How to Work with SPS Microsoft & Google Interchangeably

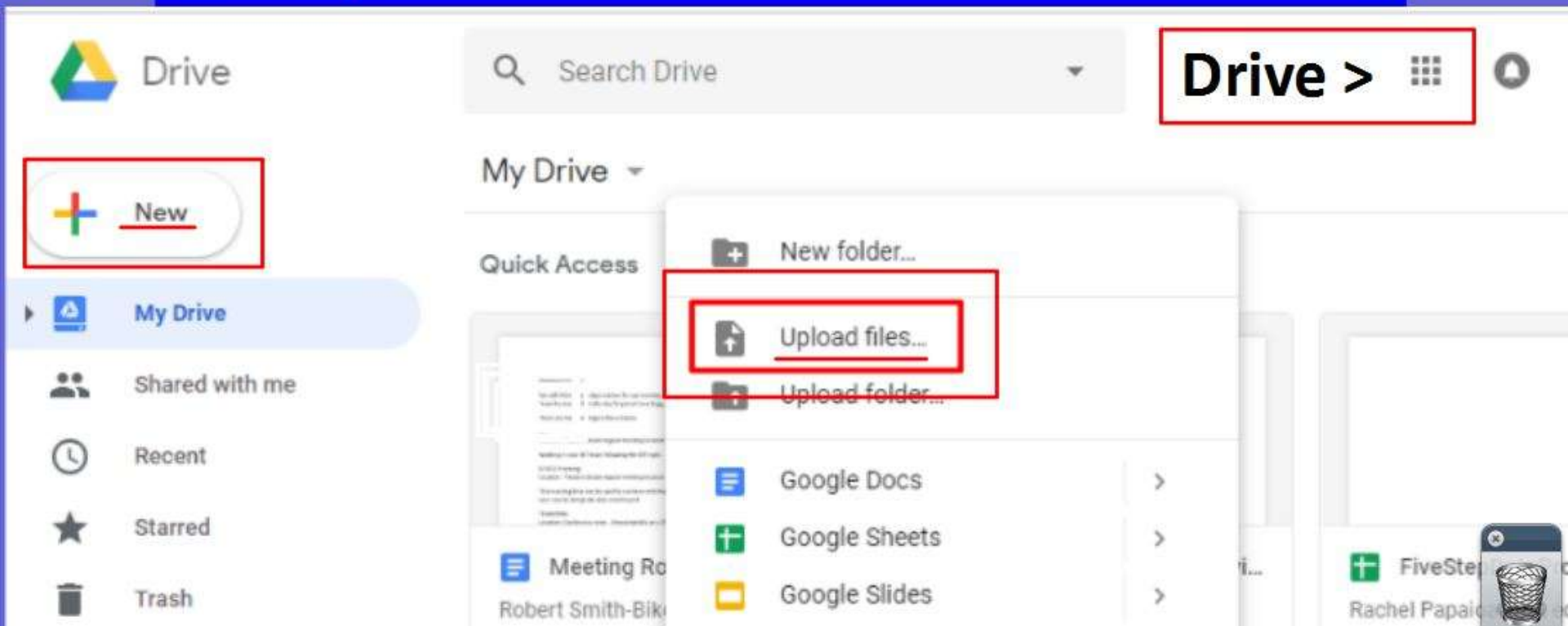**Part One**: How to upload files onto Google

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**
3. **+New>Upload files...**

How to Upload Files onto Google
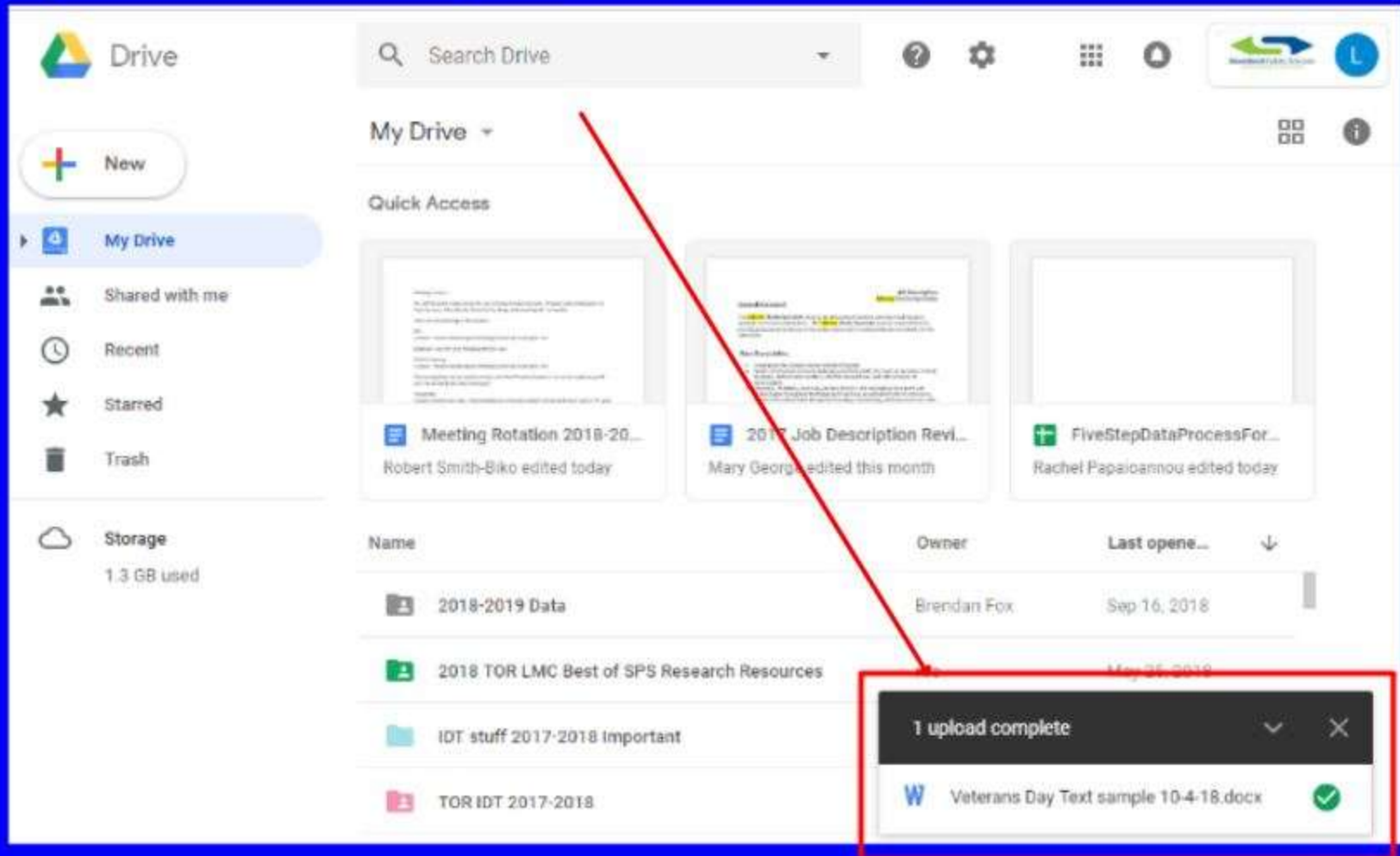
4. Computer>Number>Click on the assignment

How to Upload Files onto Google

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

How to Upload Files onto Google

6. View of a Microsoft Word document on Google.

Veterans Day Text sample 10-4-18

File Edit View Insert Format Tools Add-ons Help Last edit was seconds ago

SPS Google

100% · Normal text · Calibri · 24 · B _I_ U A

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

Where: Throughout the United States and its territories

How to Work with
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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**

SPS Googledrive

Veterans Day Text sample 10-4-18

File   Edit   View   Insert   Format   Tools   Add-ons   Help

Veterans Day Text

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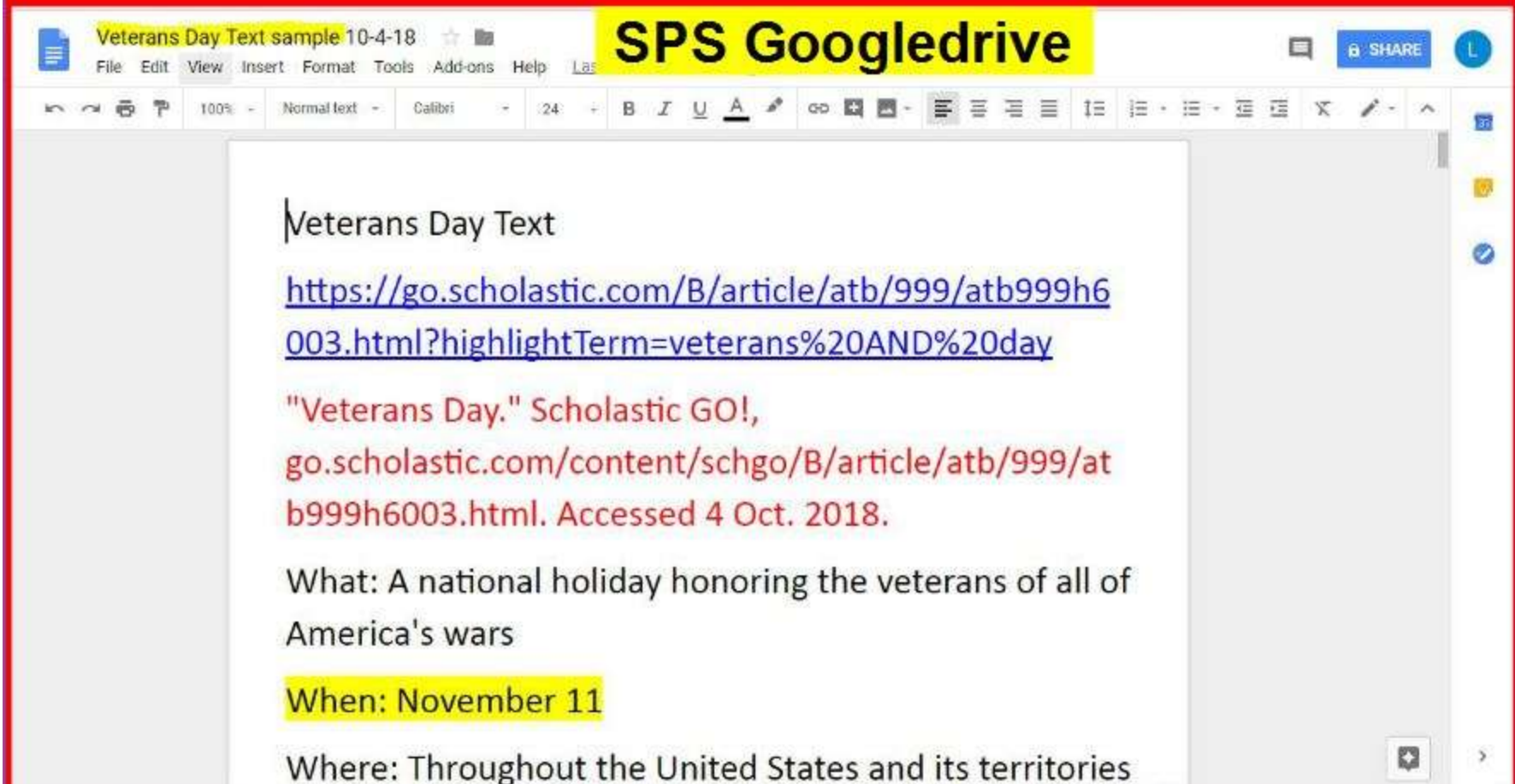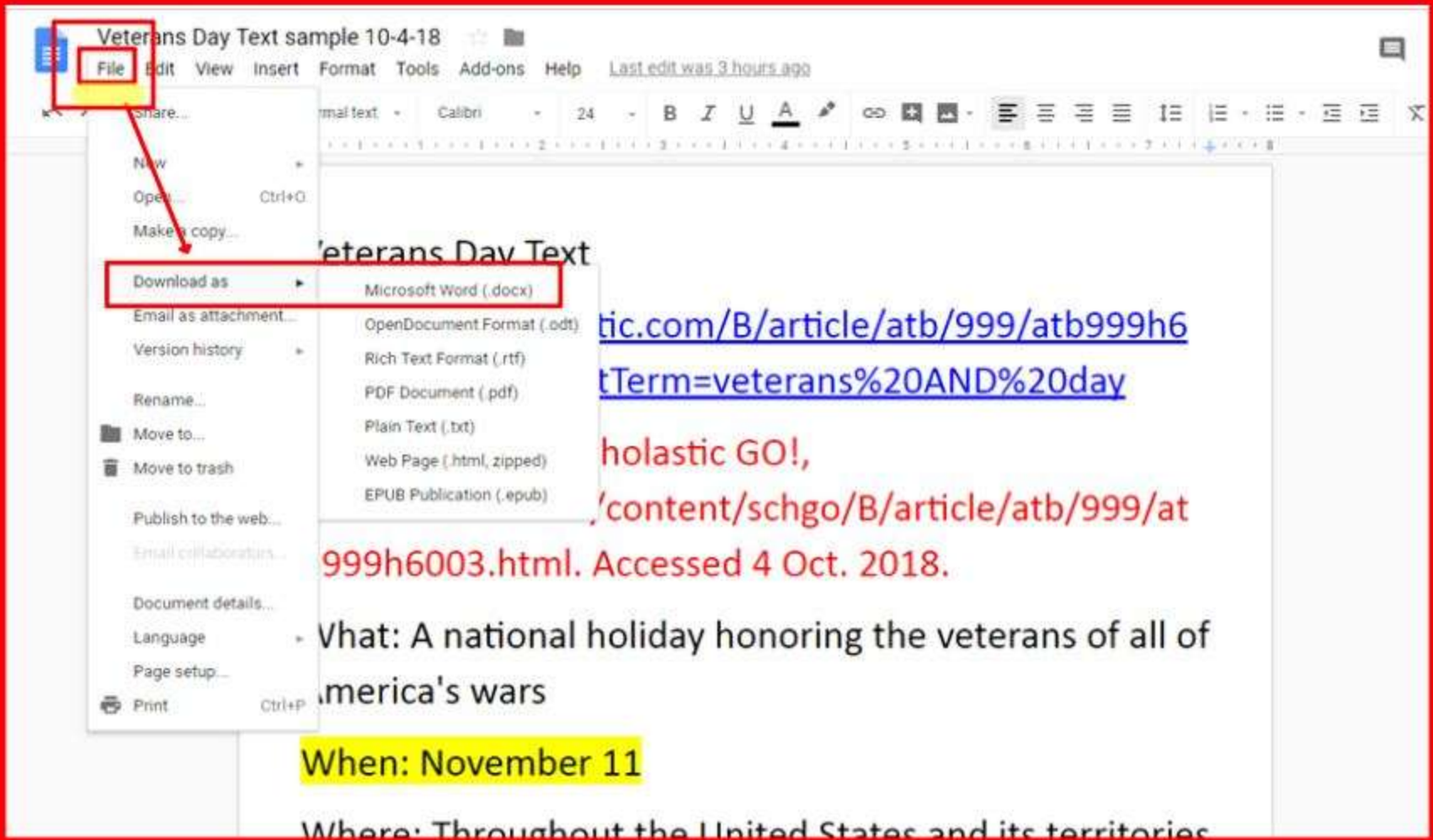What: A national holiday honoring the veterans of all of America's wars

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How to Download Google files onto Microsoft

3. File>Download as Microsoft Word

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 sample 10-4-18

File Edit View Insert Format Tools Add-ons Help   Last edit was 4 minutes ago

Veterans Day Text

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"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

Show all

How to Download Google files onto Microsoft

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

Veterans Day Text

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

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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

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:

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

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

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