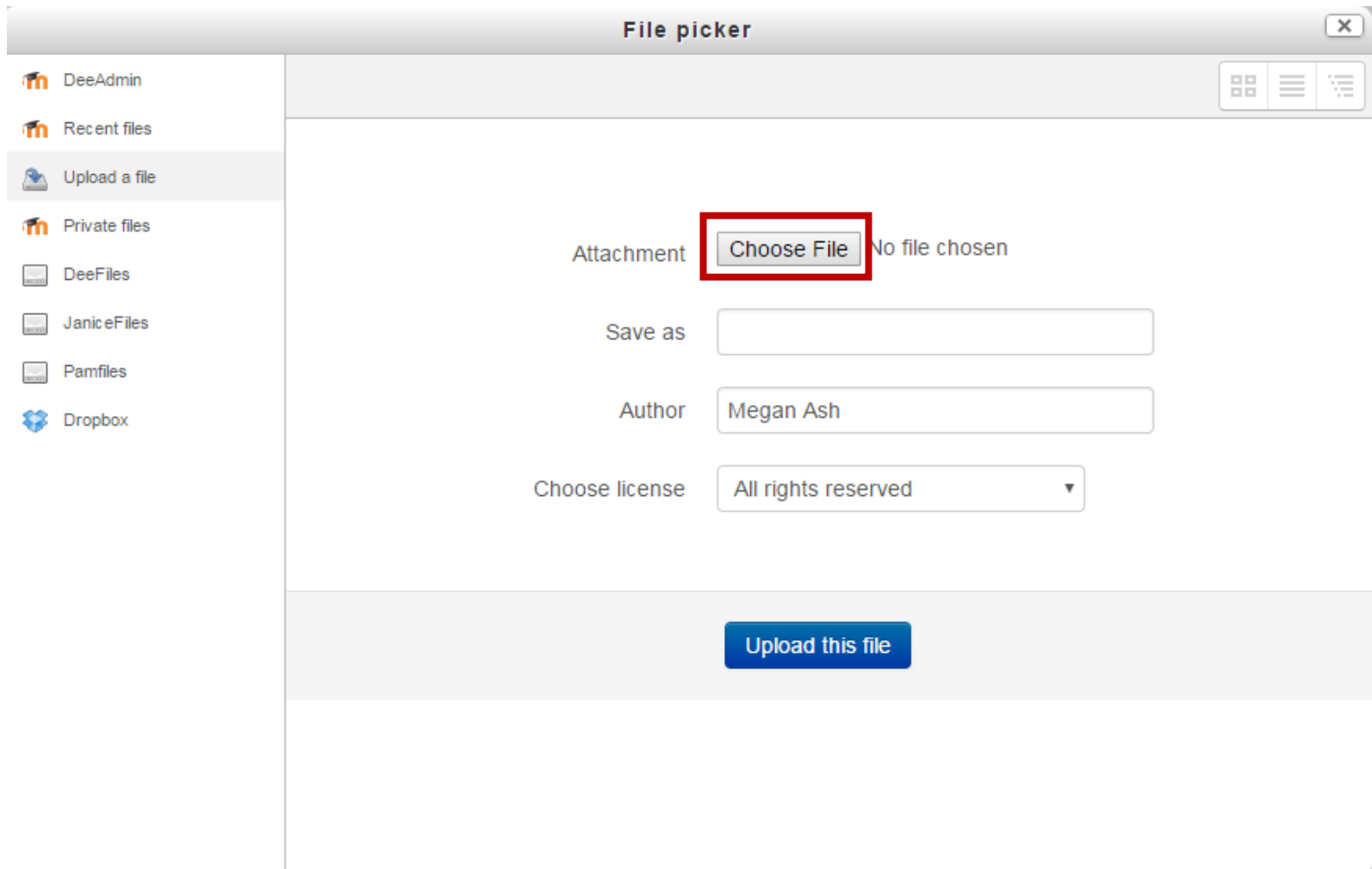
6) Click on the *Add* icon in the top, left corner of the *File Submission* box.



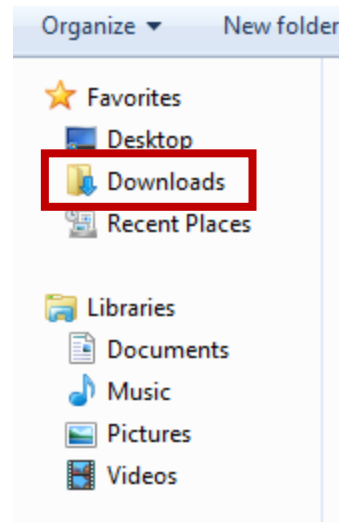
7) Click *Upload a File* in the navigation bar within the *File Picker* window.



8) Click the *Choose File* button.

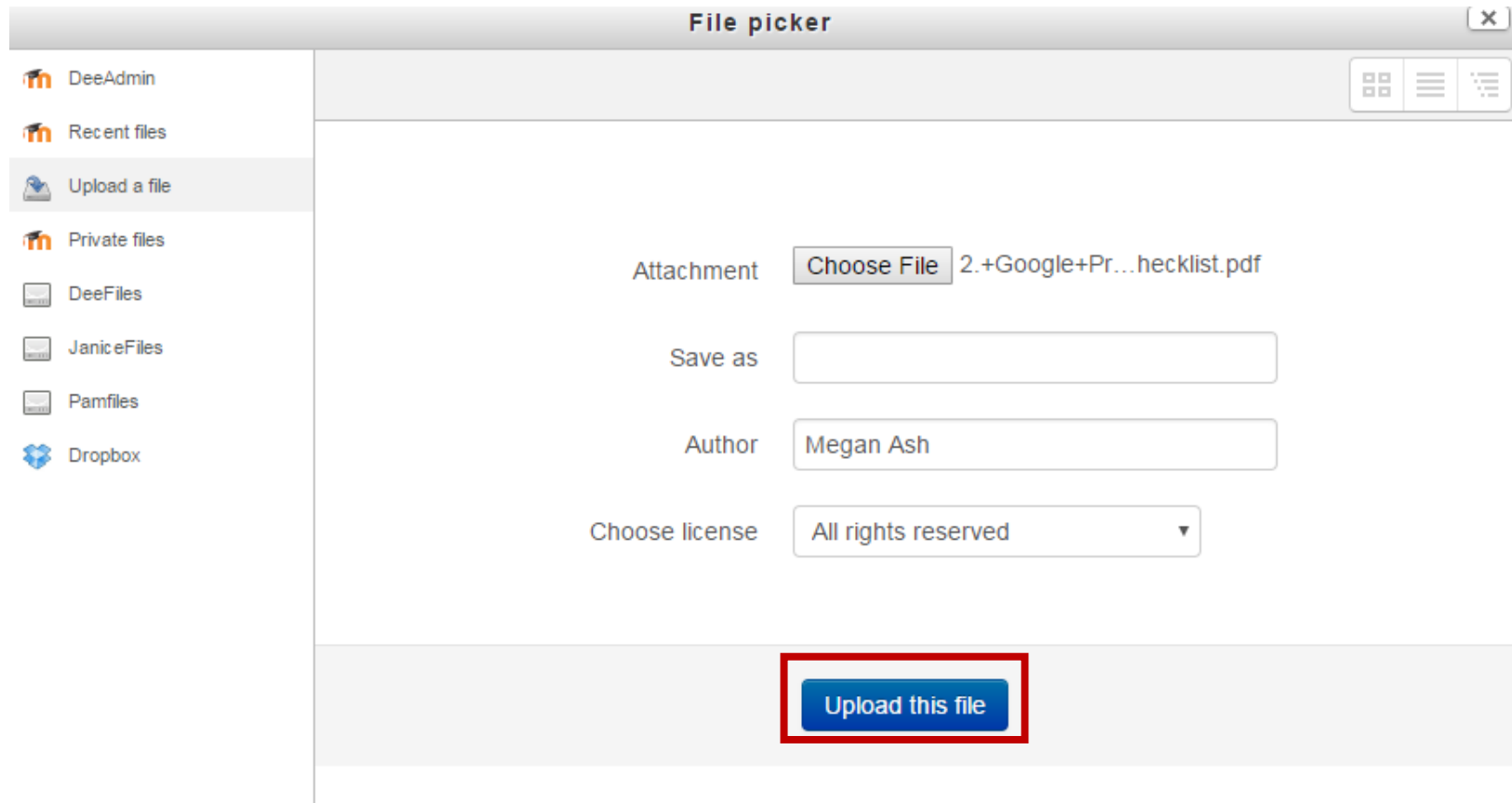


9) Click *Downloads*.



10) Select the file that you wish to attach. Click *Open*.

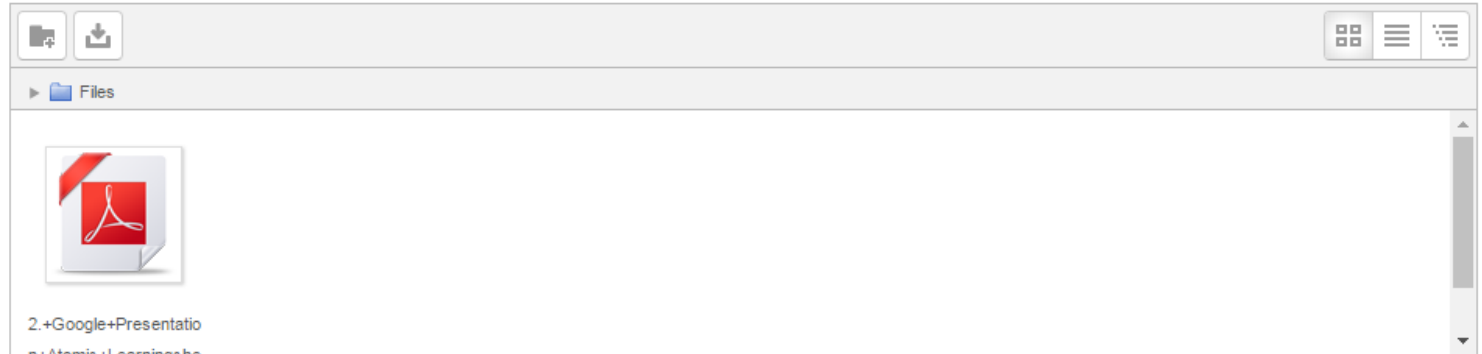
11) Click the blue *Upload This File* button.



12) You will see your file in the *File Submissions* window. Click on the blue Save Changes button.


File submissions

Maximum size for new files: 1MB, maximum attachments: 1



- 13) Congratulations! Your file has been submitted. You will see that the submission status has changed to *Submitted for Grading*.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, July 2, 2017, 11:55 PM
Time remaining	13 days 13 hours
Last modified	Monday, June 19, 2017, 10:36 AM
File submissions	 2.+Google+Presentation+Atomic+Learningchecklist.pdf
Submission comments	▶ Comments (0)

Edit submission