

# How to Work with SPS

## Microsoft & Google

### Interchangeably

Part One: How to upload files onto Google

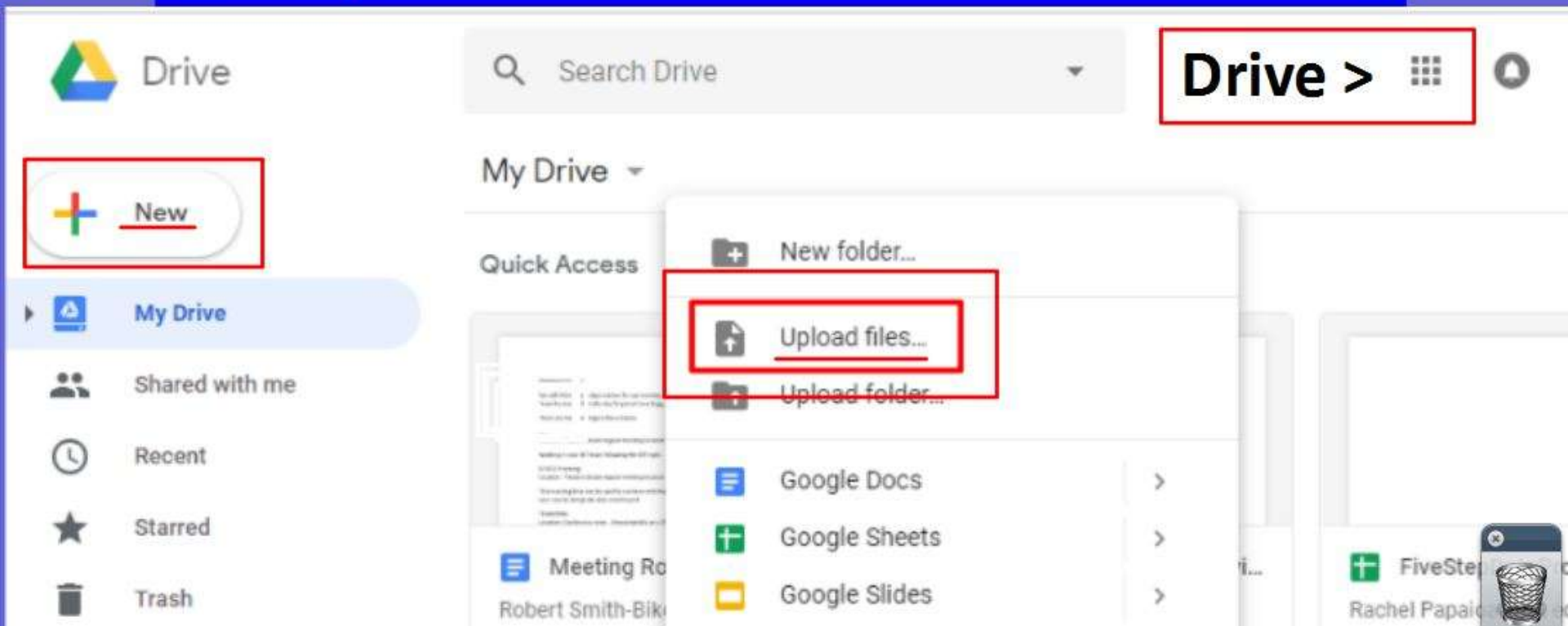
Part Two: How to download files onto Microsoft

Part Three: How to upload files onto Google Classroom

Tutorial by **Lynn Murray**

# How to Upload Files to SPS Google

1. Drive
2. Sign in: [1567432@stamfordpublicschools.org](mailto:1567432@stamfordpublicschools.org)
3. **+New>Upload files...**



# How to Upload Files onto Google

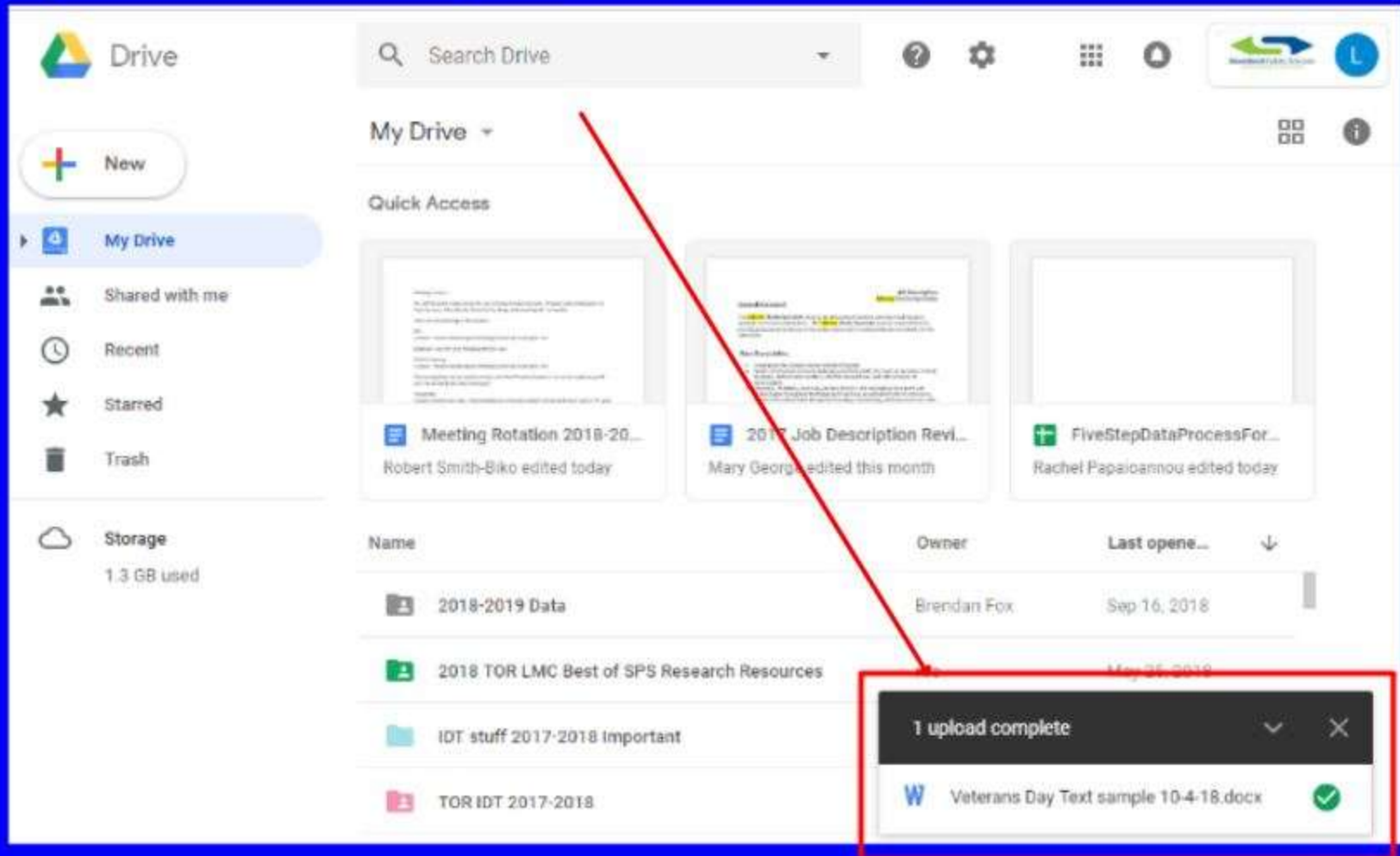
## 4. Computer>Number>Click on the assignment

The screenshot shows the Google Drive web interface in the background. On the left, there is a sidebar with navigation options: 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (1.3 GB used). The main area shows 'My Drive' and 'Quick Access'. Overlaid on this is a Windows File Explorer window titled 'Open'. The address bar shows the path 'Com... > LMurray (\w8vmfs01\Teachers...'. The left pane shows a tree view with 'Computer' selected and highlighted with a red box. Below it, the network location 'LMurray (\w8vmfs01\Te...' is also highlighted with a red box. The right pane shows a list of files with columns for 'Name' and 'Date'. The file 'Veterans Day Text sample 10-4-18' is selected and highlighted with a red box. The 'File name' field at the bottom contains 'Veterans Day Text sample 10-4-18' and the file type is set to 'All Files'. 'Open' and 'Cancel' buttons are visible at the bottom right of the File Explorer window.

Name	Date
<input checked="" type="checkbox"/> Veterans Day Text sample 10-4-18	10/4
Lorenz Veteran's Day Res w Grolier Cornell 10-4-18	10/4
lorenz_veterans_day_research_cornell_notes_10-4-18 (2)	10/4
Veterans Day Text sample	10/4
	10/4
Lorenz Veterans Day Research Cornell Notes 10-4-18	10/4
Mini Veterans Day slides w new Noodle 10-4-18	10/4
Lorenz Veteran's Day Research 7 18	10/4
Grolier Vietnam War 2	10/4
Grolier Vietnam War 1	10/4

# How to Upload Files onto Google

5. You'll be alerted about your Microsoft work being uploaded to Google. Click Refresh.



The screenshot shows the Google Drive interface. On the left is a navigation sidebar with options like 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Trash', and 'Storage' (1.3 GB used). The main area displays 'My Drive' with a search bar and a 'Quick Access' section showing three document thumbnails. Below this is a table of files with columns for Name, Owner, and Last opened. A red arrow points from the 'My Drive' header to a notification box in the bottom right corner. The notification box, titled '1 upload complete', shows a document icon and the filename 'Veterans Day Text sample 10-4-18.docx' with a green checkmark.

Name	Owner	Last opened
2018-2019 Data	Brendan Fox	Sep 16, 2018
2018 TOR LMC Best of SP5 Research Resources		May 25, 2018
IDT stuff 2017-2018 Important		
TOR IDT 2017-2018		

1 upload complete

Veterans Day Text sample 10-4-18.docx

# How to Upload Files onto Google

## 6. View of a Microsoft Word document on Google.

The screenshot shows a Google Docs interface. The title bar reads "Veterans Day Text sample 10-4-18". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Tools", "Add-ons", and "Help". The status bar indicates "Last edit was seconds ago". A yellow box highlights the text "SPS Google" in the top right corner. The document content is as follows:

Veterans Day Text

<https://go.scholastic.com/B/article/atb/999/atb999h6003.html?highlightTerm=veterans%20AND%20day>

"Veterans Day." Scholastic GO!,  
[go.scholastic.com/content/schgo/B/article/atb/999/atb999h6003.html](https://go.scholastic.com/content/schgo/B/article/atb/999/atb999h6003.html). Accessed 4 Oct. 2018.

What: A national holiday honoring the veterans of all of America's wars

When: November 11

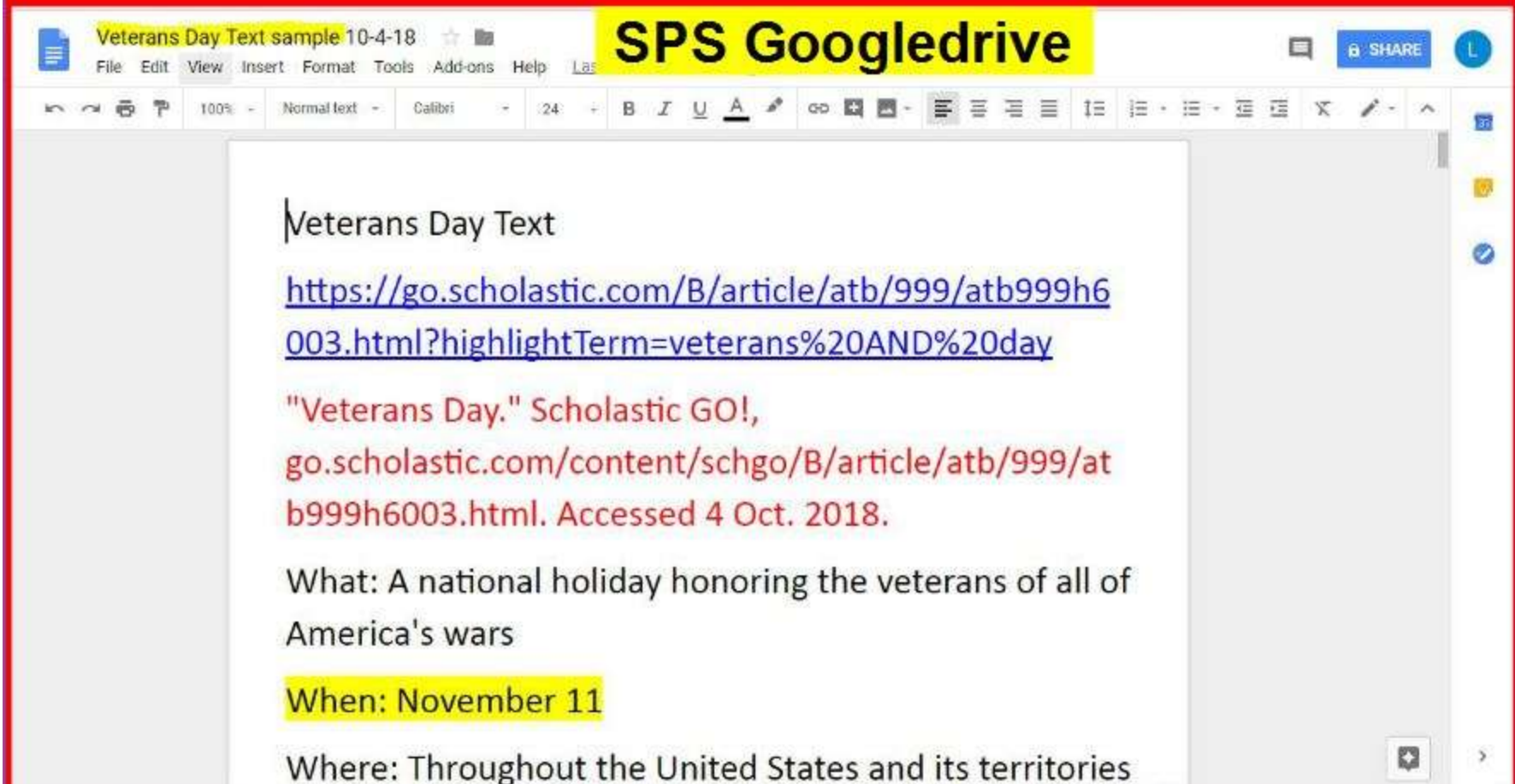
Where: Throughout the United States and its territories

# How to Work with Microsoft & Google Interchangeably

Part Two: How to download  
Google files onto Microsoft

# How to Download Google files onto Microsoft

1. Login to Drive
2. Navigate to the Googledrive file you'd like to open on Microsoft



The screenshot shows a Microsoft Word document interface. The title bar reads "Veterans Day Text sample 10-4-18". The document content includes a URL, a quote, and a definition of Veterans Day. The text "When: November 11" is highlighted in yellow.

Veterans Day Text

<https://go.scholastic.com/B/article/atb/999/atb999h6003.html?highlightTerm=veterans%20AND%20day>

"Veterans Day." Scholastic GO!,  
[go.scholastic.com/content/schgo/B/article/atb/999/atb999h6003.html](https://go.scholastic.com/content/schgo/B/article/atb/999/atb999h6003.html). Accessed 4 Oct. 2018.

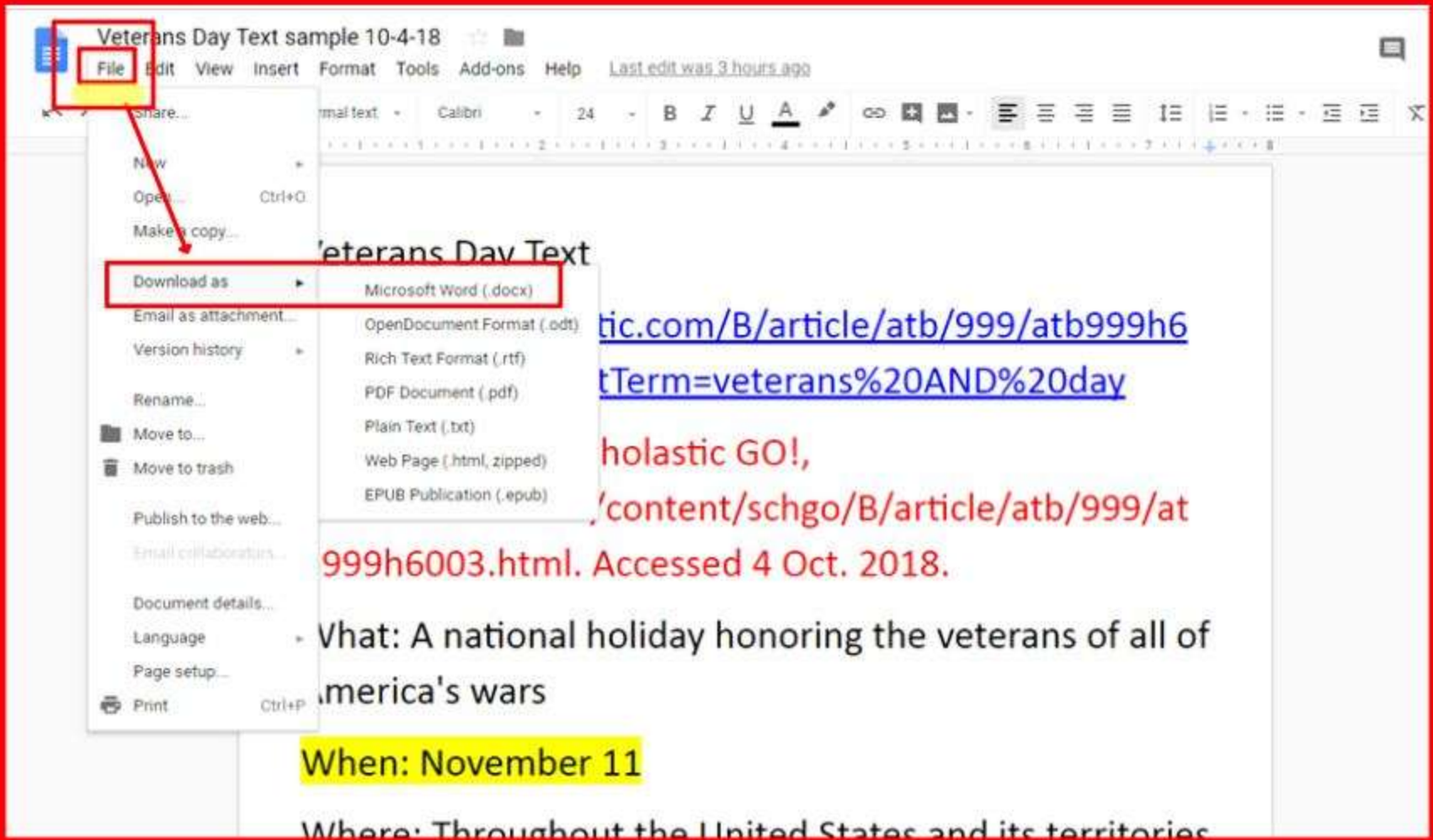
What: A national holiday honoring the veterans of all of America's wars

When: November 11

Where: Throughout the United States and its territories

# How to Download Google files onto Microsoft

## 3. File>Download as Microsoft Word



The screenshot shows a Google Docs document titled "Veterans Day Text sample 10-4-18". The "File" menu is open, and the "Download as" option is selected, which has opened a sub-menu. In this sub-menu, "Microsoft Word (.docx)" is highlighted. A red arrow points from the "File" menu to the "Download as" option, and another red arrow points from "Download as" to the "Microsoft Word (.docx)" option. The document content includes a URL: <http://www.holistic.com/B/article/atb/999/atb999h6003.html> and the text: "What: A national holiday honoring the veterans of all of America's wars".

**When: November 11**

**Where: Throughout the United States and its territories**



# How to Download Google files onto Microsoft

4. Click on the file in the bottom-left corner of the screen to open it.

Veterans Day Text

<https://go.scholastic.com/B/article/atb/999/atb999h6003.html?highlightTerm=veterans%20AND%20day>

"Veterans Day." Scholastic GO!,  
go.scholastic.com/content/schgo/B/article/atb/999/atb999h6003.html. Accessed 4 Oct. 2018.

What: A national holiday honoring the veterans of all of America's wars

When: November 11

Veterans Day Tex...docx

# How to Download Google files onto Microsoft

5. Click on **Enable Editing** and then **SAVE** your downloaded file to your login number. (File>Save As>Computer>Number>**SAVE**)

**Microsoft Word**

Veterans Day Text

<https://go.scholastic.com/B/article/atb/999/atb999h6003.html?highlightTerm=veterans%20AND%20day>

"Veterans Day." Scholastic GO!,  
[go.scholastic.com/content/schgo/B/article/atb/999/atb999h6003.html](https://go.scholastic.com/content/schgo/B/article/atb/999/atb999h6003.html). Accessed 4 Oct. 2018.

What: A national holiday honoring the veterans of all of America's wars

**When: November 11**

Where: Throughout the United States and its territories and possessions

Page: 1 of 9 Words: 853

# How to Work with Microsoft & Google Interchangeably

## Part Three: How to Upload files onto Google Classroom

# Part Three: How to Upload SPS Googledrive/Word files onto **Google Classroom**

## 1. Login to **SPS Googleclassroom** and join a Googleclassroom lesson.

A student can join the class by clicking on **+** > Join class > enter class code > Join.

Example:

CLASS CODE

The screenshot displays the Google Classroom interface. In the top right corner, there is a '+' icon (labeled 1) that opens a dropdown menu with 'Join class' (labeled 2) and 'Create class' options. Below this, a dialog box titled 'Enter class code to join.' is shown, with the class code 'pmzjcis' entered in the input field (labeled 3). The dialog box includes 'CANCEL' and 'JOIN' buttons. The background shows a classroom card for 'Responsible Digital Citize...' by Lynn Murray.

# Part Three: How to Upload SPS Googledrive/Word files onto **Google Classroom**

## 1. Login to **SPS Googleclassroom** and join a Googleclassroom lesson.

A student can join the class by clicking on **+** > Join class > enter class code > Join. Example: CLASS CODE **pmzjcis**

The screenshot shows the Google Classroom web interface. In the top right corner, there is a 'CLASS CODE' field containing 'pmzjcis'. Below this, a text box explains that a student can join a class by clicking on a '+' icon, selecting 'Join class', entering the class code, and clicking 'Join'. The main interface shows a course card for 'Responsible Digital Citize...' by Lynn Murray. A modal dialog box is open in the center, titled 'Enter class code to join', with the class code 'pmzjcis' entered in the text field. Below the text field are 'CANCEL' and 'JOIN' buttons. A dropdown menu is visible in the top right, showing the '+' icon and the 'Join class' option selected. Red boxes with numbers 1, 2, and 3 highlight the '+' icon, the 'Join class' option, and the 'JOIN' button, respectively.

## Part Three: How to Upload SPS Googledrive/Word files onto **Google Classroom**

2. Click on **Add** on SPS Googleclassroom.
3. Navigate to My Documents on SPS Google Drive to locate and open your saved Microsoft work.

