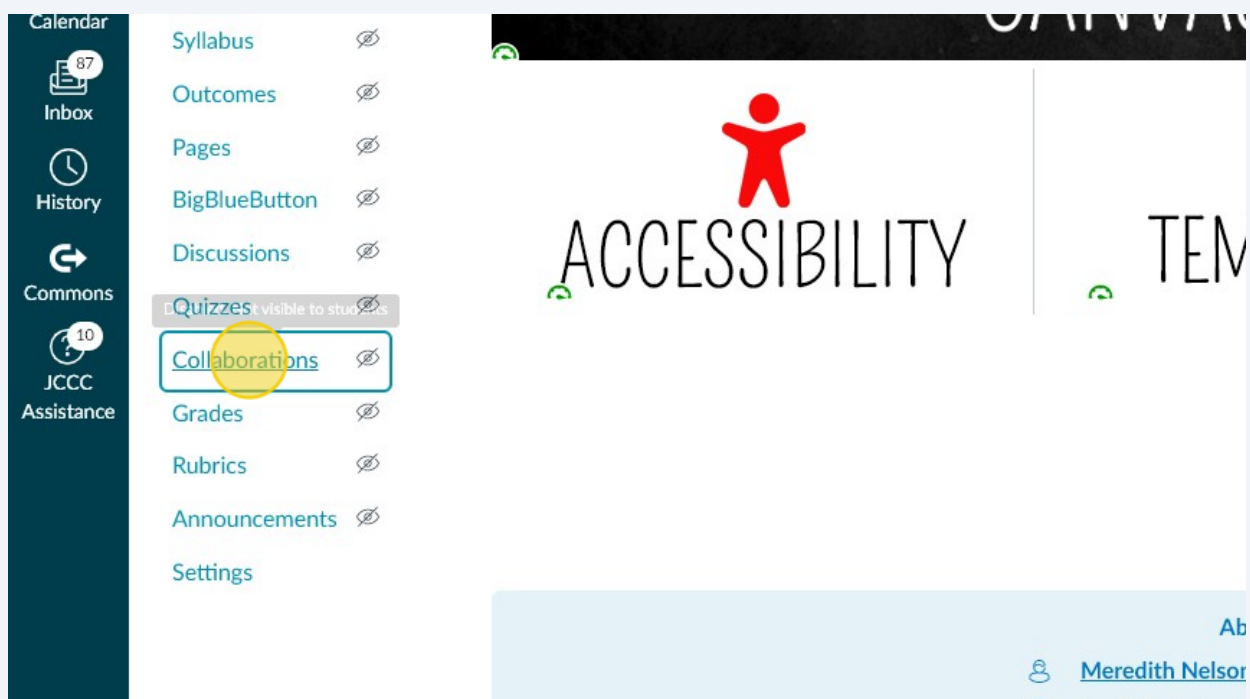


How to Access and Collaborate on a Document in Canvas

1 Navigate to your Canvas course

2 Click "Collaborations"



3 Click this dropdown. Select "Microsoft OneDrive".

Current Collaborations

What do we mean by collaborations? We're talking about web-based tools that students collaboratively on tasks like group papers or note-taking. This page gives teachers and students up without having to swap emails.

To find out more about a particular type of collaboration, click "Start a New Collaboration"

Start a New Collaboration

Collaborate using: Google Docs

Warning: you (and all your collaborators) will need accounts from the supported web tool. If you're looking for an excellent place for students to work on group projects or papers, take shared notes

Before you can collaborate on documents, you need to authorize Canvas to access your Google Drive

[Authorize Google Drive Access](#) [Cancel](#)

4 Select the document type.

Start a New Collaboration

Create and collaborate on a new shared file using OneDrive! You can work with an Excel sheet. Keep in mind everyone participating in OneDrive collaboration

Collaborate using: Microsoft OneDrive

Type: Word [Select Existing Document](#)

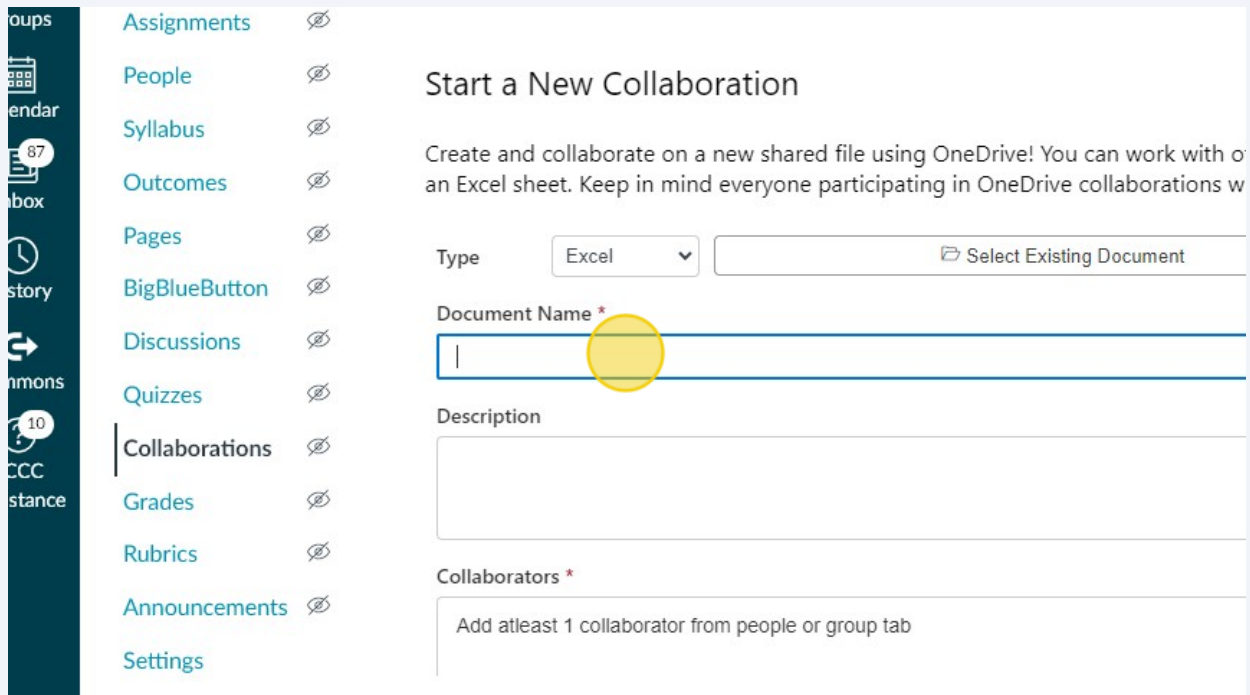
Document Name *

Description

Word
Excel
PowerPoint

Collaborators *

5 Name your document.



Start a New Collaboration

Create and collaborate on a new shared file using OneDrive! You can work with an Excel sheet. Keep in mind everyone participating in OneDrive collaborations will have access to the document.

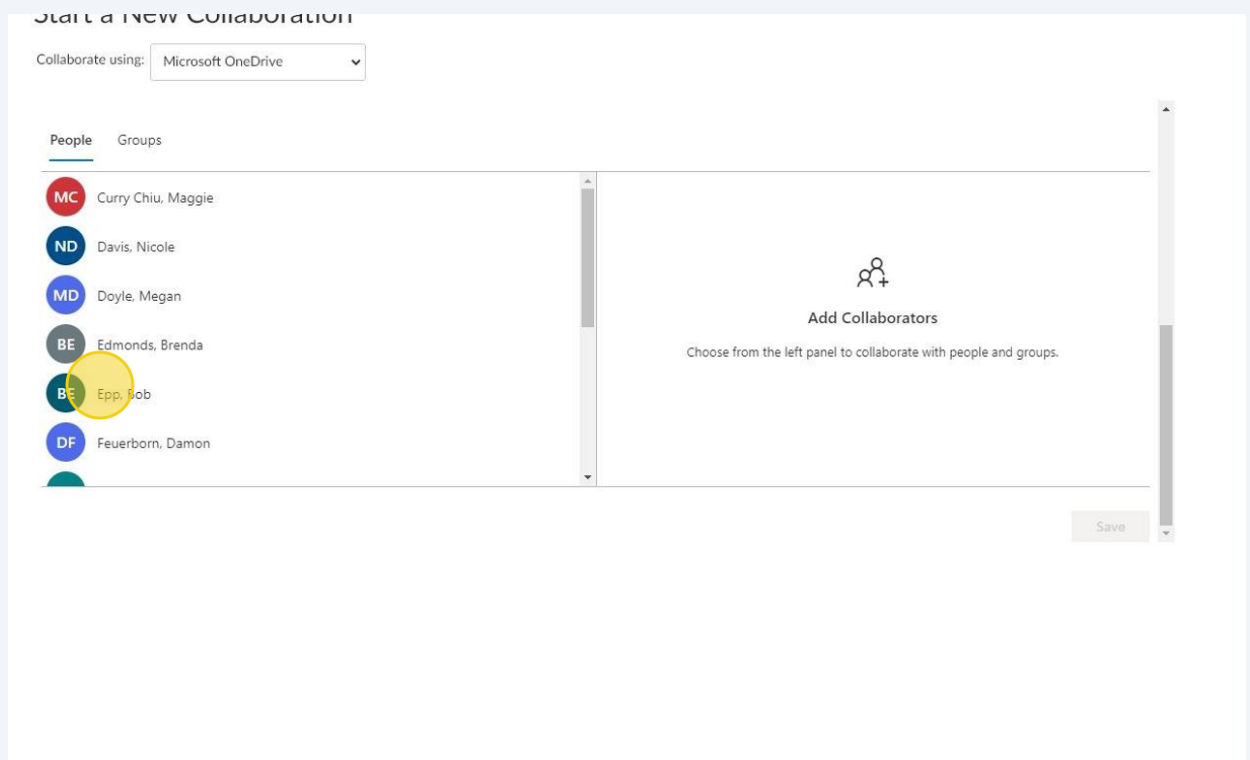
Type:

Document Name *

Description

Collaborators *
Add atleast 1 collaborator from people or group tab

6 Select which students will have access to this document.



Start a New Collaboration

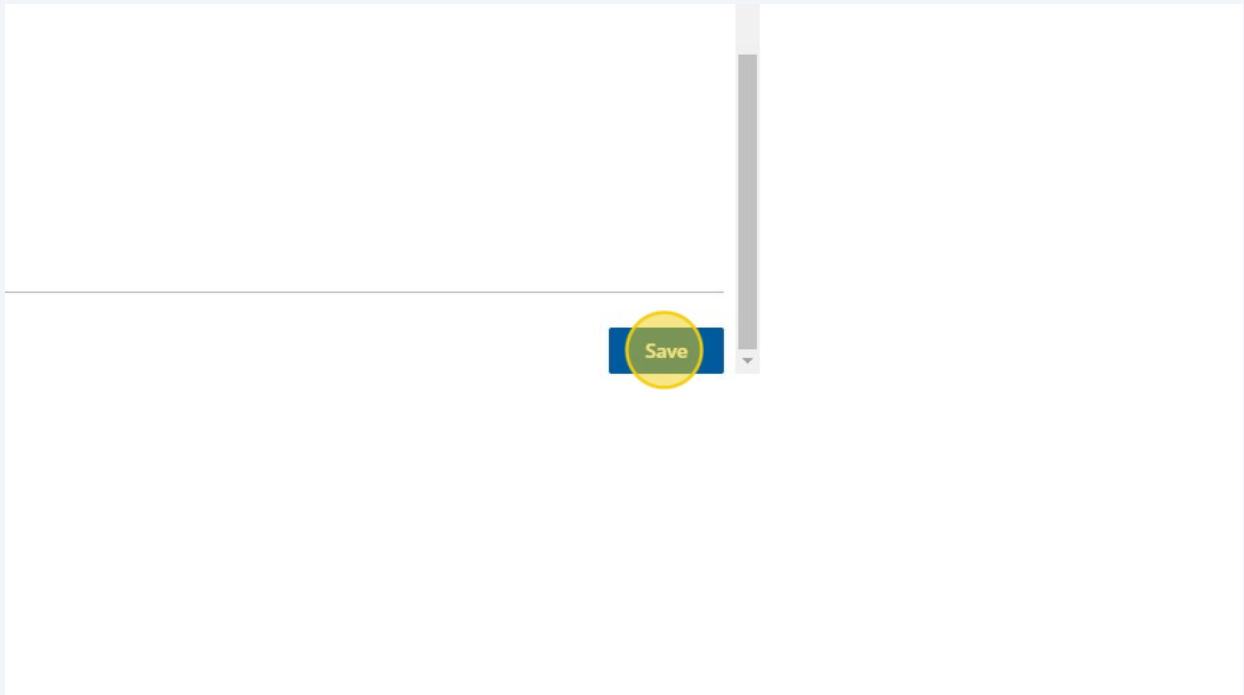
Collaborate using:

People Groups

- MC Curry Chiu, Maggie
- ND Davis, Nicole
- MD Doyle, Megan
- BE Edmonds, Brenda
- BE Epp, Bob
- DF Feuerborn, Damon

Add Collaborators
Choose from the left panel to collaborate with people and groups.

7 Click "Save"



8 The document is created. To access it click the document. You (and your students) may be asked to Sign In to Microsoft.

