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.
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](image)

**Registered Services**

- ![Google Drive](image)

**Other Services**

- Click any service below to register:
  - ![Skype](image)
  - ![Twitter](image)

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

If you are integrated, it’s possible your Drive will already have shown up, if not Authorize it:
This area will now show your Google Drive:

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.

The instructions on how to add files and folders to Google Drive is in the previous instructions, “Instructions for setting up a secure Google Drive Folder and adding files”. Move now to the document called “How to link content to your google drive so your students can see it” on the online page to learn how to link to files inside canvas.