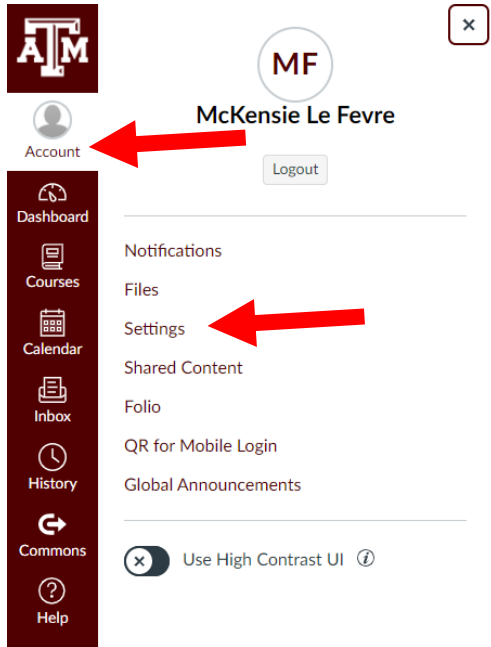


How to integrate your Google Drive in Canvas

You will authorize your Google Drive account in two places in Canvas, once in your overall settings, and once per each course. It is important to use your Google Drive for giving files to students, as Canvas has a small data limit, which you will need for your exams.

Log into Canvas and click the Account button at the top left of the page, then Settings in the menu



Make sure your email address on the right is your @tamu.edu address (not @bio.tamu.edu) and click the "Google Drive" link under Other Services.

McKensie Le Fevre's Settings

Full Name: McKensie Le Fevre
This name will be used for grading.

Display Name: McKensie Le Fevre
People will see this name in discussions, messages and comments.

Sortable Name: Le Fevre, McKensie
This name appears in sorted lists.

Language: System Default (English (US))

Time Zone: Central Time (US & Canada)

Web Services

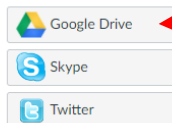
Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

Let fellow course/group members see which services I've linked to my profile

Registered Services

Other Services

Click any service below to register:



Ways to Contact

Email Addresses

mckensied@tamu.edu ★

+ Email Address

Other Contacts

Type

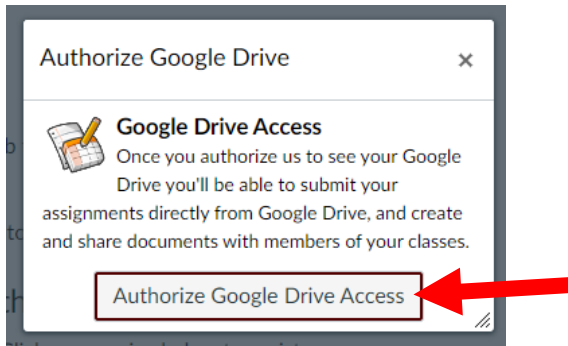
+ Contact Method

Edit Settings

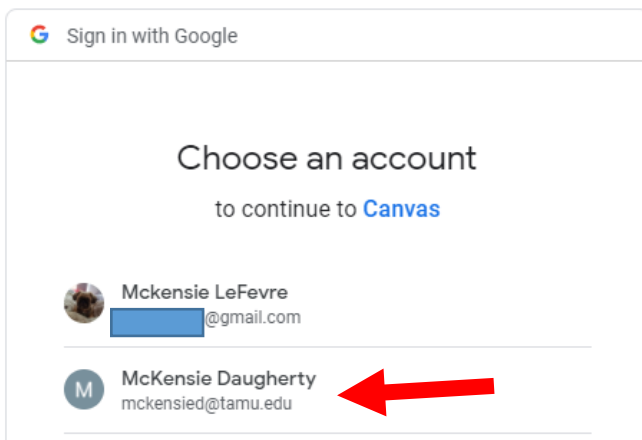
Set Up Multi-Factor Authentication

Download Submissions

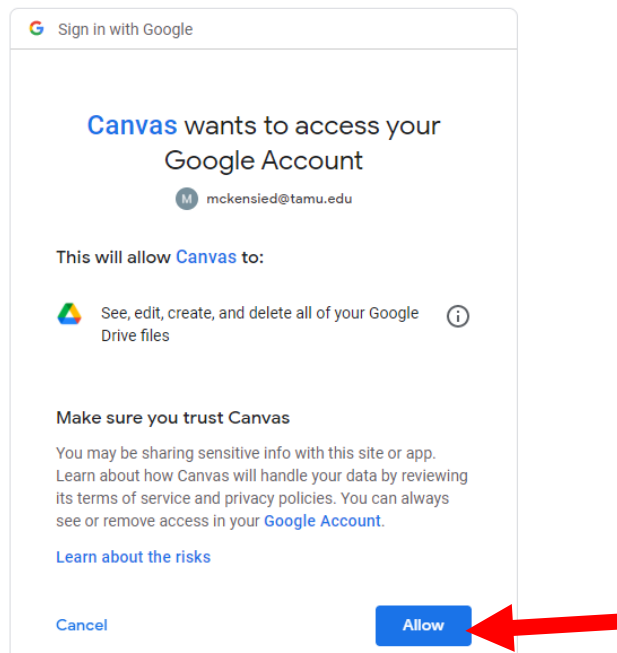
This will create a pop-up, click Authorize Google Drive Access



This will bring up a Sign in area to choose an account, you need to choose the @tamu.edu account. I show you the two accounts here to say DO NOT choose the gmail.com account.



Click Allow



This will now show as authorized in your settings:

McKensie Le Fevre's Settings

Full Name: McKensie Le Fevre
This name will be used for grading.

Display Name: McKensie Le Fevre
People will see this name in discussions, messages and comments.

Sortable Name: Le Fevre, McKensie
This name appears in sorted lists.

Language: System Default (English (US))


Time Zone: Central Time (US & Canada)

Web Services

Canvas can make your life a lot easier by tying itself in with the web tools you already use. Click any of the services in "Other Services" to see what we mean.

Let fellow course/group members see which services I've linked to my profile


Registered Services

 Google Drive
[view your profile mckensied@tamu.edu](#)



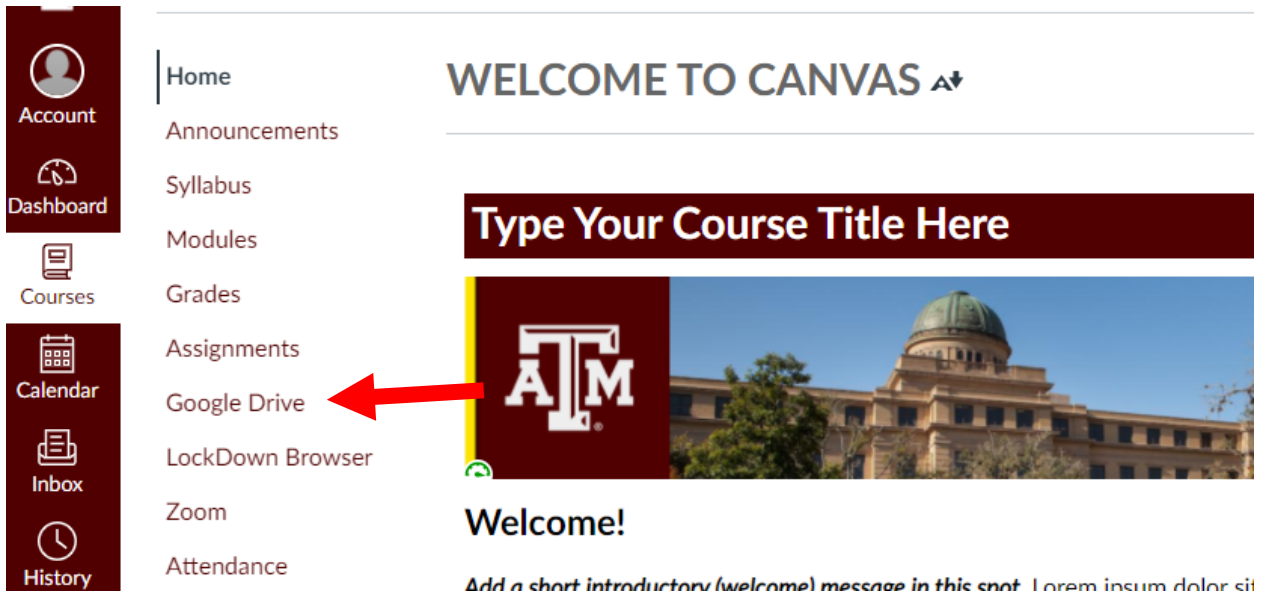
Other Services

Click any service below to register:

 Skype

 Twitter

Now we need to authorize your course to access your google drive. Enter your specific Canvas course, click "Google Drive":



The screenshot shows the Canvas user interface. On the left is a dark red navigation sidebar with icons for Account, Dashboard, Courses, Calendar, Inbox, and History. The main content area has a header with 'WELCOME TO CANVAS' and a large dark red box with the text 'Type Your Course Title Here'. Below this is a banner image of a building with the 'ATM' logo overlaid. A red arrow points to the 'Google Drive' option in the navigation menu. Below the banner, the text 'Welcome!' is displayed, followed by a placeholder for a welcome message: 'Add a short introductory (welcome) message in this spot Lorem ipsum dolor sit'.

If you are integrated, it's possible your Drive will already have shown up, if not Authorize it:

Log In

You need to authorize this integration in order to use it.

Please sign in to your Google account and authorize this integration.

AUTHORIZE



This area will now show your Google Drive:

A screenshot of a Google Drive interface. At the top is a search bar with the text 'Search' and a circular profile icon containing the letter 'M'. Below the search bar is a section titled 'Folders'. A list of folders is displayed, each with a folder icon, a name, and a right-pointing chevron. The folders are: 'Allies Across Aggieland Story Post (File responses)', 'Biology', 'Example', 'Example', 'Fall 2020 Upload Area', and 'Intro Videos'. A vertical scrollbar is visible on the right side of the folder list.

Now, do not panic, your students CANNOT see your Google Drive. They cannot see this page and they cannot access the files or folders. This is just you linking Canvas to Google Drive. This part of the integration is done. Go to the Module Instructions to learn how to link files into modules to share them with your students.