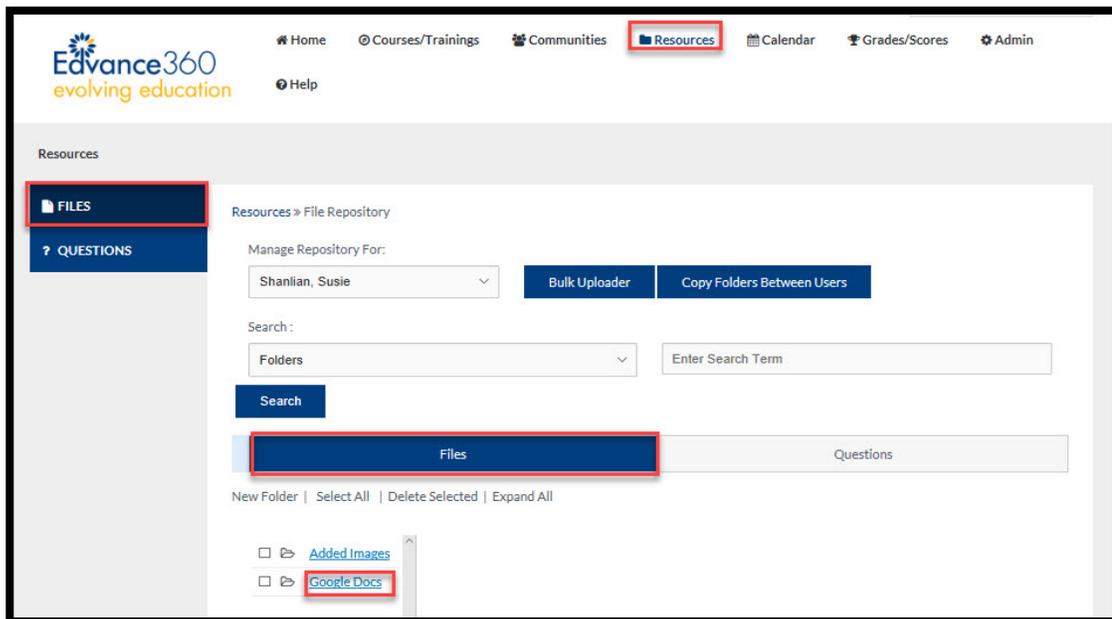
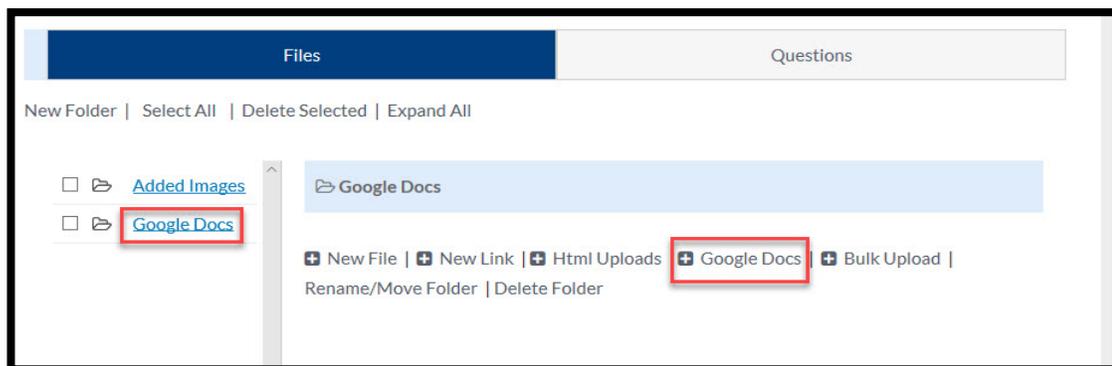


How to Use Google Docs

- 1 To add Google Docs to Edvance360, go to the Resource top navigational tool, select a folder or create new a folder in the File panel. (see screen shot below)

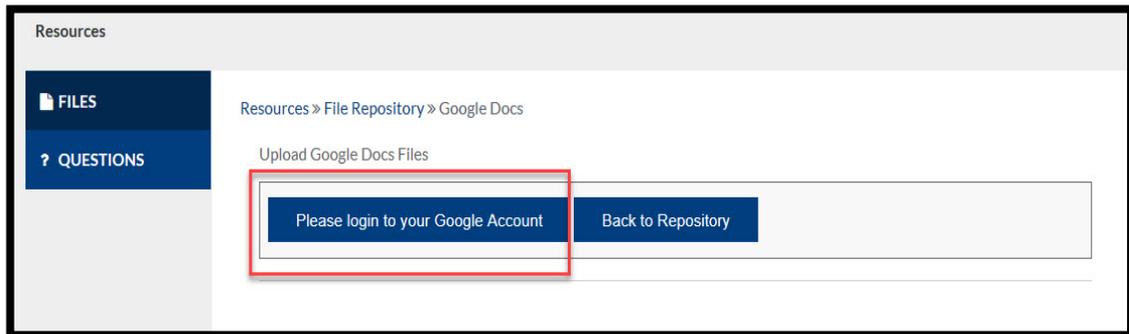


- 2 Once the correct folder has been selected, the right-hand panel will open displaying options. Select "Google Docs". (see screen shot below)

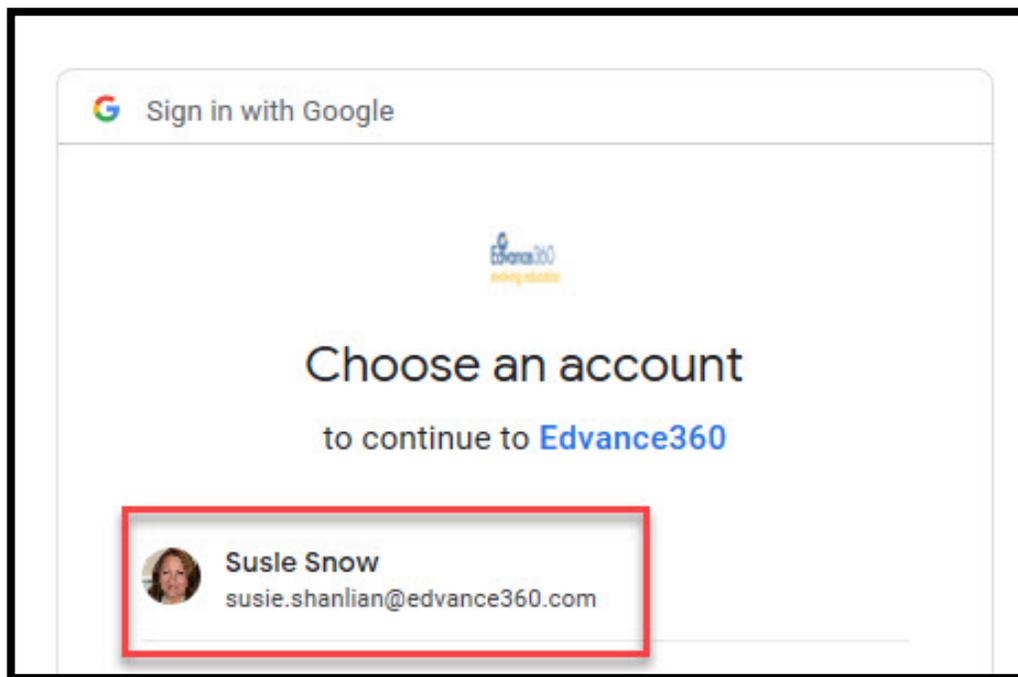


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- 3 A new panel will open displaying “Please login to your Google Account” and “Back to Repository”. Click on “Please login to your Google Account”. (see screen shot below)

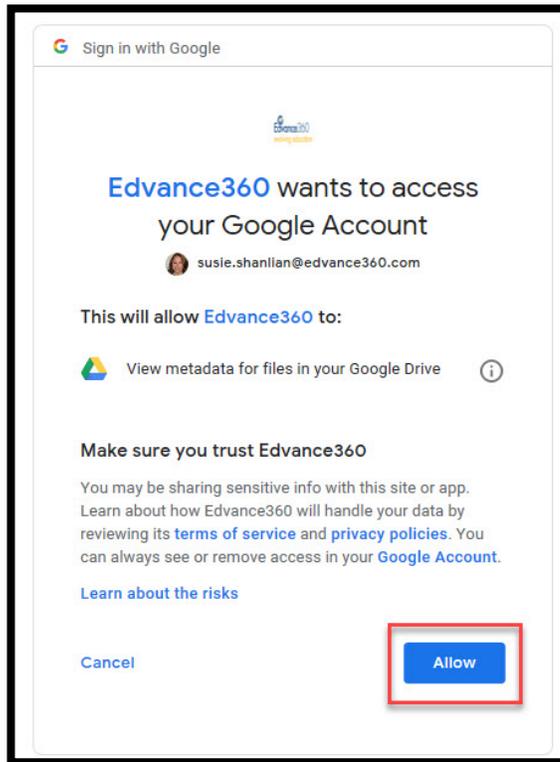


- 4 Google will open a panel asking to choose an account. Make a selection. (see screen shot below)

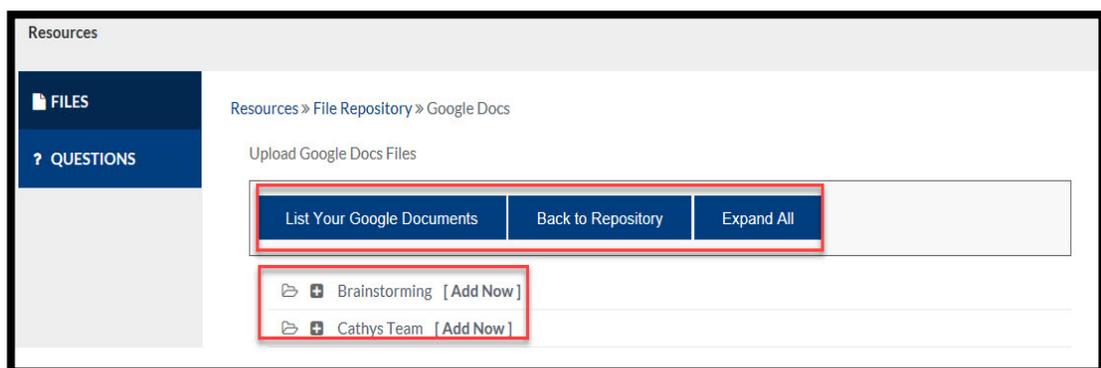


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- 5 Once the account has been selected, Google will open and display the “ALLOW” button in bottom right corner. Note: Once the ALLOW button has been selected, Google will not ask again to allow; the permission is set. (see screen shot below)



- 6 A list of the possible Google Documents will appear and may be added as desired with the “ADD NOW” option. The additional tabs are “Back to Repository”, which would take the user back to the Resource Repository, and “Expand All”, which expand all displayed Google Documents. (see screen shot below)



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- 7 Once the Google Docs have been selected, they will appear in the Folder assigned and may be used in Courses and Communities. (see screen shot below)

