

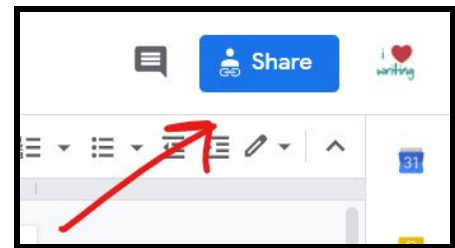
Sharing Google Documents

Fred Meijer Center for Writing & Michigan Authors - 2020

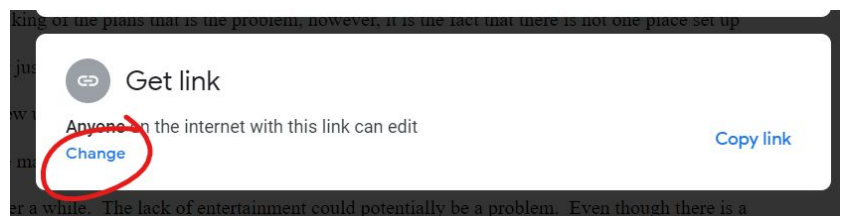
When assisting students online, Google Docs is our most common tool for accessing their writing. In workshops, having many students share documents can be daunting and the best way to simplify the process to have students provide links to their papers, rather than directly sharing access with a specific email. This guide shows you the steps for sharing a link to a Google Doc.

Sharing a Google Doc Link

1. Look in the top right corner of your Google doc for a blue “Share” button.

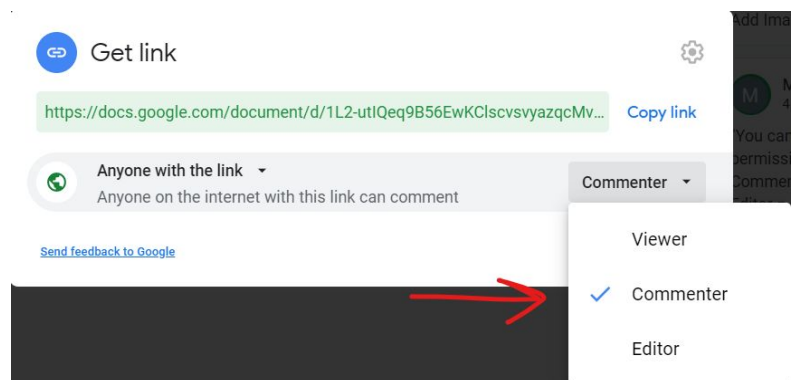


2. Click that button to open up a panel of sharing options. Click on the “Get Link” section in order to easily share your document with others as a link. The first section for sharing is to individually invite others through an email notification, but sharing links is faster and easier to manage for workshops.



3. Under the “Get Link” preferences, make sure to change the dropdown menu in order to provide editing access to all.
-Change “Restricted” to “Anyone with the Link”

-In doing so, a second dropdown menu appears on the right. Change ‘Viewer’ to “Commenter” in order to grant people permission to incorporate comments and suggestions into your draft.



4. From there, you should be able to click the “Copy Link” button and paste it into the chat of your Google Meet or Zoom room.

