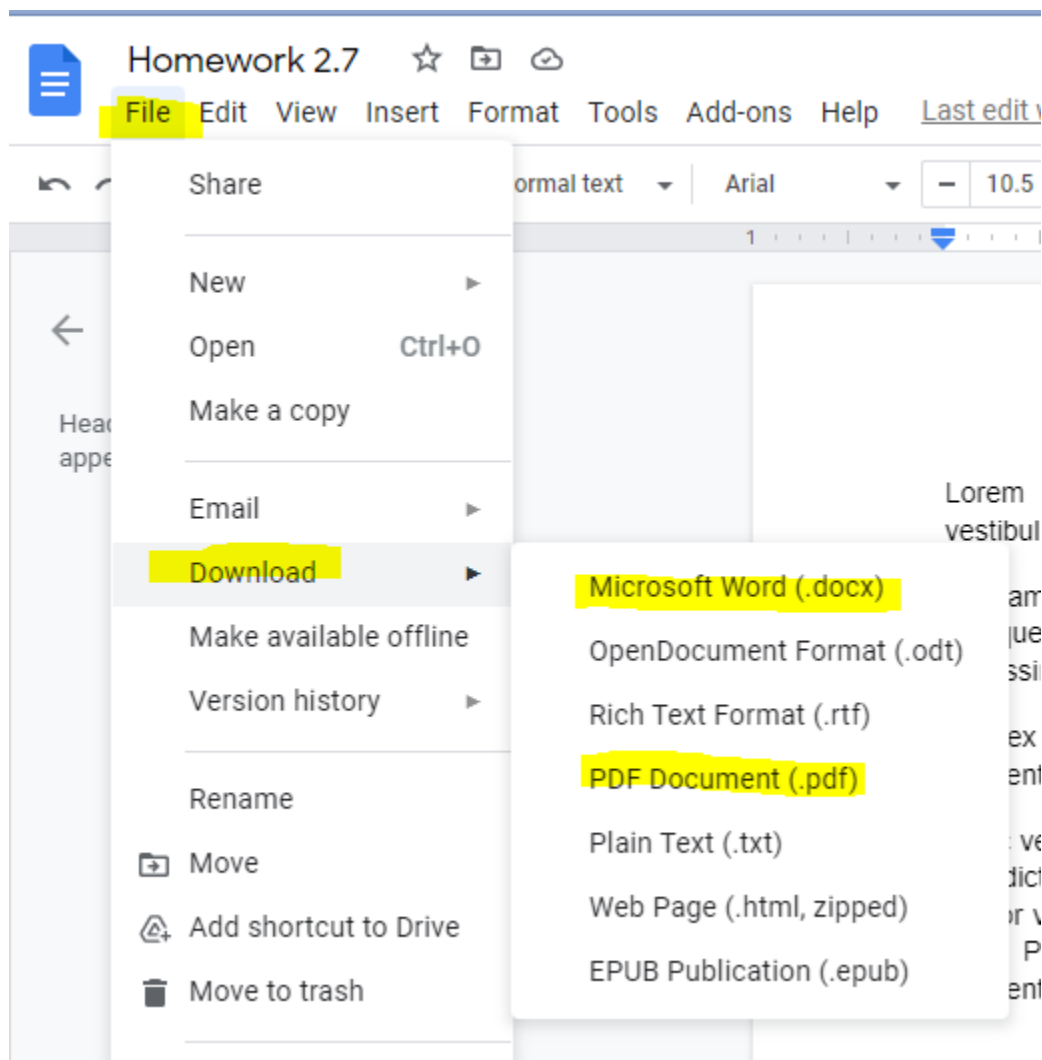


Submitting Work in the LMS from Google Docs

To protect the integrity of your work, any work completed in a Google product (doc, sheets, slides, etc.) will need to be downloaded before submitting to the Learning Management System. Instead of submitting a link, you will need to follow the instructions below to download a copy of your work and then upload to the assignment in the LMS. Contact your teacher with any questions.

Navigate to your Google Doc, and click on the **File** menu at the upper left.

Then select **Download** from the drop-down menu, and then select either **Microsoft Word (.docx)** or **PDF Document (.pdf)**.



A copy of your document will be downloaded automatically and saved to your browser's default saving location (typically the "**Downloads**" folder on your computer).