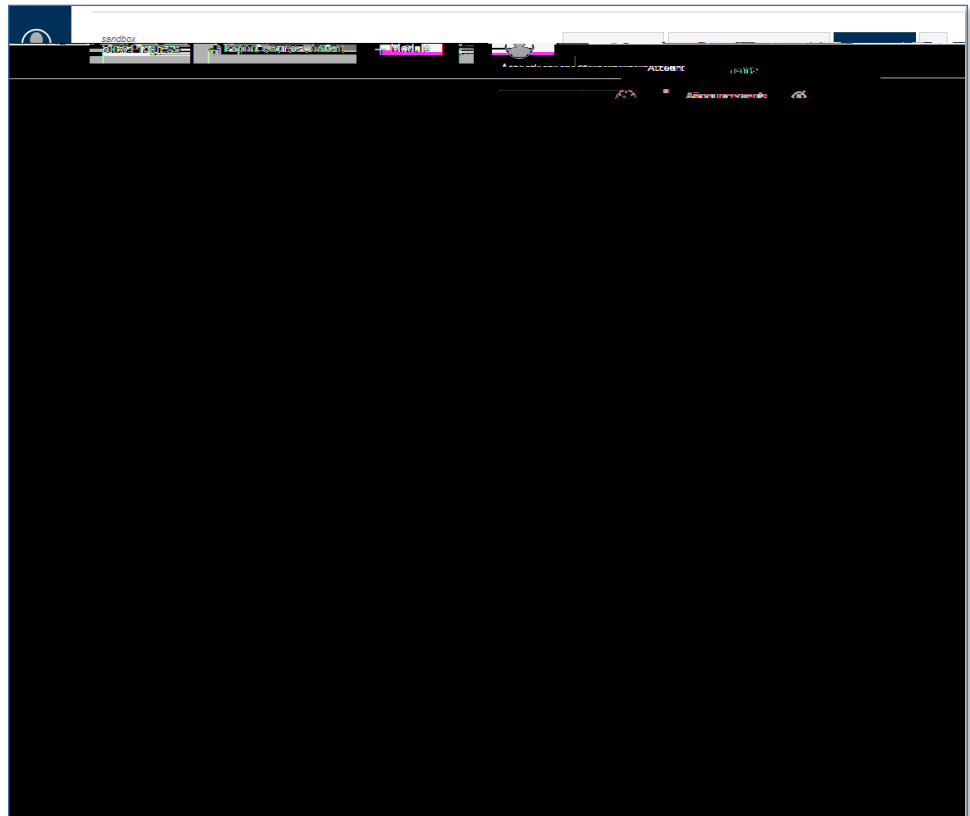


Course Collaboration Tool: Creating a Shared Google Drive for a Course

When you use ODU's Course Collaboration Tool to set up a shared Google Drive for your course, the shared drive is automatically configured and shared with the students registered for your course. Once the shared drive is set up, your students can access it from the collaboration tool in MyODU (my.odu.edu) or within Canvas.


Access Course Collaboration Tool

1. In Canvas, select **Course Collaboration Tool (CCT)** in the course menu on the left. (Alternately, you can find the ODU Collaboration Tool in the MyODU Portal (my.odu.edu). Log in with your MIDAS ID and password, click on **My Courses** and select the course name.)



Information Technology Services

www.odu.edu/its

 (757) 683-3192

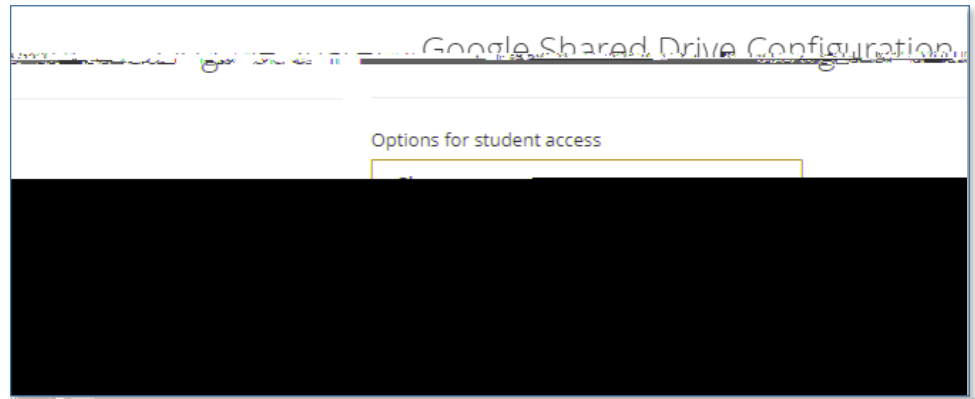
 itshelp@odu.edu

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3. From the **Options for student access** dropdown, select **Read** or **Read/Write**, and click **Create Shared Drive**. (Faculty are added to the shared drive as *Content Managers*.)



- **Read** – Adds registered students to the shared drive as *Viewers* who can only view or download content.
 - **Read/Write** – Adds registered students to the shared drive as *Contributors* who can view, download or edit content.
 - Find more information about shared drive access levels at support.google.com/a/answer/7337554?hl=en
- 4.

Course