

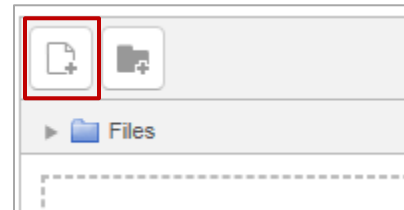
Google Drive

Overview

Moodle allows the opportunity for users to directly access files stored on the user's Google Drive. The Google Drive file repository will display to users in any area where you can add a file in Moodle. Users must already have a Google account. This repository doesn't allow a place to create new Google Docs files, but it allows a way to directly access stored Google Drive files from within Moodle and submit them.

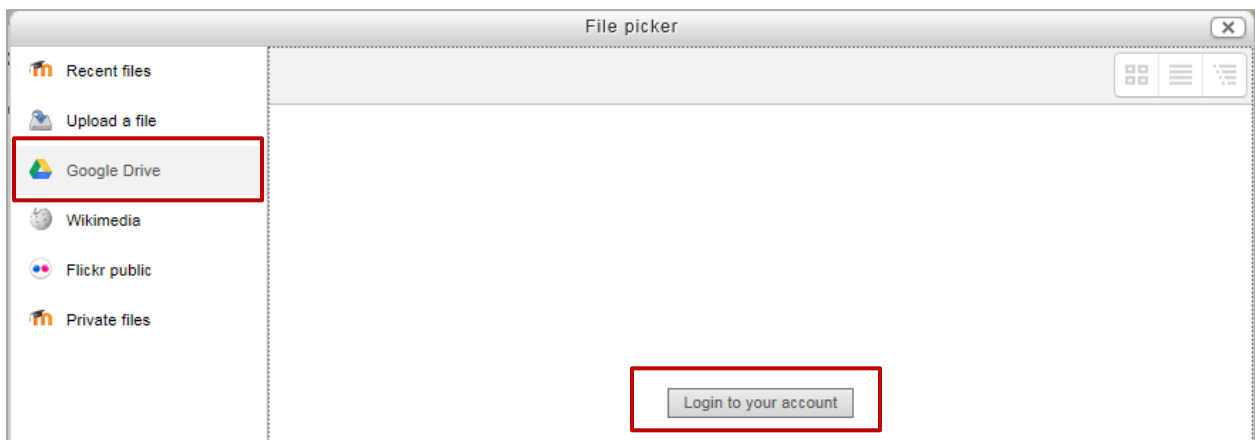
Step 1 – Choose to Add File

Access any place where you have the ability to add a file (such as an Assignment or Discussion Forum). Click the "Add..." button as shown to the right.

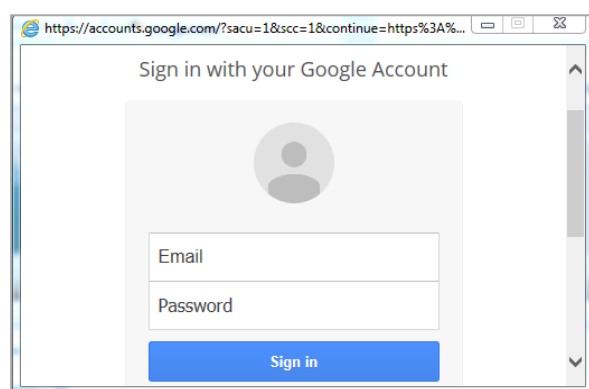
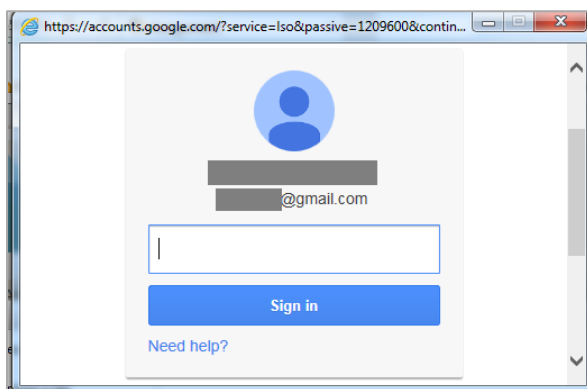


Step 2 – Log In

When the Moodle File picker box displays, notice the **Google Drive** option on the left. Click that option. Then you'll see a button to **Login to your account** as shown below.

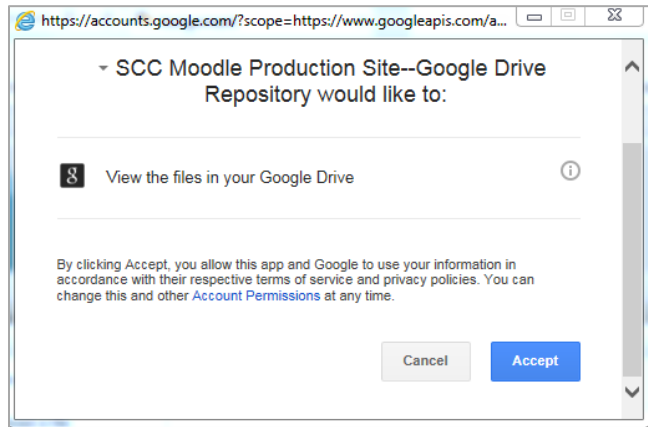


If your browser does not remember your Google Drive login information, you will be asked to log in similar to below. Type your password and click **Sign in**. If you see the window on the left, but the user listed is not you, scroll down and click the "**Sign in with a different account**" link. You can then add an account, and you will see the full log in information shown on the right below.



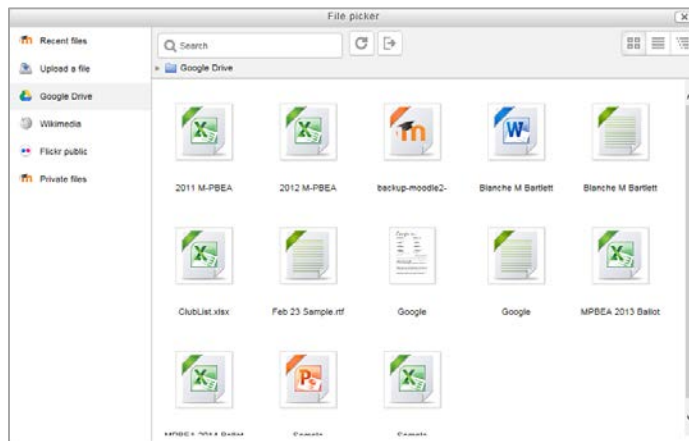
Step 3 – Accept Terms

After you have logged in, you will see a window like the one below. NOTE: If your browser is set to remember your Google Drive login info, you will not see a place to login as shown in Step 2; instead, you will automatically see the below window when you click the button to login to your account. **Scroll down** and click **Accept**.



Step 3 – Browse for File

After you accept the terms, your Google drive will display showing all of your stored/saved files.



Step 4 – Select a File

Click on the file you want to upload. A window will display similar to the right, and you can edit the file information if needed. Click the **Select this file** button to add the file.

When returned to the Moodle File submission area, be sure to click the **Save changes** button. Your file will then be uploaded directly from your Google drive to Moodle.

