

## Uploading from Google Docs to Blackboard in a Web Browser (for students).

Video: <https://youtu.be/qpTLpbNN4I8>

Function: You will be required to upload documents to Blackboard in order to receive credit for your work as well as to receive feedback from your instructors. This tutorial will demonstrate how to upload a document from Google Docs to Blackboard on a web browser.

1. First, make sure that you have Google Chrome downloaded on your iPad. Safari has not been compatible with Blackboard, so you'll want to use Google Chrome to access Blackboard on a web browser.
2. Open Chrome and login to Blackboard through the middlesex.mass.edu website. You'll click on MyMcc and then enter your login information.
3. Click on the link to Blackboard and find the course information.
4. Once you are in your course Blackboard site, go to the assignment link.
5. Assignments are designated with an icon that looks like a piece of paper, a ruler and a pencil.
6. Tap on the assignment link to upload your document. Then, tap "Browse My Computer".
7. Then, tap Browse.
8. Under Locations, tap Drive. Google Drive is where all of your Google Docs will be automatically saved. **If Drive does not appear, tap on Edit. Then you'll want to ensure that the Google Drive switch is on.**
9. Once you're in Drive, tap your account name. If you are not already signed into your Google Drive app on the iPad, you will be prompted to sign into your Google account now.
10. This is where you'll choose the file you'd like to upload. It is helpful to have your files well-organized and labeled so it is easier to locate them.
11. Tap the file to upload the document. Then, tap Submit.
12. To ensure your file was uploaded correctly, you can tap on the assignment link to view the document.