

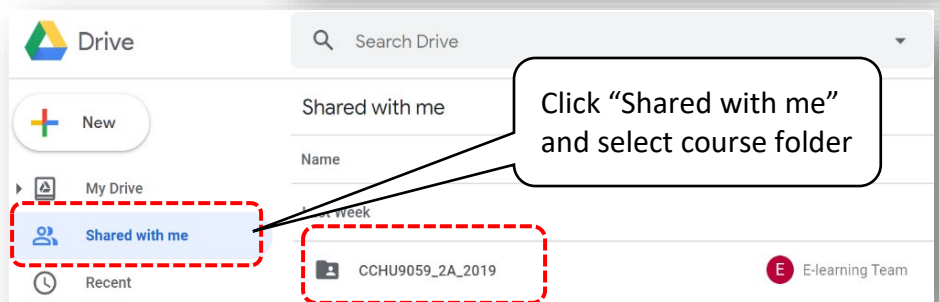
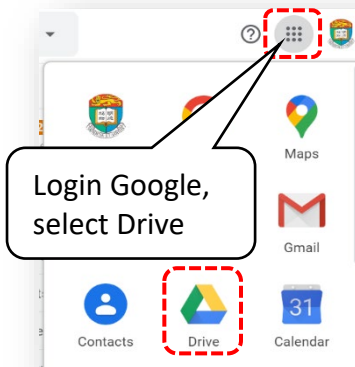
Using Google Drive Service in Moodle (for students uploading large video files)

(A) ITS documentation

<http://moodle-support.hku.hk/google-drive-service-moodle>

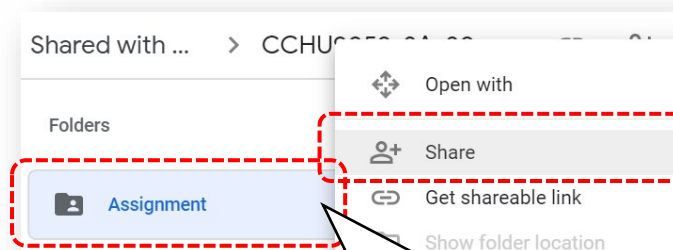
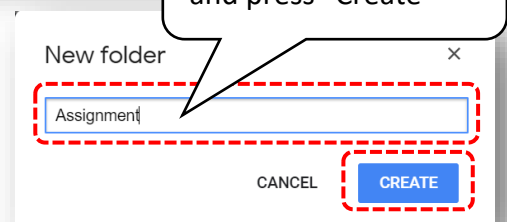
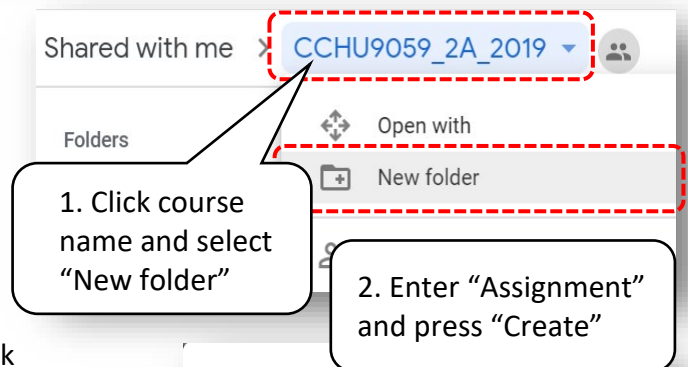
(B) Google Drive

Please login Google (<https://www.google.com/>) and go to the Drive service. The Moodle course folder will appear under the “Shared with me”.

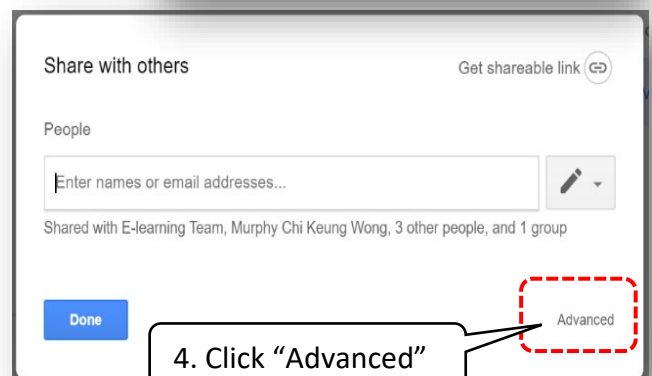


(C) Creating “Assignment” folder (by teacher)

Teacher has to create an “Assignment” folder under the course folder. S/he has to click on the course and select “New folder”. After that, enter “Assignment” as the folder name and press “Create”. Highlight the “Assignment” folder and right-click to select “Share” to update the access right. From the dialog box, click “Advanced” to proceed.



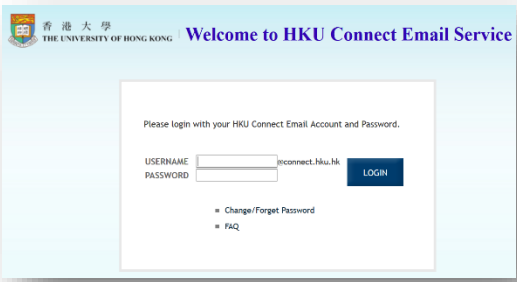
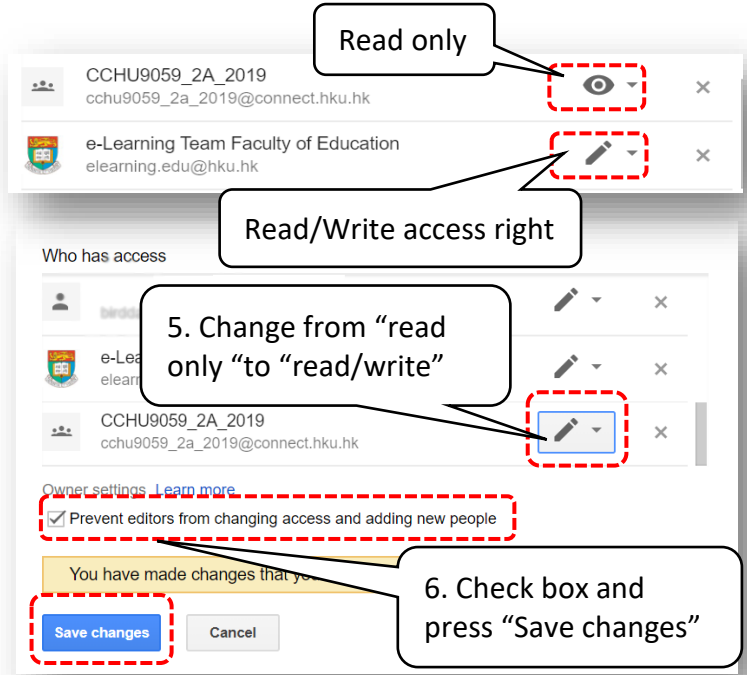
3. Highlight “Assignment” folder and right-click to select “Share”



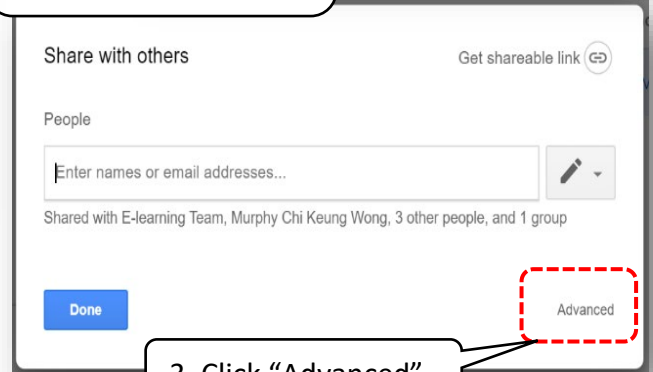
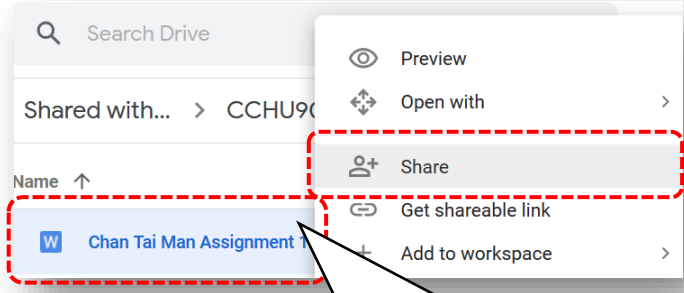
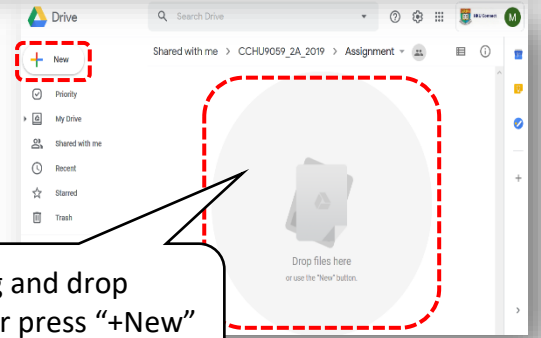
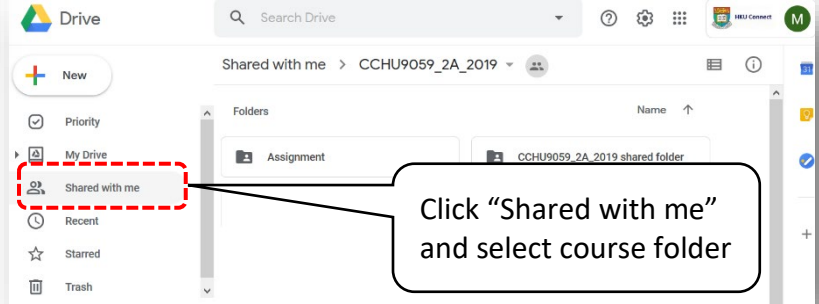
4. Click “Advanced”

Please note that a user group in the format `<course_code>@connect.hku.hk` is available granting student **read only** access right by default. Teacher has to update the student group's access right from "read only" to "read/write". Moreover, the "prevent editors from changing access and adding new people" box at the bottom **must be checked**.

(D) Submitting assignment (by student)



Student has to login Google using the HKU connect account. After that, the course folder will appear under the Google Drive's "Shared with me" tag and s/he can click and enter course folder. After clicking into the "Assignment folder", student can drag and drop a file(s) to the browser. Or, s/he can click on the "+New" button on the upper left corner to select "File upload". Once finished, student will see the file(s) inside the assignment folder. Then, highlight the assignment file and right-click to select "Share". From the popup dialog box, click "Advanced" to proceed.



Inside the sharing settings, s/he has to **remove** the student group <course_code>@connect.hku.hk access right so that no student can read or remove your submitted file from the folder. Please note that this is a **very important step to secure your file** on the Google drive.

In this way, each student will be able to see his/her own submission file(s) whereas the teacher will be able to see **ALL** files submitted to the assignment folder.

