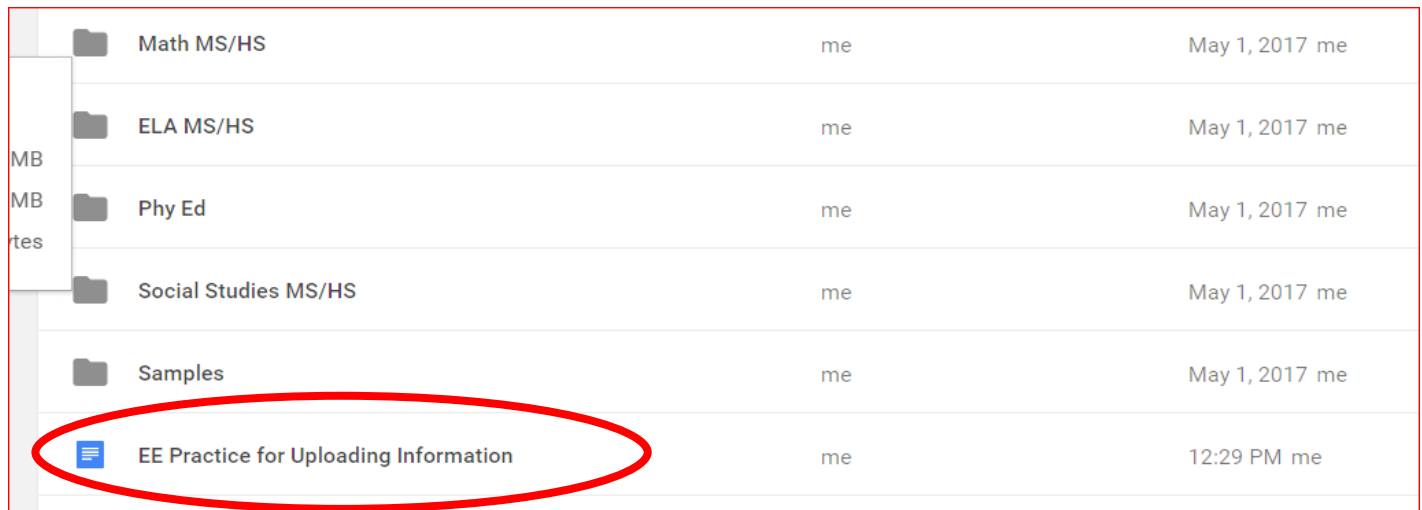


Google—How to Share with View Only

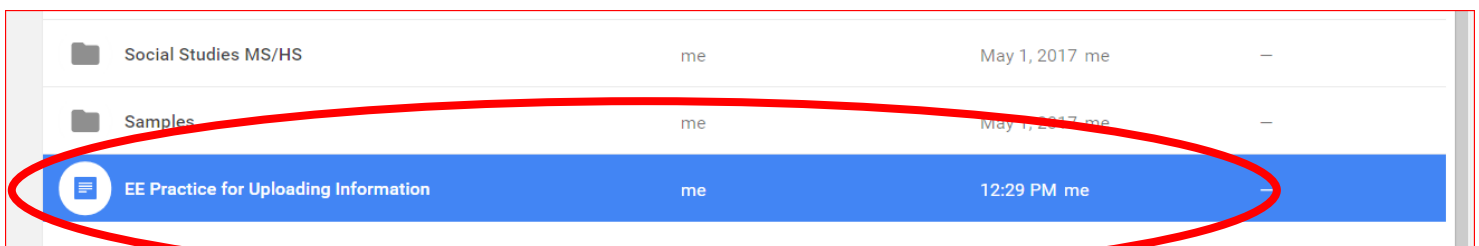
If you are using any Google Docs as evidence/artifact you need to share it in view only mode so your administrator can see them.

If you have already entered URL you don't need to re-upload you can just change the access in Google.



Math MS/HS	me	May 1, 2017	me
ELA MS/HS	me	May 1, 2017	me
Phy Ed	me	May 1, 2017	me
Social Studies MS/HS	me	May 1, 2017	me
Samples	me	May 1, 2017	me
EE Practice for Uploading Information	me	12:29 PM	me

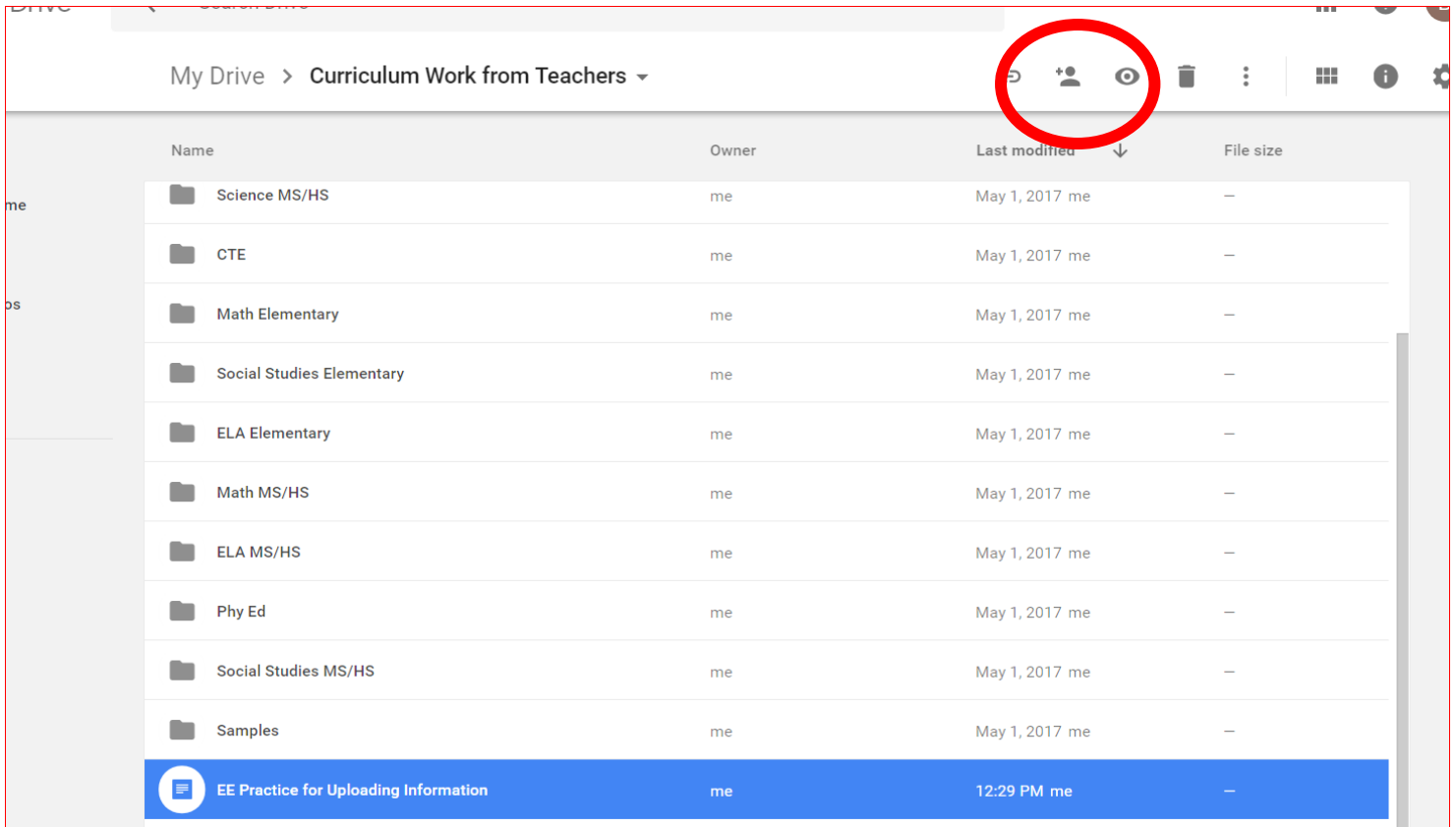
Step 1a: Choose the document you want to share.



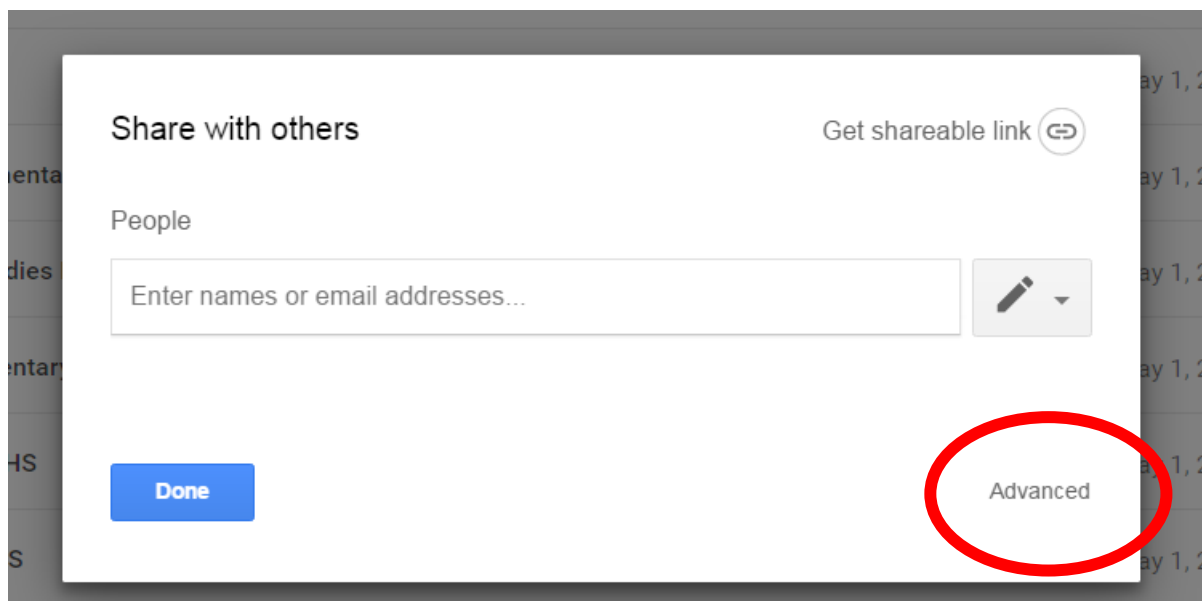
Social Studies MS/HS	me	May 1, 2017	me	—
Samples	me	May 1, 2017	me	—
EE Practice for Uploading Information	me	12:29 PM	me	—

Step 1b: When you have chosen a document it is highlighted.

Step 2. Click on the figure icon at the top right of your screen.



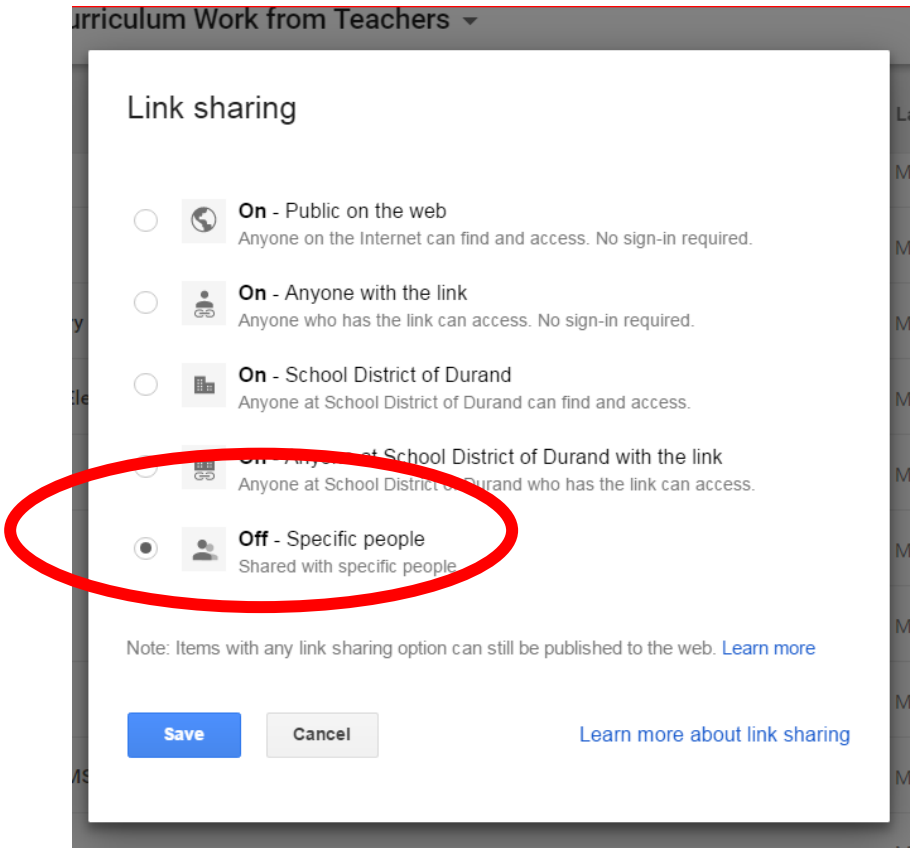
Step 3. You will see this box, choose "Advanced".



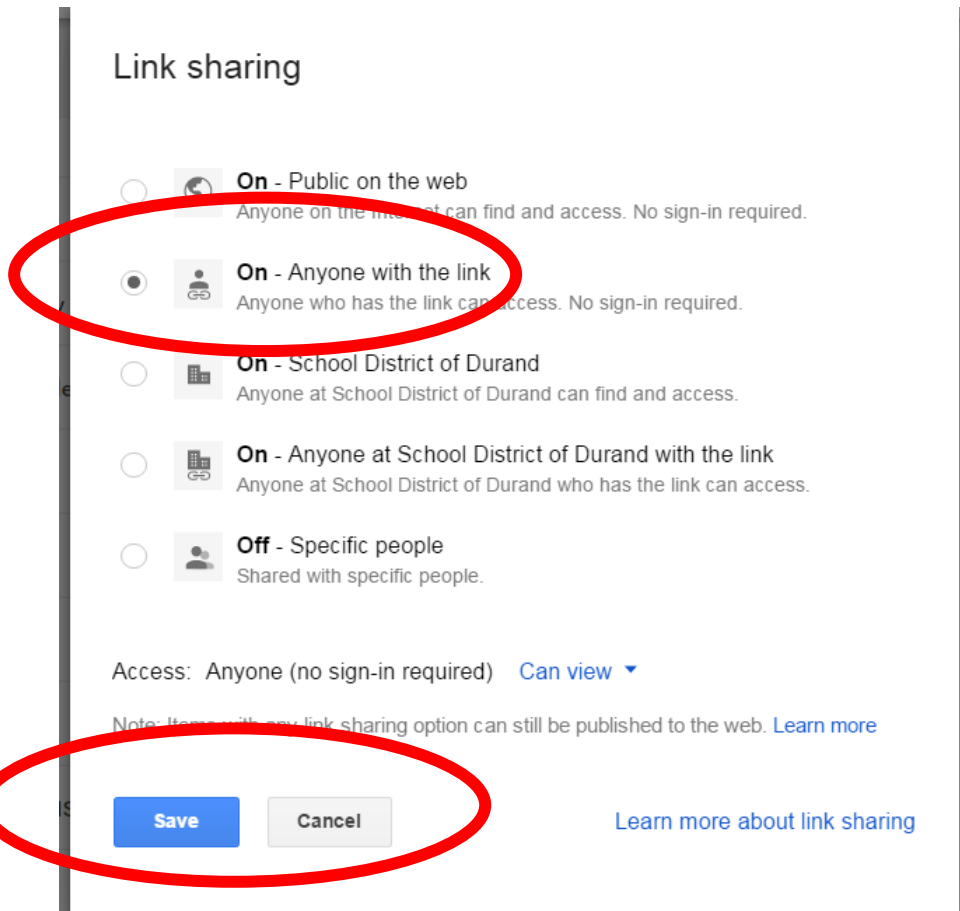
Step 4. You will see this box, choose “Change”.

The image shows a 'Sharing settings' dialog box for a Google Docs document. At the top, it displays a 'Link to share (only accessible by collaborators)' with the URL: `https://docs.google.com/a/durandsd.org/document/d/1miC_LjJ5Sv2D0-Mx4FUO8RUc`. Below this, the 'Who has access' section shows the document is set to 'Private - Only you can access'. A red circle highlights the 'Change...' button next to this setting. Underneath, the owner is listed as 'Barb OBrien (you)' with the email 'bobrien@durandsd.org' and the role 'Is owner'. At the bottom of the dialog, there is an 'Invite people:' section with a text input field containing 'Enter names or email addresses...' and a dropdown menu with a pencil icon. Below that, the 'Owner settings' section includes two unchecked checkboxes: 'Prevent editors from changing access and adding new people' and 'Disable options to download, print, and copy for commenters and viewers'. A blue 'Done' button is located at the bottom left of the dialog.

Step 5a. You will see this box, notice that the “off” button is chosen.



Step 5b. Choose “On – Anyone with the link”.



Step 5c. Choose the “SAVE” button.

Step 6a. You will see access now says: “Anyone with a link can view”.

Step 6b. Optional at this time: You can copy highlighted link to share now or come back later.

Step 6c. Choose the “Done” button.

6b

Link to share

https://docs.google.com/document/d/1miC_LjJ5Sv2D0-Mx4FUO8RUcH8oLUsgngEOj

6a

Who has access



Anyone who has the link can **view**

[Change...](#)



Barb OBrien (you)
bobrien@durandsd.org

Is owner

Invite people:

Enter names or email addresses...






Owner settings [Learn more](#)

- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers

6c

Done

Step 7. When you go back to your document list you will see the multiple figure icon next to the document name.

 Samples	me	May 1, 2017 me	—
 EE Practice for Uploading Information 	me	12:33 PM me	—