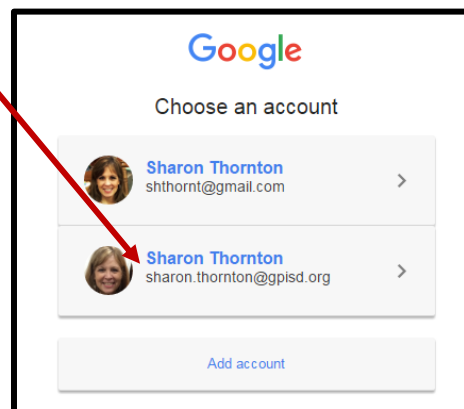


Canvas Learning Management System Login/ Authorize your Google Drive

Step 1: Login to your GPISD Google Classroom Account

- <http://classroom.google.com>
- Choose your **GPISD** email Google Account
- Not listed, click **Add Account**
- Login with your password. Can't remember, contact IMS.
- 1st time? Put temp password (**see IMS**)
 - Choose Organizational Account
 - Choose I am a **Teacher**.



Step 2: Login to Canvas

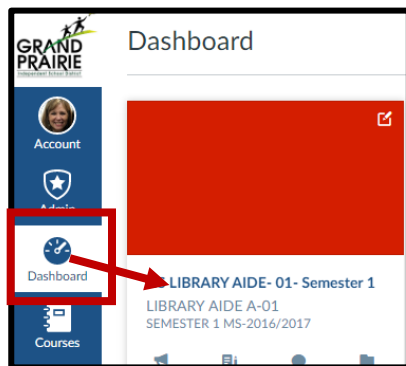
- Canvas Learning Management System Website URL
- <https://gpisd.instructure.com/login/saml>
 - Login: Use your Office 365 Credentials
 - Username: Office365 Username
 - Password: Computer/Email password

See example

A screenshot of the Canvas login page. The URL "ufp.gpisd.org" is at the top. Below it, there is a prompt "Type your user name and password." followed by two input fields. The "User name:" field contains "shthornton@gpisd.org" and has an "Example: Domain\username" to its right. The "Password:" field is masked with dots. Below the fields is a "Sign In" button.

Step 3: Connect your GPISD Google Account to Canvas

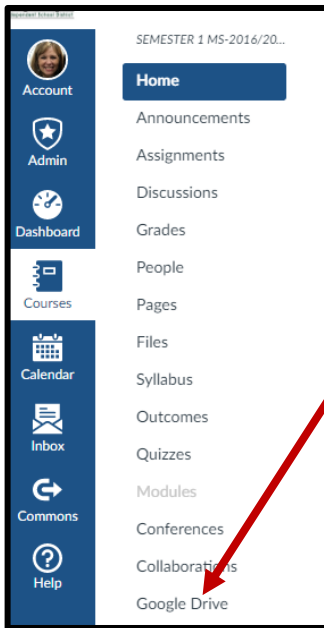
- You will only need to do this in **one** of your Canvas courses for Google Drive to be connected to all.



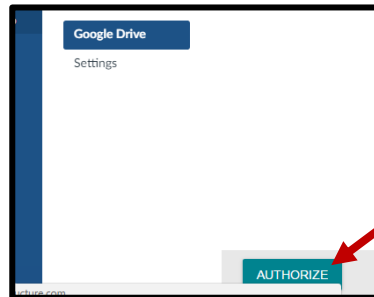
- Open your first Canvas course
From either your **dashboard**
Or **Courses** view.



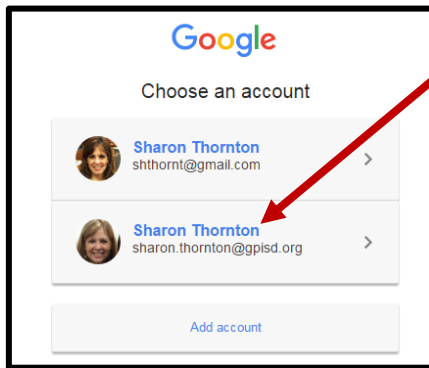
Inside your course,



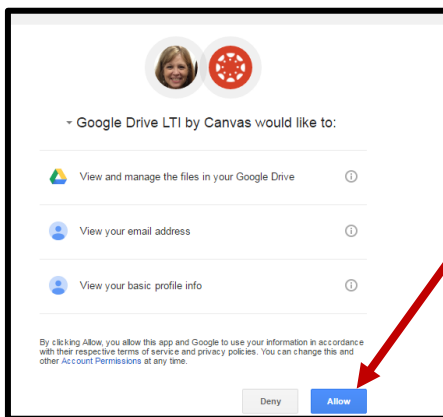
- Click on **Google Drive**



- Click on **Authorize**



- Choose **your GPISD Account**
 - If you don't see it, then click **Add Account**
 - Login with your password. Can't remember, contact IMS.
 - 1st time? Put temp password **sv3X!5yk1** and it will prompt you to enter your own.



- Click **Allow**

Now when you click on Google Drive, you will have access to all your files to use within Canvas.

There is no need to go in authorize Google Drive in your other classes since this authorized it for all of your courses.

