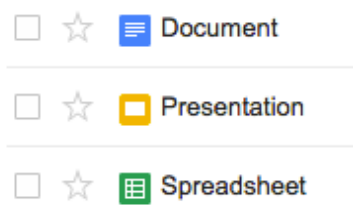


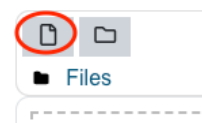
Google Drive and Moodle

Google Docs can be uploaded directly in Moodle.

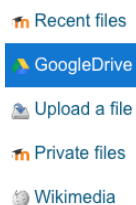


Documents created in Google Drive will look like the ones to the left. The file extension associated with them is .gdoc. If simply dragged and dropped into Moodle, your teacher will not have permission to view them, making them unreadable. While they can be downloaded as specific document types and then uploaded into Moodle, those steps are not necessary.

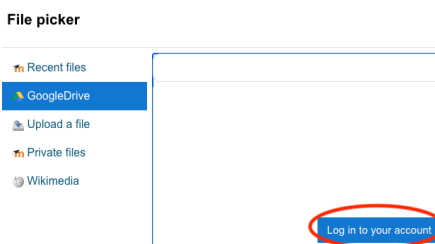
1. To upload a document from Google Drive into Moodle, log into your course in Moodle. Open the Assignment Dropbox where you wish to submit your document. **Click on the icon.**



2. You will then be presented with this menu. Click on **Google Drive**.



The **FIRST** time you do this, you will be asked to **log into your account**.



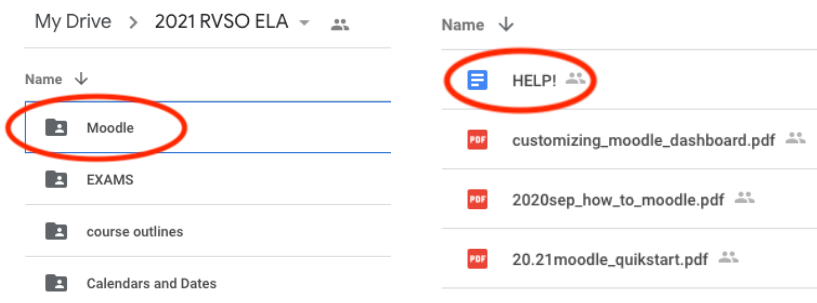
Choose your rvschools account – the screen suggests you will be taken to the RVS K9 Moodle server, but your Gmail account will access the RVLC Moodle server.

Choose an account

to continue to [Rocky View Schools K9 Moodle](#)



3. When in your Google Drive account, you will see your folders and files. Navigate through them as you would any file system, by double clicking.



4. Double click on the document you wish to upload into Moodle. It will appear in a new window. Click **Select this file**.

5. The file appears in your dropbox. Click **Save changes**.
Note the file extension of your document changes from .gdoc to .rtf, which makes it readable outside of Google Drive.

Select HELP!.gdoc

Save as
HELP!.gdoc

Author
Karen Nakaska

Choose license
All rights reserved

Select this file Cancel

Files

HELP!.rtf

Save changes Cancel

6. You have successfully submitted to the dropbox when you see a screen which confirms that you have “Submitted for grading”. You can double check at the bottom of the window that you have submitted the correct document. You are also able to see the exact time you submitted your document.

Course Confirmation

After reading through the course outline, complete and submit the [Course Confirmation](#) document for

Submission status

Submission status	Submitted for grading	
Grading status	Not graded	
Due date	Wednesday, 3 February 2021, 11:50 PM	
Time remaining	150 days 8 hours	
Last modified	Sunday, 6 September 2020, 3:58 PM	
File submissions	HELP!.rtf	6 September 2020, 3:58 PM