How to Work with SPS Microsoft and Googledrive & Google Classroom
Interchangeably ☺
Tutorial by Lynn Murray, TOR's Library Media Specialist
October 2018 3

How to Use SPS Microsoft, Googledrive and Google Classroom Interchangeably 3
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How to Upload Microsoft Files to SPS Googledrive

4. Computer>Number>Click on the assignment
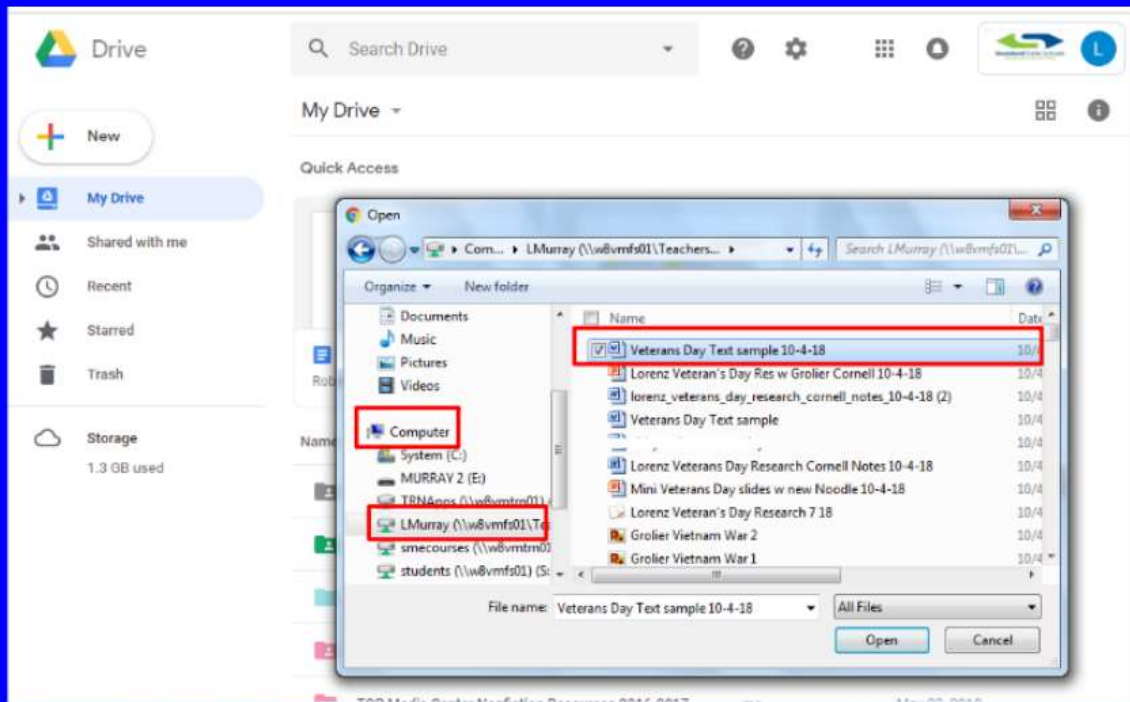
How to Upload Microsoft Files to SPS Googledrive

5. You'll be alerted about your Microsoft work being uploaded to Google.
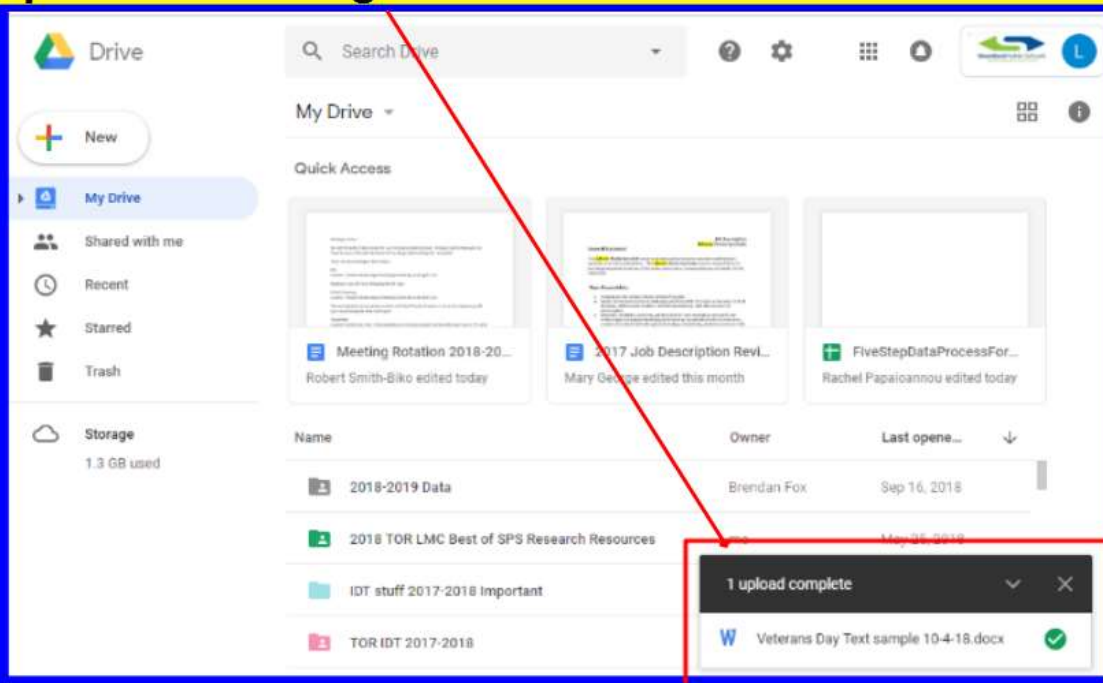
How to Upload Microsoft Files to SPS Googledrive

6. To locate your uploaded file quickly:
1. Last opened
2. Last opened by me
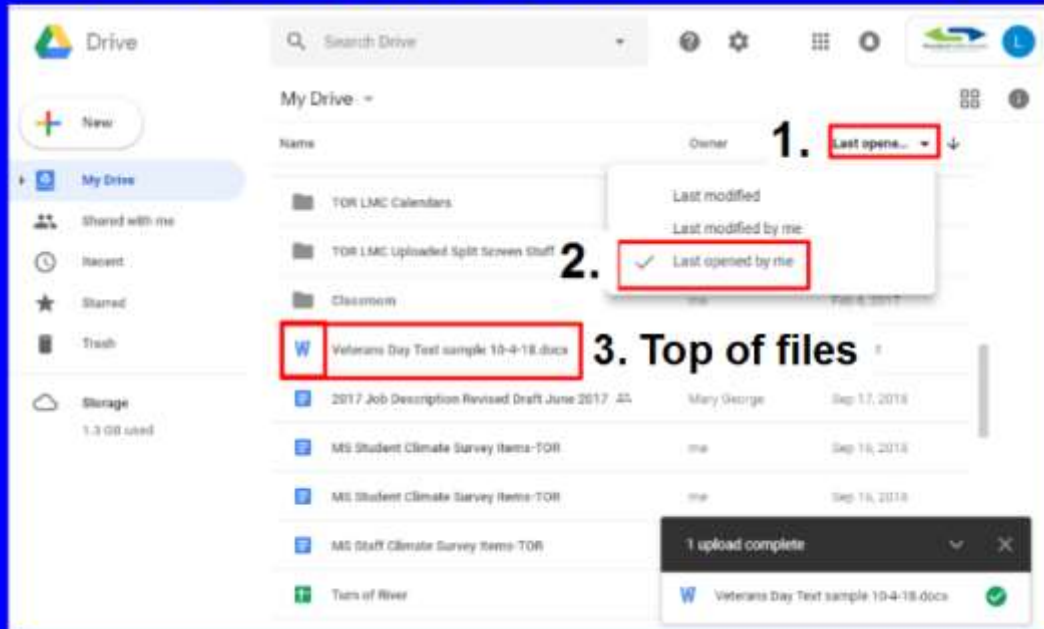
How to Upload Microsoft Files to SPS Googledrive

7. To open your Microsoft file on SPS Googledrive:
1. RIGHT-CLICK on your Microsoft file.
2. Open with
3. Google Docs (Slides, Sheets etc.)

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8. View of a Microsoft Word document on SPS Googledrive.

Veterans Day Text sample 10-4-18

File   Edit   View   Insert   Format   Tools   Add-ons   Help

100%   Normal text   Calibri   24   B   I   U   A

SPS Googledrive

SHARE   L

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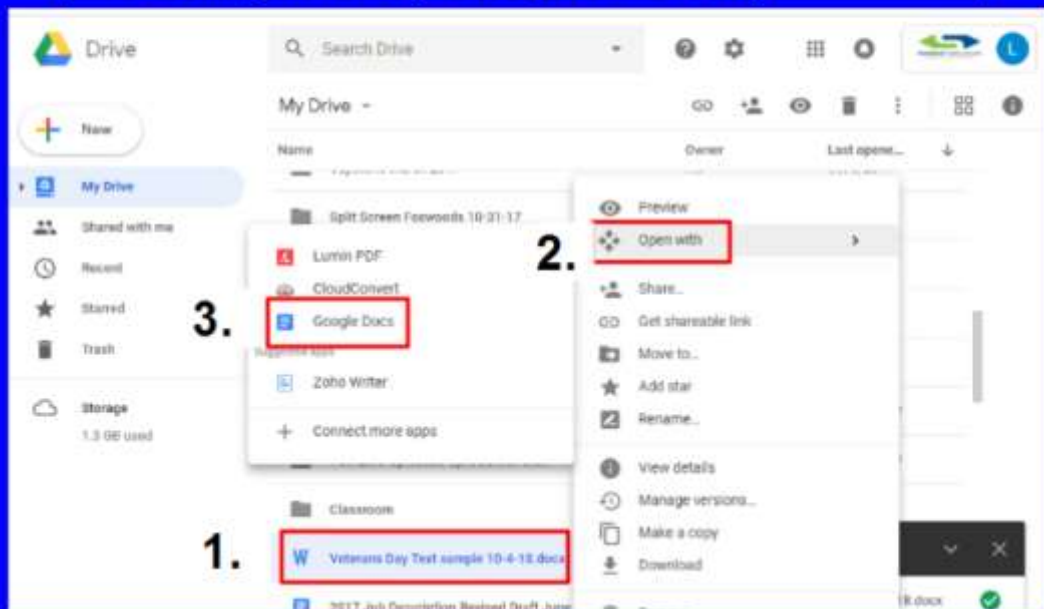
What: A national holiday honoring the veterans of all of America's wars

When: November 11

Where: Throughout the United States and its territories

See below for Part 2 about how to download Google files onto Microsoft. ☺

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Part Two: How to Download SPS Googledrive files onto Microsoft

How to Download SPS Googledrive files onto Microsoft

1. **Login to SPS Googledrive**
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

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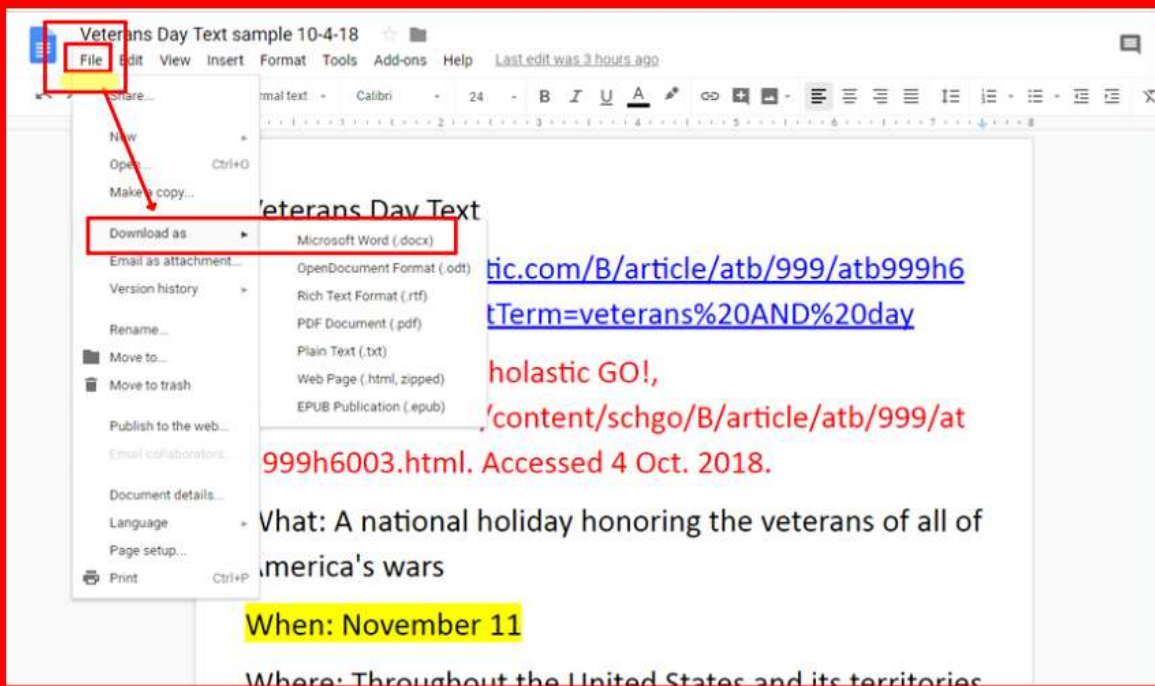
What: A national holiday honoring the veterans of all of America's wars

When: November 11

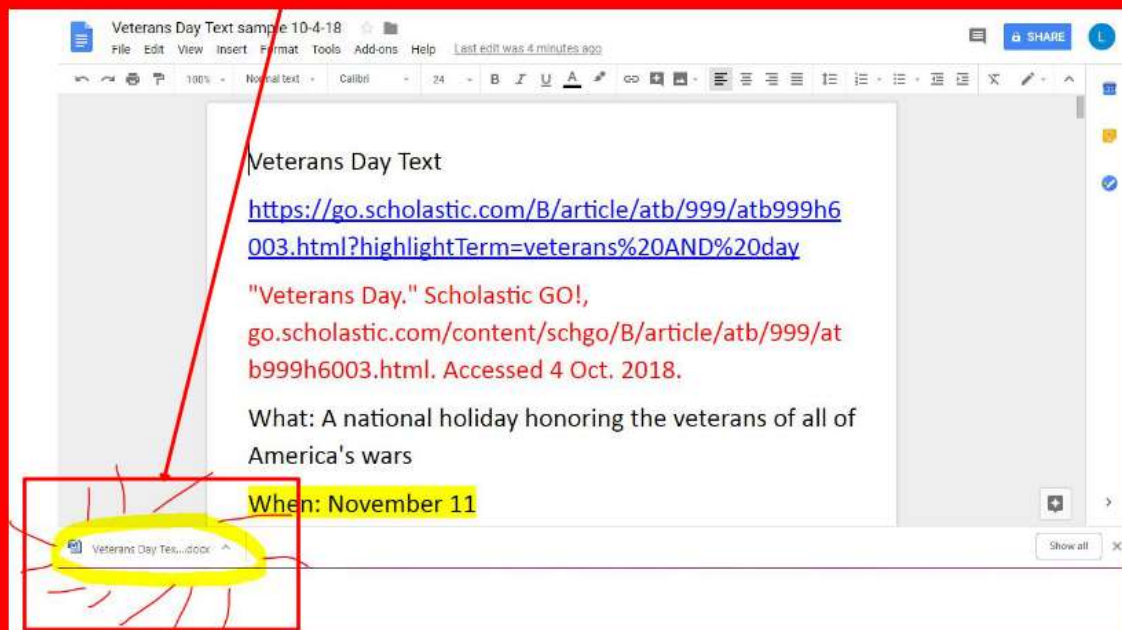Where: Throughout the United States and its territories

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How to Download SPS Googledrive files onto Microsoft

3. File>Download as Microsoft Word

Veterans Day Text sample 10-4-18

File Edit View Insert Format Tools Add-ons Help   Last edit was 3 hours ago

Share...

New
Open...   Ctrl+O
Make a copy...

Download as   ▸   Microsoft Word (.docx)
Email as attachment...   OpenDocument Format (.odt)   tic.com/B/article/atb/999/atb999h6
Version history   ▸   Rich Text Format (.rtf)   tTerm=veterans%20AND%20day
                               PDF Document (.pdf)
Rename...   Plain Text (.txt)   holastic GO!,
Move to...   Web Page (.html, zipped)   /content/schgo/B/article/atb/999/at
Move to trash   EPUB Publication (.epub)   999h6003.html. Accessed 4 Oct. 2018.

Publish to the web...
Email collaborators...   Vhat: A national holiday honoring the veterans of all of

Document details...   merica's wars
Language   ▸
Page setup...   When: November 11
Print   Ctrl+P
                            Where: Throughout the United States and its territories

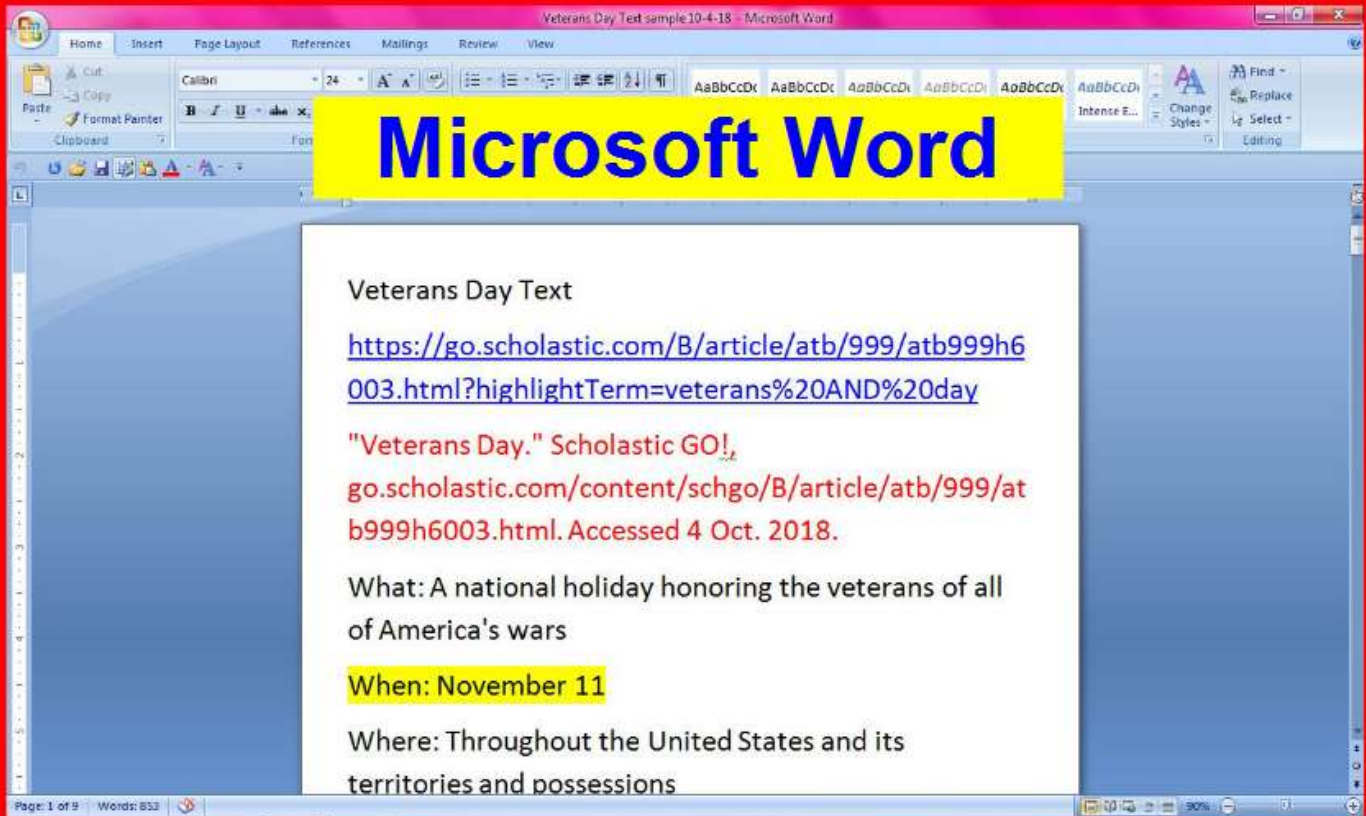## How to Download SPS Googledrive files onto Microsoft

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

https://go.scholastic.com/B/article/atb/999/atb999h6
003.html?highlightTerm=veterans%20AND%20day

"Veterans Day." Scholastic GO!,
go.scholastic.com/content/schgo/B/article/atb/999/at
b999h6003.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   ✕

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How to Download SPS Googledrive files onto Microsoft

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

See below for information about using Microsoft files on Google Classroom. ☺

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

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

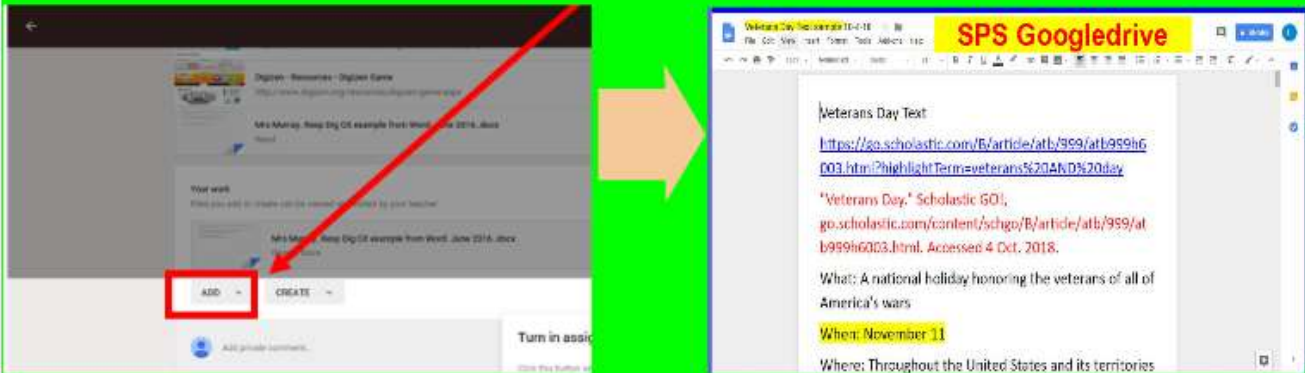1. Login to **SPS Googleclassroom** and join a Googleclassroom lesson.

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

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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.

Good Job!!!

☺

Questions, concerns or comments? Please let me know.

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