



Users can connect their Canvas account with their WCPSS Google account making it easier to access Google Drive files directly in Canvas. Follow these steps to when connecting these accounts.

**IMPORTANT:**

- Authorize with your WCPSS Google account; not a personal Google account.

## Authorize Google Drive in Canvas

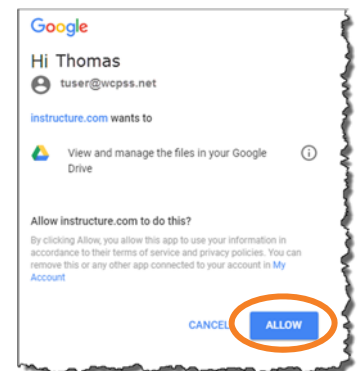
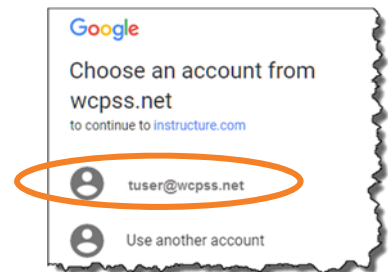
You will be asked to sign into your Google account the first time you access Google Drive in Canvas.

1. Log into Canvas at <http://wcpss.instructure.com>.
2. Enter an active course.
3. Access the **Google Drive** integration from one of the available locations:
  - Rich Content Editor
  - Course Menu
  - Assignments
  - Collaborations

4. Click  .

5. Choose your **WCPSS account**.

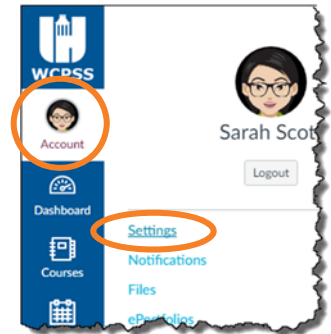
6. Click **Allow**.



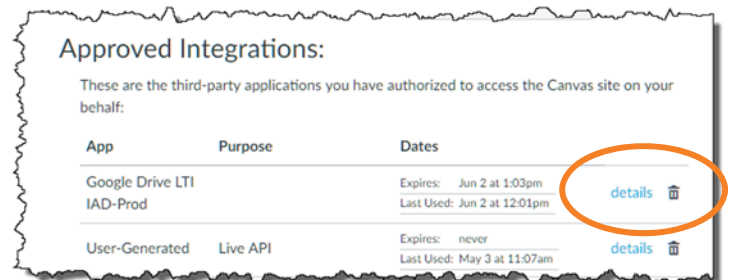
## Disconnect Google Drive in Canvas

Disconnect the Google Drive integration if you have connected the wrong Google account.

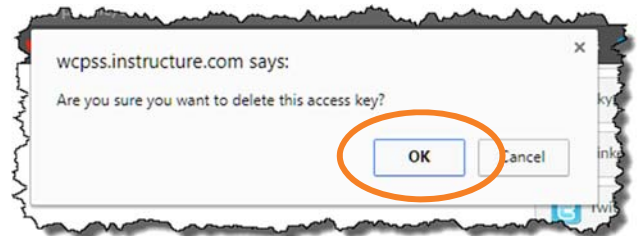
1. Log into Canvas at <http://wcpss.instructure.com>.
2. Click **Account > Settings** in the Global Navigation Menu.



3. Locate **Approved Integrations** near the bottom of the page.
4. Click the **trash can** beside **Google Drive LTI IAD-Prod**.



5. Click **OK** to delete the access key.



**Note:** Repeat the authorization process to connect your Canvas account with your WCPSS Google Drive account.