

How to Add Files from Google Drive

A Guide for Students and Faculty

Who is this for? This guide is for students and faculty who want to add content directly from Google Drive.

Step 1: In your ePortfolio click the “Add Content” button or the (+) sign. (See image 1)

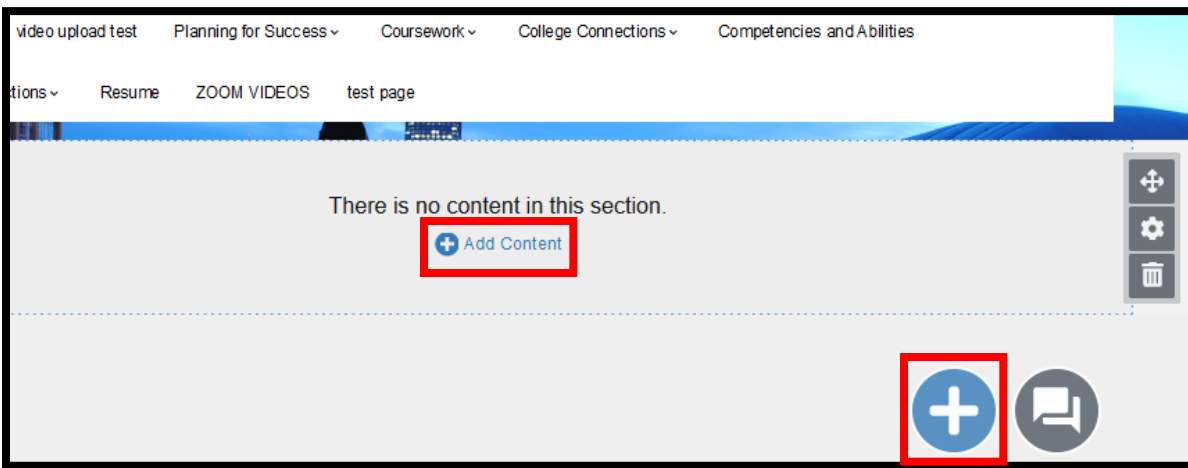


Image 1

Step 2: In the Library, locate and click on the “Google Drive” module. Then click the “Sign in with Google” button. (See images 2 and 3)

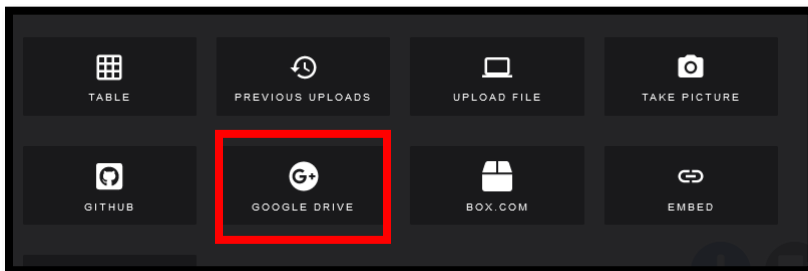


Image 2

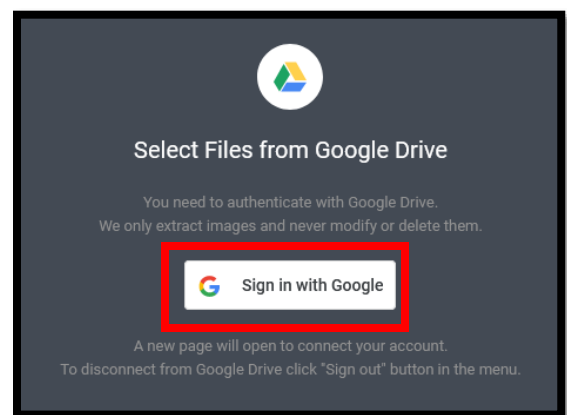


Image 3

Step 3: Log in to your Google account and when prompted, allow access to your account. (See images 4 and 5)

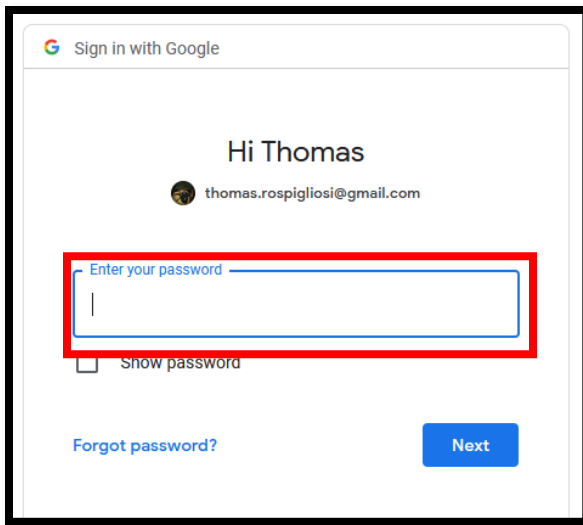


Image 4

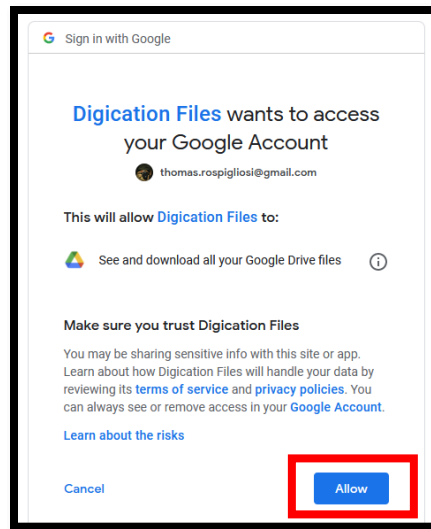


Image 5

Step 4: Select the file you want to upload to your ePortfolio and click the “View/Edit Selected” button. Then click “Upload” and the file will be upload to the page in your ePortfolio (See images 6, 7 and 8)

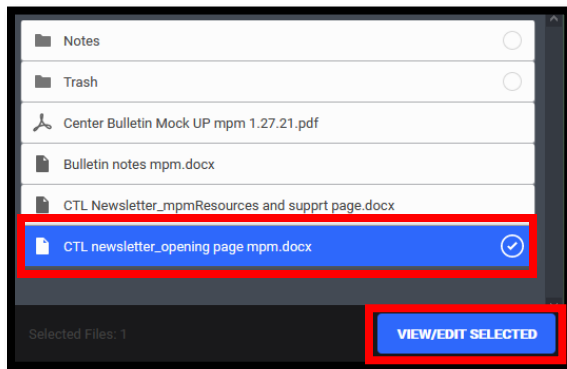


Image 6

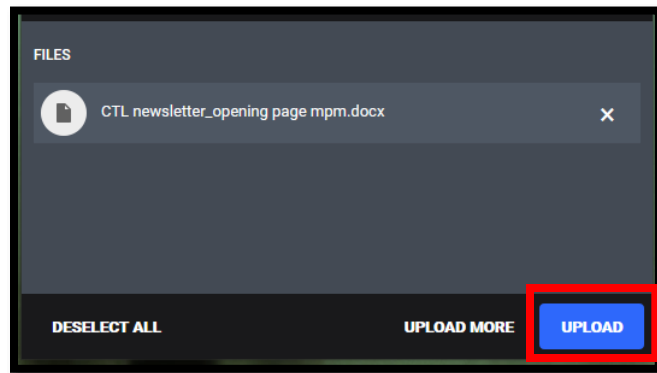


Image 7

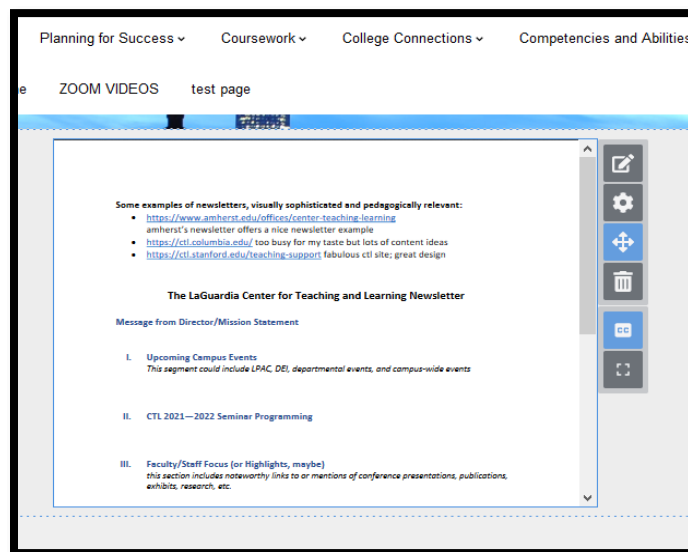


Image 8

That's it. If you have any questions, contact the ePortfolio team or visit the MB-57 office.