

Registering Google Drive in LearningZone

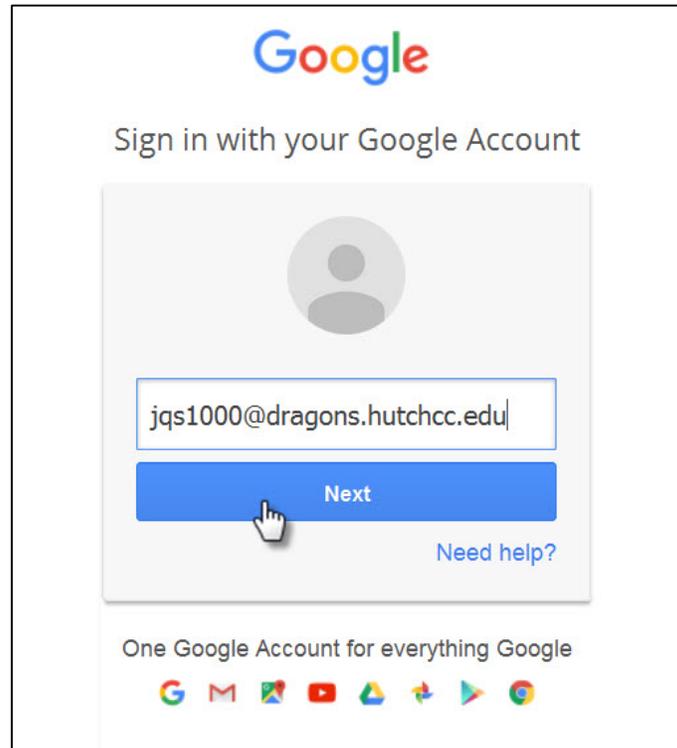
1. Click Account
2. Select Settings
3. Under Other Services, select Google Drive

The screenshot shows the 'John Student's settings' page. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and Help. The 'Account' icon is circled with a '1'. The 'Settings' icon is circled with a '2'. The main content area is titled 'John Student's Settings' and includes fields for Full Name, Display Name, Sortable Name, Language, and Time Zone. Below this is a 'Web Services' section with a checkbox for sharing services. At the bottom right is an 'Other Services' section with buttons for Google Drive, Skype, LinkedIn, and Twitter. The 'Google Drive' button is circled with a '3'. The URL 'https://hutcc.instructure.com' is visible at the bottom left.

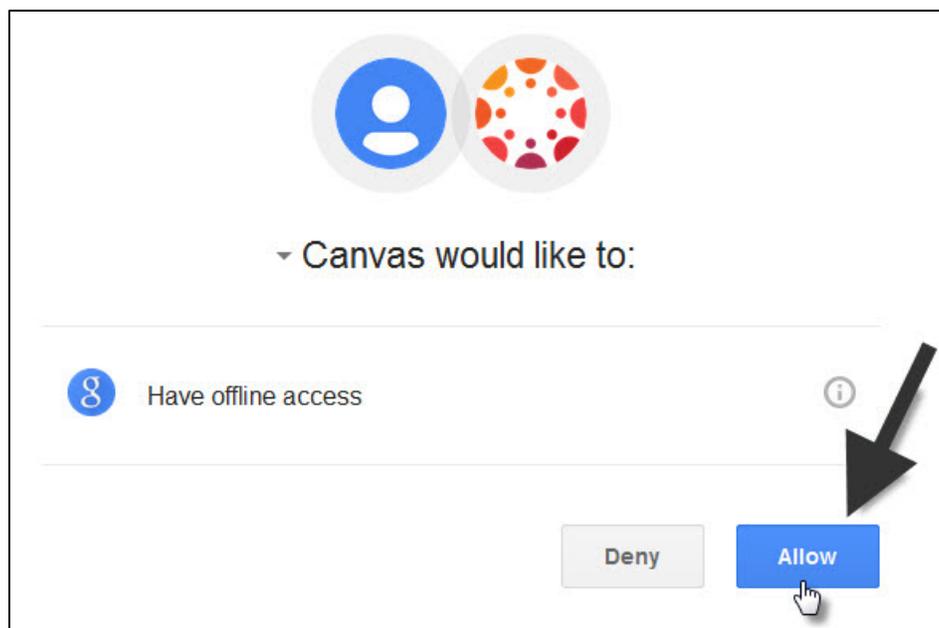
4. Select Authorize Google Drive Access

This is a close-up of the 'Authorize Google Drive' dialog box. It features a title bar with a close button (X). Below the title is a document icon and the heading 'Google Drive Access'. The main text reads: 'Once you authorize us to see your Google Drive you'll be able to submit your assignments directly from Google Drive, and create and share documents with members of your classes.' At the bottom of the dialog is a button labeled 'Authorize Google Drive Access'. A mouse cursor is clicking on this button, and a red arrow points to it from the left. The background is a blurred view of the 'Other Services' section from the previous screenshot.

5. Sign in using your HCC email account

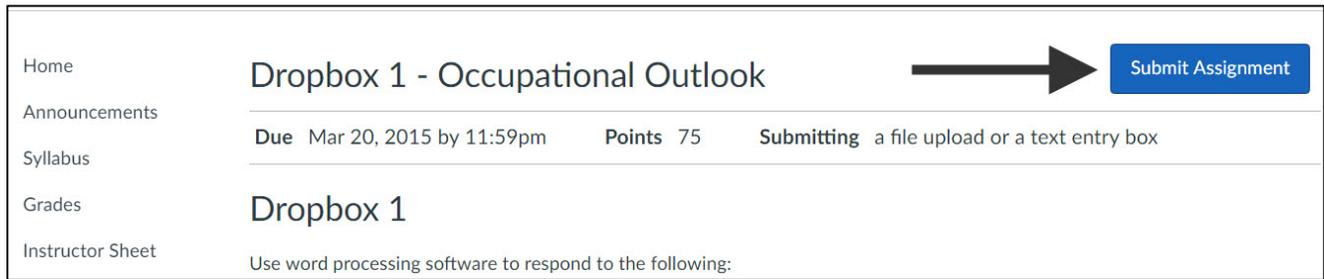


6. Click Allow



Submitting an Assignment Using Google Docs

1. Once you've opened an assignment, click Submit Assignment



2. Select the Google Doc tab

3. Select the needed document

4. Click Submit Assignment

