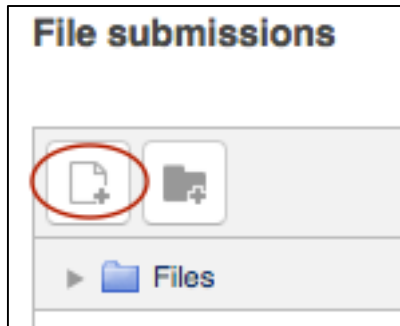


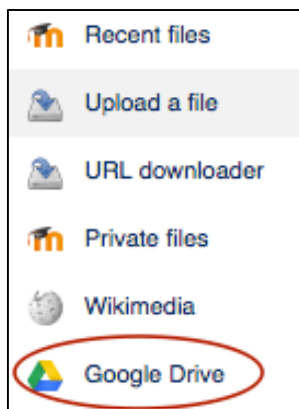
Google Drive and Moodle

Google Docs can be uploaded directly into Moodle.

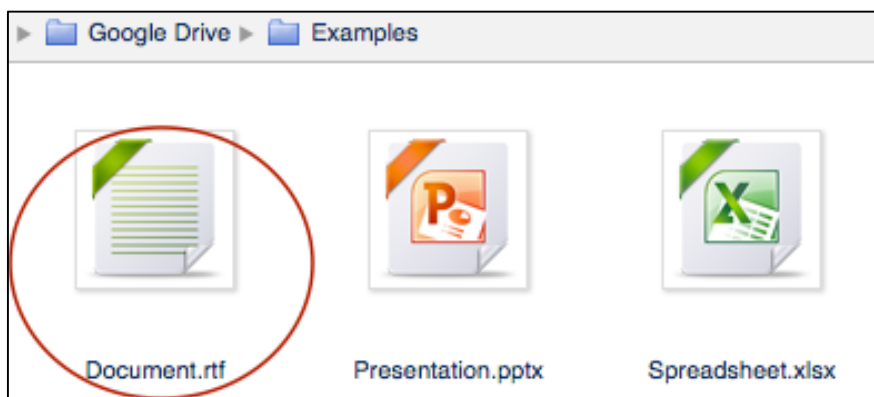
If simply dragged and dropped into Moodle, your teacher will not have permission to view them, making them unreadable. While they can be downloaded as specific document types and then uploaded into Moodle, those steps are not necessary unless you are submitting a Document with graphics. (Scroll to end of document for how to do this.)



1. To upload a document from Google Drive into Moodle, go into Moodle into the appropriate Dropbox. Click on the Add symbol.



2. The menu to the left will appear. Click on Google Drive.



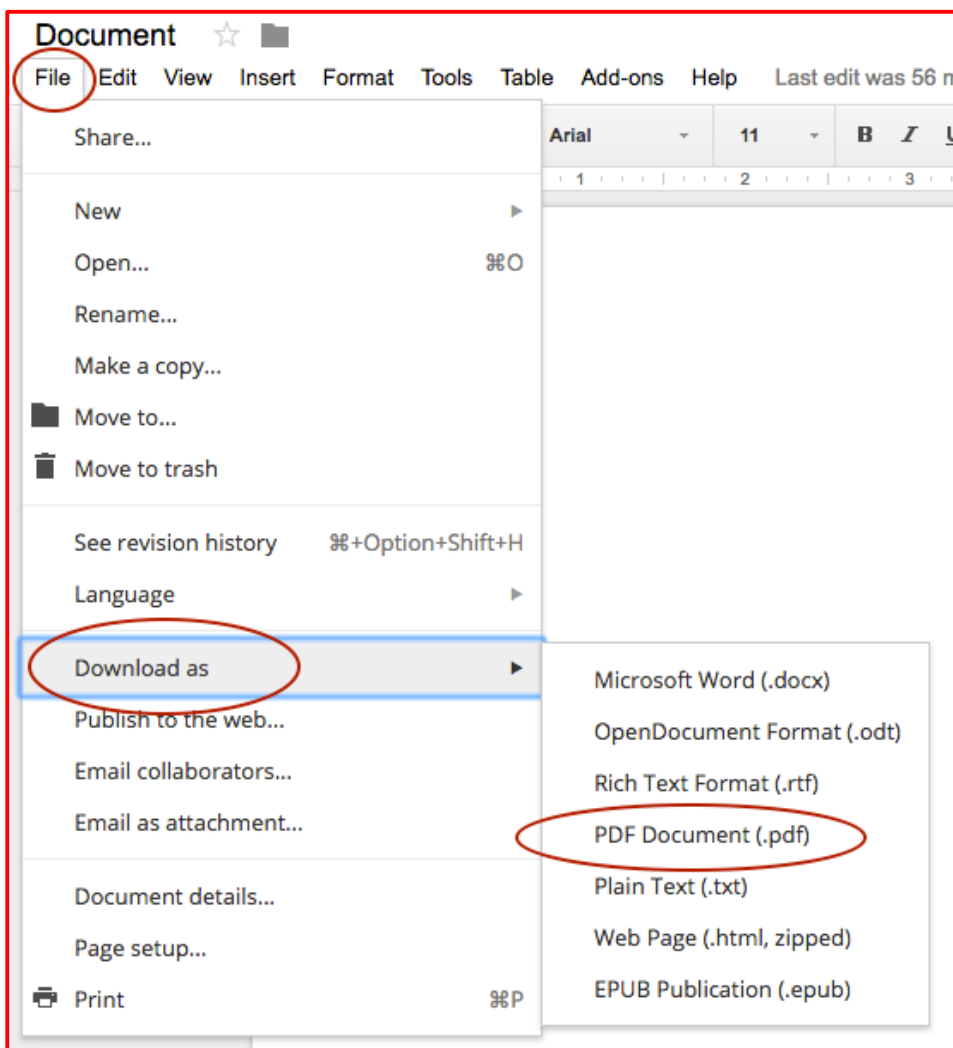
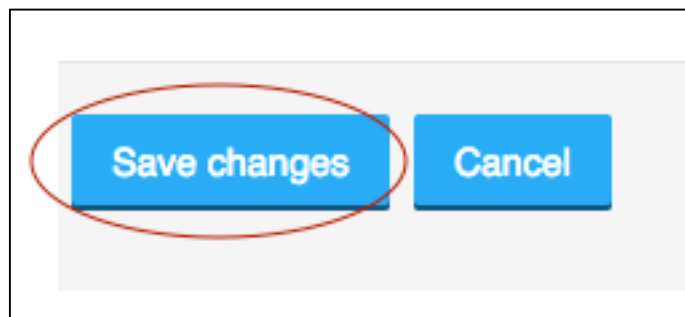
3. Click on the Document you wish to upload into Moodle.

4. Click **Select this File**.

The file will appear in your dropbox, but its appearance is deceptive!! It is only hovering there.

You must click on **Save changes** in order to submit your document.

5. Don't forget to **Save changes!!!!**



****** If you are uploading a **Document** that contains graphics, the graphics will NOT make the move into Moodle. Google Drive saves Documents with an .rtf file extension, which stands for **Rich Text Format**. That means nothing but text. No graphics will make the transition. 😊

If you have created a Google Document that contains graphics, follow the sequence below when submitting your document into Moodle:

1. While **your Document is open**, click on **File >> Download as >> PDF Document**.

2. Save the document in your ELA folder and upload to Moodle as you would any other document. (See **QuikStart Guide**.)