

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)

Edvance360 evolving education	# Home	⊘ Courses/Trainings	皆 Communities	Resources	∰ Calendar	₱ Grades/Scores	& Admin
Resources							
Files	Resources » File Re	pository					
? QUESTIONS	Manage Reposito Shanlian, Susi Search :	e ~	Bulk Upload	er Copy Fo	lders Between Us	ers	
	Folders Search			✓ Enter Sea	rch Term		
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Once the correct folder has been selected, the right-hand panel will open displaying options. Select "Google Docs". (see screen shot below)

New Folder   Select All   Delete Selected   Expand All	
<ul> <li>Added Images</li> <li>Google Docs</li> <li>New File   New Link   Html Uploads</li> <li>Google Docs   Bulk Upload   Rename/Move Folder   Delete Folder</li> </ul>	

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)

Resources			
FILES	Resources » File Repository » Google Docs		
? QUESTIONS	Upload Google Docs Files		
	Please login to your Google Account	Back to Repository	

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

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and any state of the second	
Choose an account	
to continue to Edvance360	

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)

Resources				
FILES	Resources » File Repository » Google Docs			
? QUESTIONS	Upload Google Docs Files			
	List Your Google Documents Ba	ack to Repository	Expand All	
	🗁 🖪 Brainstorming [Add Now]			
	E Cathys Team [Add Now]			

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

F	Files	Questions		
New Folder   Select All   Delete	e Selected   Expand All			
Added Images         Google Docs	Coogle Docs  Coogle Docs  New File    New Link    Rename/Move Folder   Delete  Select All Delete Select Brainstorming	Html Uploads   🖶 Google Docs   🖶 Bulk Upload   Folder ted Edit   Delete		