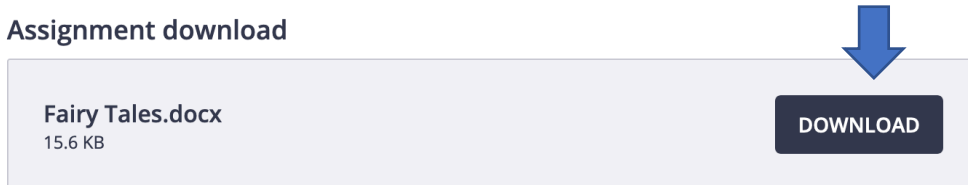**Using Google Docs to Submit Assignments**
_____

1)   To use Google Docs to complete the assignments you will first download the assignment to your computer. It will go directly into your downloads folder on your computer.
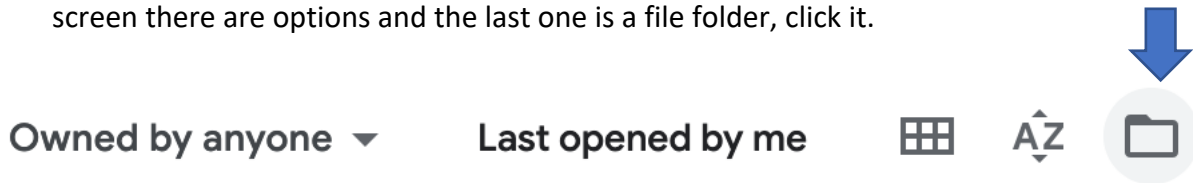

The file will appear in the downloads folder with a name that looks something like this:
WNku0yDVRs183DvhhaVw_FairyTales-1565141325920

2)   In another browser tab, open Google Docs. Where it says *Recent Documents* near the center of the screen there are options and the last one is a file folder, click it.


3)   The window that opens will say *Open a file* and you want to click upload. Click the button that says *Select a file from your device*.
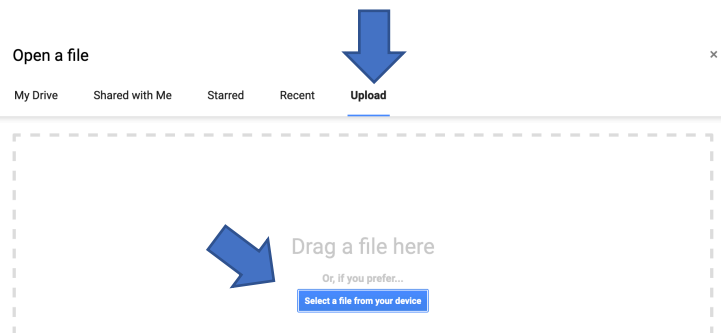

4)   Find the assignment in the download file on your computer and double click, it will then upload to Google Docs and you will be able to work with it and save it.

5) In Google Docs go to **File**, **Download**, and **Microsoft Word** (.docx). This will download the completed assignment back to your computer.
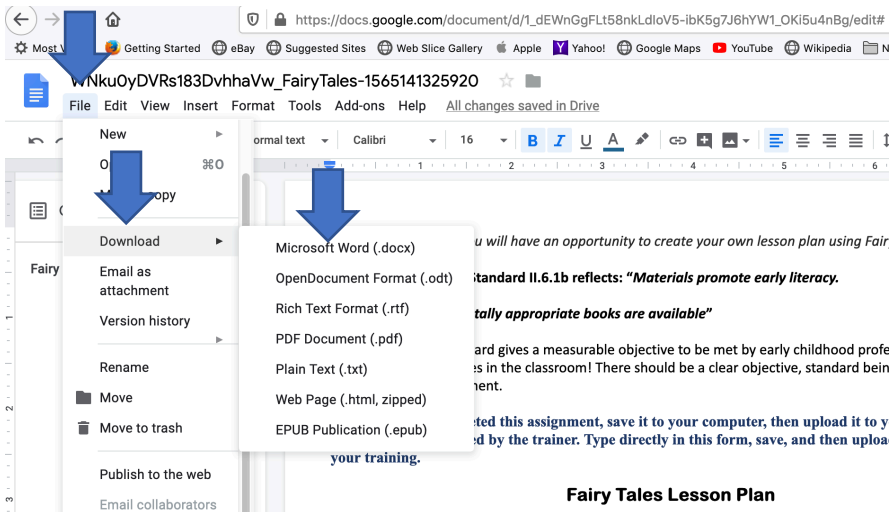
6) Click the bubble to **Save File**, then click the **OK button**. This will save the assignment document to your download file on your computer.
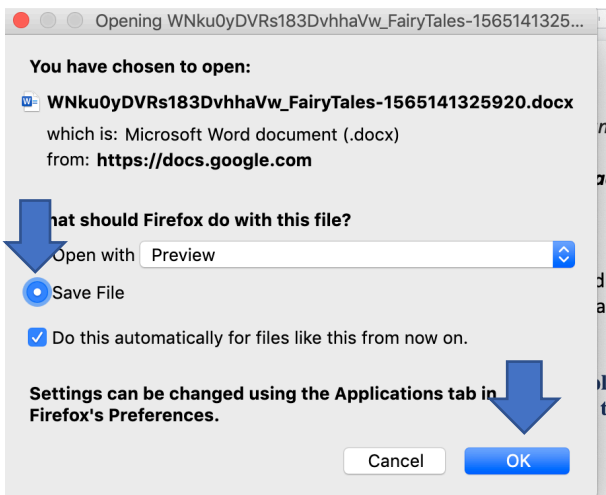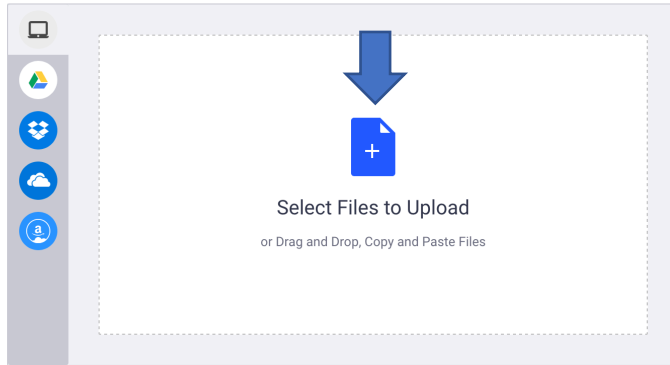

7) Take note that there are now two copies in your download file. The first one is the original document that you downloaded to your computer before you filled out the worksheet. The second one, which is most likely indicated with (1) is the document that you just downloaded from Google Docs with your completed work.
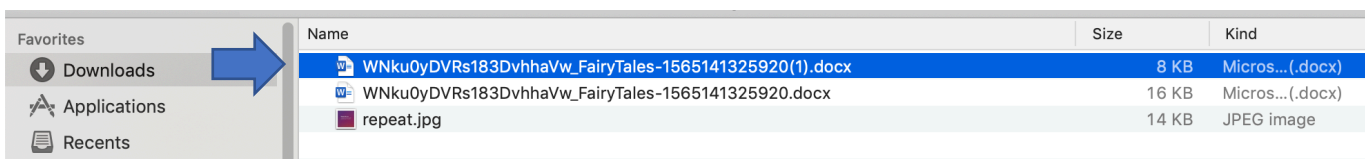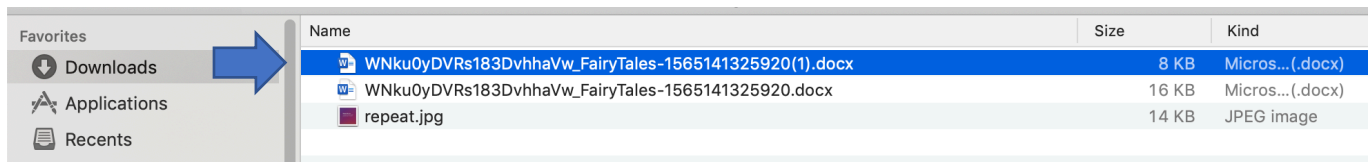
8) Now go back to the assignment page in your course at www.myececlass.com. Scroll down and click the large box that says **Select Files to Upload**.

Submit your assignment
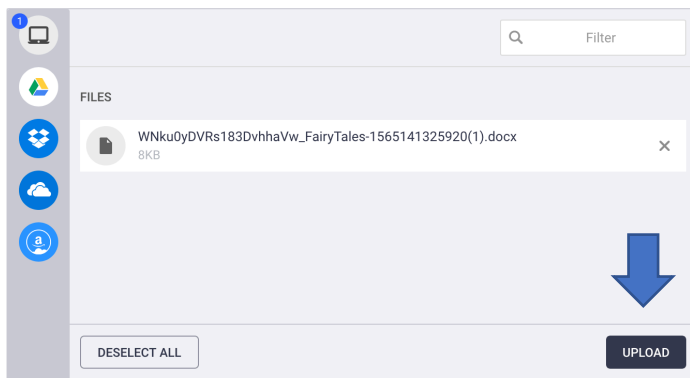You may only submit one file with maximum 100 MB in size

Select Files to Upload
or Drag and Drop, Copy and Paste Files

9) Find the file in your downloads folder and double click on it.

Name	Size	Kind
WNku0yDVRs183DvhhaVw_FairyTales-1565141325920(1).docx	8 KB	Micros…(.docx)
WNku0yDVRs183DvhhaVw_FairyTales-1565141325920.docx	16 KB	Micros…(.docx)
repeat.jpg	14 KB	JPEG image

Favorites
Downloads
Applications
Recents

10) Click on **Upload**

Submit your assignment
You may only submit one file with maximum 100 MB in size

FILES

WNku0yDVRs183DvhhaVw_FairyTales-1565141325920(1).docx
8KB

Filter

DESELECT ALL   UPLOAD

11) Do not forget to submit your document once it is uploaded.

Submit your assignment
You may only submit one file with maximum 100 MB in size

WNku0yDVRs183DvhhaVw_FairyTales-1565141325920(1).docx

What do I need to know before I submit? ⓘ   SUBMIT ASSIGNMENT
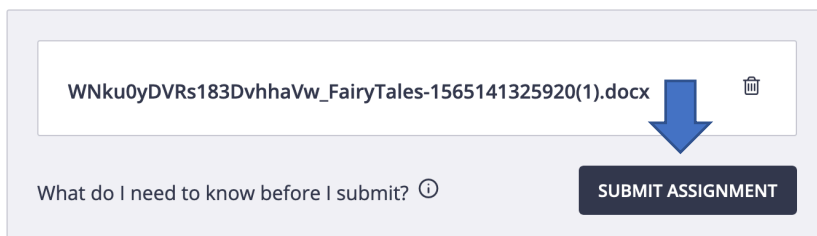
We will receive it soon after you upload it, in the meantime you can click on continue to go on with your training while you are waiting for it to be approved.

Status: ⏱ UNDER REVIEW   CONTINUE →

We review assignments continuously throughout daytime hours as they are submitted. Typically, your assignment should be reviewed within 15 minutes if you submit it between 8 am and 9 pm PST (7 days a week). Assignments that are submitted during the night are reviewed the next morning as quickly as possible. You will receive an email once it has been approved.

It will also be displayed on the assignment page in your training. If it has been more than 10-15 minutes (during daytime hours) and your assignment page still shows "Under Review" try refreshing your web browser.

Status: ✔ APPROVED   CONTINUE →

If your assignment is not approved, it will be displayed in the bottom left corner of the page.

Status: ✖ NOT APPROVED   CONTINUE →

You can redo the assignment and resubmit.

WNku0yDVRs183DvhhaVw_FairyTales-1565141325920(1).docx
7.92 KB

Submitted on Jan 03, 2020   SUBMIT A NEW FILE

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