

Chromebook Users - Uploading Assignments to Moodle

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If you don't have Word on your computer, follow these easy steps to create documents on the cloud, download to your desktop or downloads folder, and then upload them to Moodle as Word documents.

In Word docs, your teacher can easily add comments and feedback. Some teachers will accept pdf and other file types on Moodle for some assignments.

If you are working with Microsoft Office:

1. You can access Word Online and save files in OneDrive. Create a separate folder for each course you take.
2. Once you're done typing in the document, hit "file"
3. Hit "save as," then hit "download a copy"
4. This will automatically save your document as a .docx file to your computer
5. Go into the Moodle assignment and click "add submission"
6. The icon in the top left ("add") is what you'll need to select
7. From there, click "choose file" and select the correct document for the assignment

If you are working with Google:

1. You can create documents and store them in your Google Drive. Create a separate folder for each course you take.
2. Once you're done typing in the document, hit "file"
3. Hit "download," then hit "Microsoft Word .docx"
4. This will automatically save your document as a .docx file to your computer
5. Go into the Moodle assignment and click "add submission"
6. The icon in the top left ("add") is what you'll need to select
7. From there, click "choose file" and select the correct document for the assignment

If you wish to convert your Microsoft document back into a Google document, after you save it to your computer, you can click "file" then "convert to Google Docs."

Hope this helps!