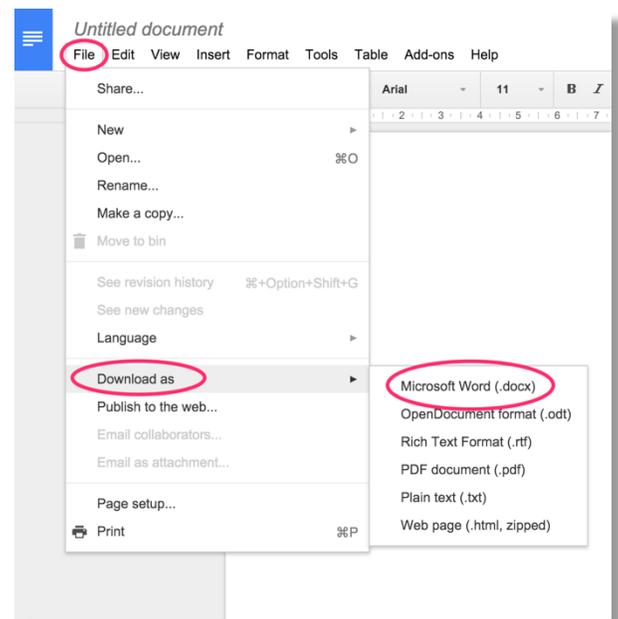


# Exporting from Google Docs to Microsoft Office Files

When submitting work online to a Blackboard assignment, it is imperative to do so in a file format that is compatible with the integrated document reader, Crocodoc. The document reader is able to interpret Microsoft Office files (.docx from Word, .pptx from Powerpoint, and .xlsx from Excel) as well as PDF documents.

When using Google Docs, Slides, or Sheets, it is possible to export these documents into files that Crocodoc can interpret and can be graded within Blackboard.

- To begin, navigate to the document you wish to export.
- At the top-left of the screen is the Menu Bar. Click on “File” and then “Download As”. The options presented will begin with a Microsoft Office file format, which will be either .docx, .pptx, or .xlsx, depending on the type of document you wish to export.
- Choose either the Microsoft Office file format or the PDF format.
- Depending on your browser settings, your file will either download to your standard Downloads folder, or you will be presented with a dialog box to choose the download destination. After your file has finished downloading, it will be ready to submit to Blackboard.



*Note: due to variability when changing between file types, it is recommended that users open and review their exported Microsoft Office files before submitting an assignment. Microsoft Office 365 is available as a free download for Students, Faculty, and Staff through the [GoPortal](#). For assistance in obtaining the Office 365 software suite, please contact the Computer Services Help Desk at 609-652-4309 or [helpdesk@stockton.edu](mailto:helpdesk@stockton.edu). If you submit an assignment to Blackboard and do not see the document contents in the Preview window, that is indicative of an unsuccessful submission. If this occurs, re-check your file and contact your instructor.*