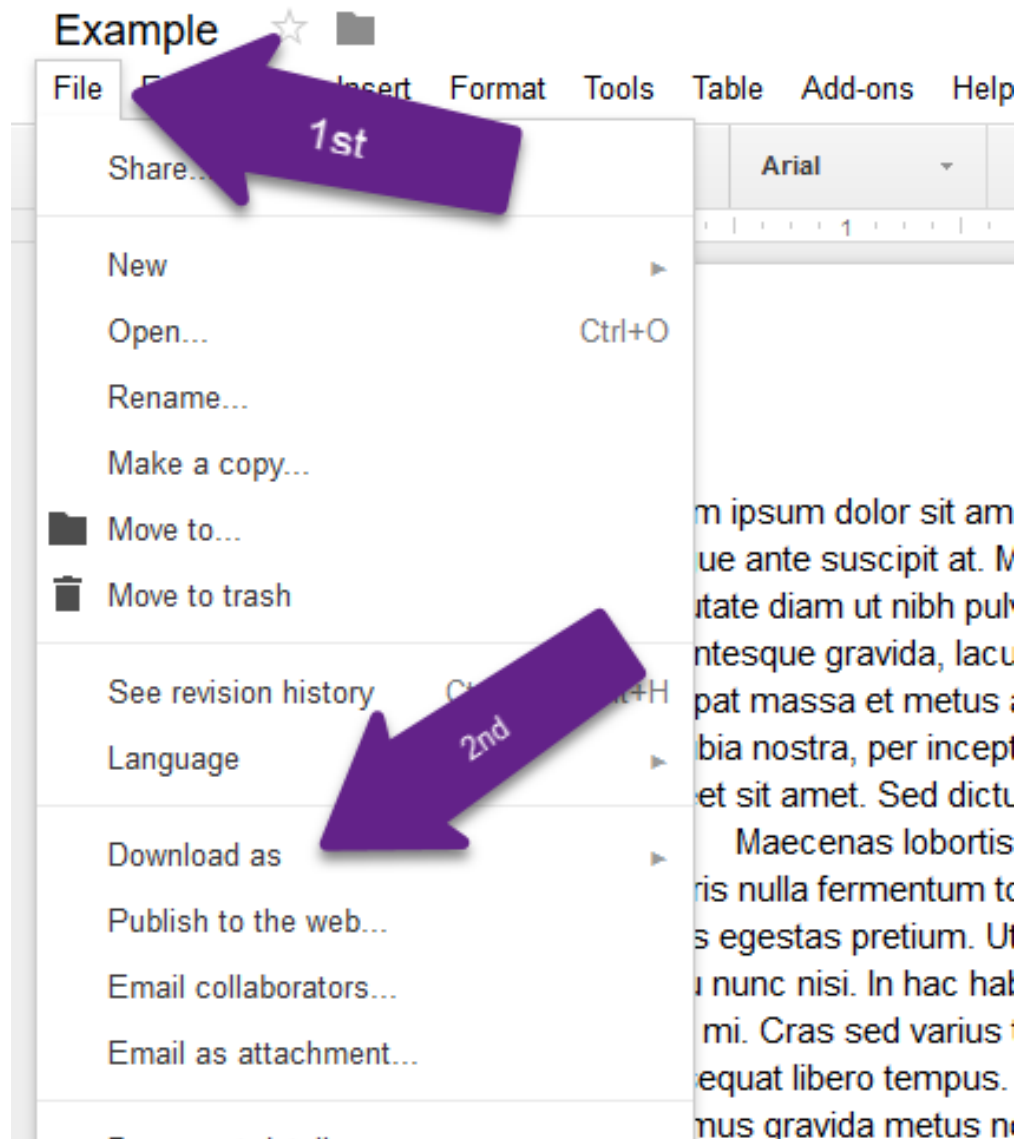


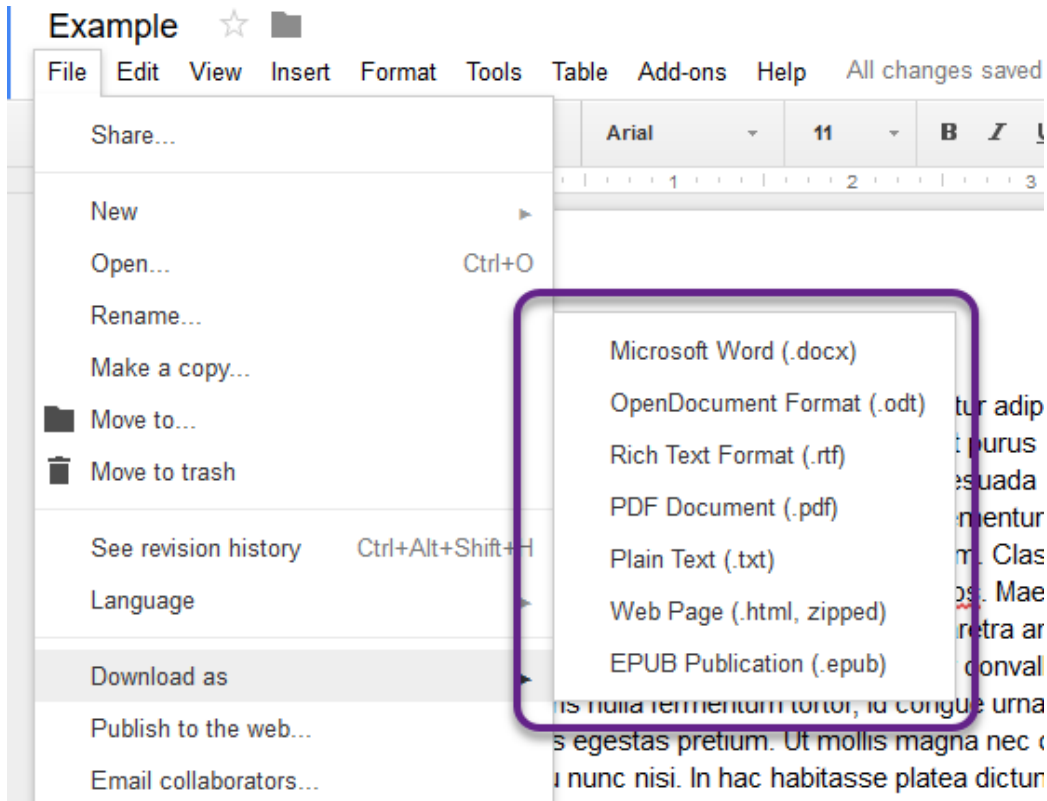
Saving Google Documents to Submit via Moodle

Saving Google document in a different format

Step One: Once you are ready to hand in your work go to the file option in Google and locate the “**Download as**” option.



Step Two: Select the file format required for your class.



Step Three: You will then be asked to save or open your document on your computer. Choose the save option so that you can upload the document into your course. The file will be in your download folder.

