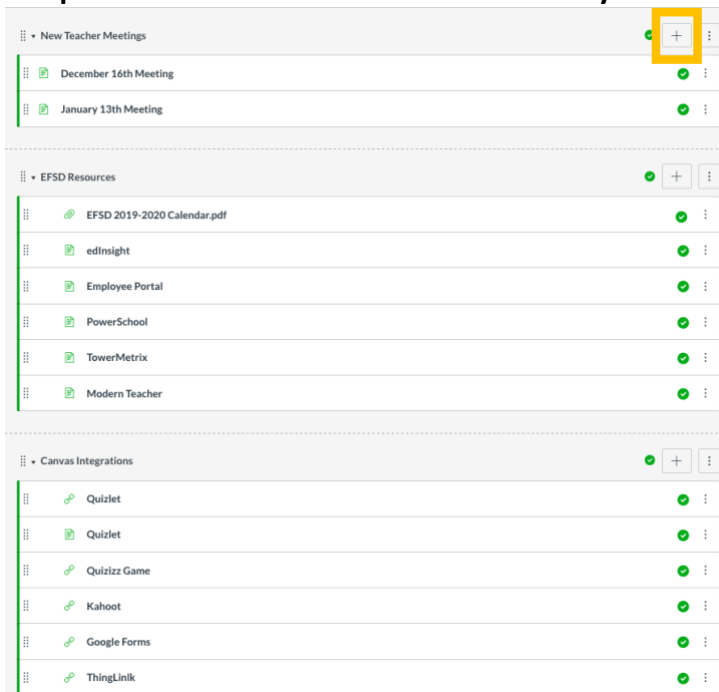
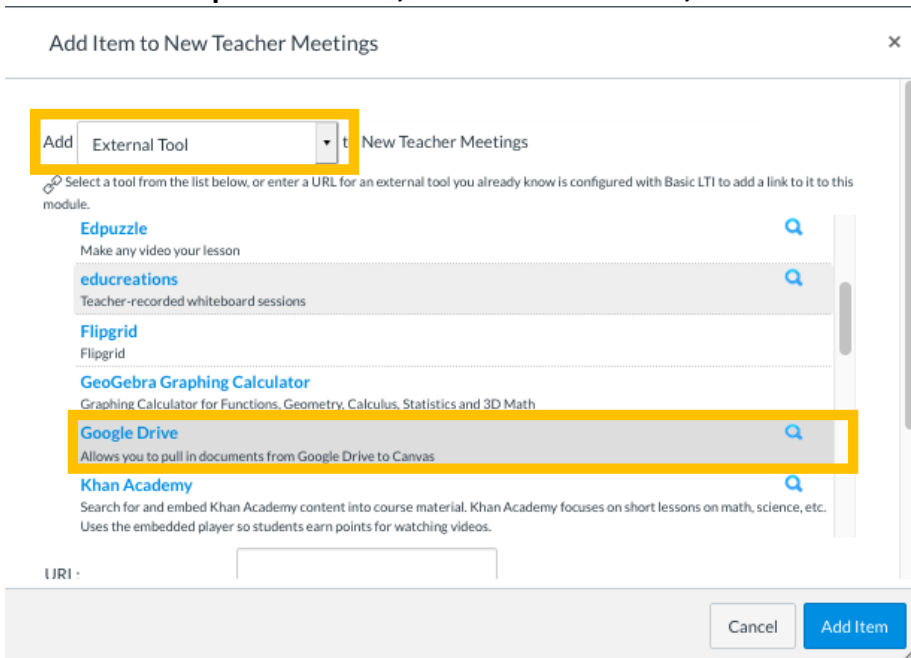


# Adding Google Drive File to a Module

## 1. Open *Modules* within Canvas. Click the + symbol.

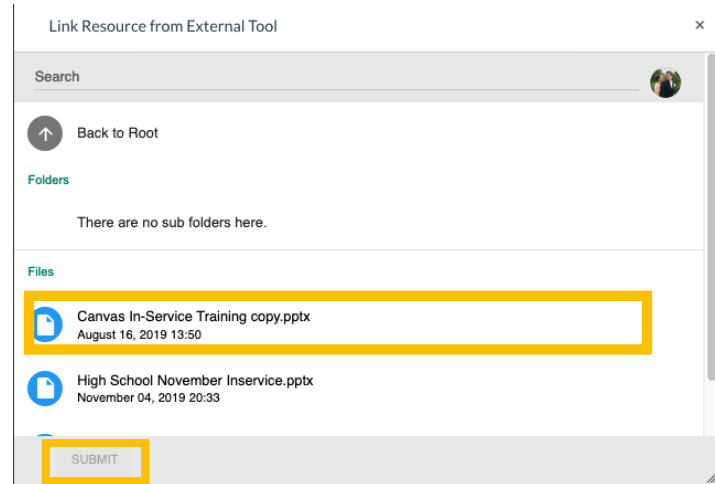
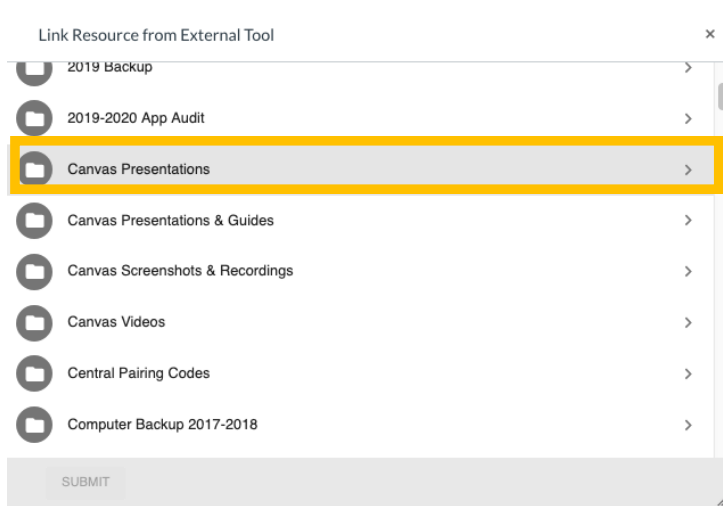


## 2. From the drop-down menu, select *External Tools*, and then select *Google Drive*.

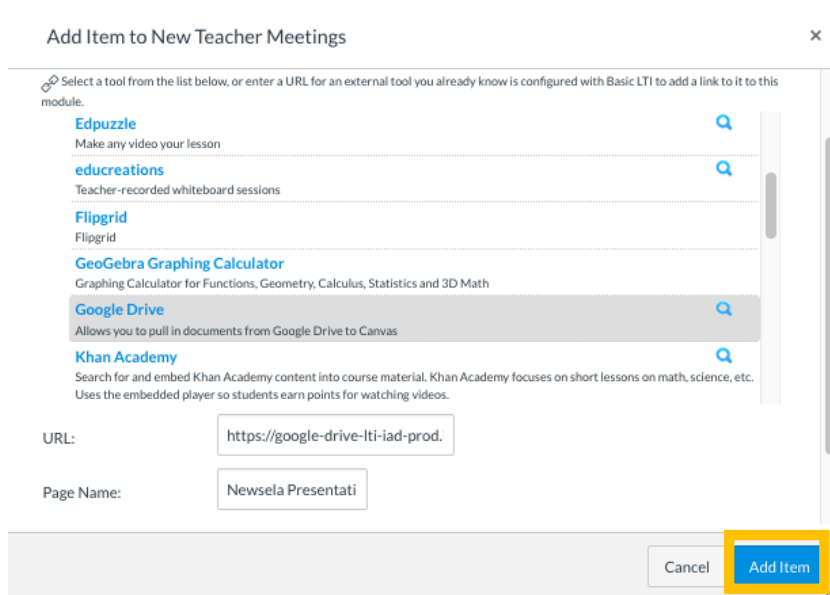


## Adding Google Drive File to a Module

3. Locate the file you would like to upload. If the file is in a Google Drive Folder, open the folder and then select the file.



4. Select **Add Item**. Be sure that it is published in the module so that your students can see the file.



**Keep in mind: For students to view the Google Drive file, they will need to sign into their Google Drive account. They will be asked to do so when they attempt to open the file.**