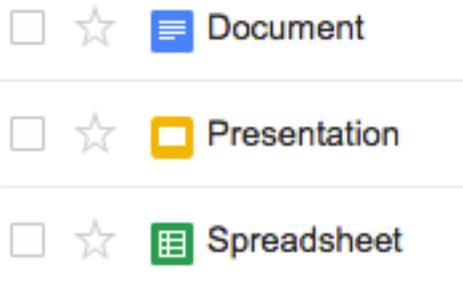


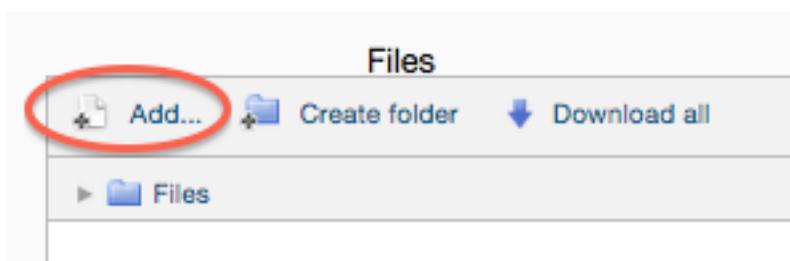
Google Drive and Moodle

Google Docs can now be uploaded directly in Moodle.

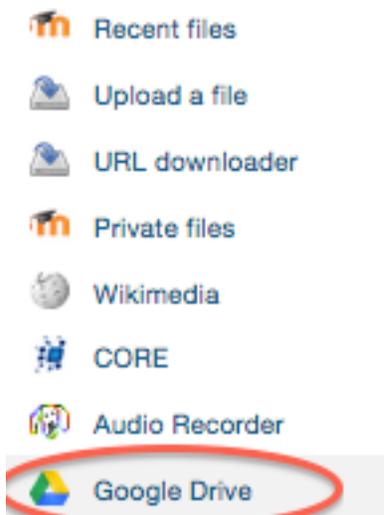
Documents created in Google Drive will look like the ones below. The file extension associated with them is .gdoc. If simply dragged and dropped into Moodle, your teacher will not have permission to view them, making them unreadable. While they can be downloaded as specific document types and then uploaded into Moodle, those steps are no longer necessary.



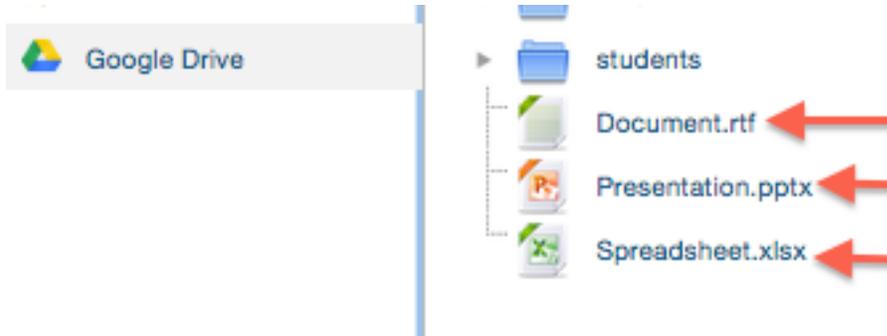
1. To upload a document from Google Drive into Moodle, go into Moodle. Open your Locker or the appropriate Dropbox. (The examples are from the Locker.) **Click on Add**



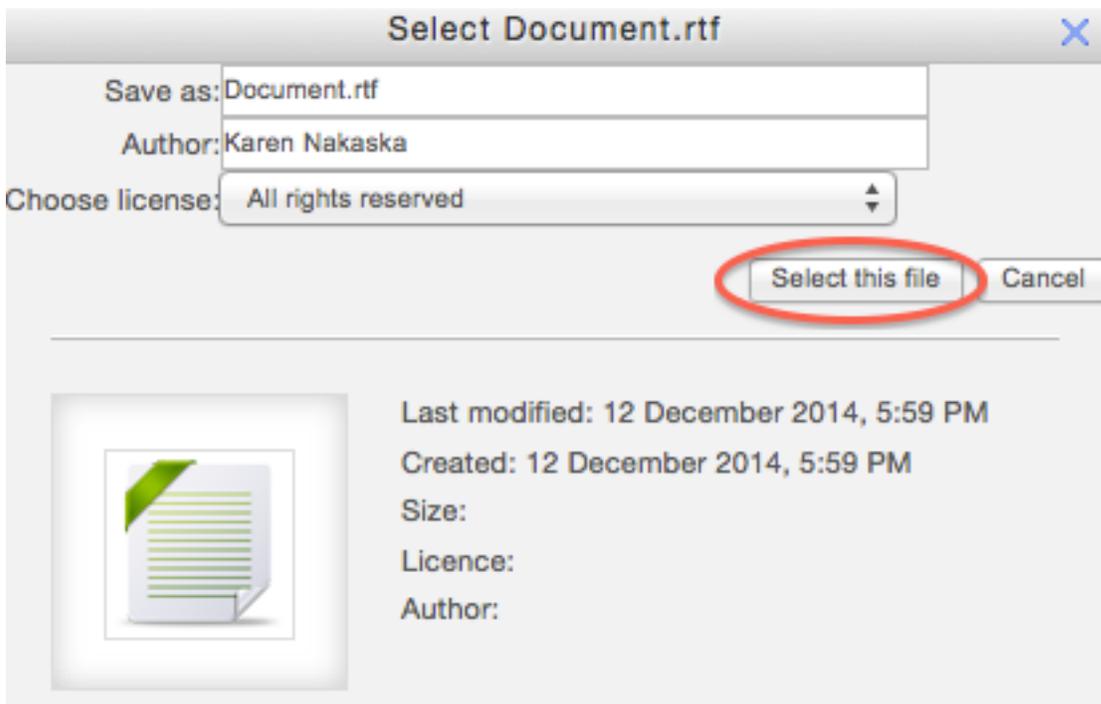
2. You will then be presented with the menu below. **Click on Google Drive.**



3. When you click on Google, Drive, **Moodle will convert your Google docs** (.gdoc files) that were created directly in Google to a shareable file type! (.rtf, .ppt, .xls)



4. Click on the document you wish to upload into Moodle. Click **Select this file**.



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

