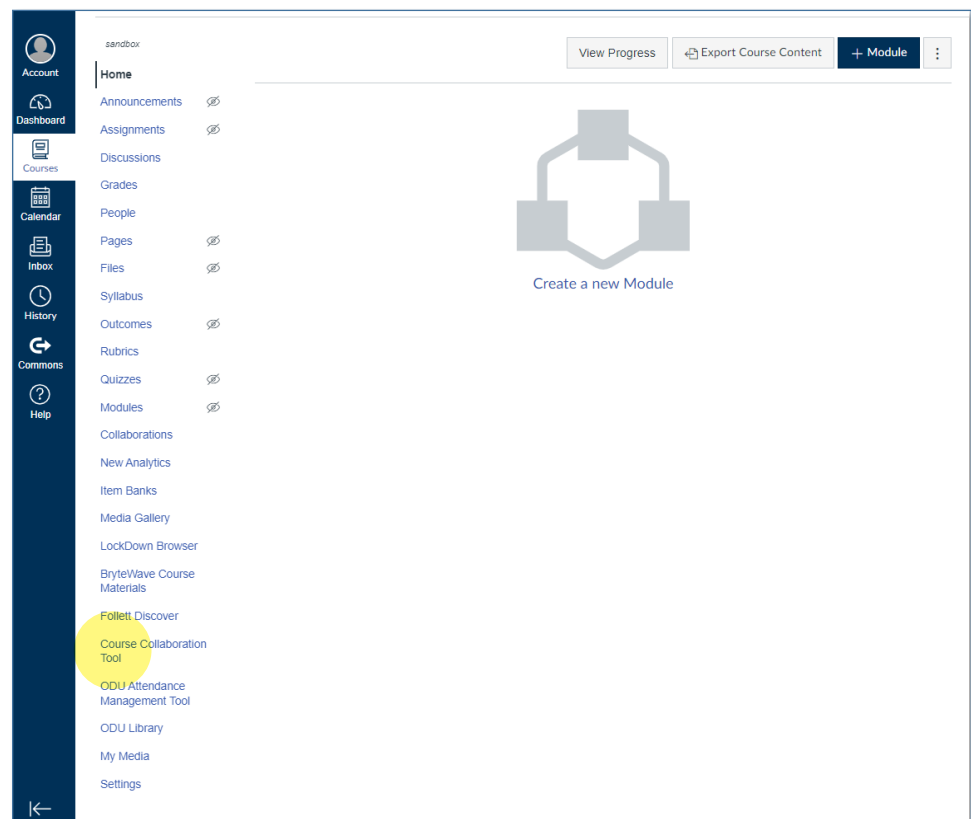


# Course Collaboration Tool: Creating a Shared Google Drive for a Course

When you use ODU's Course Collaboration Tool to set up a shared Google Drive for your course, the shared drive is automatically configured 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](http://my.odu.edu)) or within Canvas.

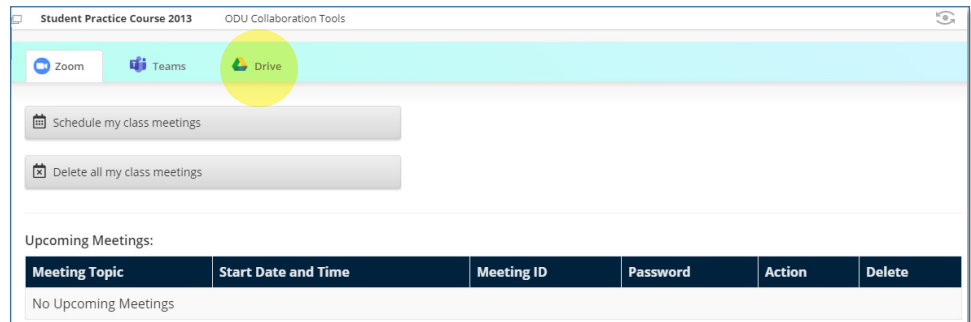
## Access Course Collaboration Tool

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

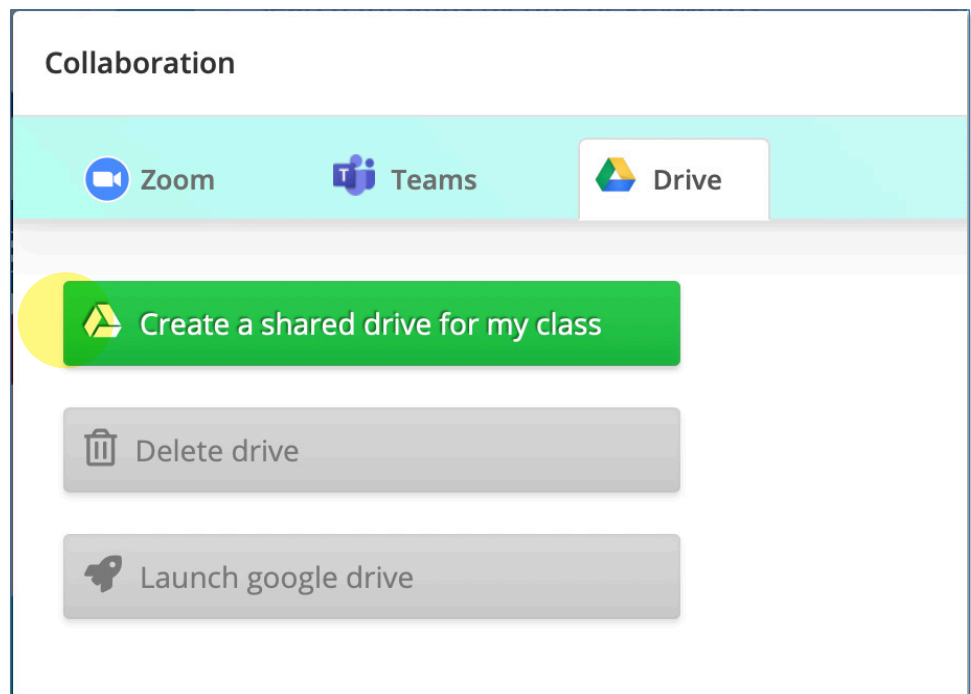


## Create a shared Google Drive

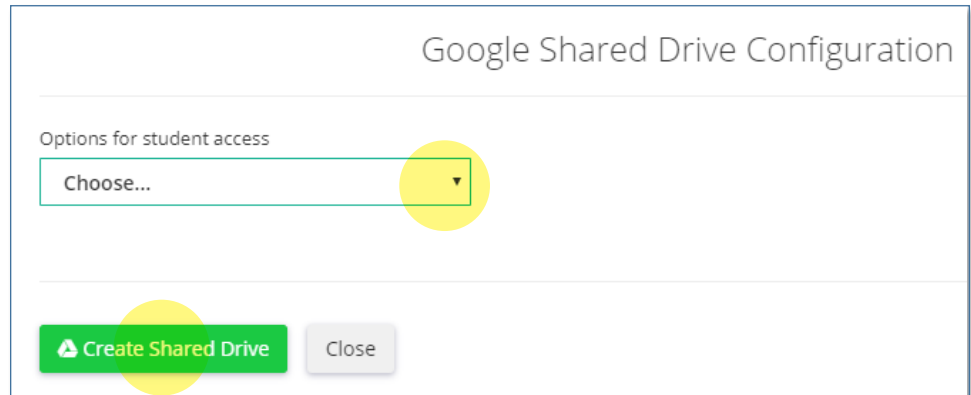
1. In the Collaboration Tool, you will see options for Zoom, Teams, and Google Shared Drive. Click on the **Drive** tab.



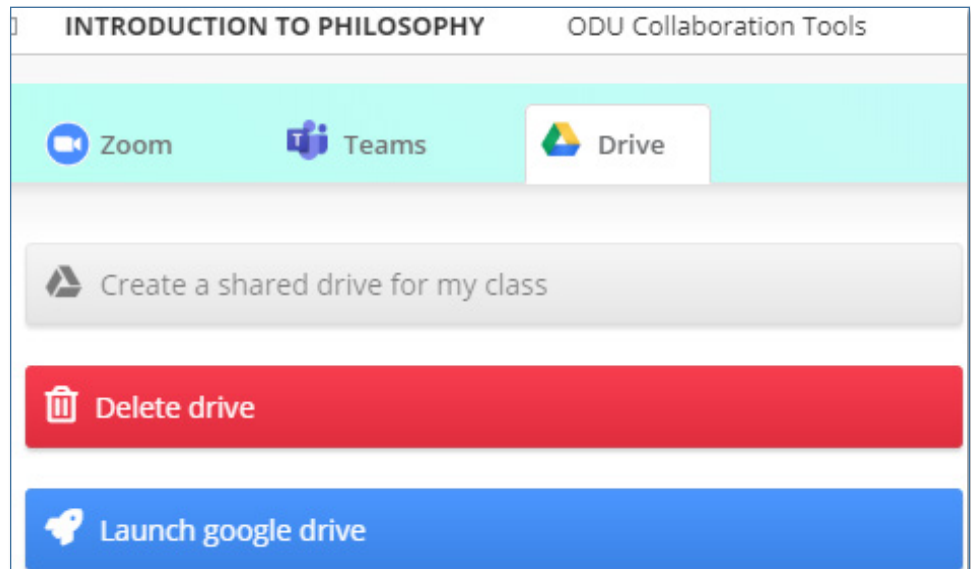
2. Click **Create a shared drive for my class**.



- 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](https://support.google.com/a/answer/7337554?hl=en)
- Once you've created your shared drive, you'll see links to either delete the drive or launch google drive.



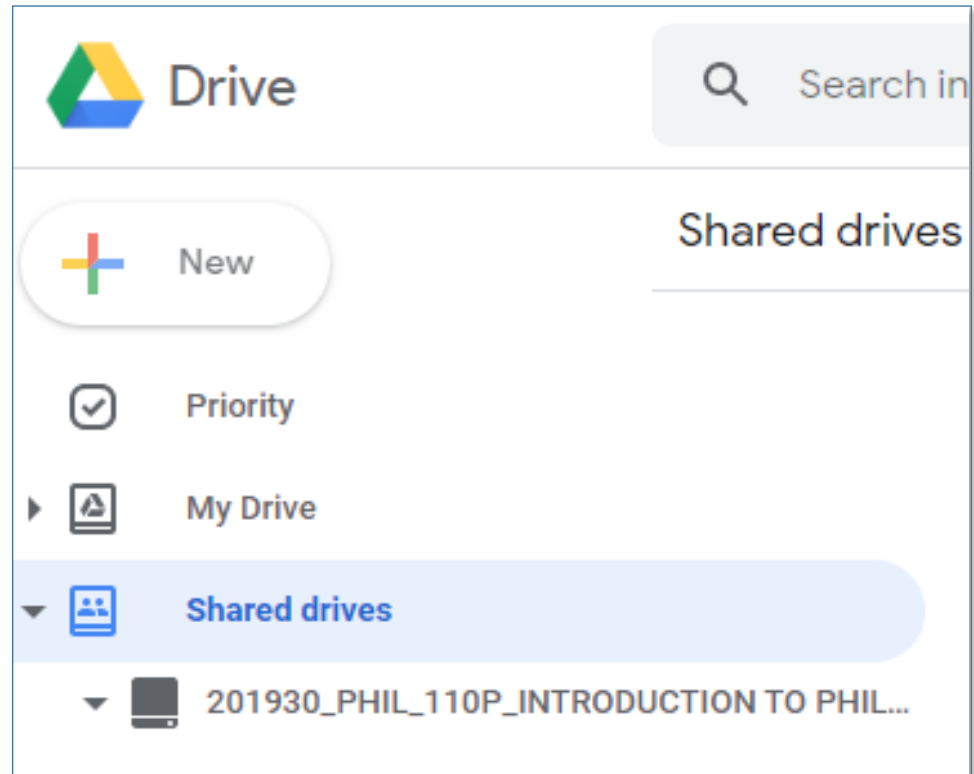


## Access your course shared drive

You can access your shared drive in one of three ways:

- Use the **Launch google drive** link in the Collaboration Tool.
- Log in to your Google Drive account at [drive.google.com](https://drive.google.com) or [myaccount.google.com](https://myaccount.google.com).

After logging in, the shared drives for each of your classes will show up in the left menu. These shared drives are separate from your personal storage space.



Find more information about Google apps @ ODU at [odu.edu/academics/student-computing/student-email/google-apps](https://odu.edu/academics/student-computing/student-email/google-apps).

If you need more help creating a shared Google Drive, contact the ITS Help Desk at [itshelp@odu.edu](mailto:itshelp@odu.edu) or (757) 683-3192.