Sharing from Google Drive to Canvas

PLEASE NOTE! If you create a document on the Docs app or a slide presentation in the Slides app, you have to go to Drive and drag and drop the file into the right class folder.



CANVAS

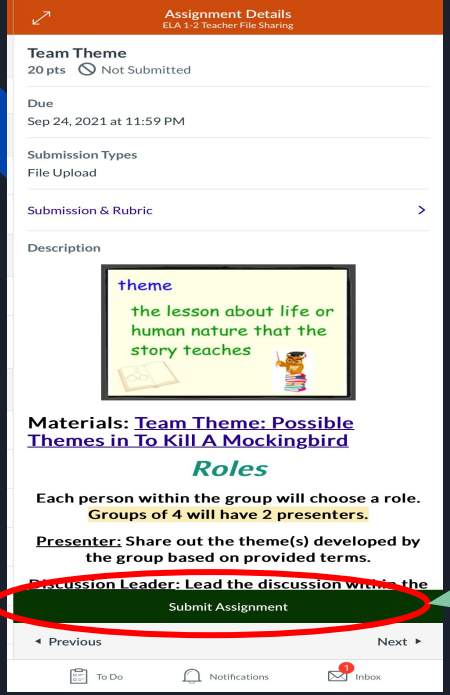
Saving assignments to Drive means it can be accessed from any device from anywhere so long as you have your login info.

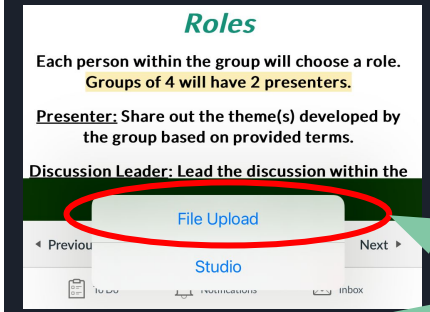
Canvas App (slides 13-21)
Canvas Web Browser (slides 22-31)

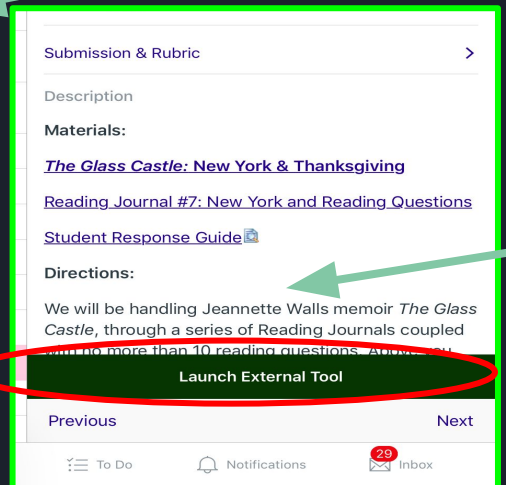
Canvas App

Steps will be different for assignments that are being run through turnitin.com. Be sure to read the directions carefully, as the directions differentiate between the two.

Login to Canvas & Go to the Assignment.





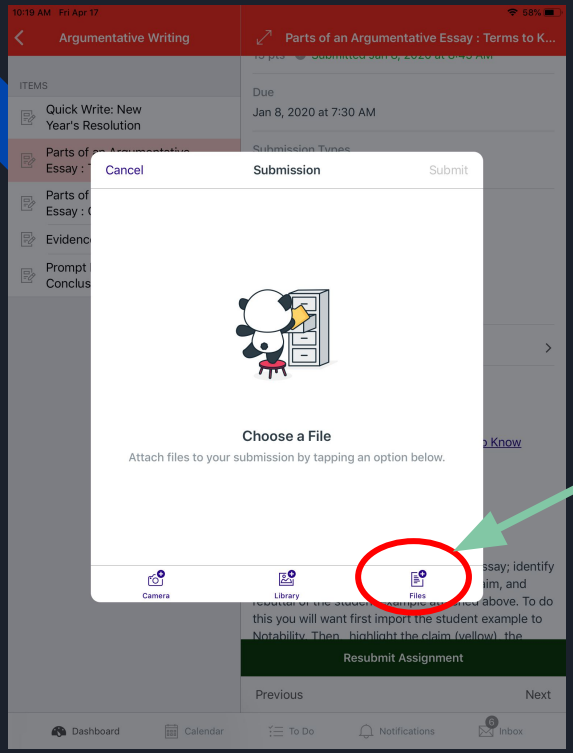


ST1: Go to the Canvas App. After logging in, you will want to go to the assignment.

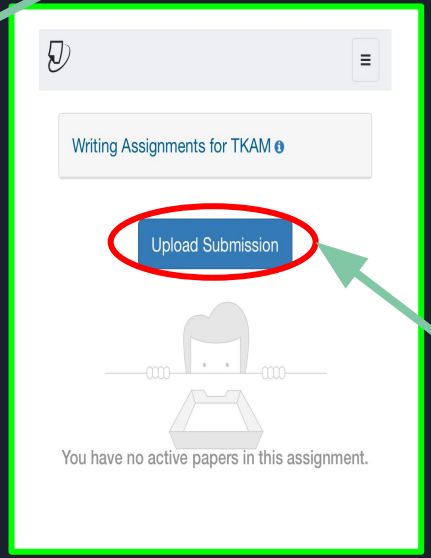
ST2: When going to the assignment, there should be a green bar that reads "SUBMIT ASSIGNMENT." CLICK IT. And when given the options "FILE UPLOAD" and "STUDIO," click "FILE UPLOAD."

ST 1&2: If it is an assignment going through TurnItIn, there will a blue bar that reads "Upload Submission," instead of the green bar. Click It.

Choose a File

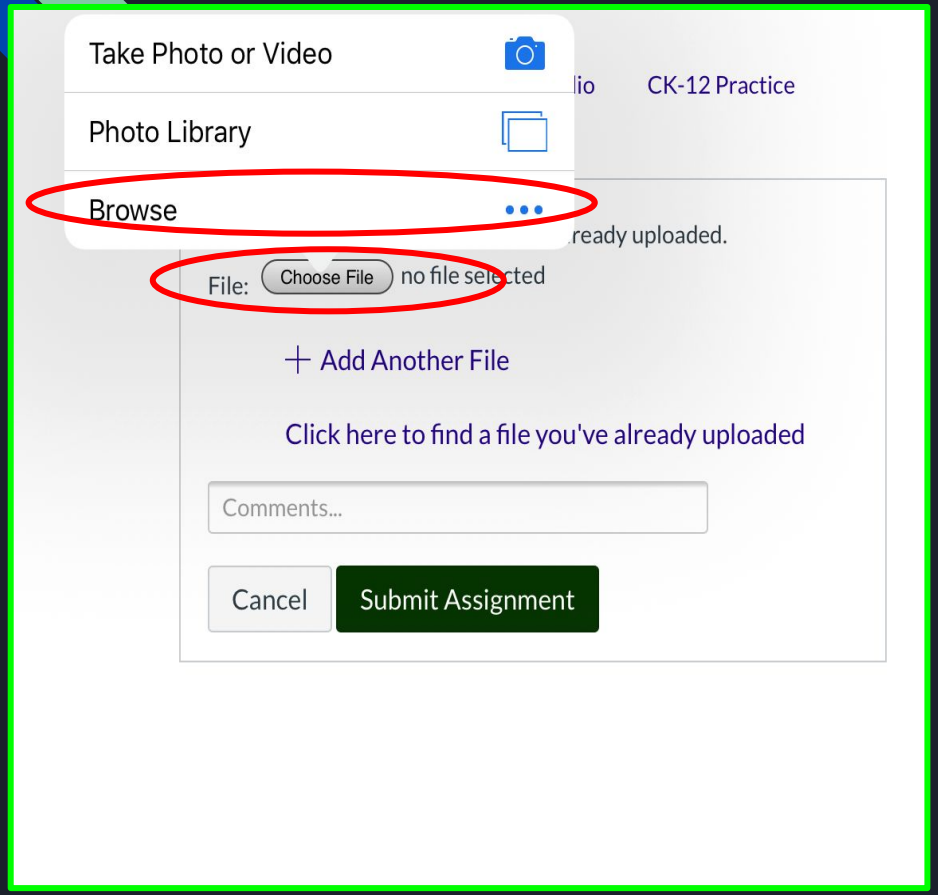


ST3: You will then be taken to a screen with a Panda looking into a filing cabinet. Click ‘Files’ at the bottom



ST3: If it is a Turnitin.com Submission, you will then be taken to a page that looks like this and you will be prompted to click the blue“Upload Submission” button

Selecting A File to Upload for Turnitin.com

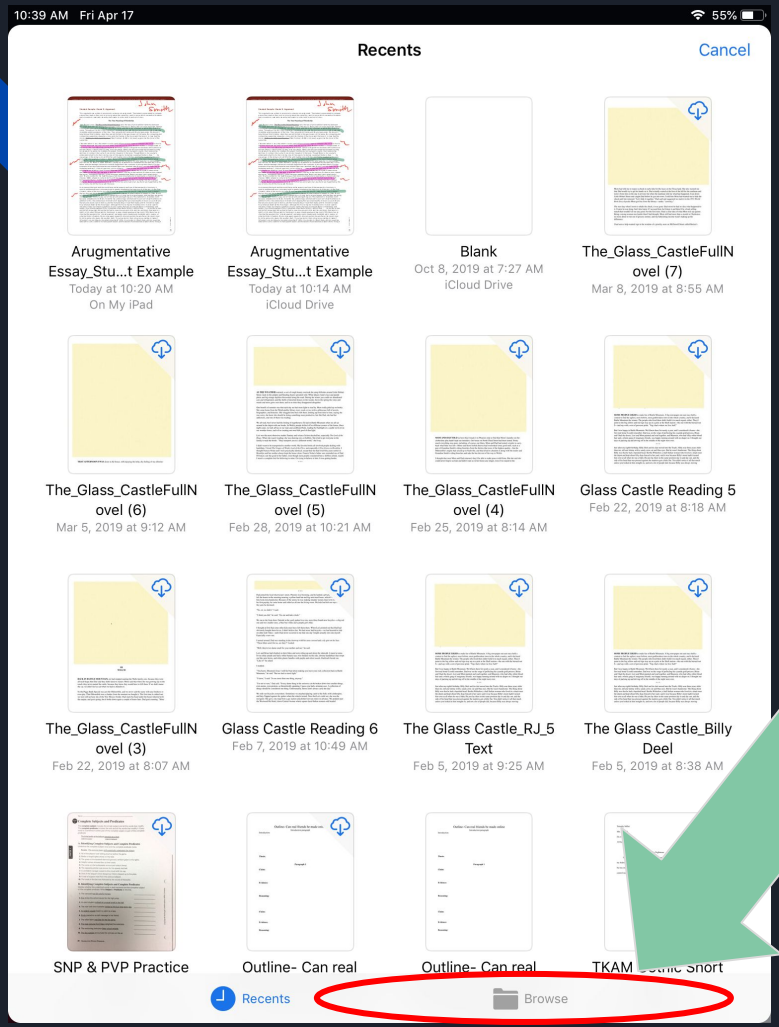


ST 4: You are then going to want to click “Choose File.”

ST5: When the following Menu pops up, you will then want to click “Browse.”

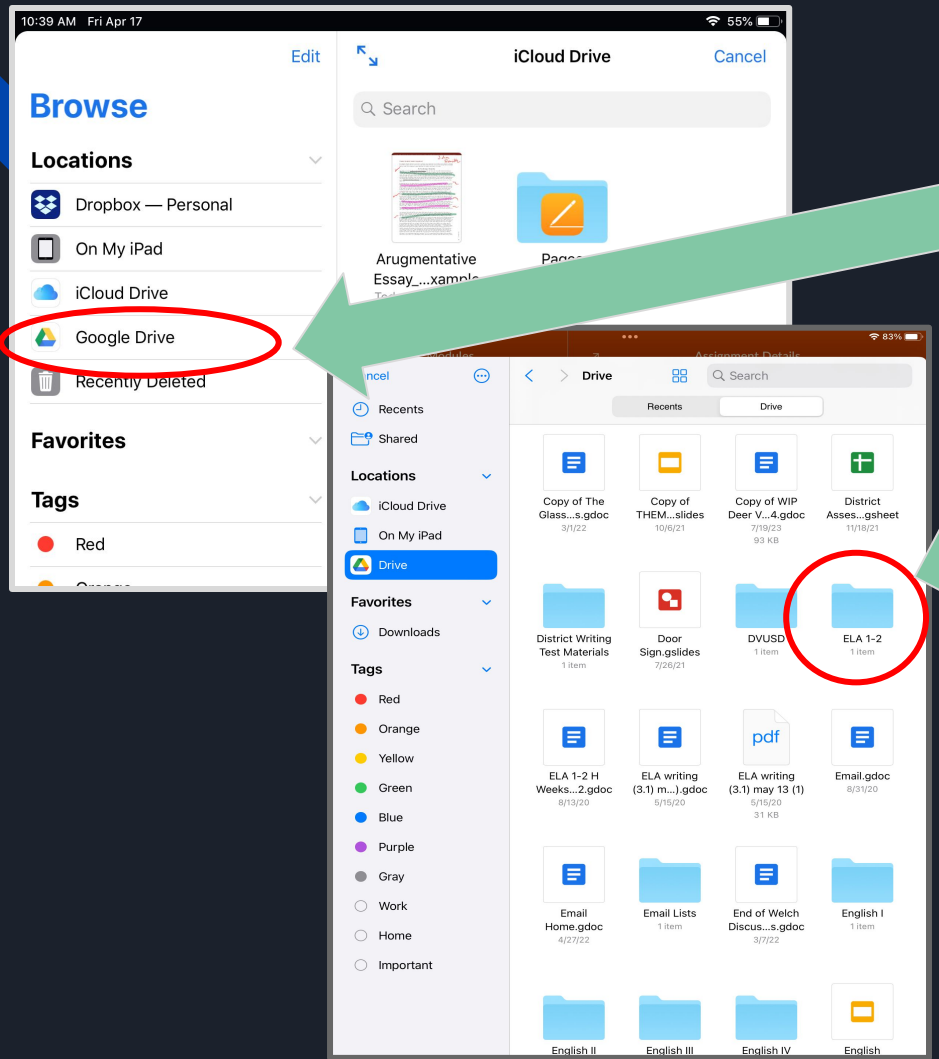
NOTE: If it doesn’t take you to this page, move on to the next slide. Usually with a regular submission it takes you right to your files.

Selecting A File to Upload



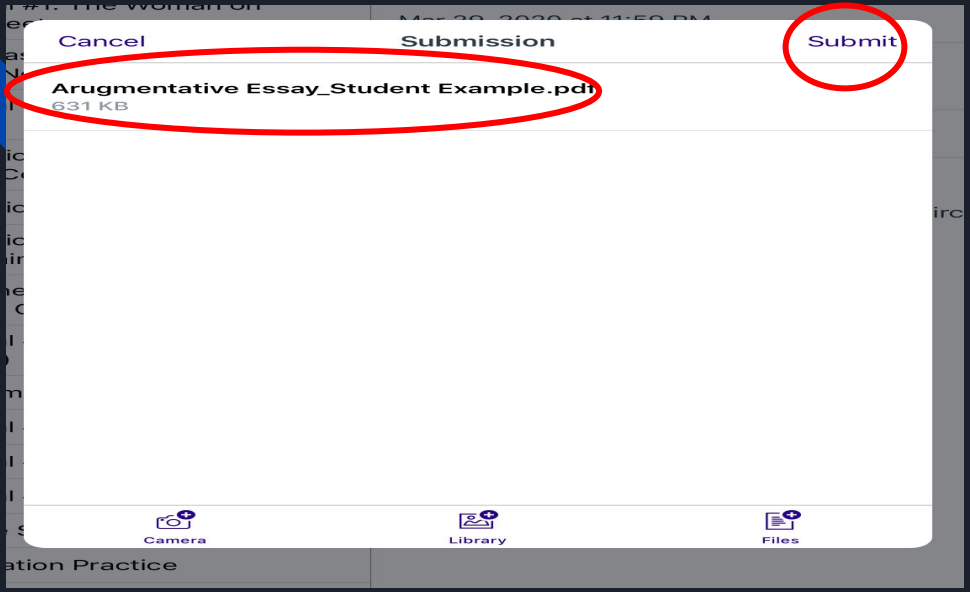
ST 6: *SOMETIMES* it will take you to a page that looks like this, be sure to click BROWSE at the bottom of the page. I know it is tempting to pick the assignment from this page, but the ones that appear here ARE NOT A PDF.

Selecting A File to Upload



ST 7: After clicking BROWSE again, it will take you to a page that looks like this, from here select Google Drive.

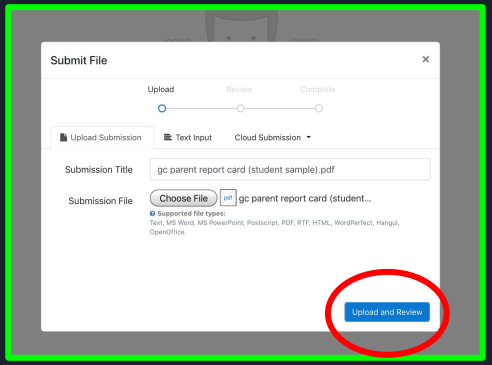
ST 8: Once you click Google Drive, your entire Drive will appear. Scroll down to your class folder (everything is listed alphabetically). Click on the folder to open it, and then click on the assignment in the folder.



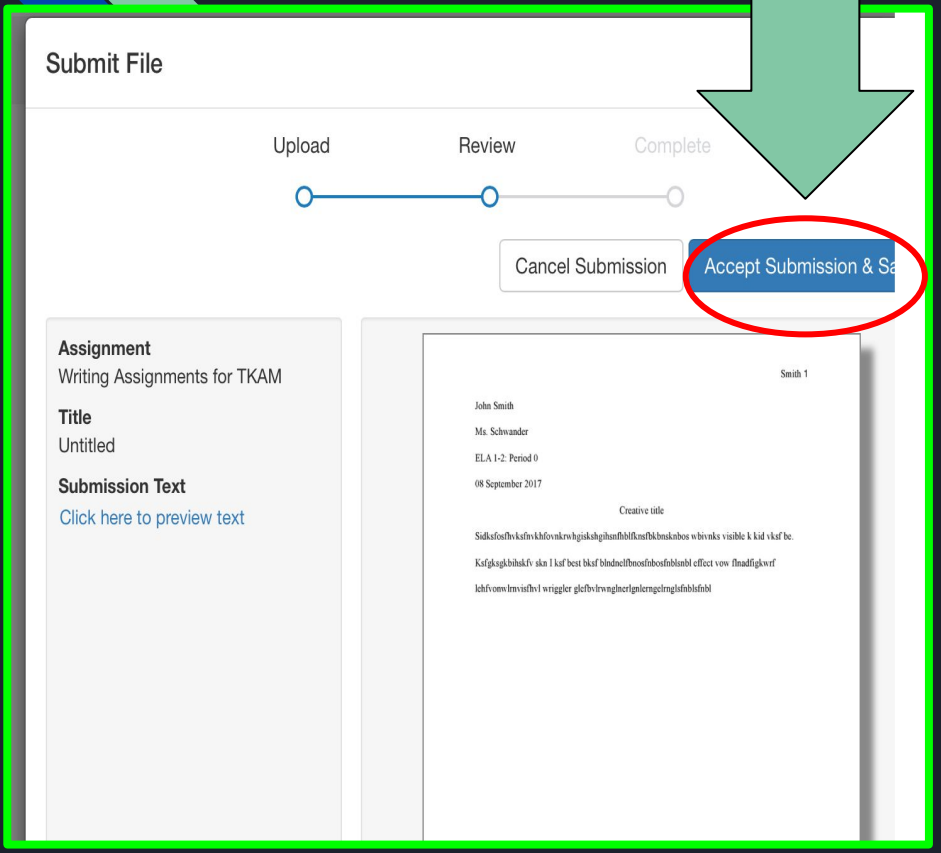
Double Check!!!!

ST 8: Double check that this is the assignment you want to submit and that it has PDF at the end of it, as there will not be another opportunity to resubmit it. When ready, click submit. You will then receive a confirmation message.

For a turnitin.com assignment, it will ask you to “Upload & Review,” be sure to click it, and follow the directions on the following slides.



TURNITIN.COM: Accept Submission & Submit



ST 9: After it uploads (and it might take a while, so be patient) you will then want to click “Accept Submission & Submit.”

SUCCESS!

If you get one these pages, you have successfully submitted your assignment to Canvas!

