

Authenticate into Google Apps in your MyUSF portal, and then use in Canvas

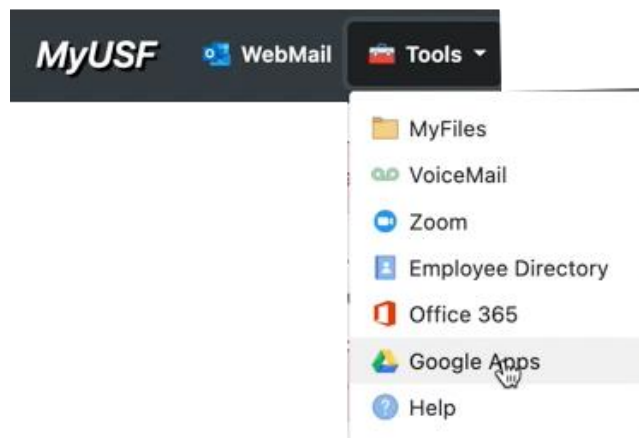
Any course work you complete using Google Documents must (or should) be done with a USF Google account. The steps that follow will show you how to authenticate into Google Apps in the MyUSF Portal, and then activate Google Apps in Canvas.

Preliminary steps:

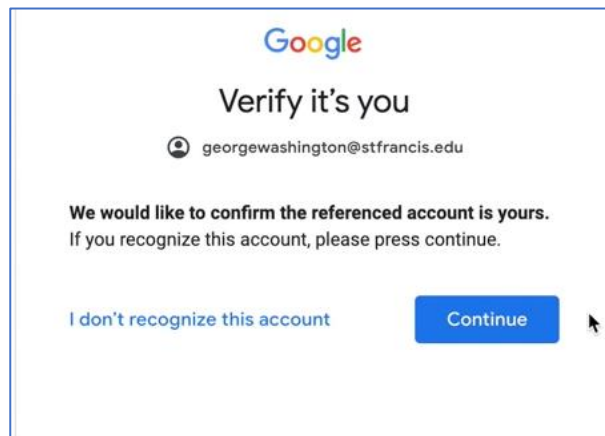
1. Log out of any personal Google account that you have. Simply sign out.
2. Make sure you are using the latest update of your browser (e.g., Google Chrome).
3. Sometimes it's helpful to reboot your computer.

Authenticating to the MyUSF portal.

1. Log into your MyUSF portal.
2. From the Tools menu, choose Google Apps.

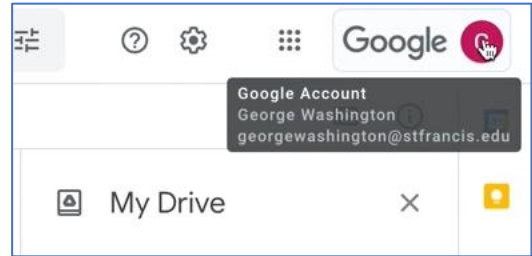


3. You will be prompted to verify that it's you.



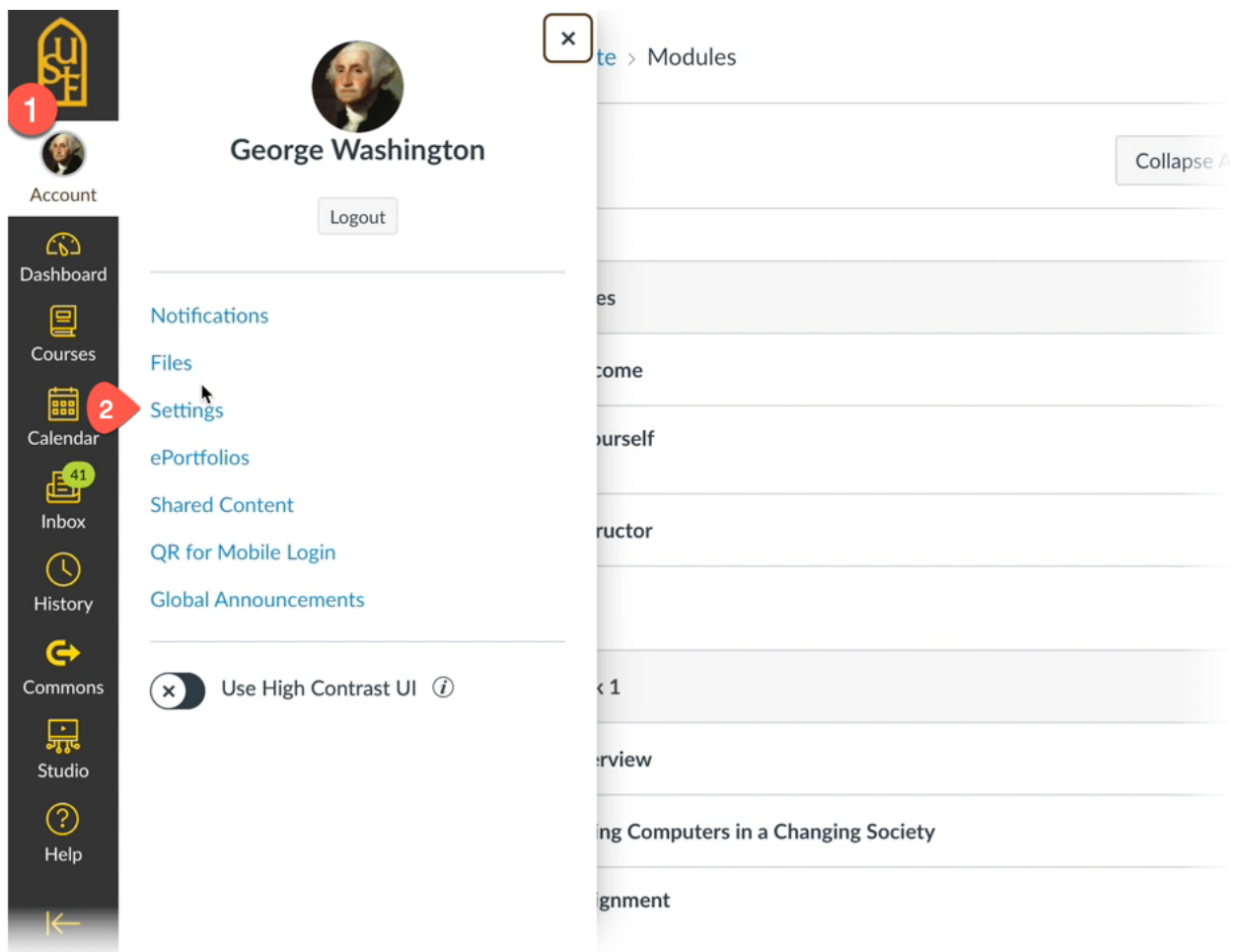
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4. The Google Drive window will open, and you will then be able to confirm that the Google account is in your name.



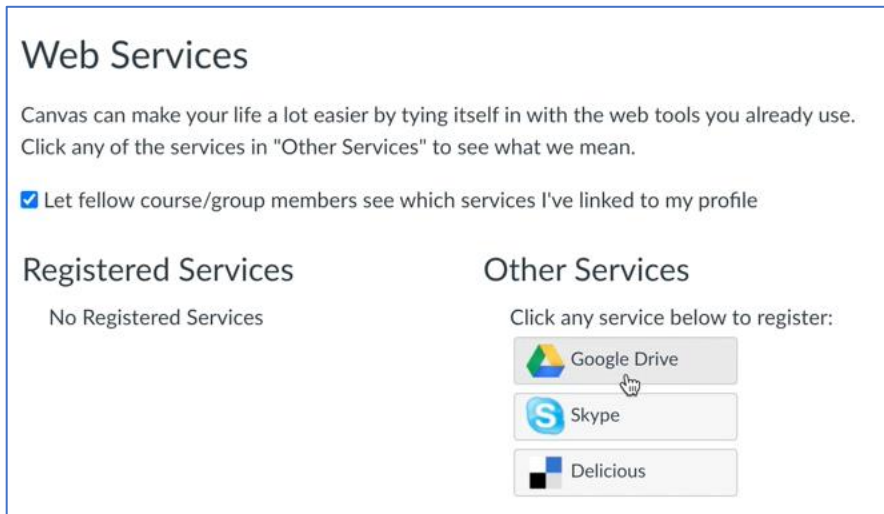
Activate Google Apps in Canvas

1. Next you will activate Google Apps in Canvas. Go to any Canvas course. Choose "Account" (1) in the global navigation column, and then "Settings." (2)



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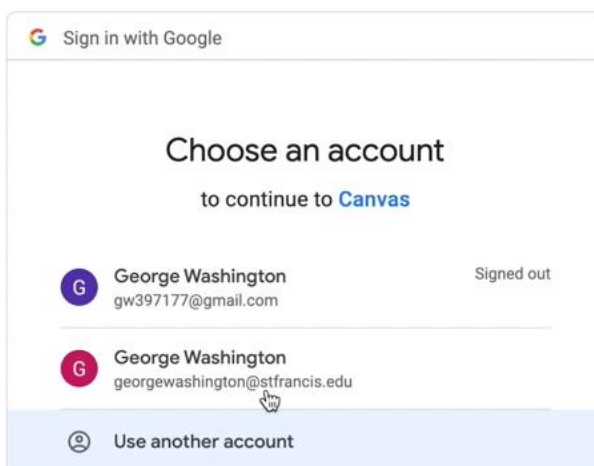
2. Then under “Web Services”, select “Google Drive”



3. Click “Authorize Google Drive Access”

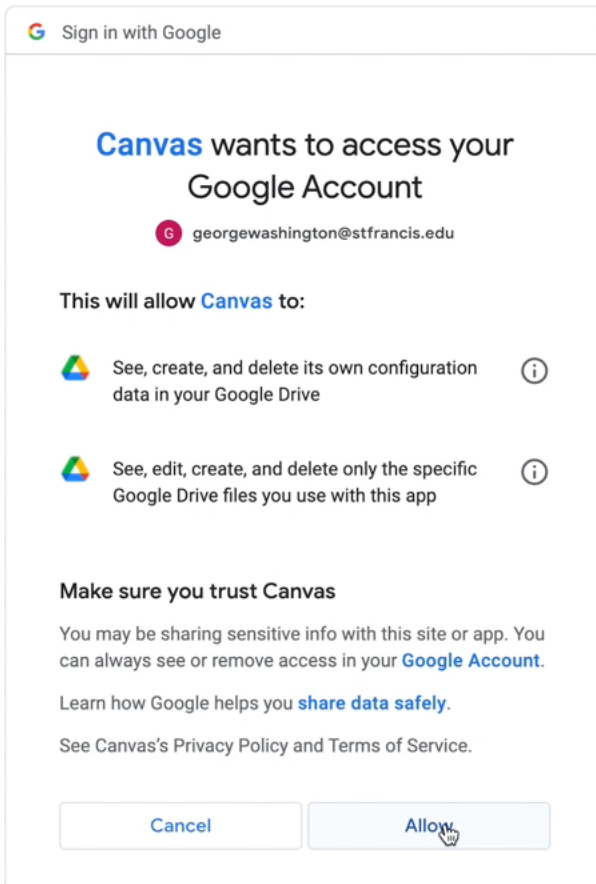


4. and then under “Choose an account” be sure to choose your “...@stfrancis.edu” identity.



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5. Read the advisory that “Canvas wants to access your Google Account” and make sure it’s your USF email address that is shown. Click “Allow.”



6. As a result, Google Drive is activated as a “Registered Service” in Canvas, and you will be ready to use Google effectively in Canvas.

