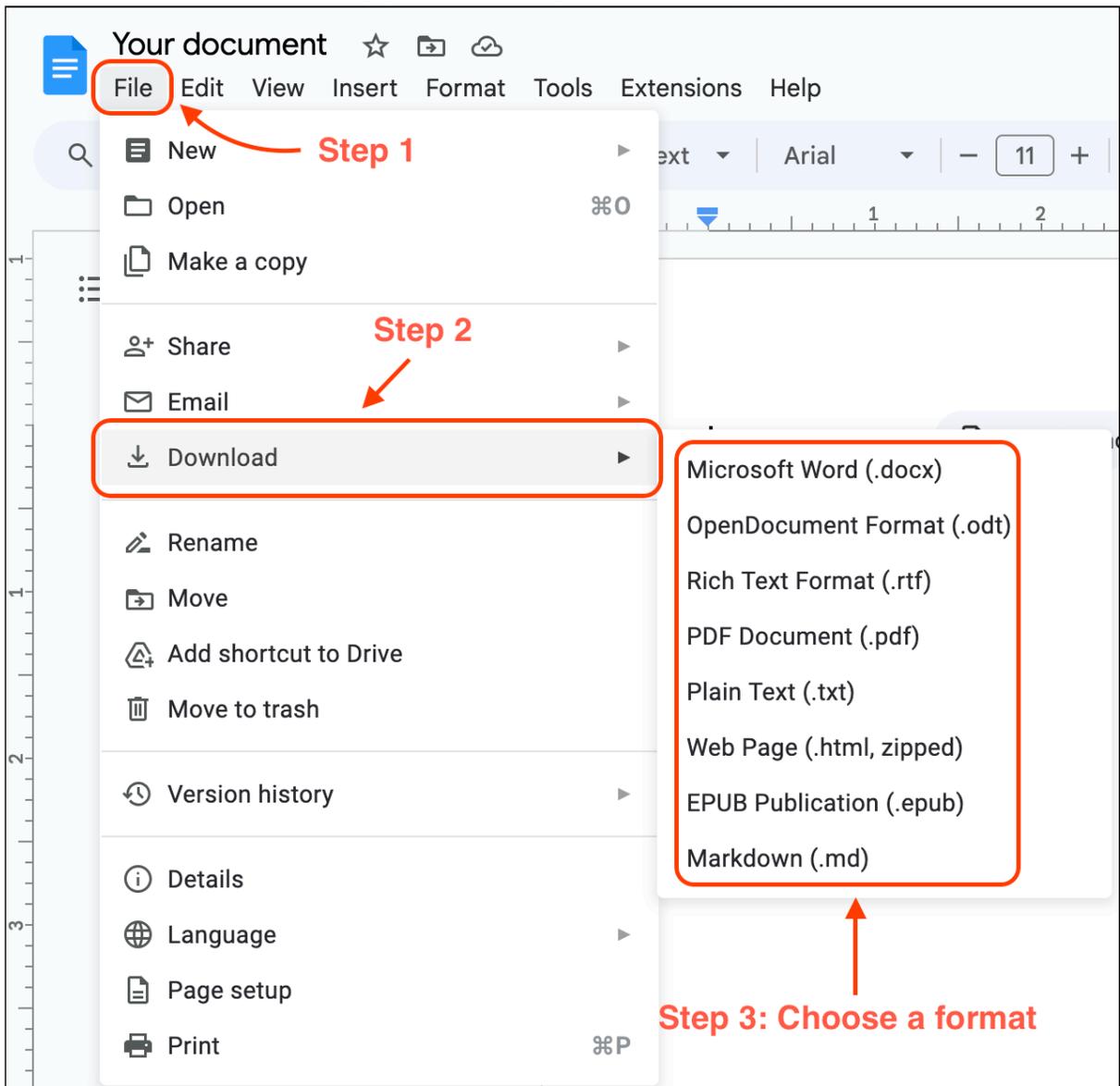


# How To save a Google Doc as a Word or PDF file to upload to VIULearn

- First step to upload a Google Doc to VIULearn is downloading it in your preferred format
  1. To download the file, we click on the “File” option in the top left corner
  2. Then we click the “Download” button
  3. And then we choose a format to download our file in. (You should check with your instructors which format they prefer, usually it is docx or pdf)



- The next step is to locate our downloaded file and upload it to VIULearn
  1. The file is usually of the same name as your Google Doc, in our case it will be called “Your Document.pdf” as we selected the pdf option
  2. Next we will open [VIULearn](#) and sign in with our [computer account](#)

3. Now we select the course we want to upload our assignment for and go to the “Assignments” page under the “Assessments” subheading
4. Next we click on the assignment we want to submit from the list
5. We scroll down and click on the “Add a file” option and then we click on “My computer”
6. Then we click on “Upload” and select the file from our “downloads” folder
7. We wait for the loading to complete and then we click on “Add” to add the file to our submission
8. Then we close the pop up and click on “Submit” to submit our assignment

## Submit Assignment

Files to submit \*

**(0) file(s) to submit**

**Step 1: Add a file**

**After uploading, you must click Submit to complete the submission.**

**Add a File** **Record Audio**

### Add a File - VIULearn Student Orientation 2024-2025 - Vancouver Island University

**My Computer** >

**ePortfolio** >

**Step 2: Select “My Computer”**

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Drop files here, or click below!



← **Step 3: Click upload and select your file**

You can upload files up to a maximum of 2 GB.

 Your document.pdf (846 Bytes) ×

← **Make sure your file shows up here before step 4!**

**Step 4: Add file**



# Submit Assignment

Files to submit \*

(1) file(s) to submit

**Step 1: Add a file**

After uploading, you must click Submit to complete the submission.

Add a File

Record Audio

 [Your document.pdf](#) (846 Bytes) 

Source: My Computer

**Make sure your file shows up here before submitting!**

Comments

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**Step 5: Submit the assignment**

Submit

Cancel

- The assignment is now submitted, you may receive a confirmation email from VIULearn reflecting the same.