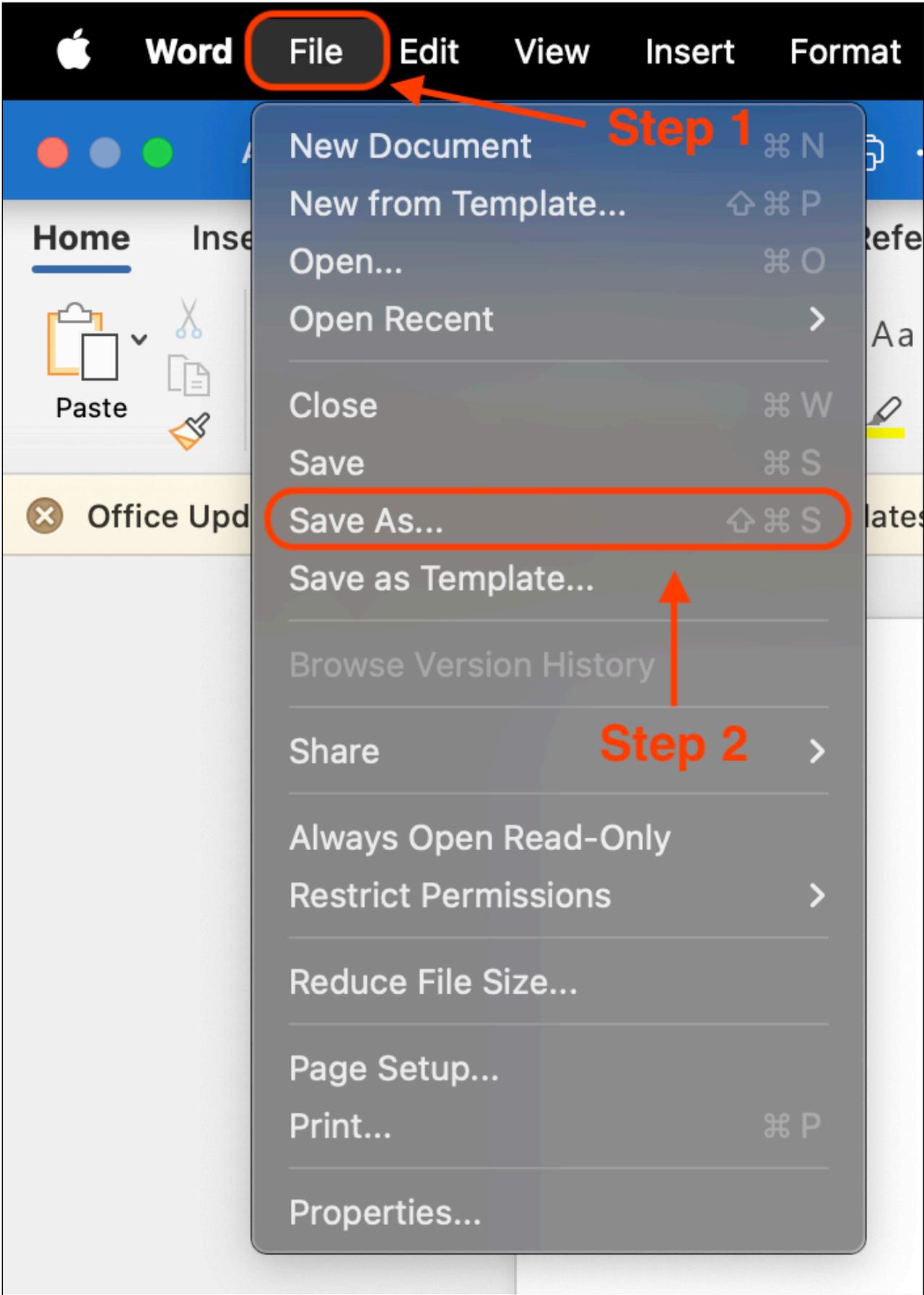


How to download an Office 365 Word document so a copy can be uploaded to VIULearn

- First step to upload a Word Document to VIULearn is saving it in your preferred format
 1. To save the file, we click on the “File” option in the top left corner.
 2. Then we click the “Save As” button
 3. We set an appropriate name for our file
 4. And then we choose a format to save our file in. (You should check with your instructors which format they prefer, usually it is docx or pdf)
- All these option will look slightly different depending on your operating system (Windows/Mac/etc) but will usually be in the same locations



Word

File

Edit

View

Insert

Format

Step 1

New Document ⌘ N

New from Template... ⌘ P

Open... ⌘ O

Open Recent >

Close ⌘ W

Save ⌘ S

Save As... ⌘ S

Save as Template...

Browse Version History

Share >

Step 2

Always Open Read-Only

Restrict Permissions >

Reduce File Size...

Page Setup...

Print... ⌘ P

Properties...

Home

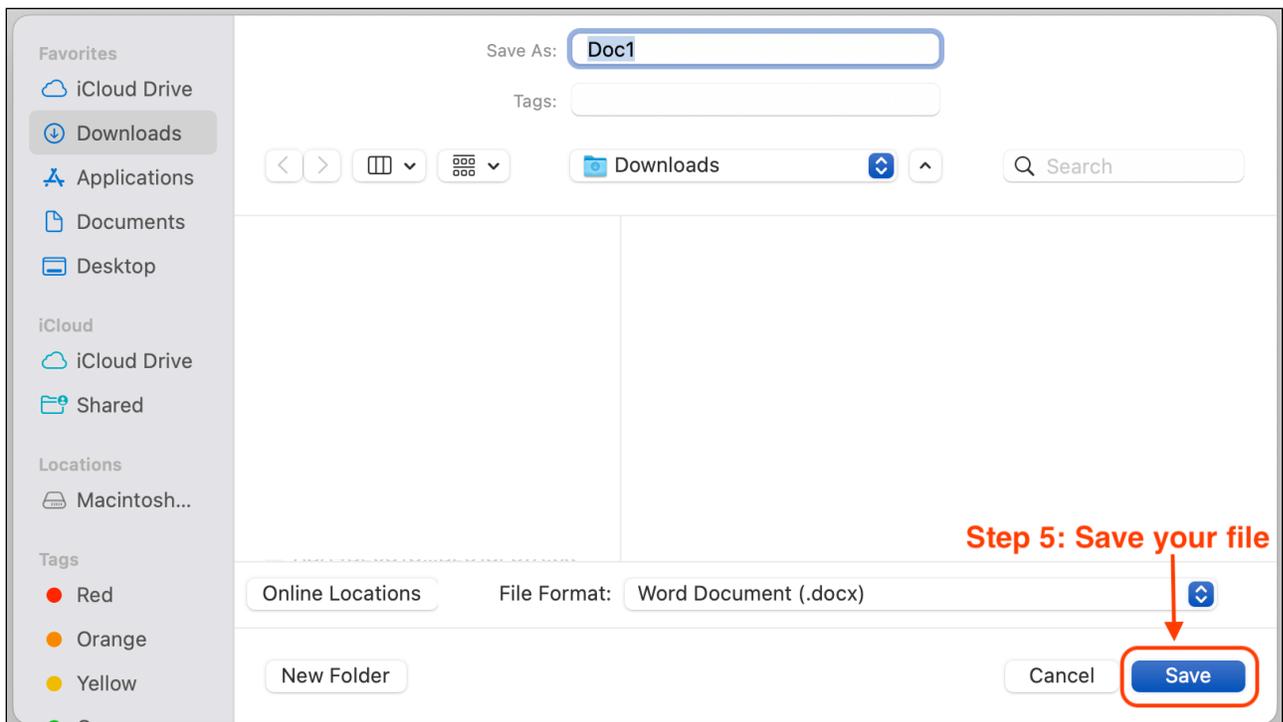
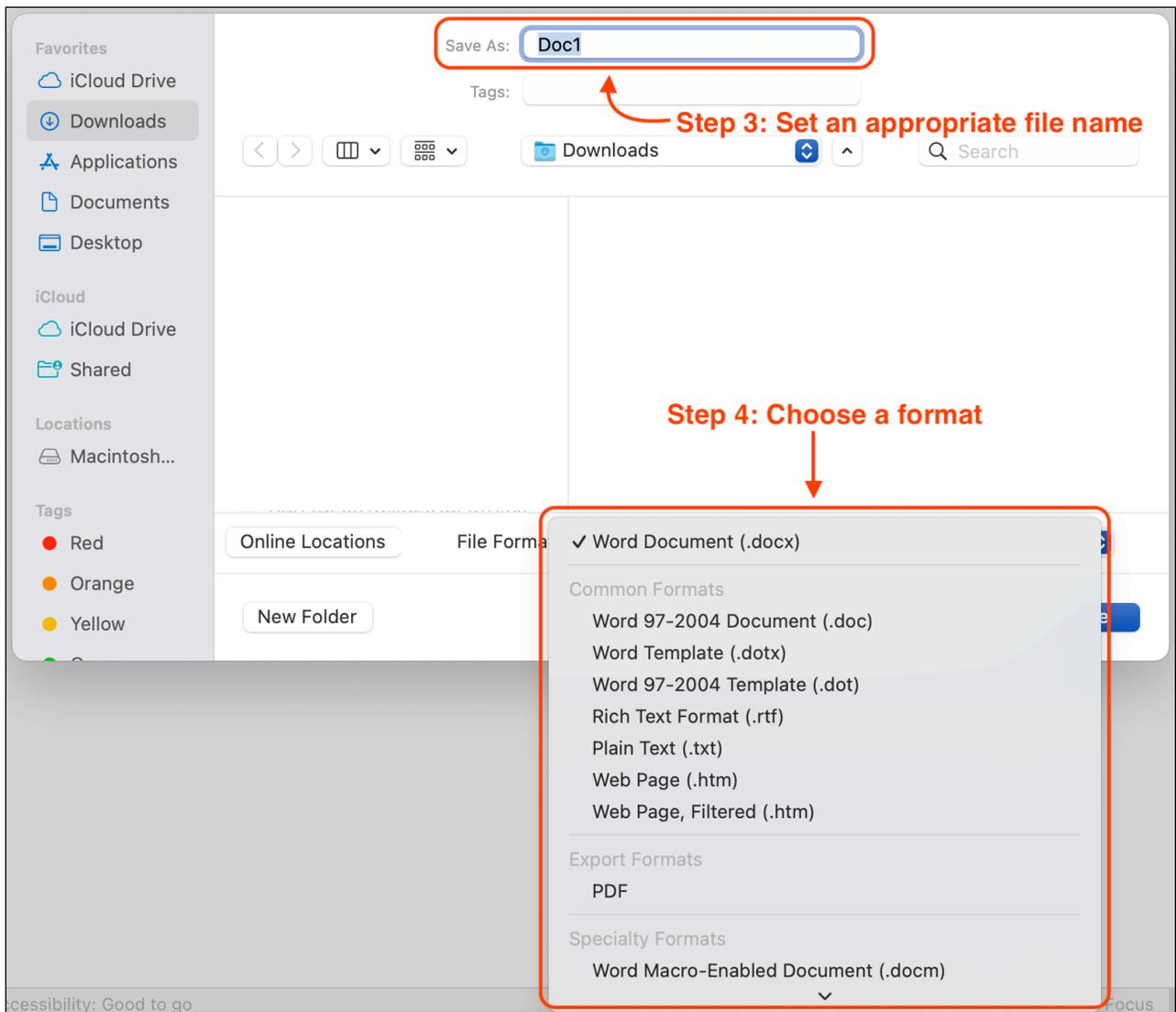
Insert



Paste



Office Upd



- The next step is to locate your downloaded file and upload it to VIULearn

1. The file is usually of the same name as your Word Document, in our case it will be called “Doc1.docx” as we selected the docx 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”

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



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

Paragraph

B

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A/

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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.