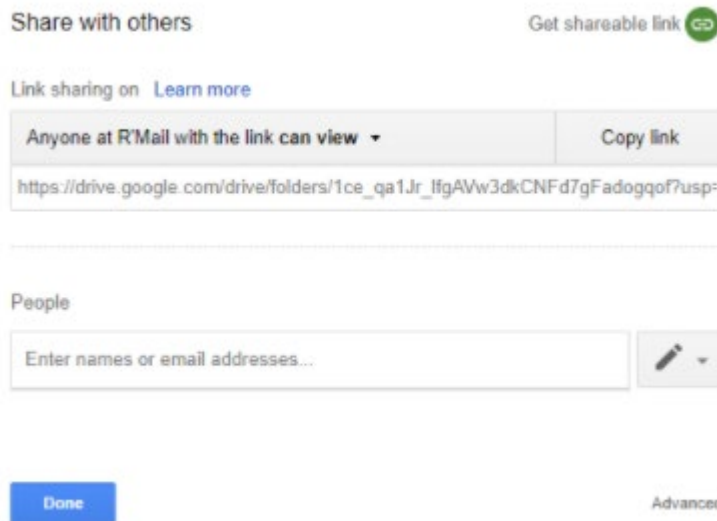


Every faculty, staff, and student on campus has access to Google Education Tools, one of which is Google Drive branded as “R’Docs” at rdocs.ucr.edu, and includes unlimited storage capacity for our campus community. Below are instructions on how to create and share links from R’Docs that can be used to share media and Creative Activities in eFile Plus.

This tool is especially helpful to use with large files (e.g. MP3 files) for eFilePlus.

Instructions for Storing/Sharing Files Saved in Google Drive (a.k.a. R’ Docs)

1. Go to rdocs.ucr.edu and sign in with your NetID and Password
2. Under the “Drive” icon (upper left), create a folder that will be used to upload all relevant creative activities (i.e. named “My Creative Activities” etc.) by clicking “New” and selecting “Folder”.
3. Add files to the folder by browsing to the folder, clicking “New” and selecting “File Upload”. Alternatively, you can drag and drop files directly to the browser.
4. To allow sharing of this folder, click on the folder name and then click on the “Share” icon.
5. The default setting is to allow anyone at UCR with an R’Mail account and the shared link, the ability to view the folder contents. NOTE: This requires anyone who clicks the link to be signed in with their UCR Google Account (i.e. not personal) or else they will not be able to view the folder or file.



6. The sharing rights can be changed by selecting the “Anyone at R’Mail with the link can view” selection and clicking “More...”. This will bring up a link sharing popup that can change the sharing rights. Once the appropriate rights are selected, click “Save”.
7. Finally, you can click “Copy link” in the Share with others popup and prepare to paste this link to eFilePlus in the Creative Activities URL section.

Adding the Creative Activities URL to eFilePlus (alternative to MP3 uploads)

1. Log in to <https://efileplus.ucr.edu>
2. Click “Manage eFiles” Tile
3. Click “Edit” for selected candidate
4. Click “Creative Activities”

5. Click “+” to add new Creative Activities or “:” to Edit existing Creative Activities
6. Click on “Additional Info” tab on popup.
7. Enter a Valid URL in the “Creative Activity URL”. This would be the copied and saved link of the Google Drive Folder or File link that was generated above.
8. Click “Save” to save the new or updated Creative Activity Entry
9. Once Creative Activity is Saved, click on “Creative Activity Website” under the Creative Activity that was added/edited.