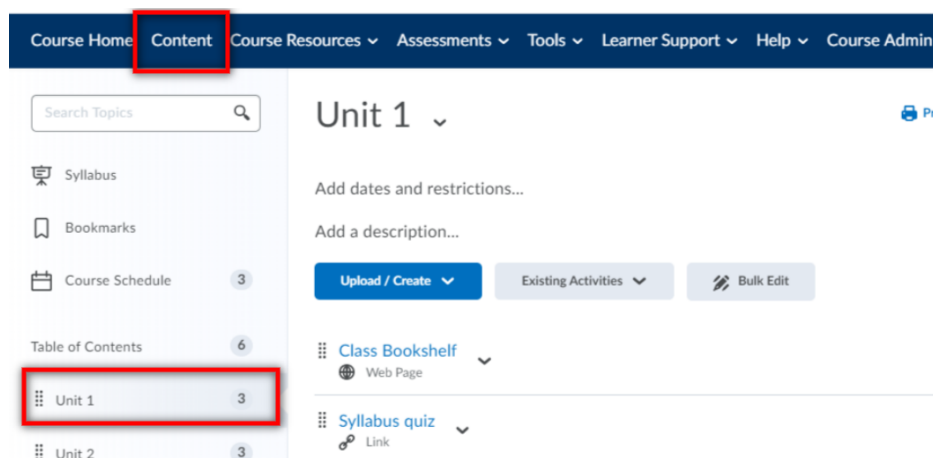




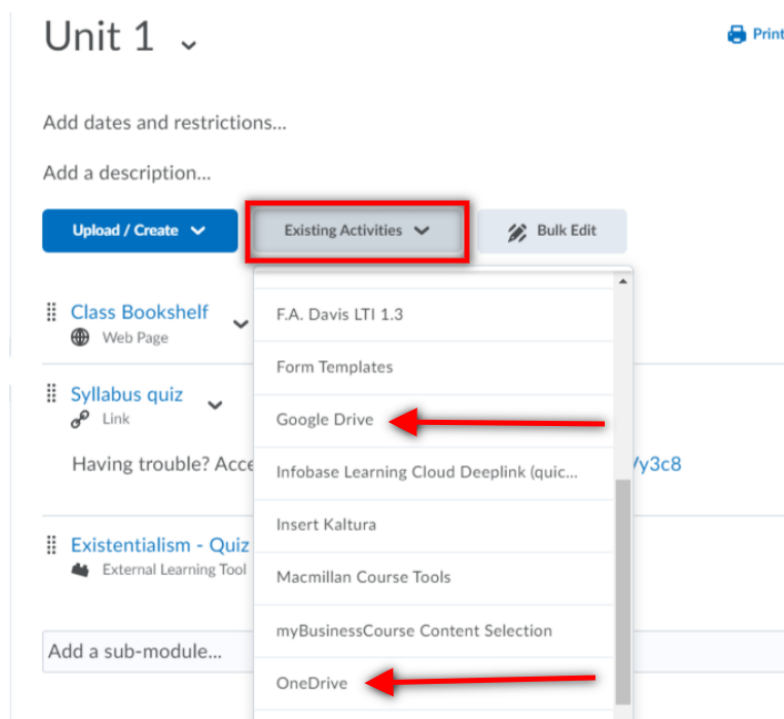
How can I add Google or MS Office Files to My Course?

You can add Google Drive or MS Office 365 documents directly to your content areas, in modules or submodules. Let's look at how.

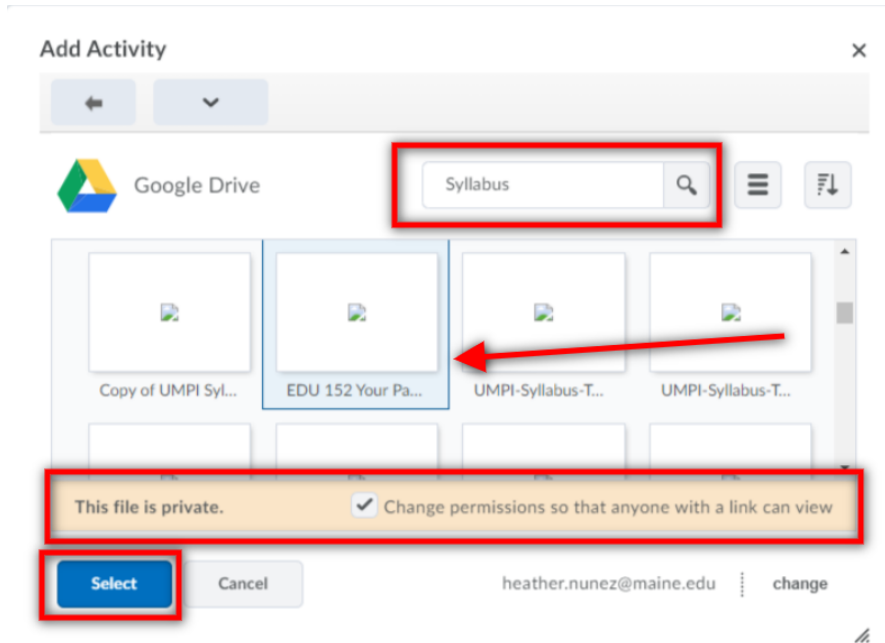
1. Click on the Content tab in your NavBar and enter the module or submodule that you would like to add Google or MS Office file to:



2. Under **Existing Activities**, click on the tool you would like to utilize. Choose Google Drive for Drive items, or OneDrive for MS Office items.



3. For Drive, use the search bar to enter key words for your file, and select the correct file. Be sure the *change permissions so that everyone can view* box is **checked**. Click **Select**.



For OneDrive, allow Brightspace to **Connect with OneDrive** (this will take you through a login process). Use the search bar to enter key words for your file, and select the correct file. Click **Select**.

