Google Drive repository

Google Drive is one of the applications available within the Google Workspace for Education. Google Drive provides real-time editing of documents, storage and sharing of files, and accessibility to all files from anywhere.

This user guide aims to help both academic staff and students to upload files to the VLE directly from their University Google Drive. Academic staff can make use of such tool to upload files and folders, or to include attachments to a forum post. Students can use it to submit their assignments, as well as include attachments to forum posts.

Uploading files via Google Drive repository

Academic Staff: To add a file through Google Drive, you must first click the **Start editing** button, and in the required section click the **Add a resource…** drop-down menu and choose **File**.

Students: To submit an assignment or include an attachment in a forum post, you must first access the respective activity. If submitting an assignment, click the **Add submission** button.

1. In the **Content / Attachment** section, click the **Add…** button. This will display the *File picker* dialogue box.

2. Choose the **Google Drive** option.
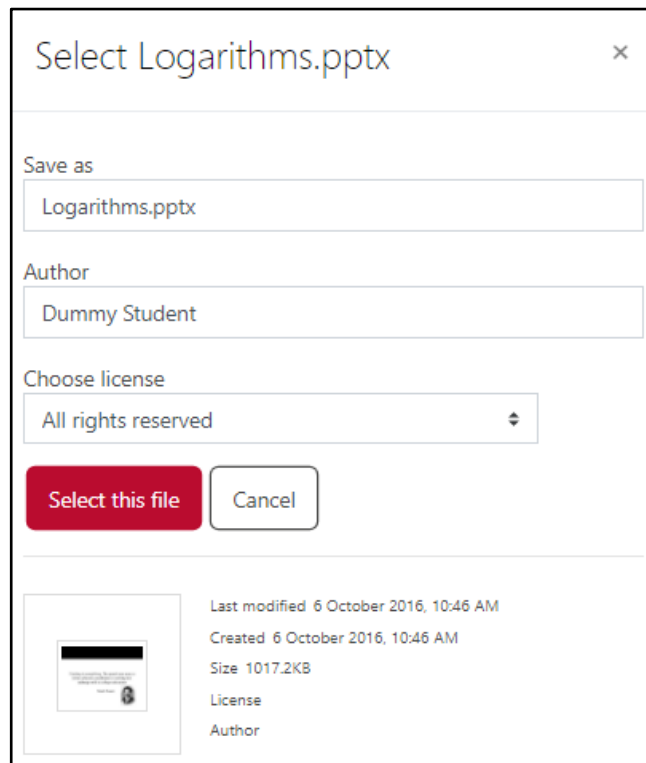
3. Click the **Login to your account** button.
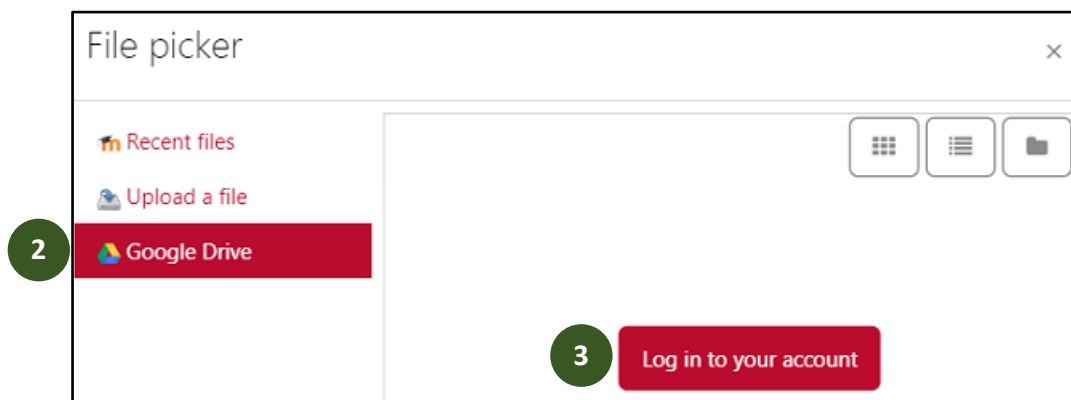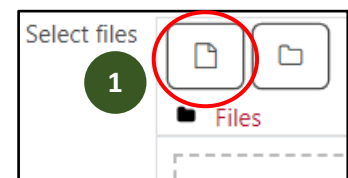
All your University Google Drive material will be displayed in the **File picker** dialogue box.

Note:

- Ensure that you are signed-in in Google Drive using your University of Malta account. Otherwise, if signed in using a personal account the **Authorisation Error** below will be displayed. In such case, sign out of Google Drive and sign in again using your UM IT Account.

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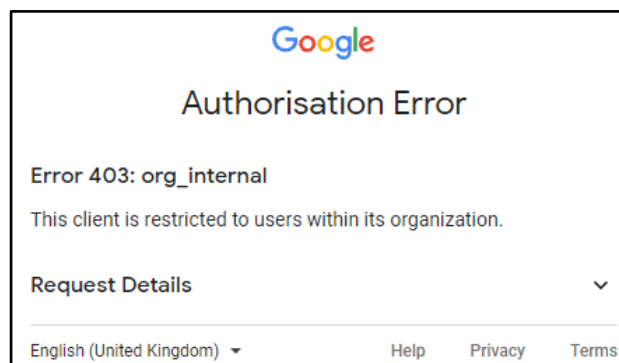
4. Click on the file you want to upload.

5. A confirmation dialogue box showing the file's details is displayed. You can choose to write an alternative name for the file, in the **Save as** field.

6. Click the **Select this file** button.

    The file will then be displayed in the **Content / Attachment** section.

7. Click the **Save changes** button to upload the file.

Note:

- You can only add one Google Document file to the VLE at a time. Tutors who want to upload more than one file must repeat the above steps.

- Files cannot exceed the VLE maximum upload size limit of 100MB.

- When uploading a file through the Google Drive Repository, a **copy** of the Google Document is created into your VLE area homepage. Thus, any further changes to the document in Google Drive will not be reflected in the file uploaded / submitted in the VLE area.

- Only folders and documents you own will be listed in the repository. You will not be able to access files which are shared with you, unless you add them to your drive. Files in the **Shared with me** folder or within **Shared drives** are not listed in the repository, and need to be added to **My Drive**.

Further information about the Google Drive repository

When using the Google Drive repository, the VLE will convert documents created directly on Google Drive to an exportable file type:

- **Google Documents** will be converted to .rtf and will open in any common text editor or word processing application, such as MS Word or Open Office.

- **Google Spreadsheets** will be converted to .xlsx and will open in a spreadsheet application, such as MS Excel or Open Office.

- **Google Presentations** will be converted to .pptx and will open in a presentation application such as MS PowerPoint or Open Office.

- **Other file types** created outside Google Apps and uploaded to your Google Drive for storage, such as images or PDF files, do not require any changes.

Search tool and different view options

If your Google Drive contains multiple files and folders, you can make use of the *Search* tool facility, available at the top of the *File picker*.

To carry out a search, enter a keyword from a document title in the *Search* tool facility. The results will be displayed in the *File picker* dialogue box. You can switch the *View* display between three different options, available at the top right corner of the *File picker* dialogue box:
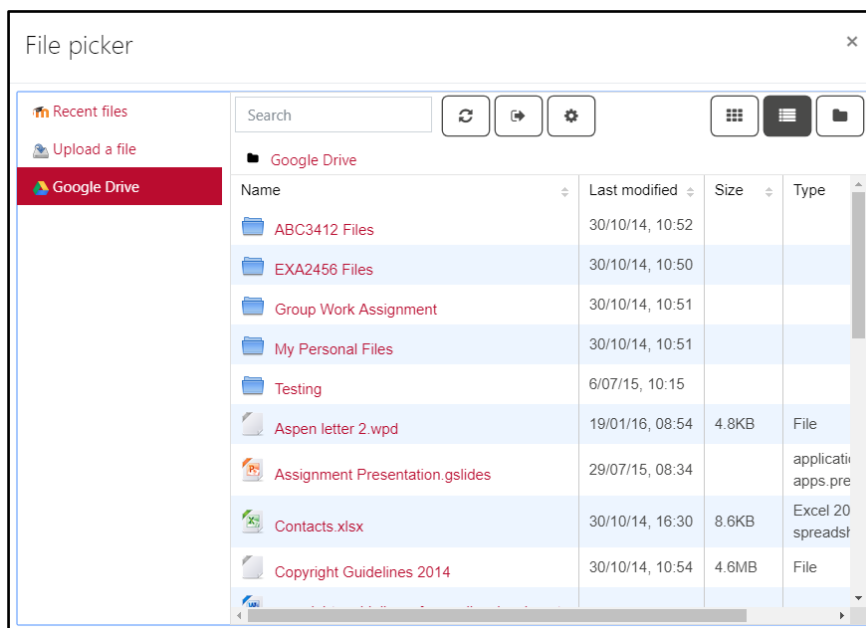
Display folder with file icons

Display folder with file details

Display folder as file tree

The **Display folder with file details** option allows the user to sort the files by *Name*, *Last Modified*, *Size* and *Type*, for faster and easier accessibility of files.

Click the refresh button [⟳] to re-view all your files and folders after a search query.