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


Veterans Day Text

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


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

Veterans Day Text

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"Veterans Day." Scholastic GO!,

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

Veterans Day Text sample 10-4-18

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

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How to Download Google files onto Microsoft

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

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"Veterans Day." Scholastic GO!


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 Google Drive/Word files onto Google Classroom

1. Login to SPS Google Classroom and join a Google Classroom lesson.

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

Class Code: pmzjcis

Enter class code to join: pmzjcis

Cancel | Join
Part Three: How to Upload SPS Google Drive/Word files onto Google Classroom

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

[Diagram showing steps to join a class]
Part Three: How to Upload SPS Google Drive/Word files onto Google Classroom

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