**Natural Disaster Brochure**

**Project Upload**

**Login to Canvas:**

1. baps.instructure.com
2. User: 23firstnamelastname
3. Password: student ID (lunch #)

**Connect Google Drive:**

1. Click Account
2. Click Settings
3. Scroll down to where it says Web Services
4. Click Google Drive and click Authorize
5. This should take you to a new screen where you will have to log in to Google.
6. User: [23firstnamelastname@bapsonline.org](mailto:23firstnamelastname@bapsonline.org)
7. Password: student ID (lunch #)
8. Click Allow for anything that pops up
9. If you have done this correctly, Google Drive will move to the left column under Registered Services

**Upload Document to Assignment:**

1. Go to your Dashboard
2. Click on Geography
3. Click Assignments
4. Go to the Natural Disasters Brochure assignment and click it
5. Click Submit Assignment (top right corner)
6. Scroll down to the bottom to where it says File Upload
7. Click Google Docs tab (next to File)
8. Click the Google Doc that you want to upload
9. Add a comment if needed
10. Click Submit Assignment