How to Share Google Documents with your Teacher or other Students

North Canton City Schools

Sharing documents and folders

One of the best features of Google Docs is the ability to **share documents with others**. You can let them **just view** the document, or you can give them the **ability to edit** it as well. For example, you could **share a document with your teacher** as a way of **electronically turning in your assignment**. If you give your teacher the **ability to edit** the document, then your teacher will be able to **add comments as feedback to you**. You could share a file with a **group of students for a collaborative project** you are working on together. Each member could contribute to the document or presentation while you work together on it live.

Below we will look at how to **share an individual document** and how to **share an entire folder**.

Naming documents and folders

Since many students may be sharing documents and folders with their teachers and other students, it would be best for you to **name your documents and folders** in such a way that it is **easy for your people to know the files are from you.** Your teacher may have a specific way for you to name your files, but if not, below are some helpful recommendations:

For documents and folders, include in the name:
- the **current school year** (four digits such as 1011 for school year 2010-2011)
- your **class period** (two digits such as 03 for 3rd period)
- **your name** (last name then first name)
- the **name of the document or folder**

For example a **document** may be named: **1011-07-Smith John-Research Paper**
A shared **folder** may be named: **1011-02-Doe Jane-Algebra Assignments**

How to share a document with your teacher or other students

1. **Open your document** and click the "Share" button in the top right corner.
2. This will open the **"Sharing settings"** window
3. At the bottom of the window there will be a box labeled "**Add people:**"
4. Click in that box and **type in the people's names** that you want to share the document with. The **address book** will find matches based on what you type.
5. Next click the **"Can edit"** button to pick whether the user can **edit** or only **view** the document
6. Optionally click in the "**personal message**" box to include **additional information** for the person
7. Finally, click the **"Share"** button
8. The person will now get an **email message** indicating that the document has been shared with them
9. The document will also automatically **show up in their Google Docs** list of documents

How to share an entire folder

Instead of just sharing individual documents, you can also choose to **share an entire folder** with others. If you do this, then **everything inside the folder** will be automatically shared. If later you add a new file to the folder, it will automatically be shared to the people as well.

Sharing a folder is useful if you **plan to share multiple files routinely**. This could be helpful if you plan to **electronically turn in many documents throughout the year** and do not want to have to share each one individually, or if you and your classmates are **working together on a large project**.

1. To share a folder, first **open the folder** by clicking on it in the **"My folders"** section on the left side of the Google Docs screen.
2. When you have drilled down to the folder you wish to share, look above the top menu bar. You will see the folder name and a link titled **"Share this folder"**
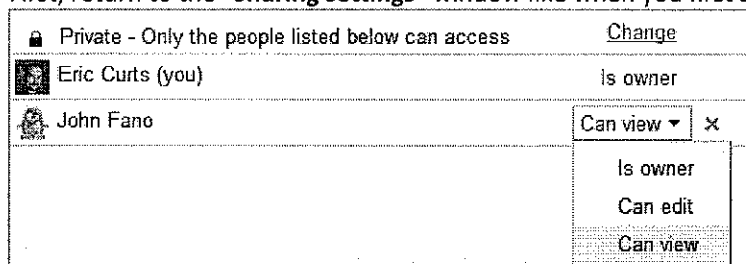
    My folders > **Help Guides**   Share this folder ▾

3. Click the **"Share this folder"** link, and then **"Sharing settings..."** from the drop-down menu
4. This will open the **"Sharing settings"** window just like when sharing a document
5. From here on out, **follow the same instructions for how to share a document** from the section above
6. When done, the teachers or students will now get an **email message** indicating that the folder has been shared with them
7. The folder will also show up for them under **"Folders shared with me"** on the left side of their Google Docs screen

How to remove or change sharing

In the future, you may no longer need to share a document or folder, or want to change who can view or edit.

1. First, return to the **"Sharing settings"** window like when you first shared the document

🔒 Private - Only the people listed below can access	Change
Eric Curts (you)	Is owner
John Fano	Can view ▾ ✕
	Is owner
	Can edit
	Can view

2. Next to each users name will be a drop-down menu where you can switch between **"Can edit"** and **"Can view"**
3. Also there will be an **"X"** that you can click to **remove that person's access** entirely