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Document Change History

This version of the document replaces all previous versions. The following table describes the most recent changes to this document.

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<th>Revision Date</th>
<th>Summary of Changes</th>
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<tbody>
<tr>
<td>September 3, 2015</td>
<td>Initial Release</td>
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Google Apps Basics

Google Apps Overview

Use the Google Apps widget to display email, events, and documents from your Google account in a widget on your organization homepage. You can also submit Google Docs to tools in Brightspace Learning Environment, and to Brightspace ePortfolio. The Google Apps widget can appear one of two ways:

- The Access Google Apps widget provides links to your Google Mail, Calendar, and Drive.
- The Google Apps widget provides a tabbed display of your Google Mail, Calendar, and Drive, showing email (including unread messages and the Compose button), upcoming events, and a searchable list of documents in your Drive.
Clicking any of the items displayed in the tabs in either widget takes you to your Google apps account, which opens in a new window.

![Google Apps widget](image)

Figure 1: The Google Apps widget displays tabs of your Google Apps account content.

Depending on how your administrator has set up your account, you must complete one of the following tasks when you sign in for the first time:

- Create a Google Apps account
- Link your existing Google Apps account to your organization account

To initially use the Google Apps account, you must authorize your Google account with Google and accept the integration. For more information, see Authorize your Google Apps account.

Access to these features is dependent on your role and permissions assigned by your system administrator. You might not have access to all of the features available through Google Apps.

**Create a Google Apps account**

1. In the Access Google Apps or Google Apps widget, click *Create your Google Apps account.*
2. On the *New Google Apps Accounts* page, enter your password in the *New Password* and *Confirm New Password* fields.
3. Click Create Account.

Link your Google Apps account to your organization account

1. In the Access Google Apps or Google Apps widget, click Link to your Google Apps account.
2. On the Create Link to Existing Account page, enter your Google Username (if different from your Organization Username) and Password.
3. Click Create Link.

Authorize your Google Apps account

If an administrator links your organization account with a Google Apps account, you will receive an email in your organization inbox containing your Google Apps username and password (if you are configured to receive email).

When you sign in for the first time, you must authorize your Google account with Google and accept the integration before you can use it. This also confirms that your account is linked correctly. In the Access Google Apps or Google Apps widget, enter your Google Apps password (if necessary), click Authorize, and then follow the prompts.

If you cannot access your Google data from the Google Apps widget after previously being able to, contact your system administrator.

Upload Google documents

Adding Google documents to Brightspace Learning Environment

Add your Google documents from the Add a File area in the following tools in Brightspace Learning Environment:

- Content
- Discussions
- Assignments
- Email
- Announcements
You can search the files in your Google Drive using the Search for Files function.

Figure 2: A search bar appears with the Google Drive integration in the Add a File window

**Note:** You must link your Google Apps account to your organization account to see Google Docs in the Add a File area in Brightspace Learning Environment tools. Access to these features is dependent on your role and permissions assigned by your system administrator. You might not have access to all of the features available through Google Apps.

Add a Google document to Brightspace Learning Environment

1. On the course navbar, do any of the following:

   1. To add a document to a course, click **Content**. Click the module that you want to add content to. In the **New** list, click **Upload Files**.
2. To add a document to a discussion post, click Discussions. Click the post that you want to contribute to. Click Reply and then click Add a File.

3. To submit to a Assignment submission folder, click Assignments. Click the folder that you want to submit to. Click Add a File.

4. To add a document to an email message, click Email. Click Compose. In the Attachments section, click Choose Existing.

5. To add a document to a Announcements item, click Announcements. Click New Item. In the Attachments section, click Add a File.

2. On the Add a File page, click Google Drive. You can access Google Docs from any location that the Add a File page displays; however, the Google Apps integration must be authorized.

3. Search for Files then select the check box for the document you want to add.

4. Click Add.

Add a Google document to Brightspace ePortfolio

You can add your Google documents as artifacts to your Brightspace ePortfolio. You must link your Google Apps account to your organization account to see Google Drive in Brightspace ePortfolio.

1. On the navbar, click ePortfolio.

2. On the My Items page, from the Add button, click File Upload.

3. On the Add a File page, click Google Drive. You can access Google Drive from any location that the Add a File page displays; however, the Google Apps integration must be authorized.

4. Select the check box for the document that you want to add.

5. Click Add.
About D2L

A global leader in EdTech, D2L is the creator of Brightspace, the world’s first integrated learning platform.

The company partners with thought-leading organizations to improve learning through data-driven technology that helps deliver a personalized experience to every learner, regardless of geography or ability. D2L’s open and extensible platform is used by more than 1,100 clients and almost 15 million individual learners in higher education, K–12, healthcare, government, and the enterprise sector—including Fortune 1000 companies.

The company has operations in the United States, Canada, Europe, Australia, Brazil, and Singapore.

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