

Opening a Word document on Google Classroom

Tutorial

Click to open the attached or uploaded Word document.

The screenshot shows a Google Classroom interface. The browser address bar displays <https://classroom.google.com/c/MzYxODY3MIpa>. The page header includes navigation tabs for 'STREAM', 'CLASSMATES', and 'ABOUT', and a user profile for '19organj@coventryschools.net'. On the left sidebar, under 'ASSIGNMENTS VIEW ALL', there are sections for 'DUE TODAY' (Note-Taking Organizer - Examining the Reign of Qin Shi Huang Di), 'DUE TOMORROW' (Defending the Claim: Qin Shi Huang Di was a Legalist), and 'DUE OCT 10' (Daily Life in the Han Dynasty Notes Organizer). The main content area shows a 'Share with your class...' field, followed by an assignment card for 'Daily Life in the Han Dynasty Notes Organizer' due on 'OCT 10' with an 'OPEN' button. Below the assignment card, there are two attachments: a Word document titled 'DailyLifeintheHanDynastyGraphicOrganizer.doc' and a link to 'http://www.mitchellteachers.org/WorldHistory/AncientChinaCurriculum/DailyLifeintheHanDynastyAssignment.htm'. A red arrow points from the top text to the Word document attachment. At the bottom, another assignment card for 'Defending the Claim: Qin Shi Huang Di was a Legalist' due 'DUE TOMORROW' is visible with an 'OPEN' button and a 'Send Feedback' link. The Windows taskbar at the bottom shows icons for Chrome, Mail, Google, and other applications, along with the system clock showing 10:34.

This screen appears. Click “Open.”

The screenshot shows a Google Docs document titled "DailyLifeintheHanDynastyGraphicOrganizer.doc". The document content includes fields for "Name:", "Class:", and "Date:". Below these is the title "Daily Life in the Han Dynasty Graphic Organizer" and the directions: "Directions: Take bulleted notes from the text that helps answer the essential/focus question." A table with two columns is provided: "Social Group" and "Why did people during the Han Dynasty live the way they did?". The table lists social groups: Artisans, Imperial Family, Merchants, Nobles, Officials, Peasants, Slaves, and Soldiers. A mouse cursor is positioned over the "Nobles" row. Below the table is a section for "Other observations or details:". The browser's address bar shows the URL: "https://docs.google.com/a/coventrtryschools.net/file/d/0B_QUUco1MK50R0hncVJPYTFNaDA/edit". A red arrow points from the text "Click 'Open.'" to the "Open" button in the Google Docs toolbar.

Social Group	Why did people during the Han Dynasty live the way they did?
Artisans	
Imperial Family	
Merchants	
Nobles	
Officials	
Peasants	
Slaves	
Soldiers	

Other observations or details:

This screen appears. Click “File” then select, “Save as Google Docs.”

This document is still in Word format as indicated by the “W” icon in the corner.

Mr. Mitchell's Class Worl x DailyLifeintheHanDynasty x DailyLifeintheHanDynasty x

chrome-extension://sprncpldpdmajfigpchkicefoigmkfalcv/views/app.html

DailyLifeintheHanDynastyGraphicOrganizer.doc

Edits will not be automatically saved. Save now

Share

File Edit Format Help Read only

Compatibility Mod ?

Make a copy...

Save as Google Docs

Print

Class: Date:

Daily Life in the Han Dynasty Graphic Organizer

Directions: Take bulleted notes from the text that helps answer the essential/focus question.

Social Group	Why did people during the Han Dynasty live the way they did?
Artisans	
Imperial Family	
Merchants	
Nobles	
Officials	
Peasants	

1 10:37

Now the document has been converted to a Google Doc to work with.

Mr. Mitchell's Class Worl x DailyLifeintheHanDynas x DailyLifeintheHanDynas x DailyLifeintheHanDynas x

https://docs.google.com/a/coventryschools.net/document/d/1675YqowKzbvQMO7sgFLX5dA9bkAPNXtTqlyx4cQmsoI/edit

DailyLifeintheHanDynastyGraphicOrganizer ☆

File Edit View Insert Format Tools Table Add-ons Help Last edit was seconds ago

19organj@coventryschools.net Comments Share

100% Normal text 14 B I U A

Name: Class: Date:

Daily Life in the Han Dynasty Graphic Organizer

Directions: Take bulleted notes from the text that helps answer the essential/focus question.

Social Group	Why did people during the Han Dynasty live the way they did?
Artisans	
Imperial Family	
Merchants	
Nobles	
Officials	
Peasants	

Hooray! Got it!

Your file is now in Google Docs format. Click the Share button to start editing with others.

Screenshot taken
Click to view

Copy to clipboard

Now, organize your Google Drive and save the file in the appropriate classroom folder. Click “File” and select “Move to folder” in the drop-down menu.

The screenshot shows a Google Docs document titled "DailyLifeintheHanDynastyGraphicOrganizer". The "File" menu is open, and the "Move to folder..." option is highlighted. The document content includes a title, directions, and a table with a question about the Han Dynasty.

Class: _____ Date: _____

Daily Life in the Han Dynasty Graphic Organizer

Directions: Take bulleted notes from the text that helps answer the essential/focus question.

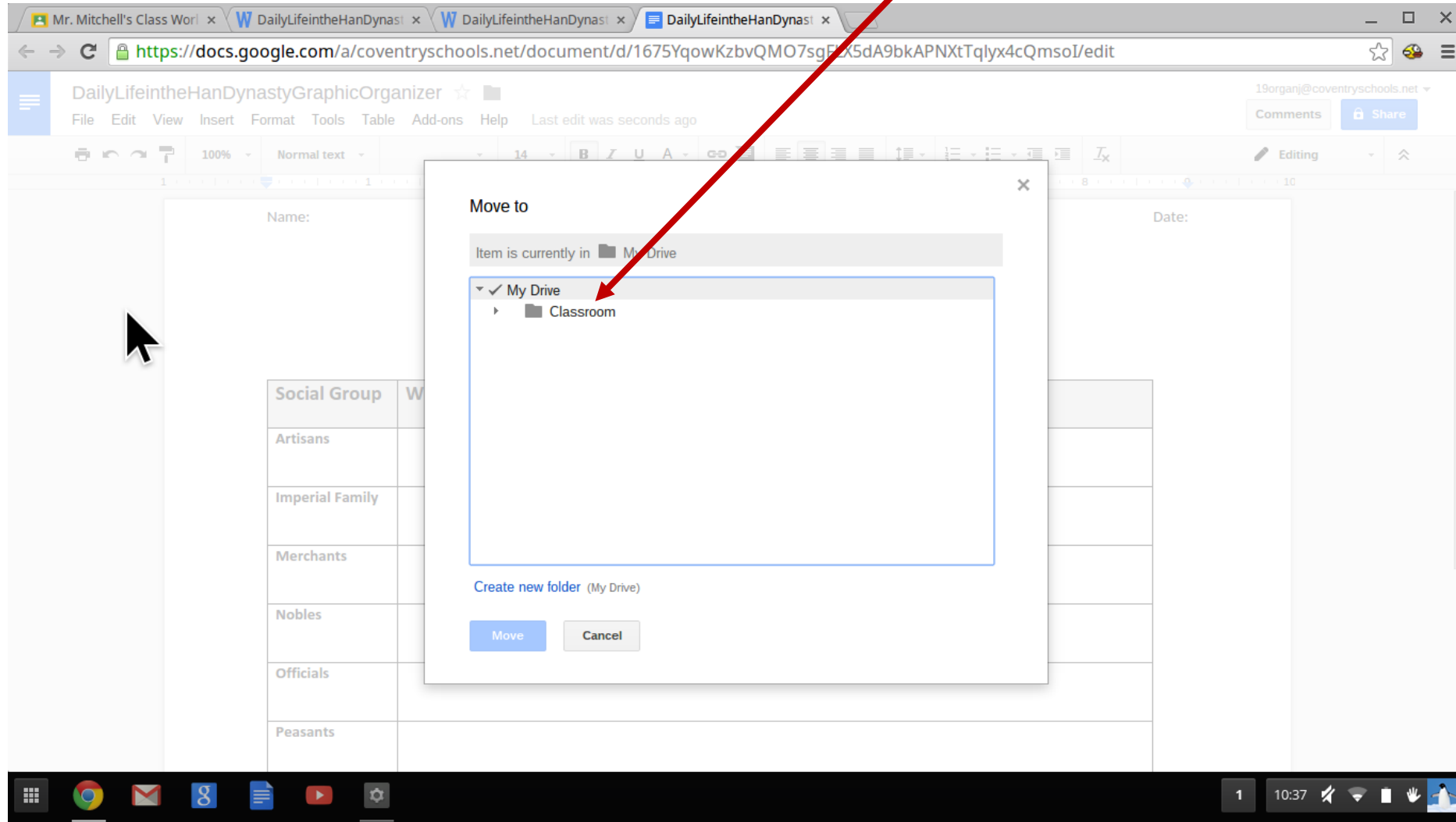
Topic	Notes
Why did people during the Han Dynasty live the way they did?	
Officials	
Peasants	

Hooray!
Your file is now in Google Docs format. Click the Share button to start editing with others.

Screenshot taken
Click to view

Copy to clipboard

Select the appropriate folder in this dialogue box that appears. Double-click a folder to open it.



The screenshot shows a Google Docs document titled "DailyLifeintheHanDynastyGraphicOrganizer" in a browser window. A "Move to" dialog box is open in the center, showing the current location as "My Drive" and a list of folders including "Classroom". A red arrow points to the "Classroom" folder. The background document is partially visible, showing a table with columns for "Social Group" and "Date".

Social Group	W
Artisans	
Imperial Family	
Merchants	
Nobles	
Officials	
Peasants	

Click to select the right folder, then click “Move” to save the document there.

The screenshot shows a Google Docs document titled "DailyLifeintheHanDynastyGraphicOrganizer" being edited. A "Move to" dialog box is open, showing the current location as "My Drive". The folder tree under "My Drive" includes "Classroom" and several subfolders. The folder "Mr. Mitchell's Class World History" is selected, indicated by a checkmark and a grey highlight. A red arrow points from the text above to the "Move" button at the bottom of the dialog. A mouse cursor is positioned over the "Mr. Mitchell's Class World History" folder. The background shows a table with columns for "Social Group" and "Date".

Social Group	W
Artisans	
Imperial Family	
Merchants	
Nobles	
Officials	
Peasants	