Google Drive in Brightspace

Updated June 2026

Do you want to integrate your Google Drive into Brightspace? This document reviews the different ways you can accomplish this! All pictures in this document are screenshots of the preceding step(s).

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Notes

You cannot share content from a Shared Google Drive. If you need to share something from a Shared Google Drive, make a copy of it and put it into your own Google Drive account.

Authorize Your Google Account

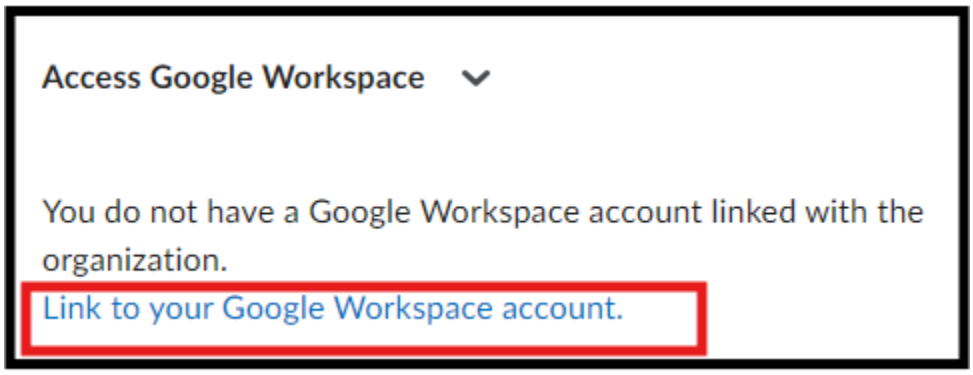
To use Google Drive in Brightspace, you need to authorize your Google Account. If you have already done this but have recently changed your password, you will need to reauthorize your Google Account (using the same process).

Step 1 - Log in to Brightspace

To authorize or reauthorize your Google Account, **log in** to Brightspace, and it will direct you to the **University Campus Landing Homepage**.

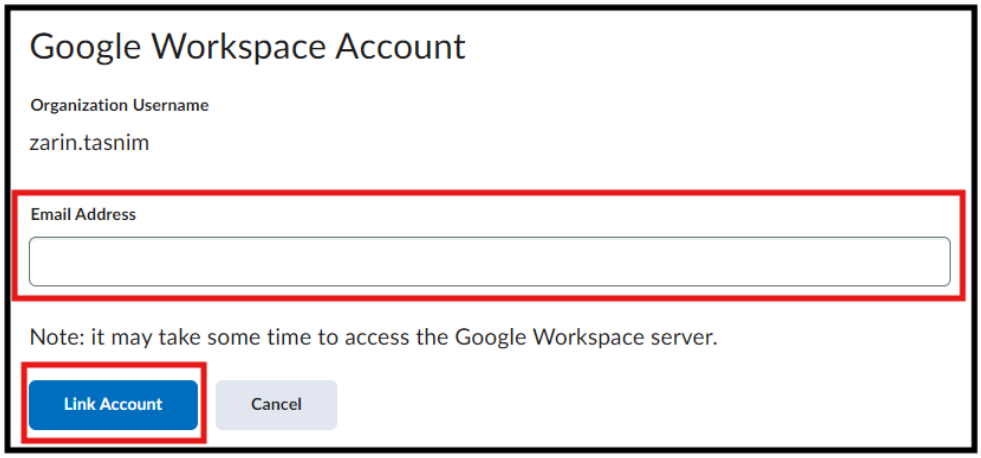
Step 2 - Scroll to Google Apps Widget

Click on the “Link to your Google Workspace account.”

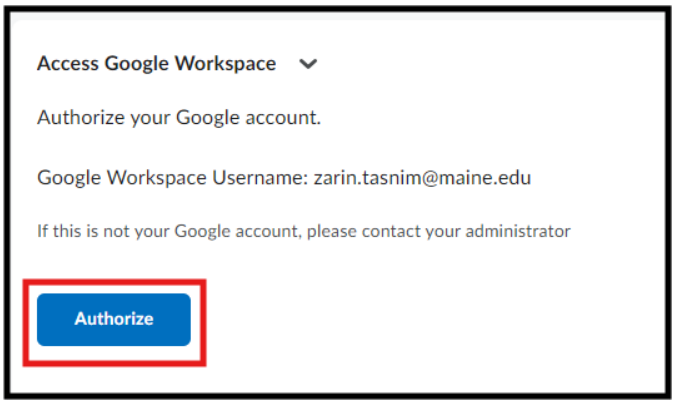


Step 3 - Log in to the UMaine Google Account

Log in to your UMaine Google Account.



After logging in, click **Authorize** it.



Google Drive Item in Content (Working)

You can add a Google Drive item to **Content** that allows you to work on that item inside Brightspace.

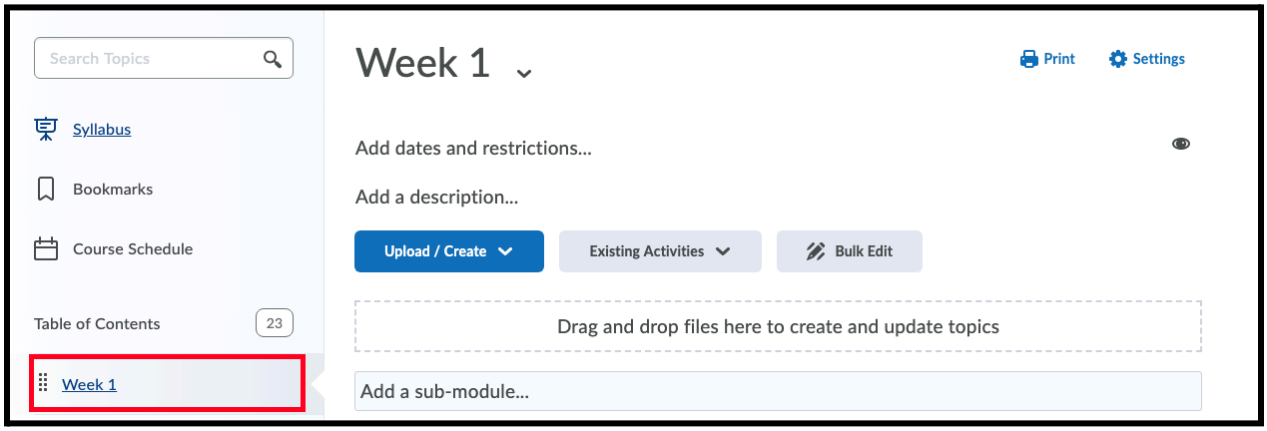
Step 1 - Access Course Content

Once you are inside your course, select "**Content**" on the **NavBar**.



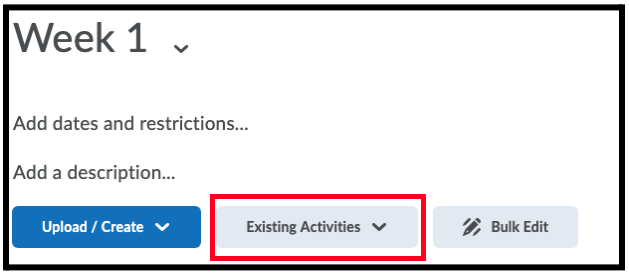
Step 2 - Select a Module

Select the **module** that you want to add the Google Drive item to.



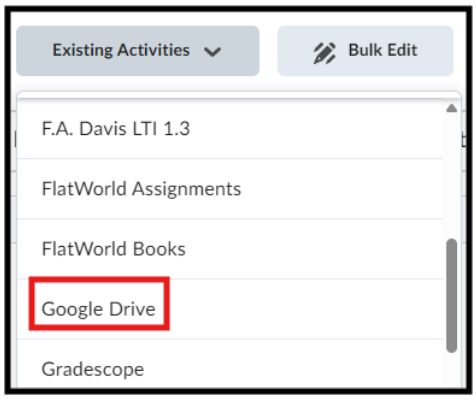
Step 3 - Select Existing Activities

Select "**Existing Activities**."



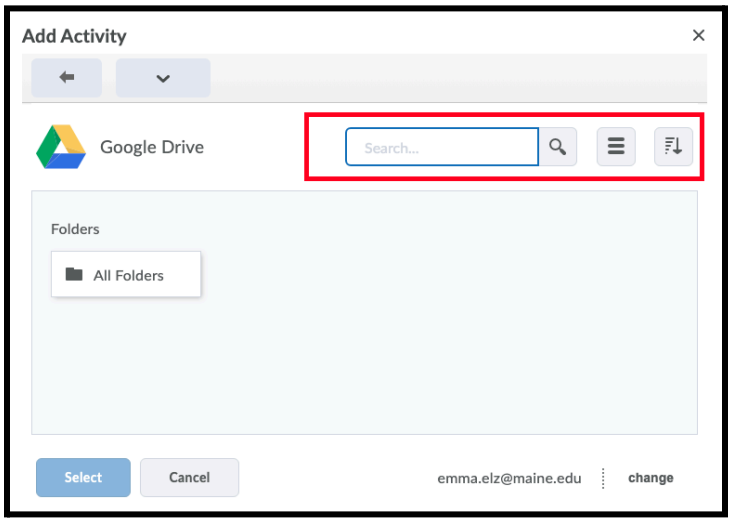
Step 4 - Select Google Drive

Select "**Google Drive**."



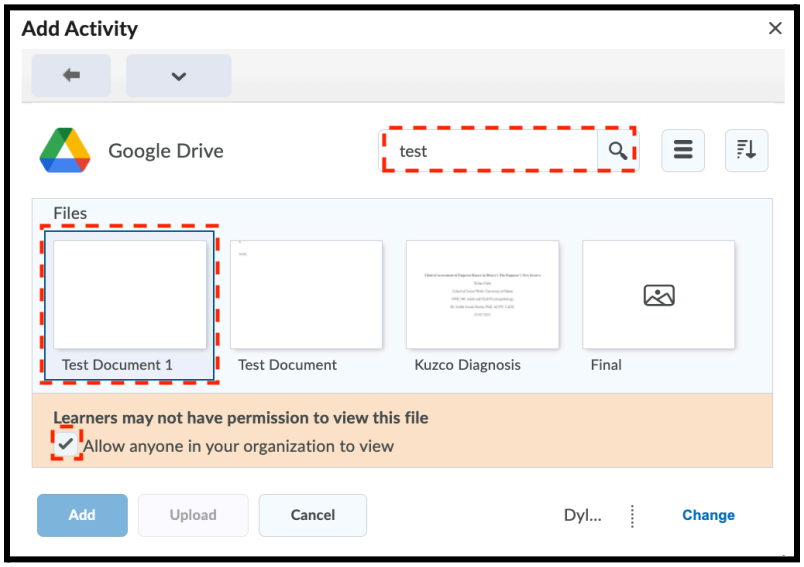
Step 5 - Search for Item to Add

This brings up your personal Google Drive area. You can **search** for the name of the item that you want to add using the search bar.



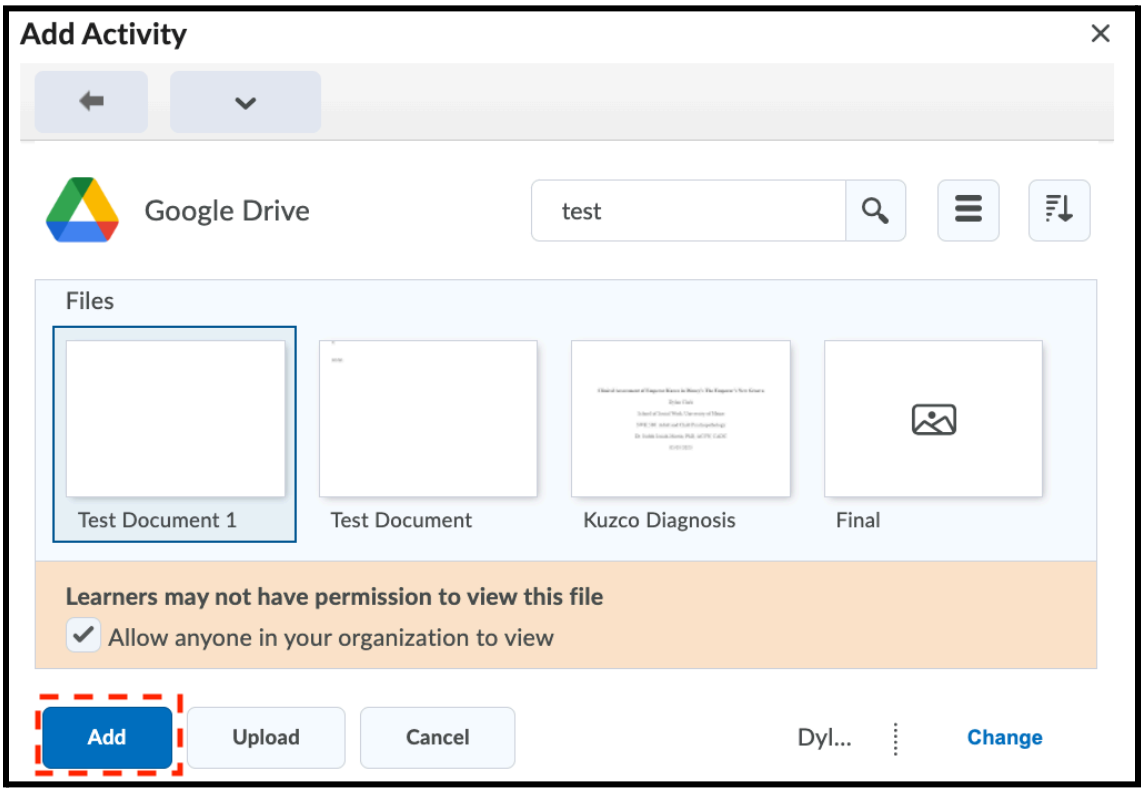
Step 6 - Select Item and Change Permissions

Once you have found the item that you want to add, **select it**. Make sure that you have selected the checkbox next to "**Allow anyone in your organization to view**," so that students can access the document in the course (if the file was previously private).



Step 7 - Press Select to Add Item

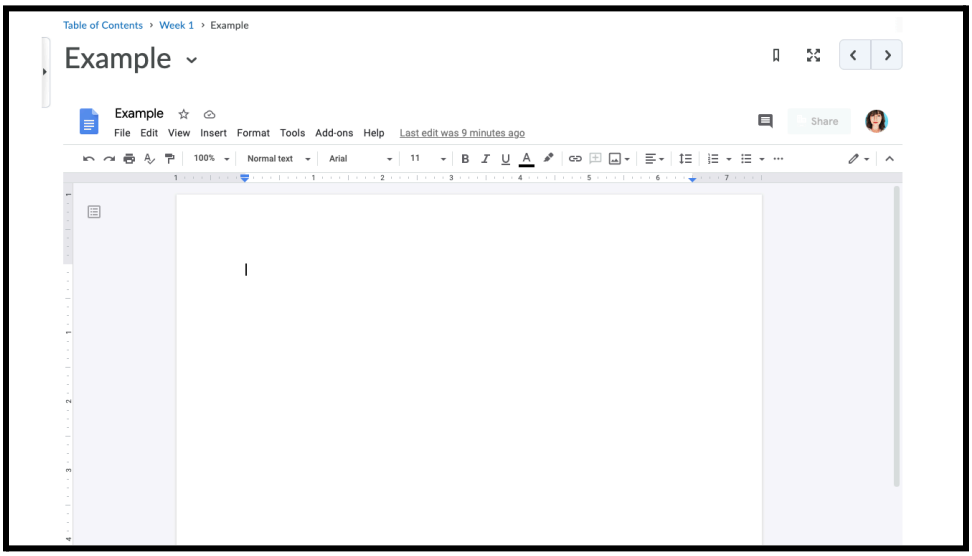
Finally, choose the "**Add**" button at the bottom of the page.



- You will then see the Google Drive item that you have selected in your Content area.



- If you click on the Google Drive item, you can work on it inside Brightspace.



Google Drive Item in Content (PDF)

You can add a Google Drive Item into Content that does not allow you to work on that item inside Brightspace and adds it as a PDF.

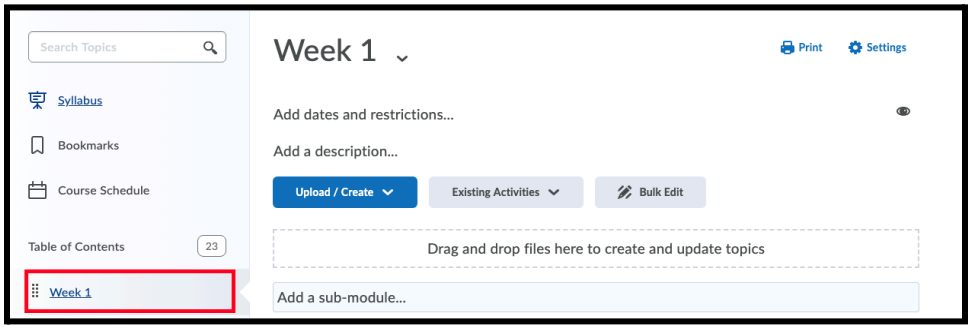
Step 1 - Access Course Content

Once you are inside your course, select "**Content**" on the **NavBar**.



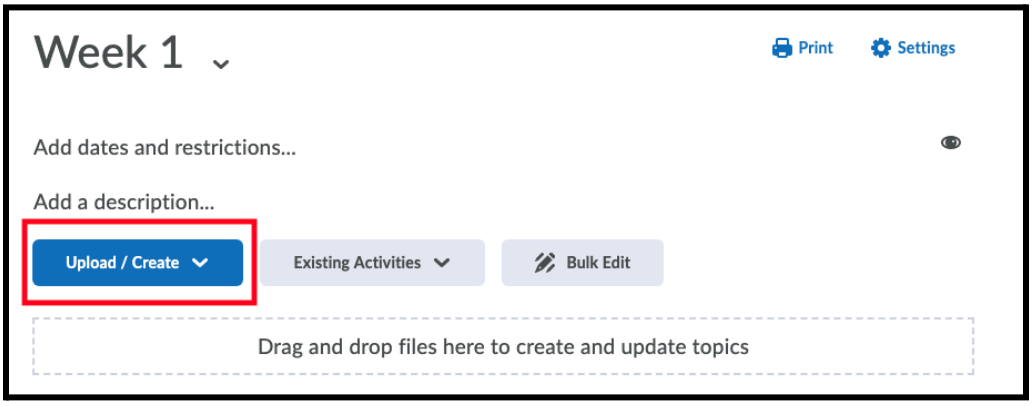
Step 2 - Select a Module

Select the **module** that you want to add the Google Drive item to.



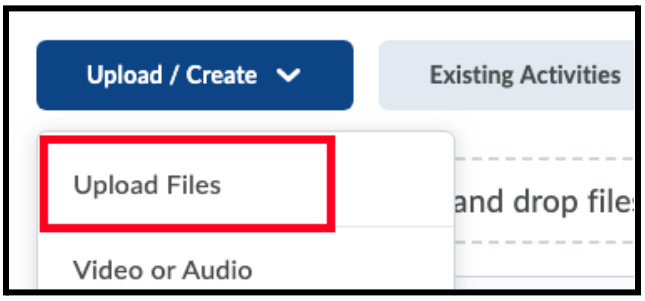
Step 3 - Select Upload/Create

Select "**Upload/Create**."



Step 4 - Select Upload Files

Select "**Upload Files**."



Step 5 - Select Google Drive

Select "**Google Drive**."

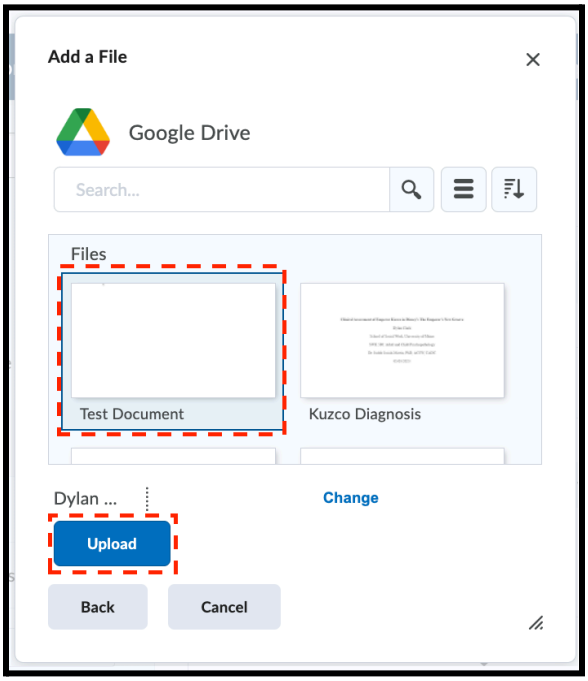


Step 6 - Search for Item to Add

Type in the name of the file that you want to upload in the search bar, or **scroll** through the list of files.

Step 7 - Select Item to Add

Select the appropriate file before pressing "**Upload**".



- Once you have added the Google Drive item to your Module, it will appear as a Word Document, which you are not able to edit.

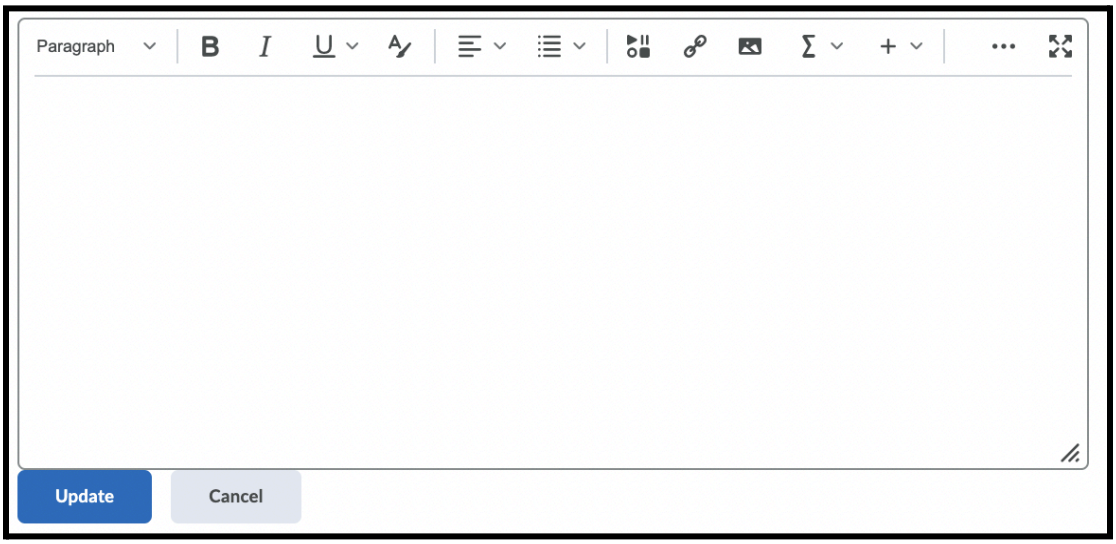


Google Drive in the HTML Text Editor

Any place that has the HTML Text Editor (Discussions, Descriptions for Modules, Instructions for an Activity, etc), you can link a Google Drive item.

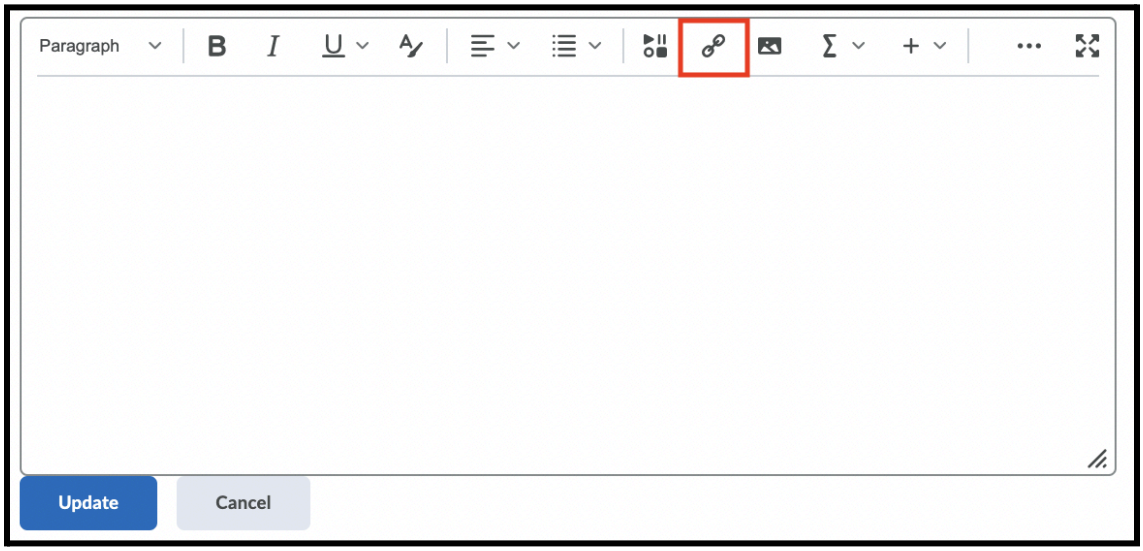
Step 1 - Access HTML Text Editor

Find the **Rich Text Editor** where you want to add a Google Drive item.



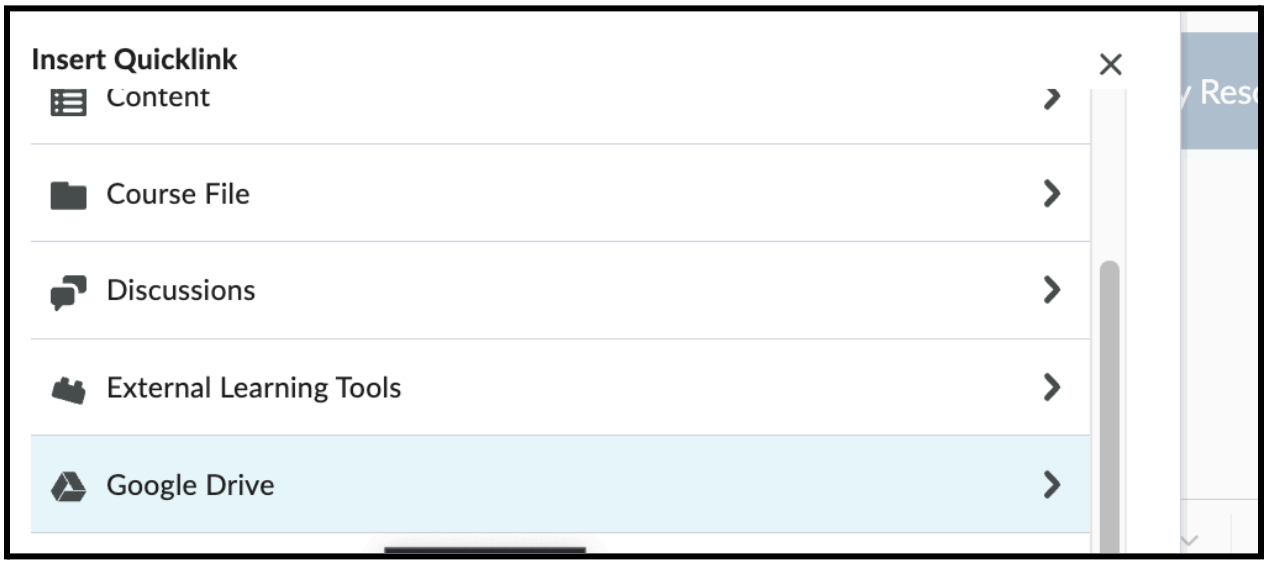
Step 2 - Insert Quicklink

Select the **Insert Quicklink** button.



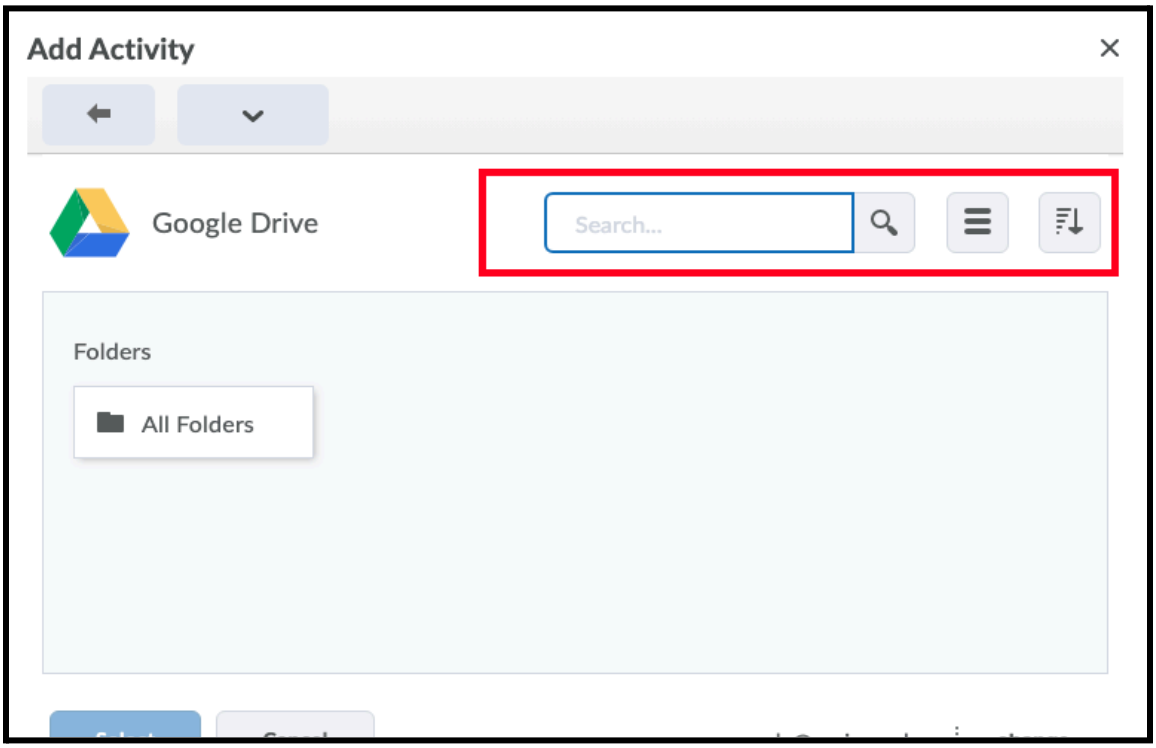
Step 3 - Select Google Drive

Select "**Google Drive**."



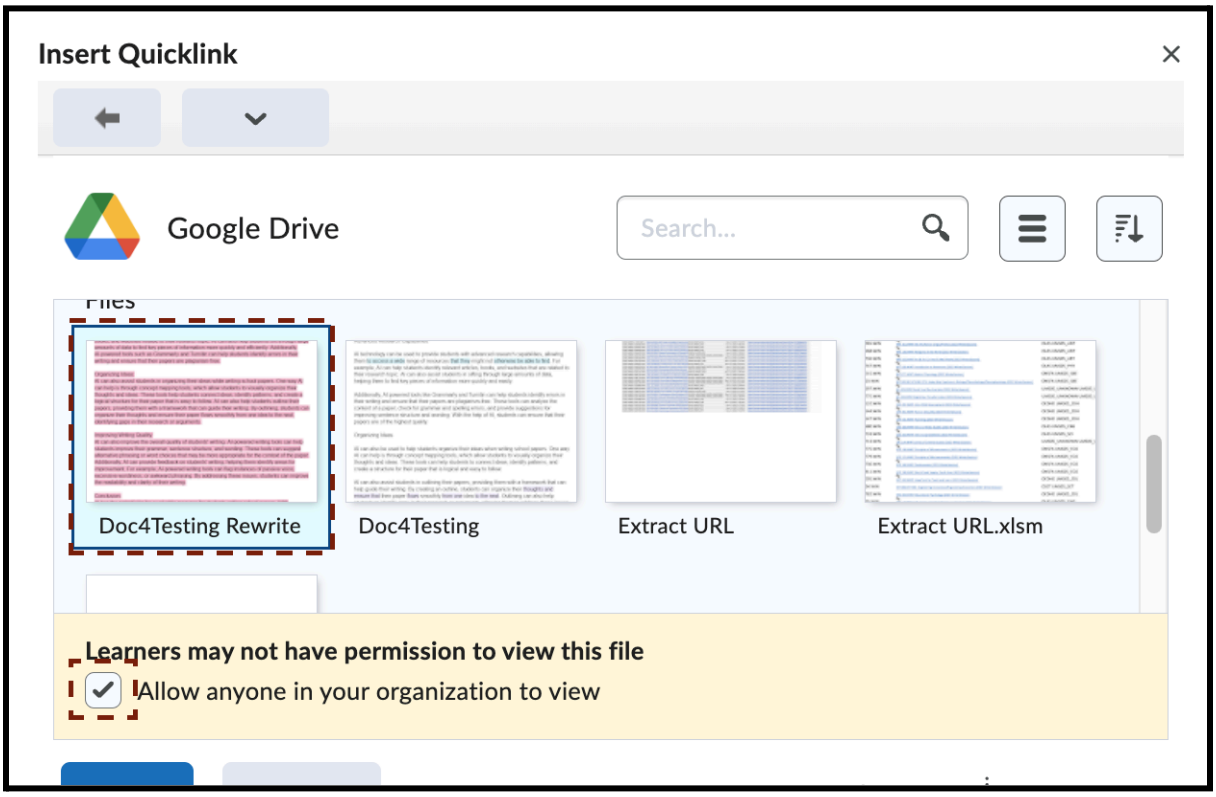
Step 4 - Search for Item to Add

This brings up your personal Google Drive area. You can search for the **name** of the item that you want to add using the search bar.



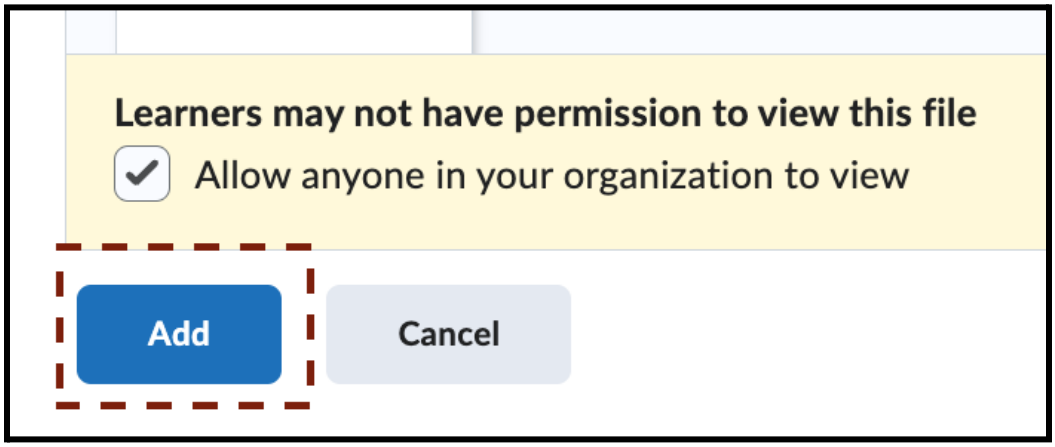
Step 5 - Select Item and Change Permissions

Once you have found the item that you want to add, **select it**. Select the checkbox next to "**Allow anyone in your organization to view**," so that students can access the document (if the file was previously private).



Step 6 - Press Select to Add Item

Finally, choose the "**Add**" button at the bottom of the page.



- You will then see the Google Drive item Quicklink. Select "**Update**" in order to post the link to your doc for student access.

