Instructional Resource

Using Box Drive with Canvas

- 1. Open your course then go to **Settings**.
- 2. Click Navigation from the top menu bar.
- 3. Grab and drag **Box Drive** from the bottom to the top area to enable this feature (Please ensure you scroll down and click **Save**).
- 4. Go to the area of your course, whether this is a page or module, you want to link the Box file, and open the page.

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		Chat			
	Syllabus	Files	Ø	Visi	
	Archive	Pages	Ø		
		Outcomes	ø	We	Course Details Sections Navigation Apps
	TimelyCare	Item Banks			
Step 1	? Help	Settings		Mis	Drag and drop items to reorder them in the course navigation.

	My Kaltura	:
	Course Kaltura	:
	Chat	:
	Item Banks	:
- 3		
p 3	Box Drive Drag items here to hide them from students.	:
		:
	Drag items here to hide them from students. Disabling most pages will cause students who visit those pages	:
	Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to the course home page. New Analytics	to be redirected

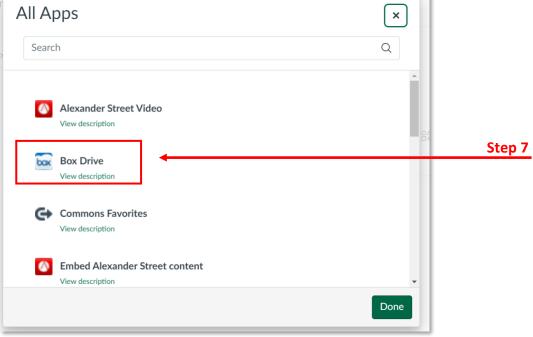
Modules	ii 🖹 Start Here	Step 4
Box Drive	🗄 🖹 Meet Your Instructor	
Discussions Assignments	ii 🕼 Attendance/Syllabus Quiz	
Quizzes	ii 🖗 Introduce Yourself (First Day Attendance)	
Rubrics Grades	🗄 🖹 Testing Box Drive	





- 5. Click **Edit** to edit the page.
- 6. To add a link to a document or file from Box, type the text you want the document or file to be named, highlight the text, then click on the "plug" shaped icon and select View All.
- 7. Select Box Drive.

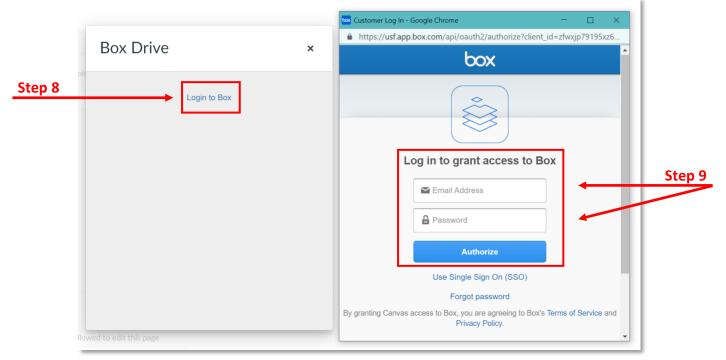
View All Pages Sedit	Step 5
Testing Box Drive	
Testing Box Drive	
Edit View Insert Format Tools Table	Step 6
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Link to page	
All Apps	







- 8. Click Login to Box.
- 9. Type in your login information to log in to Box.



10. Click Select from Box.

11. Search for the file, then select it from the Box File Picker, and click **Choose**. The link will now be populated in the page of your designation.

		🔤 Box File Picker - Google Chrome	– 🗆 X	
	Box Drive	https://app.box.com/index.php?rm=box_select_view8 Choose items to share with Canvas	&client_id=zfwxjp79195xz6to7uxl Add File	
	Click the button below to select your content	All Files Logos usf-health	 	
Step 10	Select from Box	Updated Nov 18, 2021 · 41.1 MB	•	Step 11
		Updated Nov 18, 2021 · 41.2 MB	0	
		usf-health-darkbg-2c-cmyk-v.tif Updated Nov 18, 2021 · 47.9 MB	0	
		USouthFlorida Logo Usage Guide11-19.pdf Updated Nov 18, 2021 · 1.2 MB	0	
		usf-health-lightbg-2c-rgb-v.eps	0	
		Choose Access Type +		
		box	Choose Cancel	

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12. Scroll down to the bottom of your page and click Save.

Options	Users allowed to edit this page			
	Only teachers	~		
	Add to student to-do			
	Publish At			
□ Notify users that this con	tent has changed		Cancel Save	Step 12



