

Google Drive repository

Google Drive is one of the applications available within the [Google Workspace for Education](#). Google Drive provides real-time editing of documents, storage and sharing of files, and accessibility to all files from anywhere.

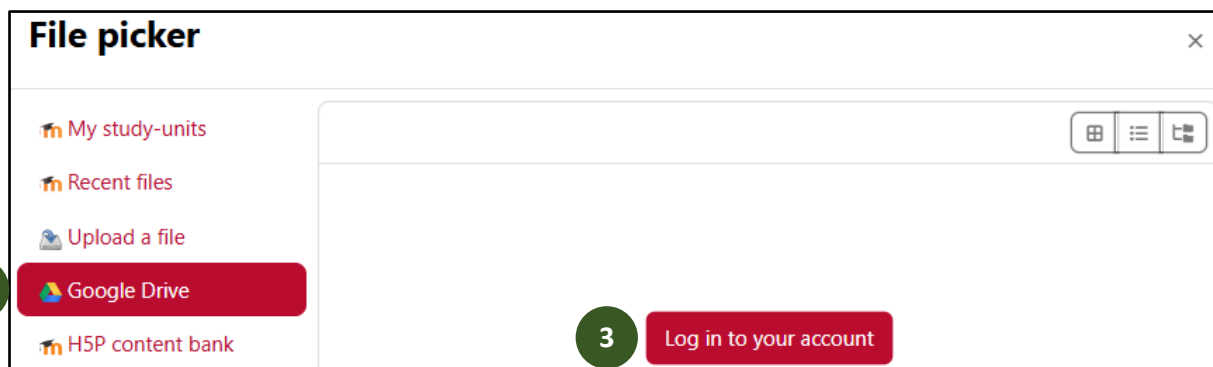
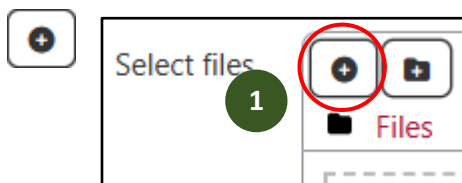
This user guide aims to help both academic staff and students to upload files to the VLE directly from their University Google Drive. Academic staff can make use of such tool to upload files, or to include attachments to a forum post. Students can use it to submit their assignments, as well as include attachments to forum posts.

Uploading files via Google Drive repository

Academic Staff: To add a file resource through Google Drive, you must first click the **Start editing** button, and in the required section / subsection click the **Add an activity or resource** option. From the *activity chooser*, choose **File**.

Students: To submit an assignment or include an attachment in a forum post, you must first access the respective activity. If submitting an assignment, click the **Add submission** button.

1. In the file upload designated section, click the **Add...** button. This will display the *File picker* dialogue box.
2. Choose the **Google Drive** option.
3. If you're not signed in, click the **Login to your account** button.
4. If asked to trust the VLE to access your Google Drive files, click **Allow**.



Note:

- Ensure that you are signed-in in Google Drive using your University of Malta account. Otherwise, if signed in using a personal account the **Access blocked** error message below will be displayed.

In such case, close the error message dialog box, and log in again using your UM IT Account.

**Access blocked: UM VLE
can only be used within
its organisation**

abc1234@gmail.com

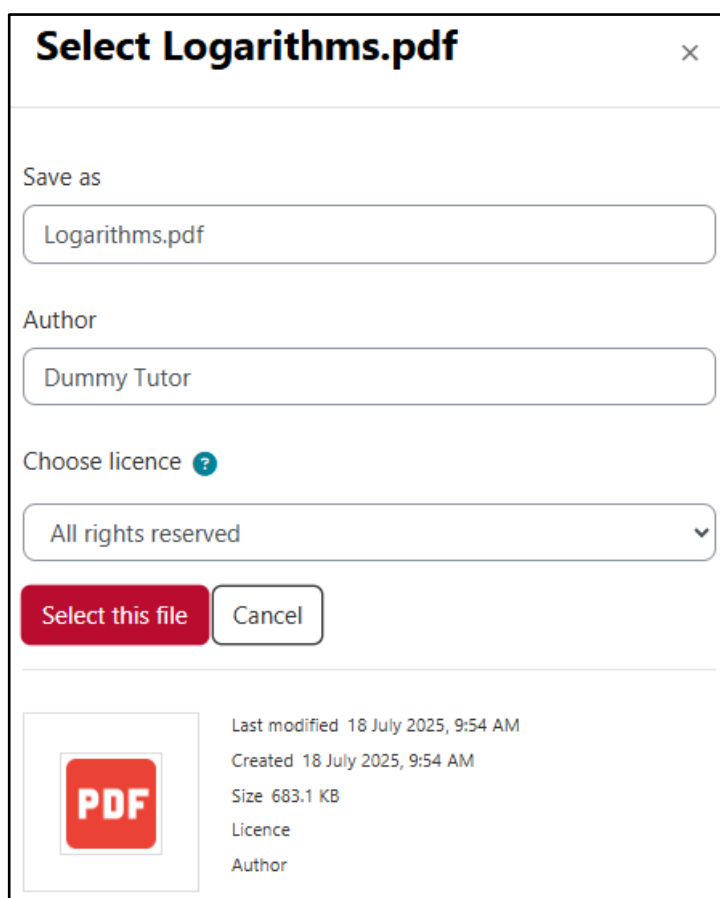
UM VLE is restricted to users within its organisation. If you think you should have access, you can contact the [developer](#). [Learn more about this error](#)

If you are a developer of UM VLE, see [error details](#).

Error 403: org_internal

Your University Google Drive material will be available via the **File picker**.

5. Click on the file you want to upload.
6. A confirmation dialogue box showing the file's details is displayed. You can choose to write an alternative name for the file, in the **Save as** field.



The screenshot shows a confirmation dialog box titled "Select Logarithms.pdf" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Save as:** A text input field containing "Logarithms.pdf".
- Author:** A text input field containing "Dummy Tutor".
- Choose licence:** A dropdown menu with a question mark icon, currently set to "All rights reserved".
- Buttons:** Two buttons at the bottom: "Select this file" (highlighted in red) and "Cancel".
- File Details:** A section at the bottom showing a PDF icon and the following information:
 - Last modified: 18 July 2025, 9:54 AM
 - Created: 18 July 2025, 9:54 AM
 - Size: 683.1 KB
 - Licence
 - Author

7. Click the **Select this file** button.
The file will then be displayed in the file upload designated section.
8. Ensure that any other mandatory fields have been populated accordingly, and then proceed to **Save**.

Note:

- You can only add one Google Drive file to the VLE at a time. Tutors who want to upload more than one file must repeat the above steps.
- Files cannot exceed the VLE maximum upload size limit of 100MB.
- When uploading a file, e.g. Google Doc, through the Google Drive Repository, a **copy** of the Google Doc is created into your VLE area homepage. Thus, any further changes to the document in Google Drive will not be reflected in the file uploaded / submitted in the VLE area.
- Only folders and documents you own will be listed in the repository. You will not be able to access files which are shared with you, unless you add them to your drive. Files in the **Shared with me** folder or within **Shared drives** are not listed in the repository, and need to be added to **My Drive**.

Further information about the Google Drive repository

When using the Google Drive repository, the VLE will convert documents created directly on Google Drive to an exportable file type:

- **Google Documents** will be converted to .rtf and will open in any common text editor or word processing application, such as MS Word or Open Office.
- **Google Spreadsheets** will be converted to .xlsx and will open in a spreadsheet application, such as MS Excel or Open Office.
- **Google Presentations** will be converted to .pptx and will open in a presentation application such as MS PowerPoint or Open Office.
- **Other file types** created outside Google Apps and uploaded to your Google Drive for storage, such as images or PDF files, do not require any changes.

Search tool and different view options

If your Google Drive contains multiple files and folders, you can make use of the *Search* tool facility, available at the top of the *File picker*.

To carry out a search, enter a keyword from a document title in the *Search* tool facility. The results will be displayed in the *File picker* dialogue box. You can switch the *View* display between three different options, available at the top right corner of the *File picker* dialogue box:



Display folder with file icons

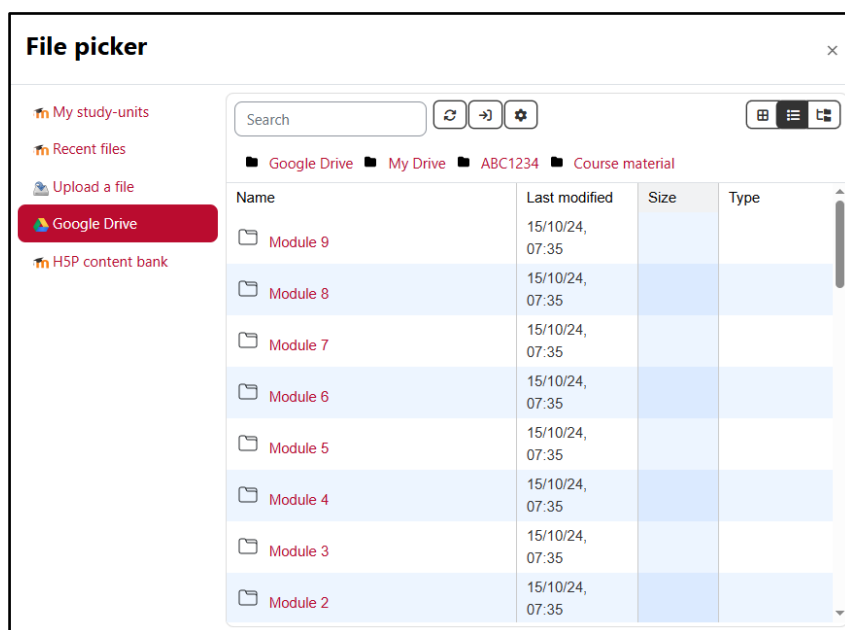


Display folder with file details



Display folder as file tree

The **Display folder with file details** option allows the user to sort the files by *Name*, *Last Modified*, *Size* and *Type*, for faster and easier accessibility of files.



Click the refresh button to re-view all your files and folders after a search query.