**Uploading “Word” documents from a Chromebook**

**Step 1:**

Visit [www.google.com](http://www.google.com)

**Step 2:**

In the top right hand corner, click on the block image next to “Images”

**Step 3:**

Select “Drive”



**Step 4:**

The options shown below are on the left side of the screen. You will select “New” in red.



**Step 5:**

Once in “New”, you will select “Google Docs”.

**Step 6:**

At the top left hand corner, name your document (name it appropriately; the title is what is submitted).



**Step 7:**

Type out your assignment in the content box like you would in Microsoft Word or Open Office.



**Step 8:**

When assignment is complete and you are ready to save……..

* select “File”
* “Download As”
* “Microsoft Word (.docx)”

**Step 9:**

Now enter the course and select the lesson linked to the assignment.

**Step 10:**

Once you are in the lesson, return to the question where the assignment needs to be uploaded. Select the “Attach File” button.



**Step 11:**

Then select the title of the document you just created to be uploaded.

**Step 12:**

Make sure you “submit” the lesson once the attachment is uploaded.