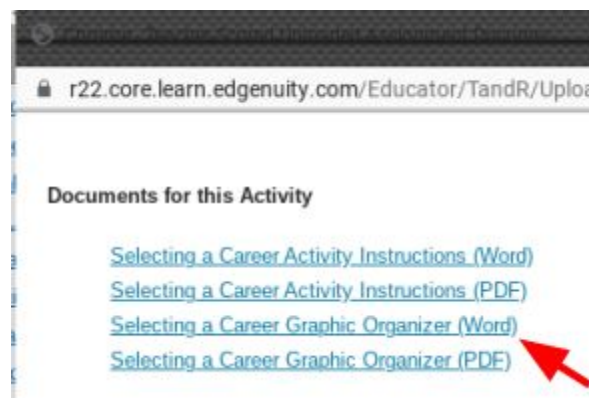


Edge Help - Help with Submitting Files in Edge

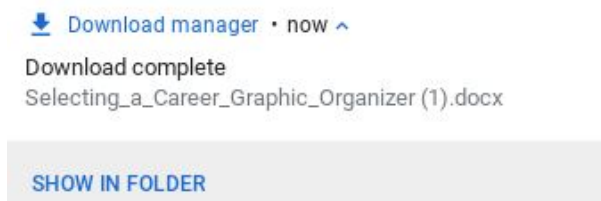
We have heard that some are having trouble with being unable to open, edit or submit documents from Edge with their Chromebooks ~ Here are some scenarios that may help:

Scenario 1: I need to Download a Document from Edgenuity, Edit, then Submit

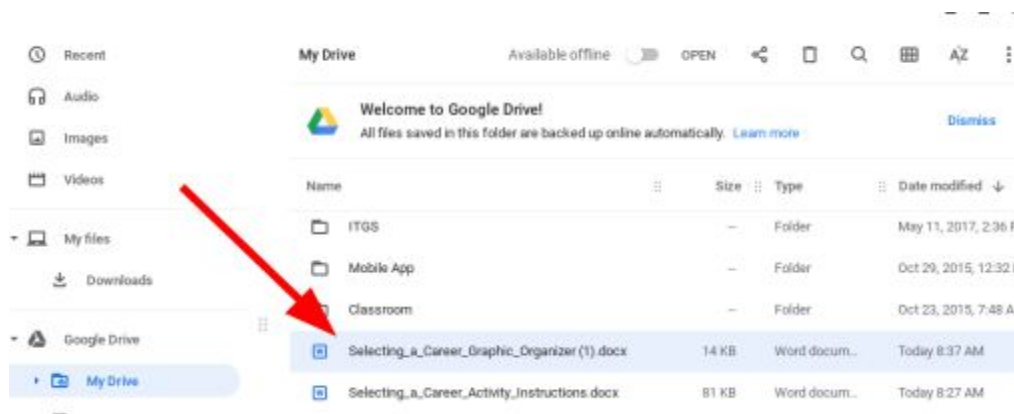
1. Download the Document from the Course



2. On the Notification that pops up, click "Show in Folder".

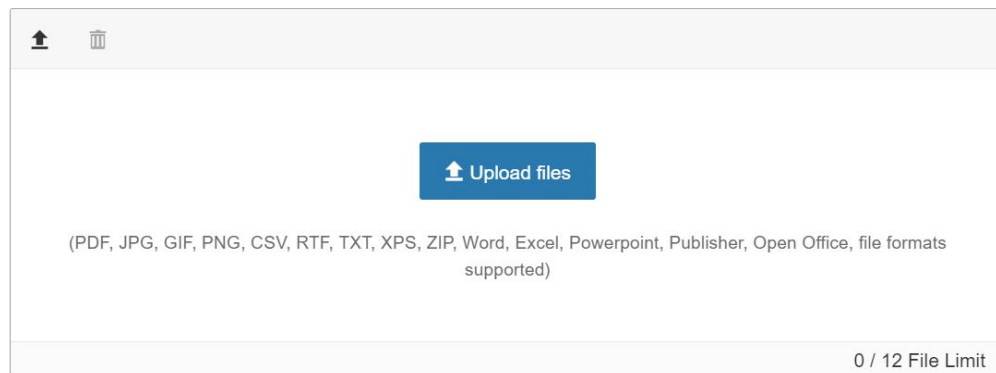


3. The file should automatically save to your "My Drive".

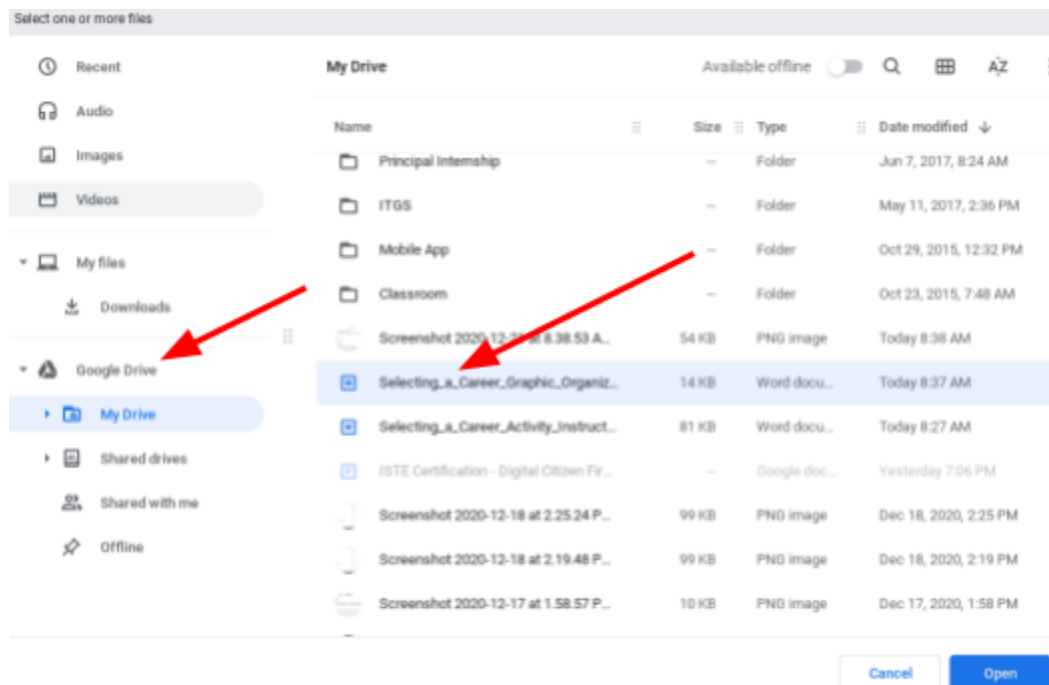


4. Double-click your file to access and edit the document. Drive now allows editing on Word Documents and other Microsoft products (like PowerPoint and Excel).

5. Once you have completed your assignment, you can now upload that file (*Edge will only accept the below file extensions. That means Google products won't be accepted as an upload (for example: Google Doc, Slides, Sheets). If you did your work on a Google file, see **Scenario 2: Creating a New Document Right in Drive to Submit to Edgenuity** below).*

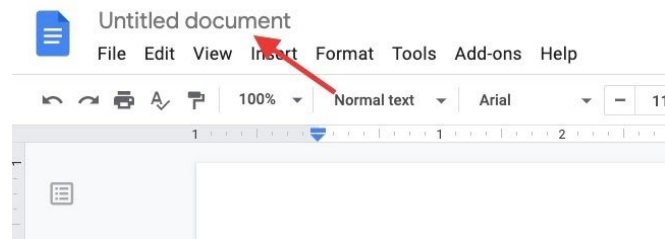


6. To upload your file. Click the “Upload files” button. You will see a dialog box appear. Make sure to click on Google Drive on the left hand side. Then locate the file in your Google Drive (it will be in your My Drive). Select the file and click “Open” to upload.

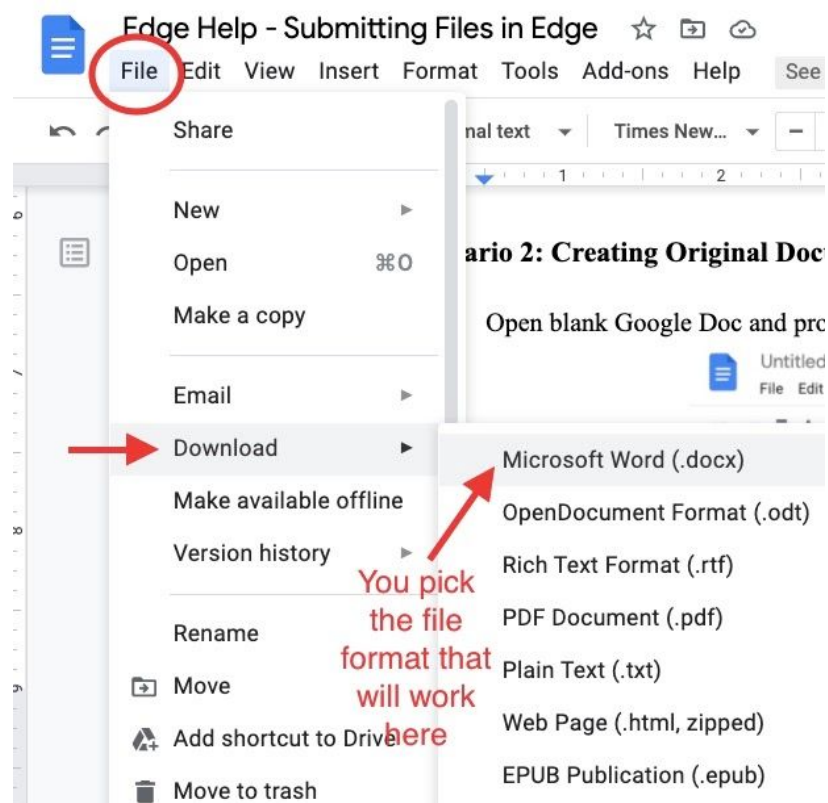


Scenario 2: Creating a New Document Right in Drive to Submit to Edgenuity

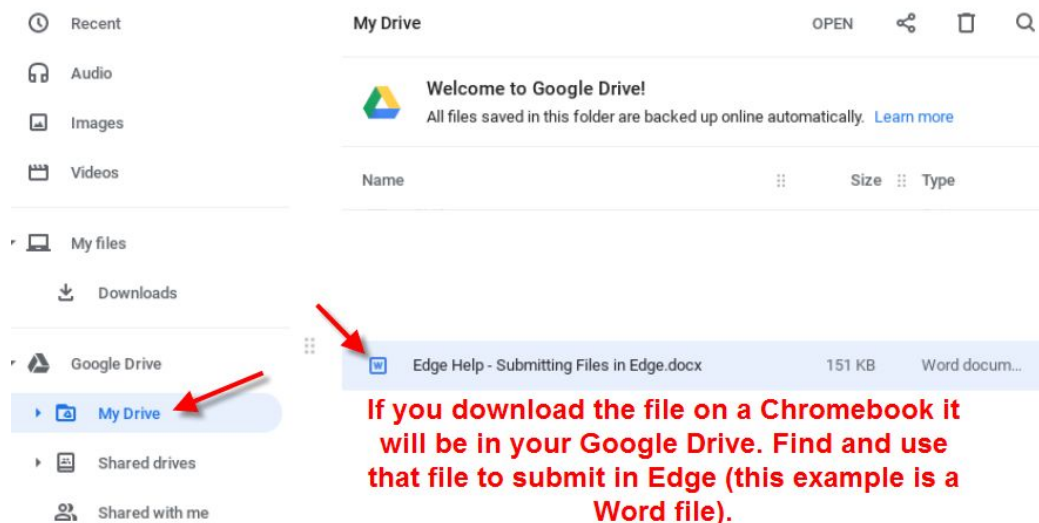
1. Open a blank Google Doc (this process applies to all Google products) and provide a file name.



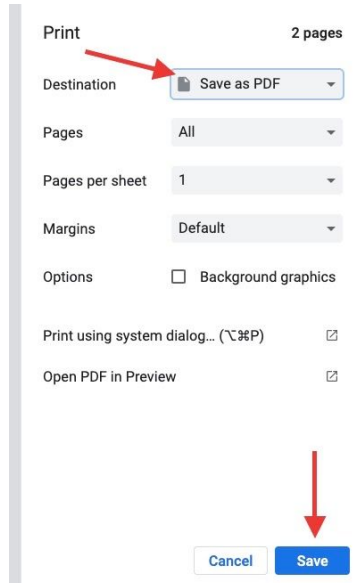
2. Add the content needed for your assignment in the document.
3. When finished, click File -> Download -> Microsoft Word (.docx)



4. After following the above scenario directions, you will have a Word file in your Google Drive. You would want to submit the Word version of your document on Edgenuity to turn in the assignment.



5. If you are struggling with what to do converting files from the above directions, you can always do the following: act as if you are going to print the file. Go to print and click the printer destination “Save as PDF” in order to submit. Once the file is saved, you will be able to submit it in Edge.



Extra Help:

Downloading and Opening Documents into Google (From Edgenuity):

<https://help.edgenuitycourseware.com/hc/en-us/articles/360043551153-Downloading-and-Opening-Documents-into-Google->

