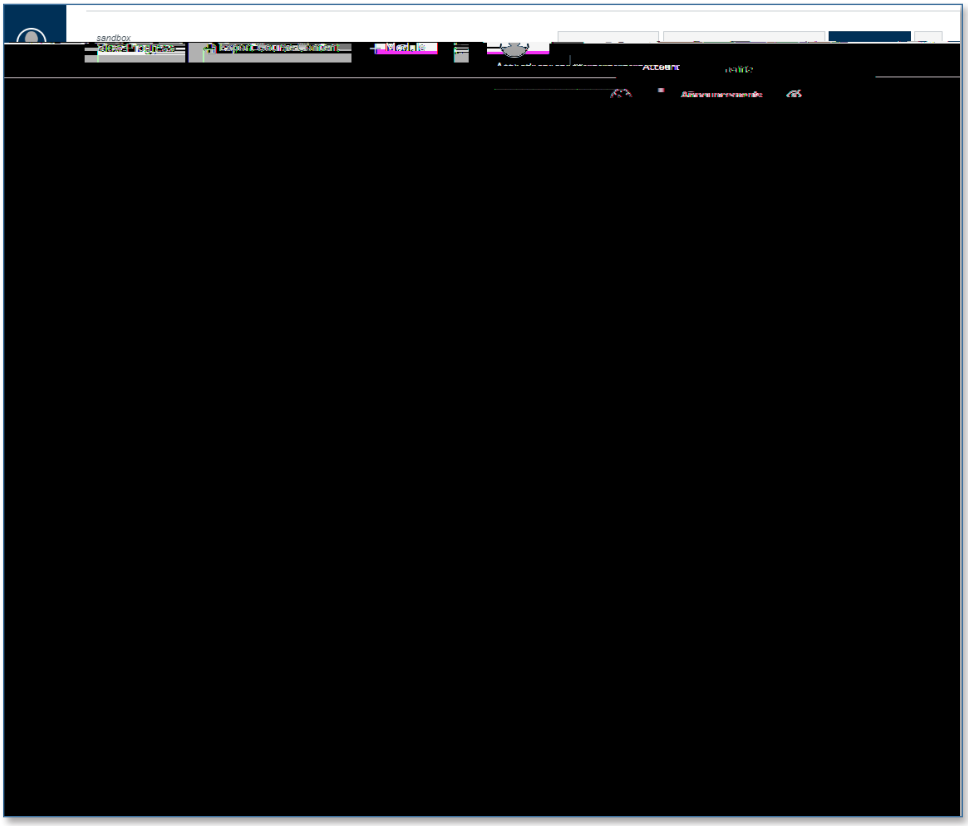
Course Collaboration Tool: Creating a Shared Google Drive for a Course

When you use ODU's Course Collaboration Tool to set up a shared Google Drive for your course, the shared drive is automatically con□gured and shared with the students registered for your course. Once the shared drive is set up, your students can access it from the collaboration tool in MyODU (my.odu.edu) or within Canvas.

Access Course Collaboration Tool

1. In Canvas, select **Course Collaboration Tool (CCT)** in the course menu on the left. (Alternately, you can □nd the ODU Collaboration Tool in the MyODU Portal (my.odu.edu). Log in with your MIDAS ID and password, click on **My Courses** and select the course name.)



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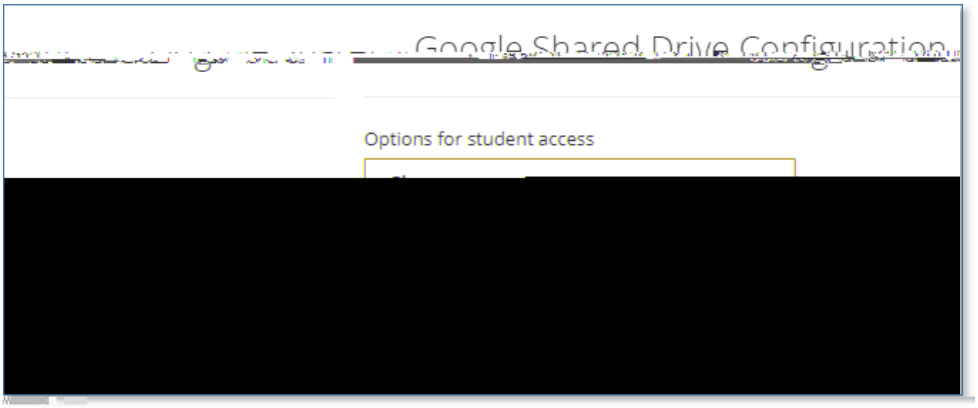
3. From the **Options for student access** dropdown, select **Read** or **Read/Write**, and click **Create Shared Drive**. (Faculty are added to the shared drive as *Content Managers*.)



- **Read** – Adds registered students to the shared drive as *Viewers* who can only view or download content.
- **Read/Write** – Adds registered students to the shared drive as *Contributors* who can view, download or edit content.
- Find more information about shared drive access levels at support.google.com/a/answer/7337554?hl=en

4.

Course