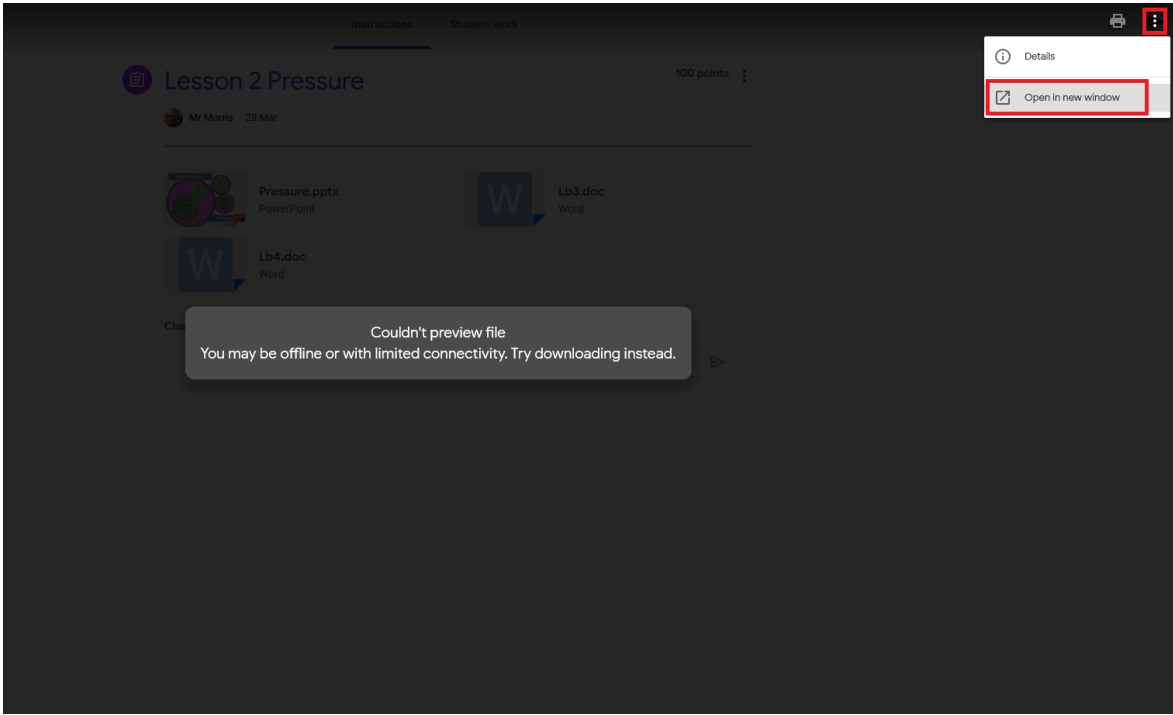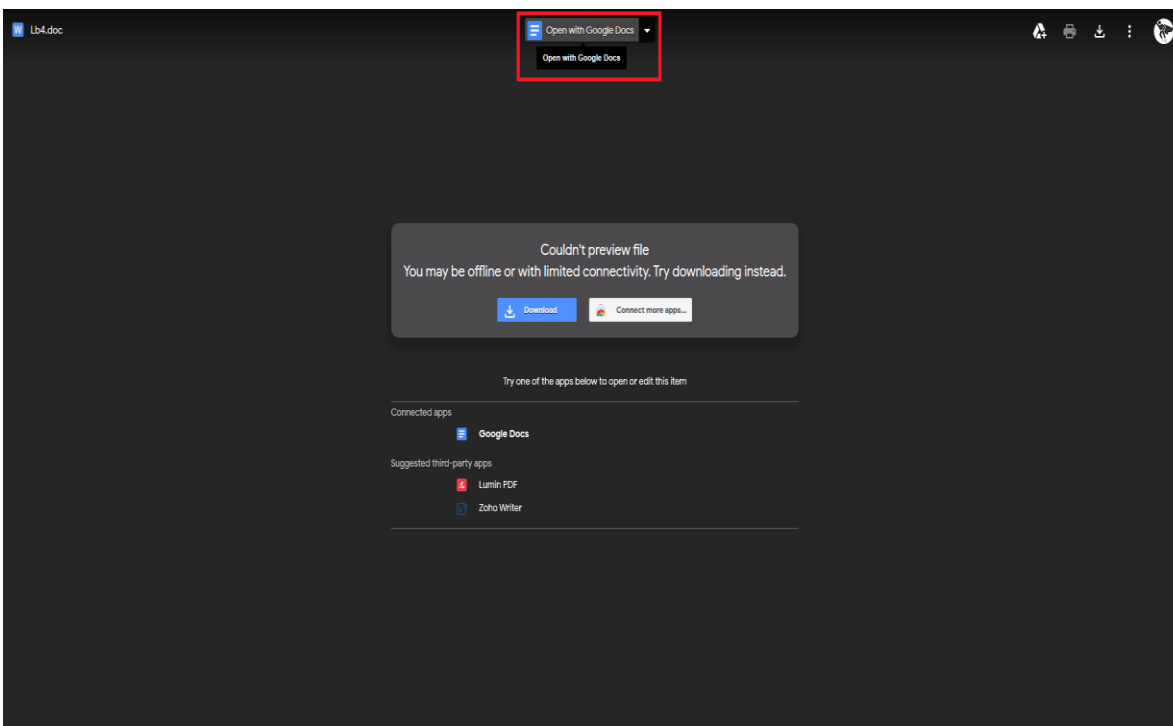## Trouble Accessing Office Documents in Google Classroom?

If the office document does not display correctly or you need to edit, please follow the steps below:

1. Click on the three dots in the top right. Now click 'open in new window'.

2. Click on 'Open with Google Docs'.

3. The word file will now open. Now click File – Save as Google Docs.

4. Now a copy of your own will be saved in your google drive and will open srraight away. This is your file you can now edit. Any changes you make save automatically so you do not need to click save from now on.

5. Once you are done and if you want to hand the sheet back in, go to the assignment in your Classroom and click on the add or create button. Click on Google Drive. Please note that the hand in option will only be present if this is an assignment that has been set.
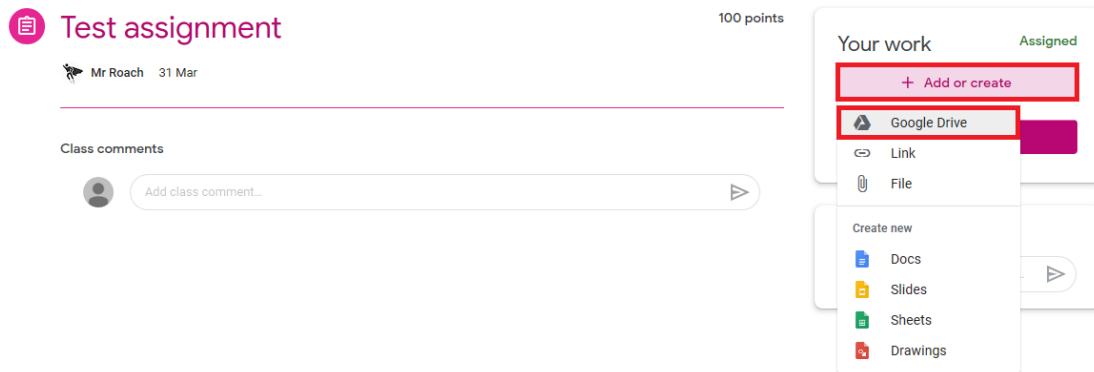
6. The file you have been working on should show under 'Recent'. Make sure the file has the google drive icon rather than the word (W) icon as this is how you will know it is your version. Click on the file, then click add.
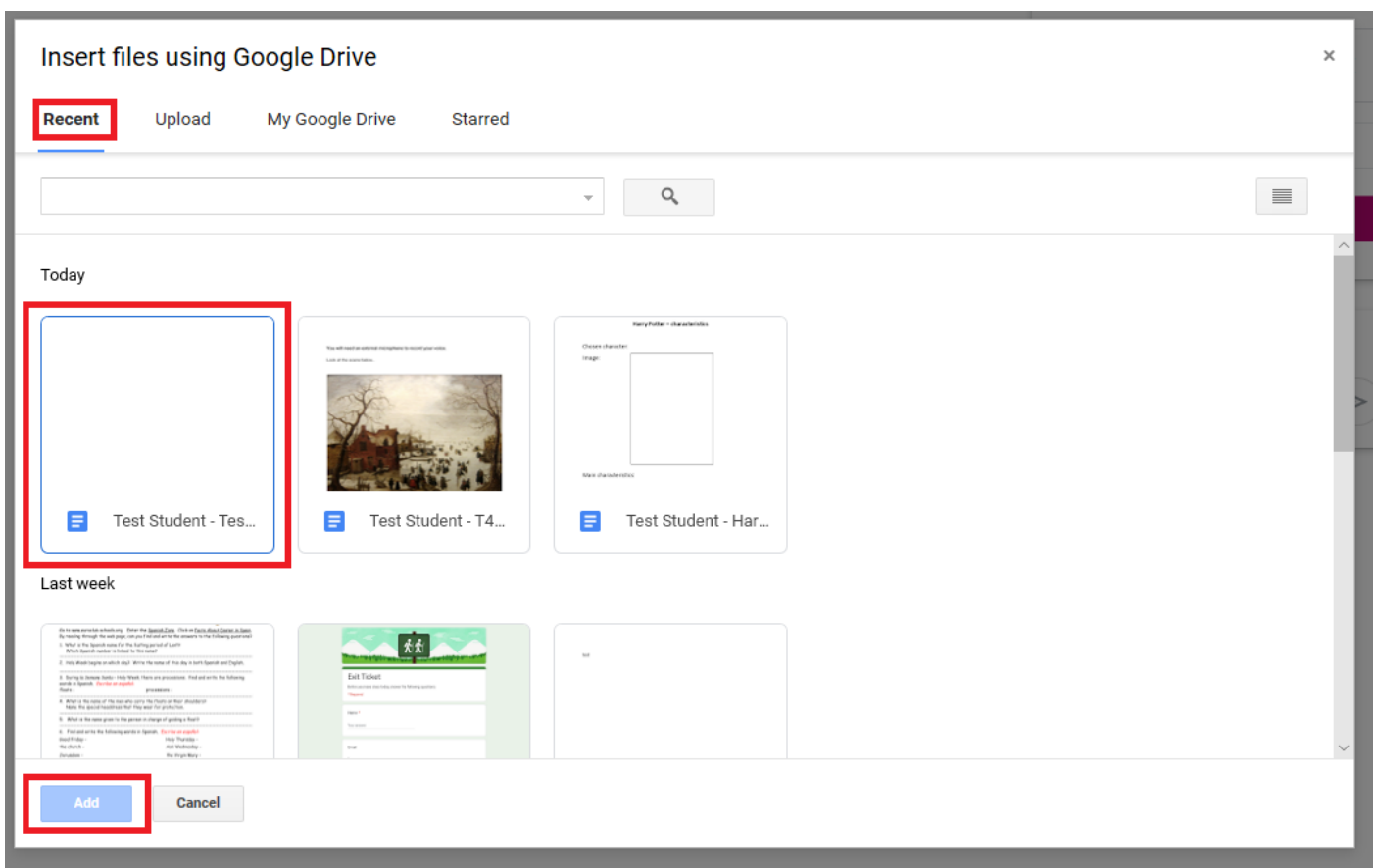
7. Now click 'hand in' on the assignment page.

Test assignment   100 points

Mr Roach   31 Mar

Class comments

Add class comment...

Your work   Assigned

Test Student - T4...
Google Docs   ✕

+ Add or create

Hand in

Private comments

Add private comment...

Useful tip:

What if I accidently delete the file given to me as part of the assignment?

Your work   Assigned

A file that Mr Roach copied for you was removed: **[Template] Activity Page 3 - Minerals.docx**

MAKE A COPY

+ Add or create

Mark as Done

If you accidently delete the file given to you as part of the assignment, you can always create a new one by going back to the assignment page and under 'Your work' click 'MAKE A COPY'.