## **How-to** Downloading + uploading Challenges

It is best practice to use your **SelfDesign Google Drive** to work on your Challenges, accessible through the SelfDesign Portal. Challenges contain links that direct you to documents within the SelfDesign domain. **IMPORTANT!** If you are *not logged in to your SelfDesign Google account you will not be able to access the links*.

## Follow the 'W' method to download + upload Challenges



- 1. Download the .docx file.
- 2. Go to your SelfDesign Google Drive and click the +New and select the file and upload the .docx file to your Drive.
- 3. Open it in your SelfDesign Google Drive and work on it. When ready to submit it, use File>Download to download it as a pdf.
- 4. Upload the pdf in this Brightspace assignment.

**Note**: If you encounter difficulties with downloading/uploading, talk to your LC or attend a Drop-in Support Session, when available. (Dates and times found in your Calendar.)