How to Use Google Doc and Canvas

**Getting a document into your Google Drive:**

1. Log into Canvas
2. Click on the document you want to use
3. Allow it to download
4. Click on the document
5. Go to file and convert it to a Google Doc if you are having to add pictures and insert links
6. Rename the Google Doc the name of the assignment and get to work!

**Turning in an assignment from Google Doc to Canvas:**

1. Log into Canvas
2. Open your Google drive ( in another tab)
3. Click on the assignment you want to turn in, let it open
4. Go to FILE
5. Go down to Download as
6. Press PDF
7. The file will download, wait until you see the document in the lower left of your screen with a red triangle and the document should end in .pdf
8. Go to Canvas, press the Submit the assignment you want to turn in.
9. Press Choose file to upload and attach the PDF you JUST downloaded.
10. Once the file attached, you will see it listed under the comment with a RED X next to it. Then you know it did it correct.
11. Double check it’s a PDF