

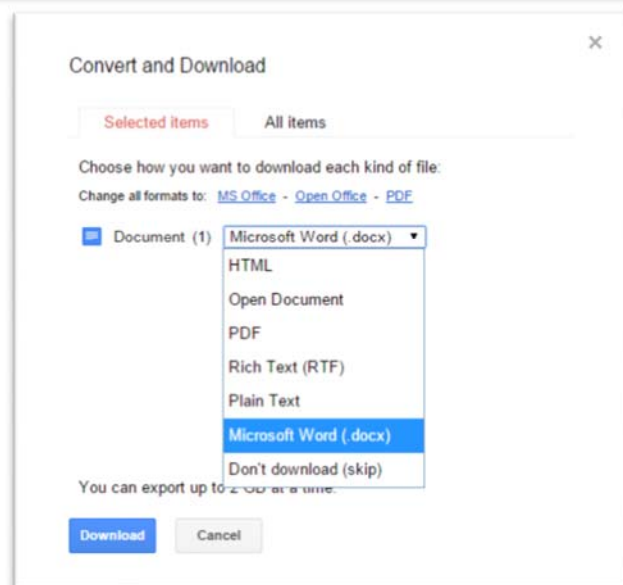
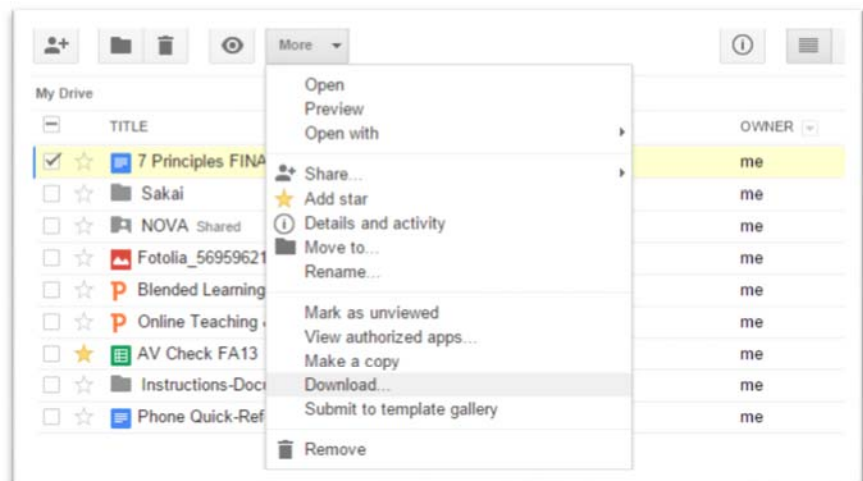
Exporting Google Doc Files for Sakai

Northwest State Community College is unable to accept Google Document (.gdoc) files for Sakai assignments unless they are specifically requested by the instructor. If you are using Google Drive (Formerly Google Docs) to compose your assignments, you must export the file in an acceptable format before submitting your assignment. NSCC instructors prefer Microsoft Office format (.docx and .doc format). Your instructor can let you know if any other formats are acceptable.

To get started, open Google Drive on your computer and locate the file you would like to upload to Sakai. You can download the file one of two ways: from the main My Drive page or from the document editor.

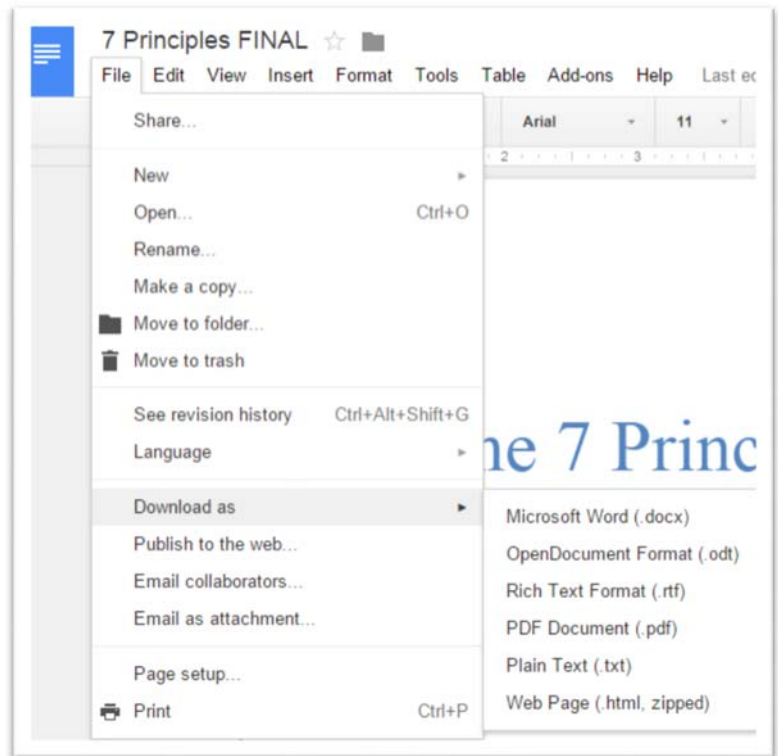
Download from the My Drive Page:

1. Check the box to the left of the file name.
2. Click on the MORE menu above the files.
3. Select Download...
4. On the Convert and Download window, select a new format from the drop down menu. Microsoft Word is preferred.
5. Click the Download button.
6. Locate the new file. This is often in your Downloads folder.
7. Upload the new document to Sakai and submit your assignment.



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4. Select the new document format. Microsoft Word is preferred, although PDF or Rich Text (RTF) may be accepted. Once you click an option, the file will download to your computer.
5. Locate the new file. This is often in your Downloads folder.
6. Upload the new document to Sakai and submit your assignment.



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