clickUP Step sheet: How to use Google drive to load large documents or videos to clickUP

(Student version)

This process has three main steps:

A: Upload the file/video to Google Drive

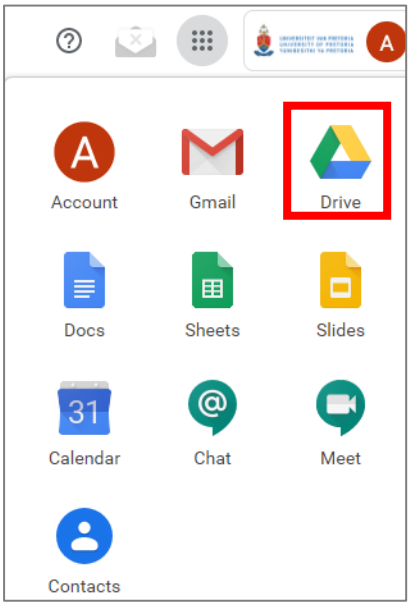
B. Make the file accessible to others in your Google Drive

C. Provide the link to the file/video to your lecturer in clickUP.

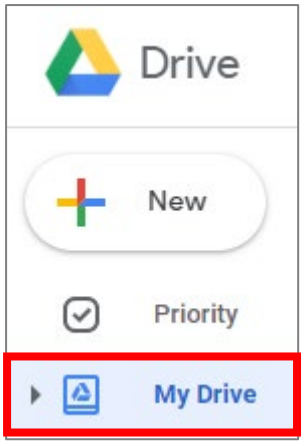
A. Upload the file/video to Google Drive

1. Log into your UP Gmail account: **@tuks.co.za.**
2. When in Gmail, click on the in the top right-hand corner.

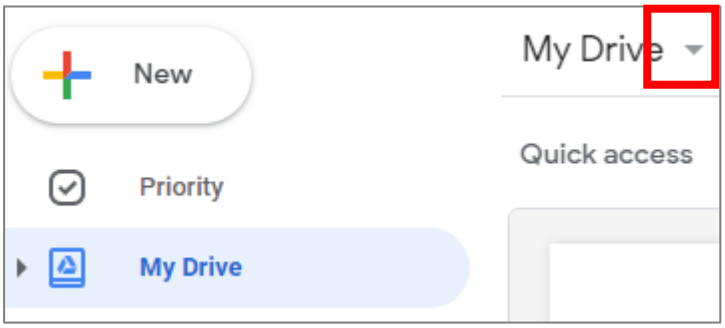
3. From the drop-down menu, access your Google Drive by clicking on it .



4. On the left-hand side of the page that opens, click on **My drive**.



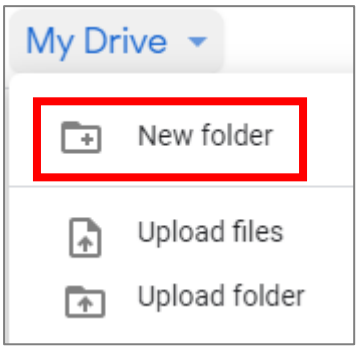
5. Then click on the dropdown arrow next to **My Drive** (see screen capture).



6. *TIP: To prevent searching for files, we suggest creating a folder for each module you are teaching (and subfolders if required).*

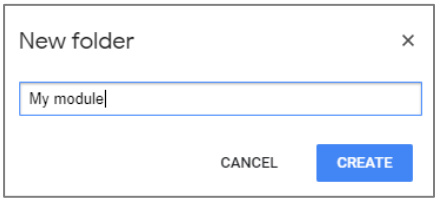
To create a folder, select

from the drop-down list.

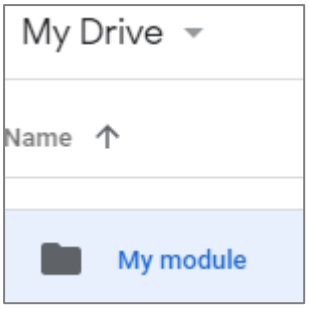


7. Type the name of the folder here

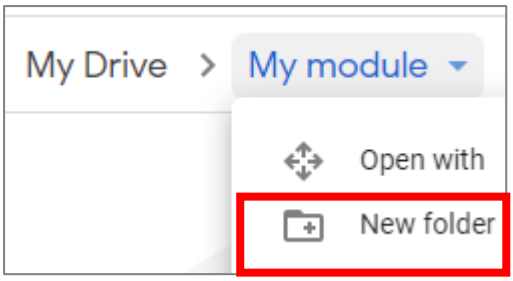
and then click on **Create.**



8. The newly created folder will appear in your My drive. Click on the **Folder name** for it to open.

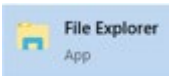


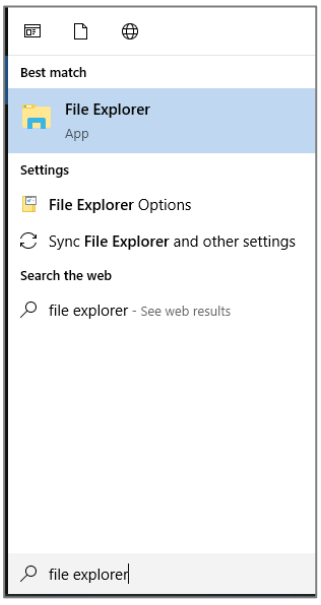
If you need to create subfolders, then click on the ▾ next to the name of the folder (**My Module** (see screen capture) and select **New folder** and repeat step 7. If you do not want subfolders, skip this step.



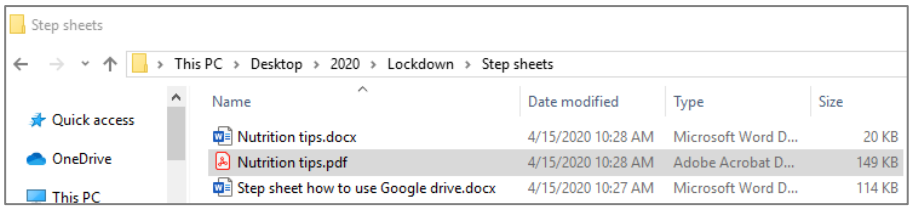
9. To upload a document to your Google drive there are two options:
    a. Drag and drop a file
    b. Upload Files option.

Option A: Drag and drop a file

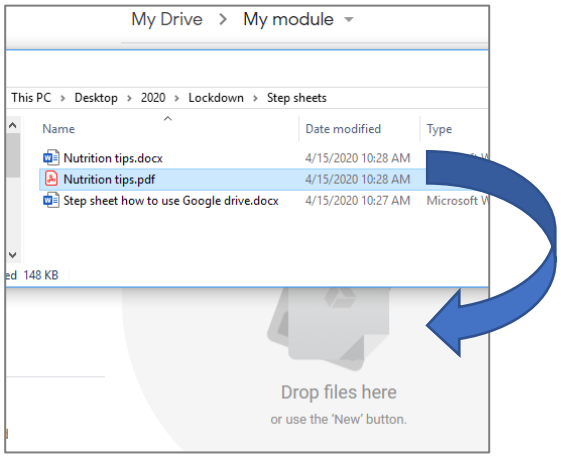
i. Open your **File Explorer** (If you cannot find this, follow the following steps:
    a. Click on the magnifying glass next to the Windows button left bottom corner of your screen
    b. Type in *File Explorer* in the **Type here to search** space. When the options appear select  from the options and you will be in File Explorer.



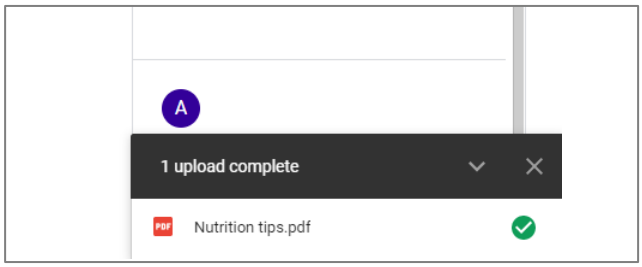
ii. Select the document in your **File Explorer** you want to upload to your Google drive.



iii. Make the **File Explore**r smaller and place it over the **Google drive screen** (See picture below). Drag the document from your **File Explorer** to your **Google drive folder**. (To drag, left click with the mouse on the file name in the File Explorer, keeping the left button in, drag it over to your Google drive space and drop (to drop, let go of the left button).

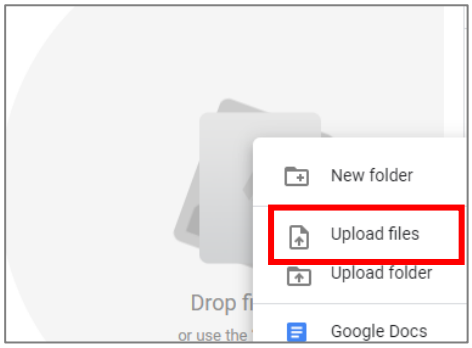


iv. After the file is successfully uploaded, you will get the following message:

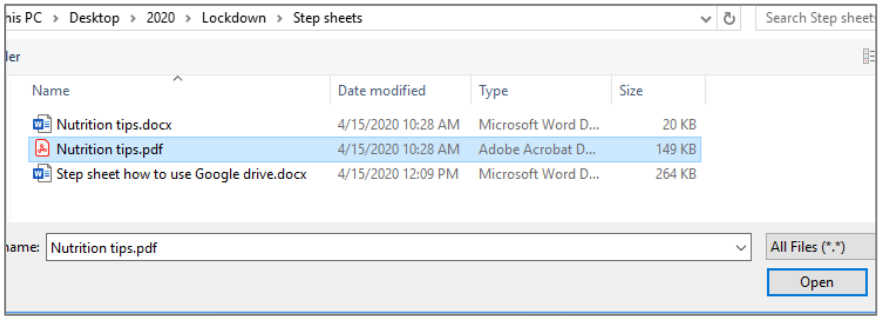


Option B: Upload a file using the Upload Files option

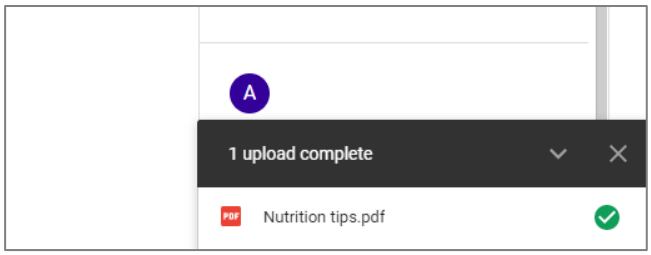
i. Right click on the **Drop files** area in the folder to which you want to upload files in your Google drive. From the drop-down menu select Upload files .



ii. Go to the document in your computer, select it and click on **Open.**



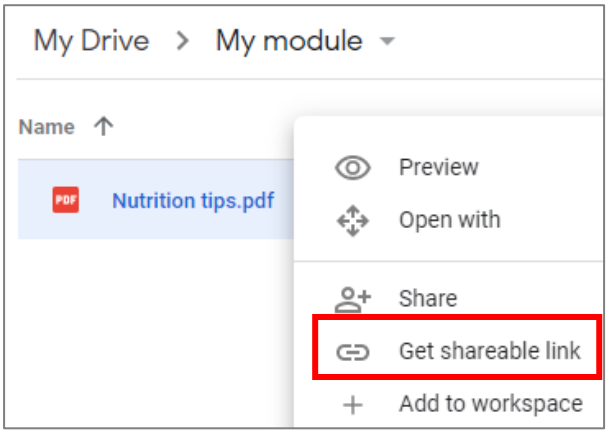
iii. After the file is successfully uploaded, you will get the following message:



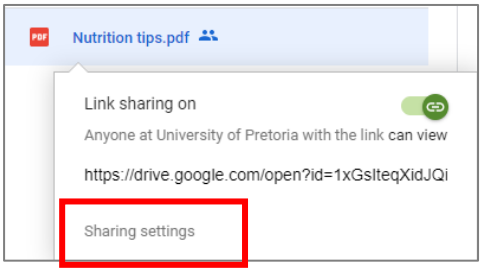
B. Make the file accessible to others in your Google Drive

You must make the document accessible to your lecturer and other students from your Google Drive.

1. To share the document with your lecturer and other students, RIGHT click on the document in Google drive and select Get shareable link from the drop-down list.



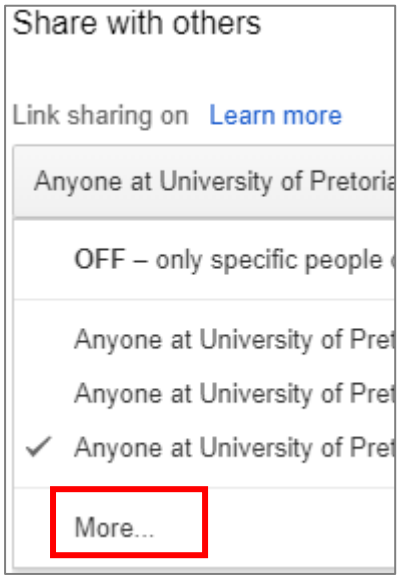
2. Ensure the Link sharing is (On.) If it is off, click on it and it will change to shareable

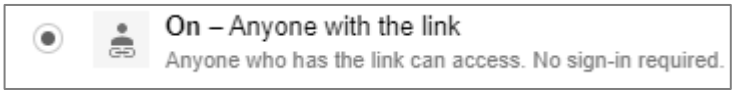


3. Click on **Sharing settings**. The screen below will open.

4. Click on the arrow next to "Anyone at University of Pretoria with the link can view"

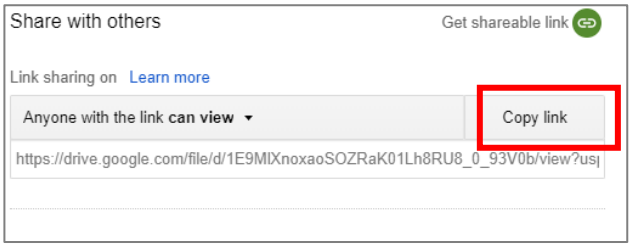
5. Click on the **More** option.

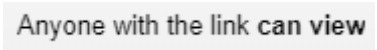


6. From the list select 

and click on **Save.**

7. Click on **Copy link** (to use it in clickUP). Paste it in Notepad or a Word document to make sure you do not loose it.



8. Verify that 

is selected and then click on **Done.**

C. Provide the link to the file/video to your lecturer in clickUP

1. Go to the module in clickUP where you want to add the document or video.
2. Navigate to the specific area where you want to add the link to your lecturer.
3. Paste the link into the assignment space your lecturer created.
4. Add any comments or information that needs to accompany your link.
5. Remember to Submit