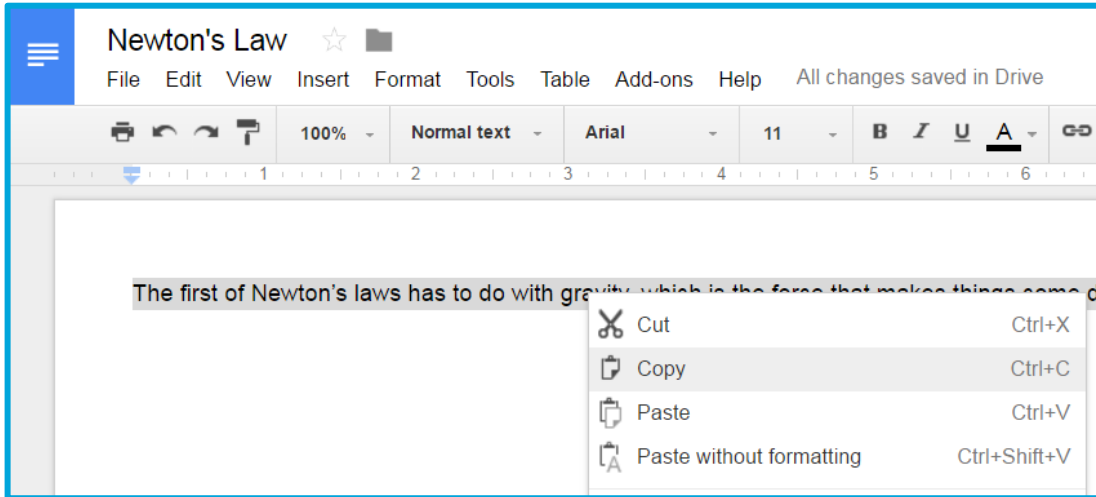


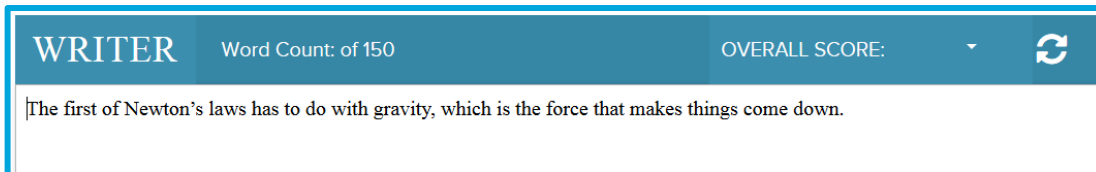
When using Google Docs to complete extended responses (short answer/essay) you have two options.

OPTION 1 – Copy and Paste the response in the Writer box

1. Highlight the response text in your Google Doc. Then, right click and select **COPY**.



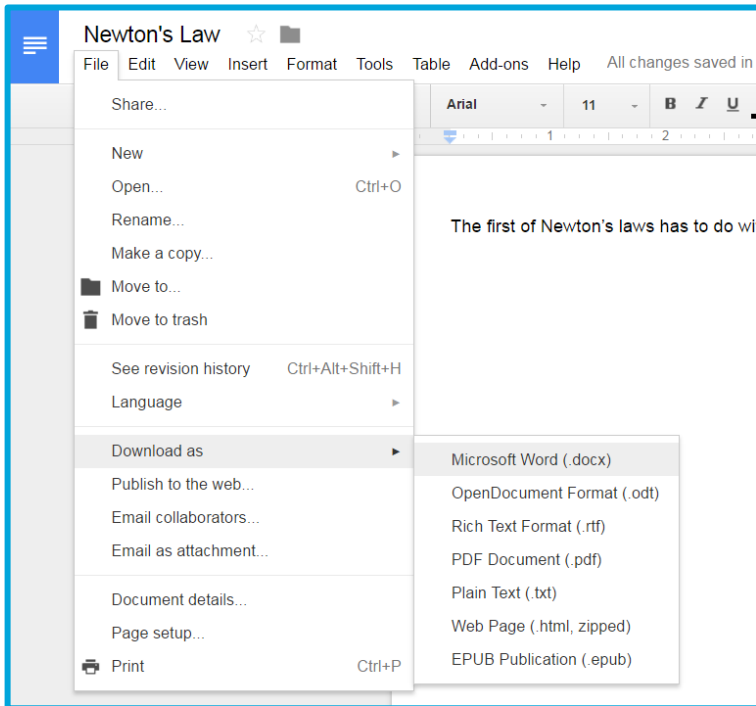
2. Open your assignment and go to the question you need to respond to.
3. Click inside the Writer box and press Ctrl+V (PC) or Command+V (Mac) to paste the text.



4. Click the **NEXT QUESTION** or **SUBMIT ANSWER** button.

OPTION 2 – Convert the Google Doc to a Word file and upload it to the assignment

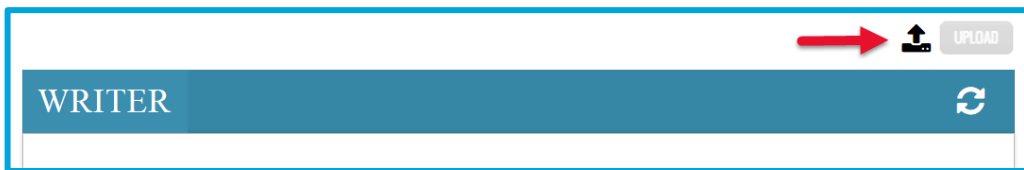
1. While in your Google Doc, click the **FILE** menu.
2. Click **DOWNLOAD AS**, and select Microsoft Word (.docx).



3. Save the file to a desired location on your computer. **Remember this location!**

IMPORTANT: You may want to open and view the file to make sure everything looks right. File conversions sometimes mess up formatting. We know it's kind of lame, but at least we told you, right?

4. Open your assignment and go to the question you need to respond to.
5. Click the **UPLOAD** icon. Then, locate and select your file and click **OPEN**.



6. When the file has been loaded, the **UPLOAD** icon will turn green and the file name will appear.



7. Click the **NEXT QUESTION** or **SUBMIT ANSWER** button.

Woo hoo! You did it you Google Docs conversion and upload MASTER!

Need help? Call the Academic Hotline at 888-399-4267