

How to Connect Your Google Drive and OneDrive to Schoology to Submit Assignments

Google Drive



To submit items from your Google Drive to an Assignment, you must have the Google Drive Resource App installed.

1. Click **Resources** at the top of your home page.
2. Select **Apps** on the left.
3. Click **Install Apps** under **My Resources Apps**.
4. Select **Google Drive** in the pop-up menu.
5. Click **Install** to add the app to your resource apps.
6. To connect the app to your Google account, click **Connect**.

The screenshot shows the Schoology interface. At the top is a blue navigation bar with the Schoology logo and tabs for COURSES, GROUPS, RESOURCES, and GRADES. On the right of the navigation bar are icons for search, a grid, a calendar, a notification bell with a '1' badge, a speech bubble, and a user profile for Edna A... Below the navigation bar are two tabs: RECENT ACTIVITY and COURSE DASHBOARD. The main content area is divided into two columns. The left column shows a 'Post' section with a 'Most Recent' dropdown. The first post is by Herbert Lopez, titled 'English 101: Section 1', with the text 'My name is Herbert and I've already read A Series of Unfortunate Events. It is my favorite book!'. It was posted on Thu Jun 21, 2018 at 2:52 pm. Below the post, it says 'Liked by You and 1 person'. The second post is by Edna Anderson, titled 'English 101: Section 1', with the text 'I've read it too, I LOVE IT!'. It was posted today at 1:49 pm. Below the post, there is a 'Write a comment' text box. The right column shows an 'Upcoming' section with a 'Calendar' dropdown. It lists events for THURSDAY, JULY 12, 2018: 'Do-It-Yourself: Study Guide Edition' at 11:59 pm. For FRIDAY, JULY 13, 2018: 'Writing Prompt: Unit 1' at 10:59 pm. For MONDAY, JULY 16, 2018: 'Field Trip' and 'School Wide Fire Drill'. For WEDNESDAY, JULY 18, 2018: 'Science Project!'. For THURSDAY, JULY 19, 2018: 'Romeo and Juliet Discussion' at 11:59 pm.

Submitting Google Drive Resources to an Assignment

If your teacher has assigned a [Google Drive Assignment](#) to you, you can use the Google Drive Assignments App to submit your assignment.

If your teacher is not using the Google Drive Assignments App, you can still submit files from your Google Drive with the following steps:

1. Open the assignment from Course Materials.
2. Click **Submit Assignment**.
3. Within the **Upload** window, select **Resources**.
4. Click **Apps**, and then **Google Drive**.
5. Search for your document using the search bar.
6. Check the box to the left of the item you wish to upload to the assignment.
7. Select **Import** > **Import File**.

The Google Drive item will be submitted directly to the Assignment for your instructor's review.

Note: Do NOT select **Upload** when submitting from a Chromebook—when you select this option from a Chromebook it draws directly from your Google Drive account which will not allow you to attach a file created in Google Drive unless there is a version of the file saved to the device (indicated by displaying a file size). Students can submit Google Drive files through **Resources** and from the Google Drive Resource App.



To submit items from your OneDrive to an Assignment, you must have the OneDrive Resource App installed.

1. Click **Resources** at the top of your home page.
2. Select **Apps** on the left.
3. Click **Install Apps** under **My Resources Apps**.
4. Select **OneDrive** in the pop-up menu.
5. Click **Install** to add the app to your resource apps.
6. To connect the app to your Microsoft account, click **Connect**.

Authorize the App. Once you have installed the OneDrive Resource App to your Resources, click on the App.

1. **Authorize** access and connect your account.
2. Enter the Username and password you use to login to your Microsoft Account.
3. Click **Approve** to successfully connect.
4. All of your content will automatically populate your Resource App.

The screenshot displays the Schoology interface. At the top, a blue navigation bar contains the Schoology logo and menu items: COURSES, GROUPS, RESOURCES, TOOLS, and AMP. On the right side of the navigation bar are icons for search, a grid, a calendar, a notification bell with a '5' badge, and a user profile for Nancy Long. Below the navigation bar, the main content area is divided into two sections: RECENT ACTIVITY and COURSE DASHBOARD. The RECENT ACTIVITY section shows a post from Lorena Diaz in a 'Book Club' group, asking for a book loan. A comment from Nancy Long responds, offering to lend her copy. Below this is a poll for the next book to read, with options: 'To Kill a Mockingbird', 'The Outsiders', and 'Of Mice and Men'. The COURSE DASHBOARD section on the right contains three panels: 'Overdue' (listing 'Intro to SGY' due on Wednesday, September 18, 2019), 'Reminders' (showing 5 ungraded assignment submissions and 1 ungraded discussion post), and 'Upcoming' (listing 'Assignment 1' due on Tuesday, June 30, 2020). A blue circular icon with the letter 'S' is visible in the bottom right corner of the interface.