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

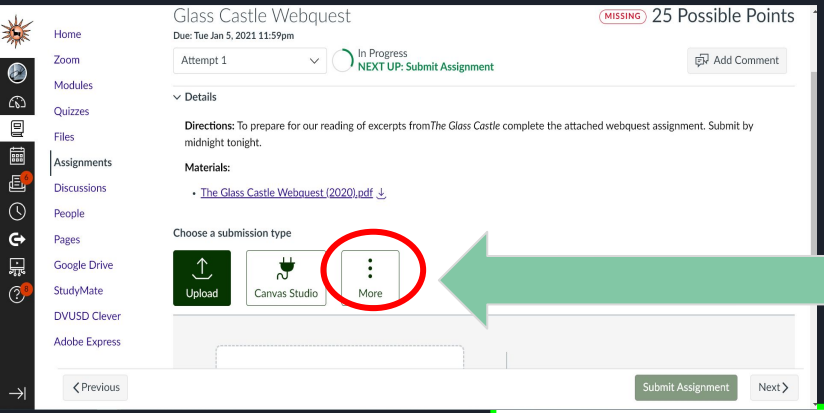
Saving assignments to Drive means it can be accessed from any device from anywhere so long as you have your login info.

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

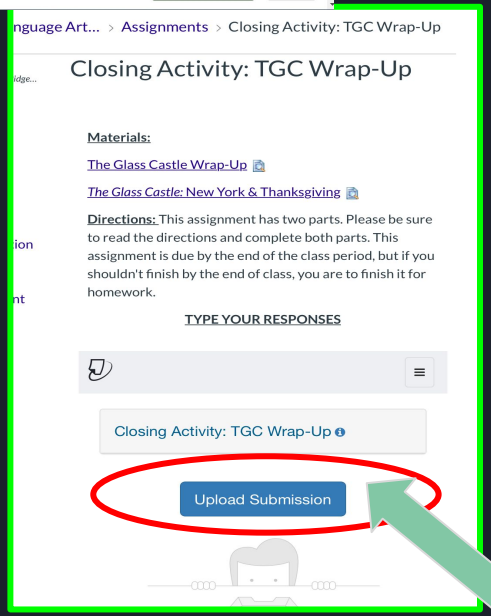
Canvas Website

(Web Browser)

Login to Canvas & Go to the Assignment.

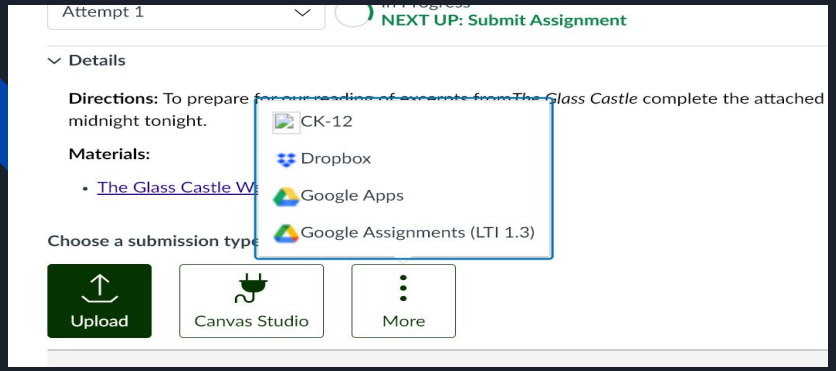


ST1: You will want to login to Canvas by going to https://dvusd.instructure.com and entering your login info. After logging in, you will want to go to the assignment.

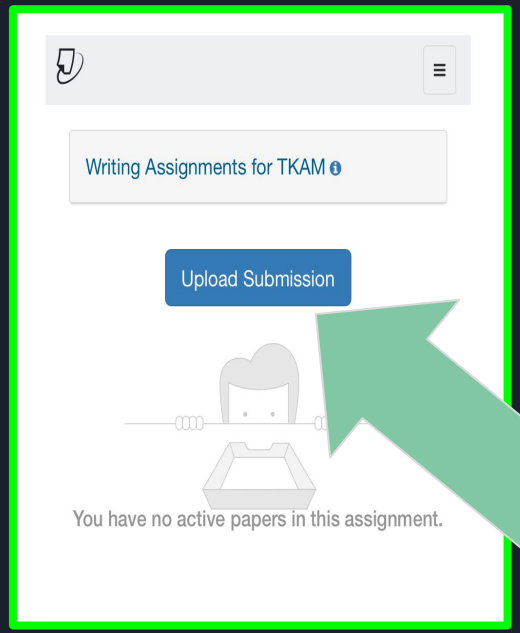


ST2: When going to the assignment, there should be a couple options. The default is upload, but you" want to click "MORE"

If it is an assignment going through TurnItIn, there will a blue bar that reads "Upload Submission," instead of the green bar.



ST3: Options for Google Drive will appear. You can click either, but you will want to make sure you open the class folder (ELA 1-2) and then click on the correct assignment.

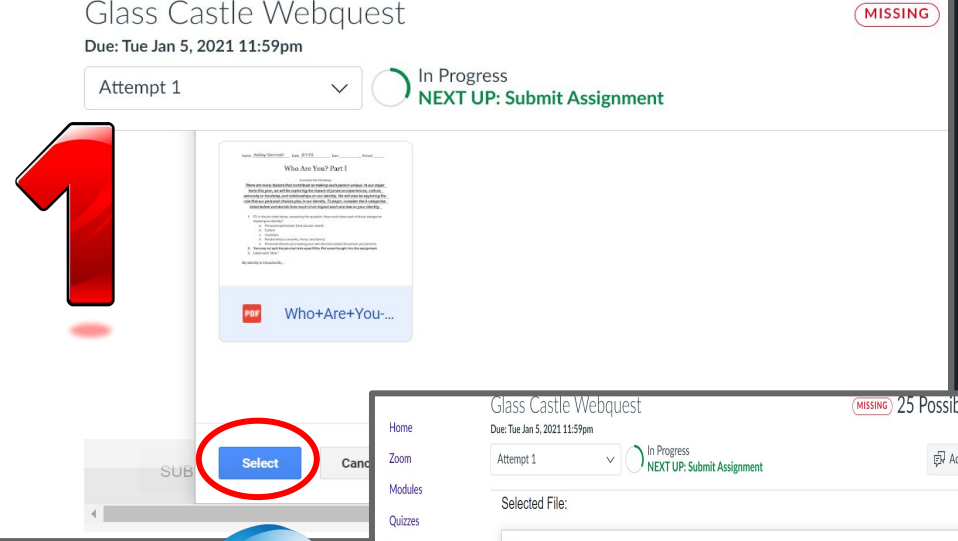


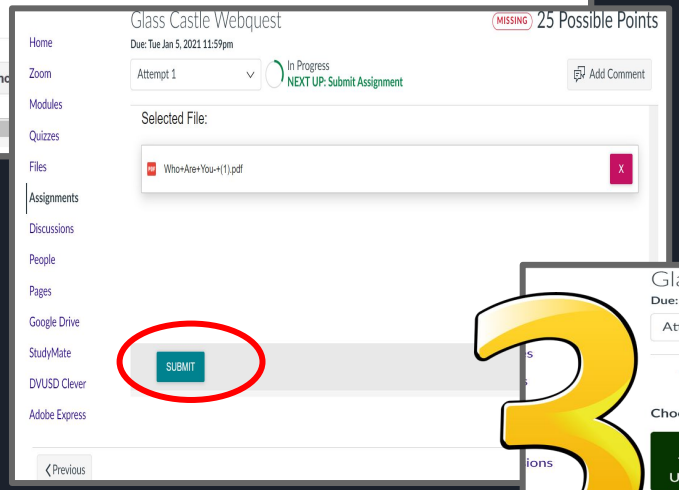
ST3: If it is an assignment going through TurnItIn, there will a blue bar that reads “Upload Submission,” instead of the green bar. Click it.

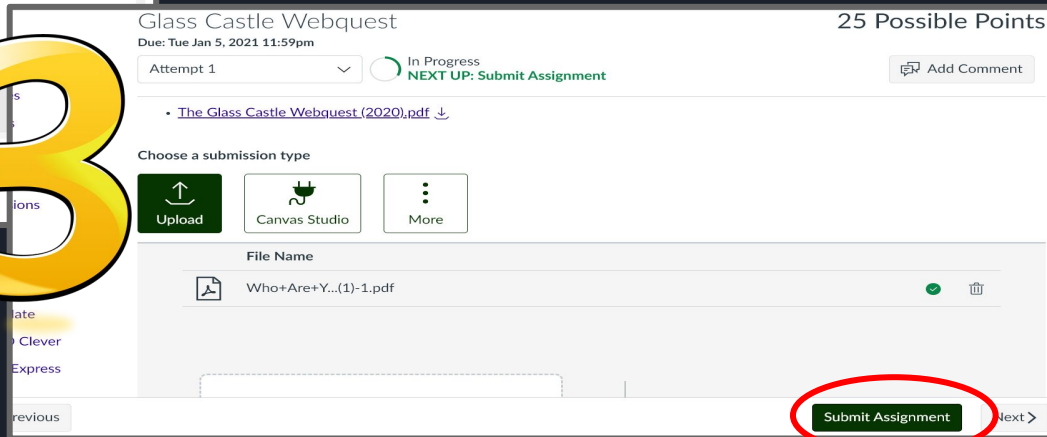
** Sometimes you will first be prompted to accept the Terms & Conditions of Turnitin.com (be sure to click ACCEPT)

ST 4: (REGULAR ASSIGNMENT)

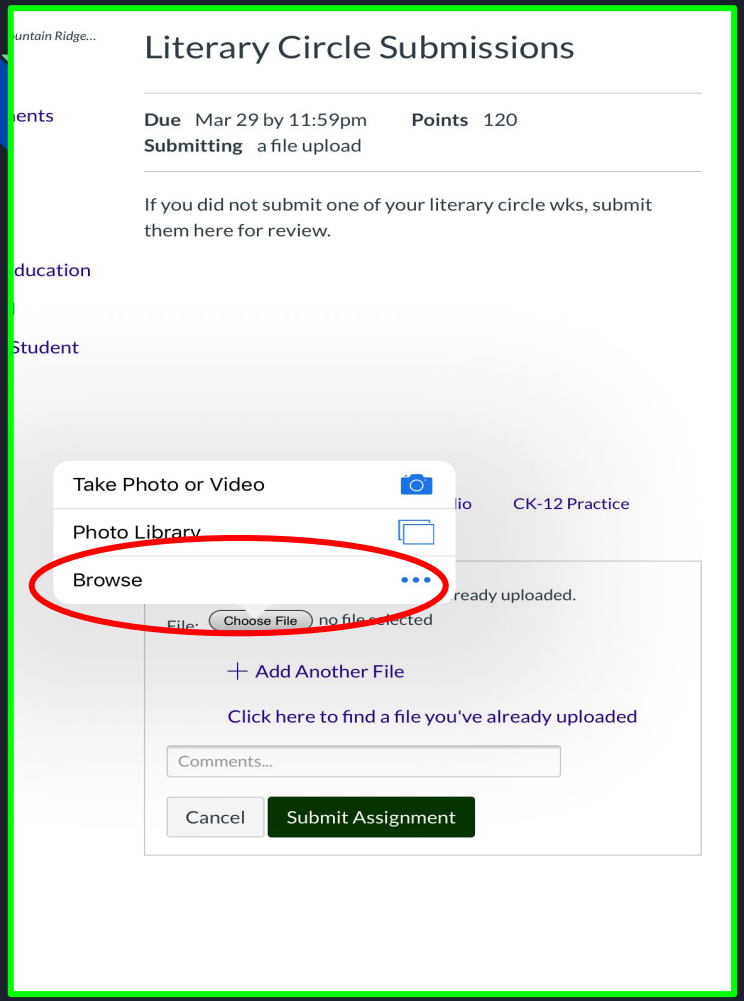
Once you select the assignment you want to submit, you will want to click on the blue button saying submit, then the teal button that says “Submit,” and then the green button that says “Submit Assignment.” You may have to scroll down to get to the submit button each time.







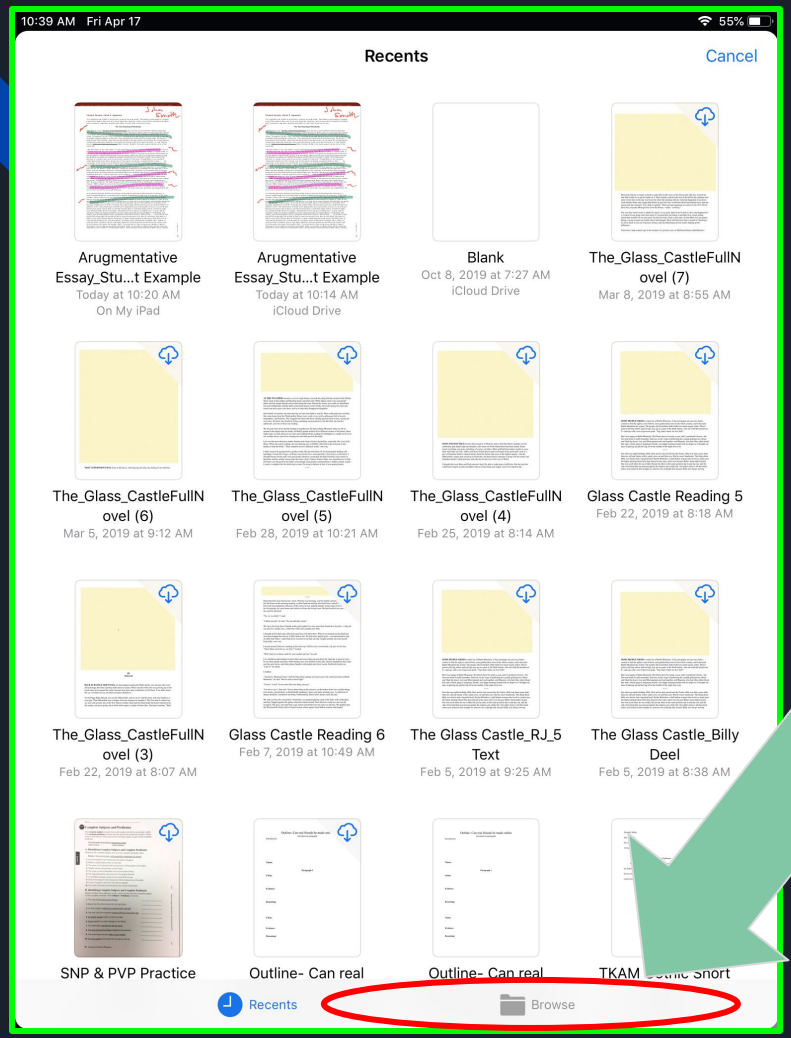
Selecting A File to Upload for Turnitin.com



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

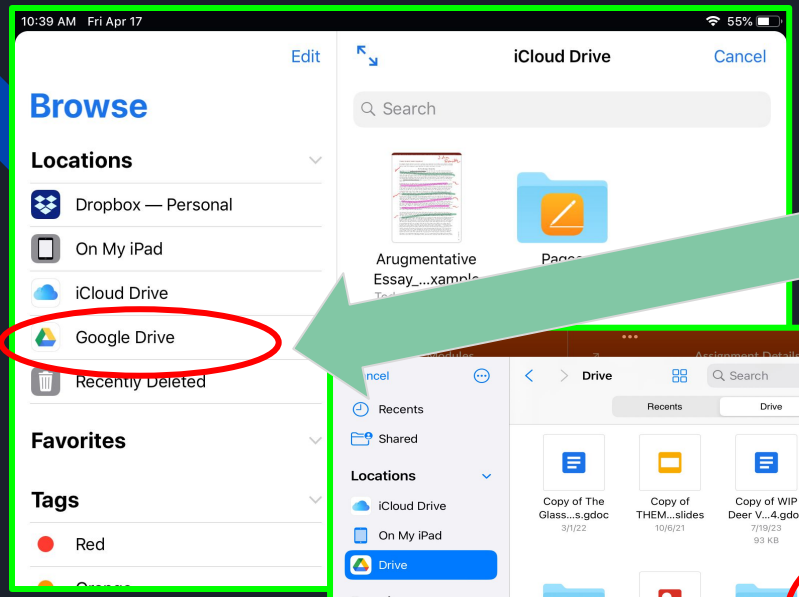
ST5: When the following Menu pops up, you will then want to click “Browse.” Some students also have success by clicking the “Cloud Submission” option to open Google. Either way, you want to be sure to be pulling from drive.

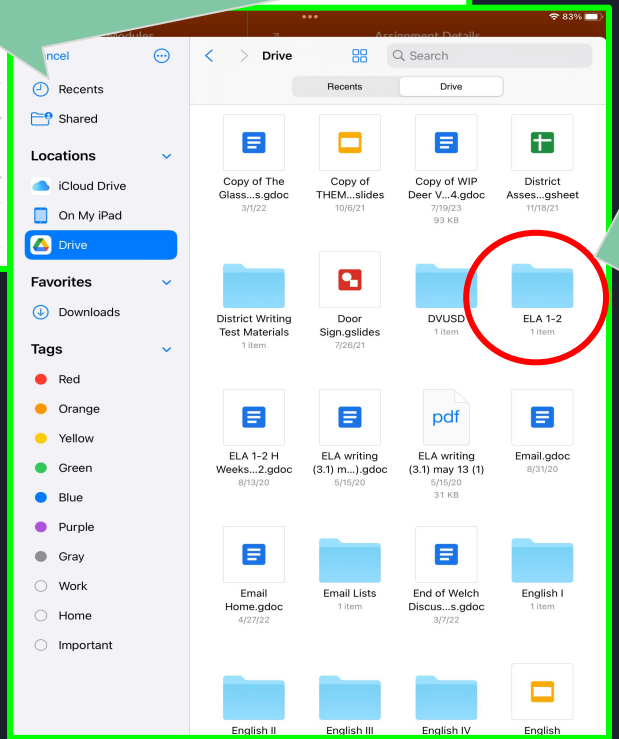
Selecting A File to Upload for Turnitin.com



ST 5: *SOMETIMES*, after clicking BROWSE, 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 *usually* ARE NOT A PDF.

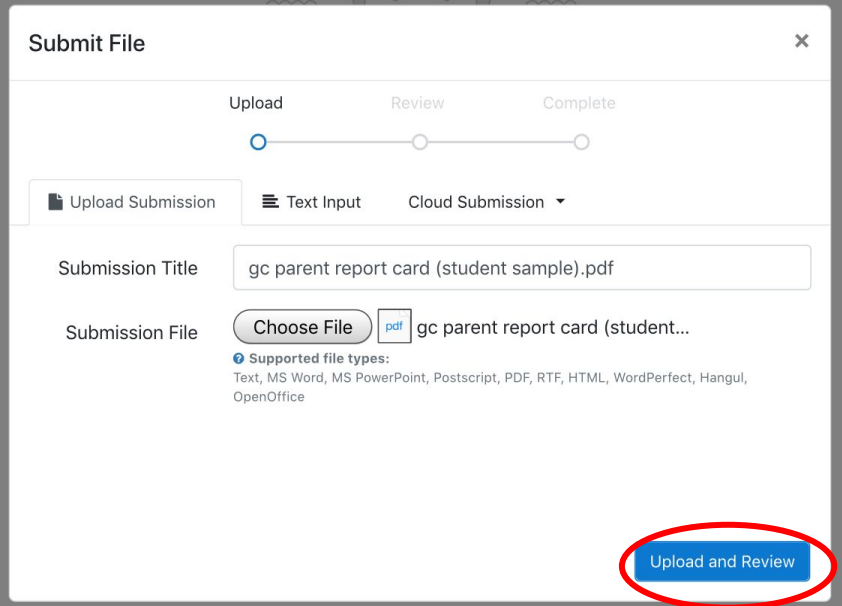
Selecting A File to Upload for Turnitin.com





ST 6: After clicking BROWSE again, it will take you to a page that looks like this, from here select Google Drive.

ST 7: 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.

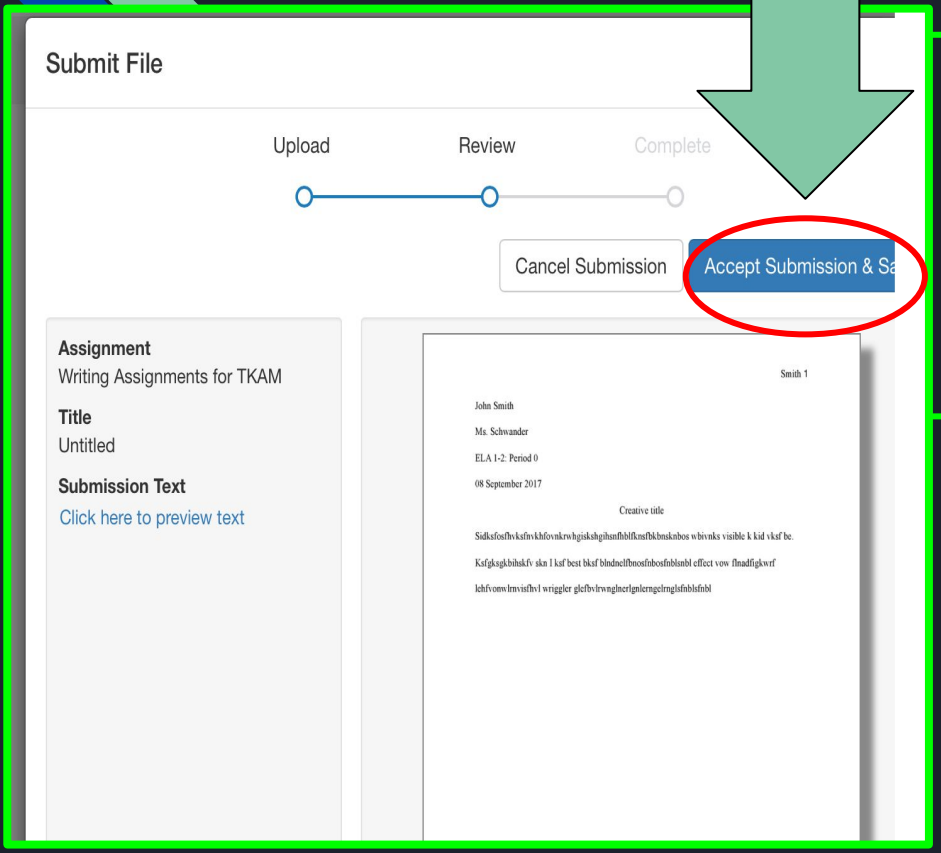


Double Check!!!!

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!

