



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 when connecting these accounts.

IMPORTANT:

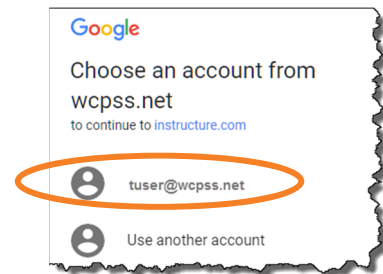
- Authorize with your WCPSS Google account, not a personal Google account.

Authorize Google Drive in Canvas

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

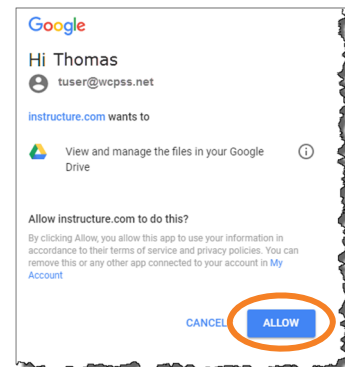
1. Log into Canvas at <http://wcpss.instructure.com>.
2. Enter an active course.
3. Access the **Google Drive** integration from one of the available locations:
 - Rich Content Editor
 - Course Menu
 - Assignments
 - Collaborations

4. Click  .



5. Choose your **WCPSS account**.

6. Click **Allow**.

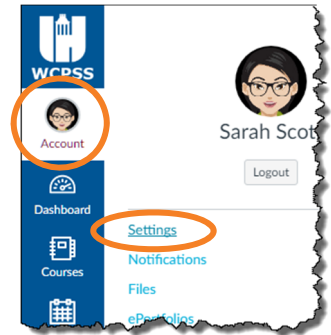


Disconnect Google Drive and Canvas

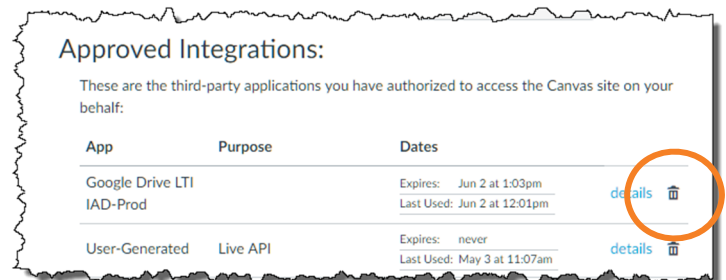
Disconnecting Google Drive and Canvas requires **two steps**. Both need to be completed when troubleshooting.

Step 1: Remove Google Drive LTI from Canvas

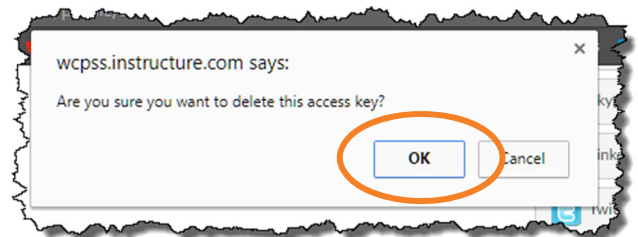
1. Log into Canvas at <http://wcpss.instructure.com>.
2. In the Global Navigation Menu, click **Account > Settings**.



3. Near the bottom of the page, locate **Approved Integrations**.
4. Beside **Google Drive LTI IAD-Prod**, click the **trash can**.



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

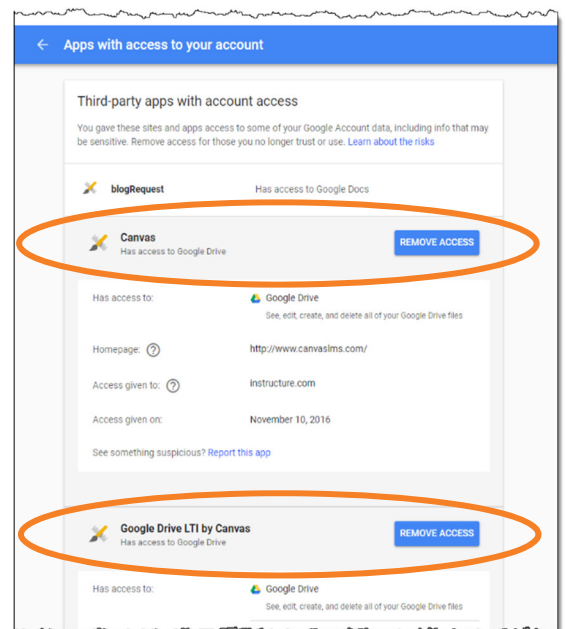
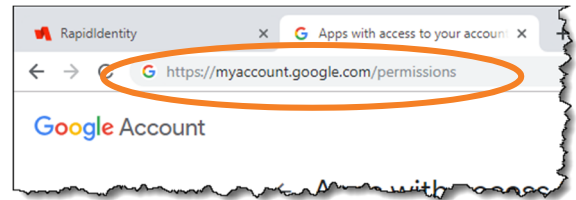


Step 2: Remove Canvas from WCPSS Google Account

1. Log into your WCPSS Google account.

2. Go to <https://myaccount.google.com/permissions> to manage apps with access to your account.

3. Remove access for “Canvas” and “Google Drive LTI by Canvas”.
 - a. Click the name of the item to show details.
 - b. Click **Remove Access**.



Notes:

- Your browser cache and cookies may need to be cleared.
- To continue using the Google Drive LTI in Canvas, you must reauthorize Canvas access to your Google account. Make sure to authorize your **WCPSS Google account**, not a personal Google account.
- If you authorized your personal Google account, follow step 2 using that personal Google account.