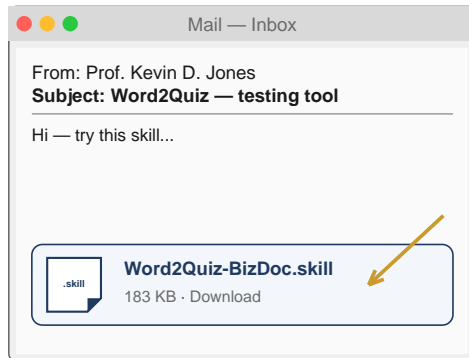


GETTING STARTED · WHAT TO DO AFTER YOU RECEIVE THE EMAIL

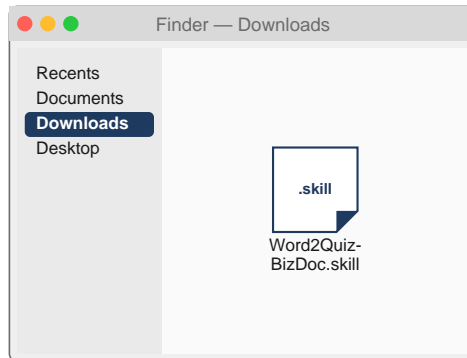
BEFORE YOU START You need the Claude desktop app with Cowork mode. Cowork is currently a research preview — if you're not sure you have it, ask Prof. Jones before continuing.

1 Save the attachment



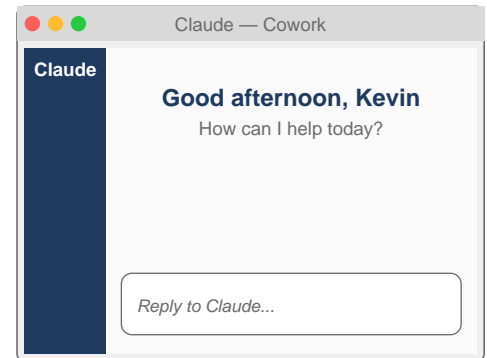
Click the Word2Quiz-BizDoc.skill attachment in the email and save it to your Downloads folder (or anywhere you'll remember).

2 Find the file



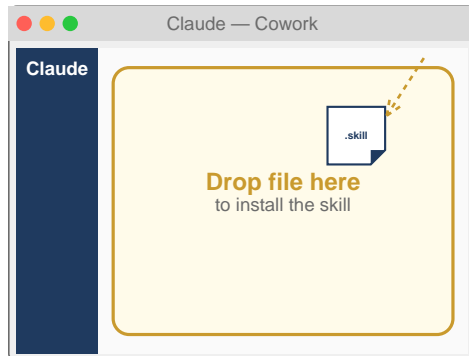
Open Finder → Downloads. You'll see a file called Word2Quiz-BizDoc.skill. Keep this Finder window open.

3 Open Claude (Cowork)



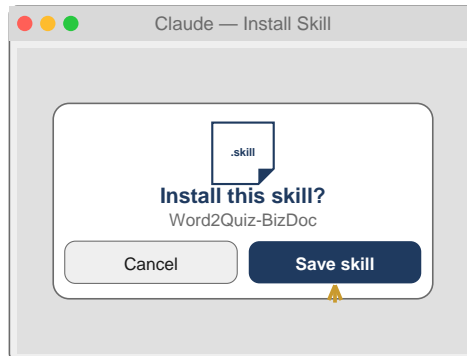
Launch the Claude desktop app and make sure you're in a Cowork conversation (not a regular chat).

4 Drag the file in



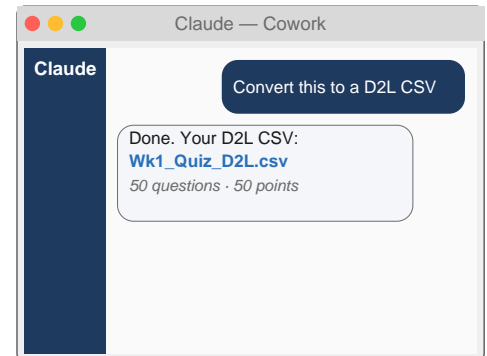
Drag the .skill file from Finder onto the Claude chat window. The window will highlight to show it's accepting the drop.

5 Click Save skill



Claude will show an install dialog. Click the navy "Save skill" button. You'll see a confirmation in the chat.

6 Try it out



Open a Word quiz, drag the .docx into Claude, and type: "Convert this to a D2L CSV." Claude returns the CSV file ready for D2L.

IF SOMETHING GOES WRONG

- **Claude doesn't accept the drop** — Make sure you're in Cowork mode — the regular Claude chat doesn't install skills. Look for the Cowork label in the top bar.
- **"File type not supported" message** — The file got renamed during download. Rename it back to exactly Word2Quiz-BizDoc.skill and try again.
- **Skill installs but Claude says it doesn't see it** — Close and reopen Claude. Skills are picked up at startup.
- **Still stuck** — Email Prof. Kevin D. Jones with a screenshot of what you're seeing.