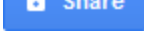## How to choose sharing options: Edit, Comment, and View

When you choose to share a document through Google Docs, you get to decide how much access that person has to your document.

- **Can edit** - If you choose this option, then the other person is able to make changes to the document. This is good for group work, where several people are collaborating on the project.
- **Can comment** - If you choose this, then the other person will not be able to edit the document, but they will be able to leave comments in the document. These comments will not print out with the document, but will be visible on screen. This is useful for peer review, such as when a student needs another student to read their work and leave comments on it. This is also a good fit when turning in an assignment to a teacher, if the teacher just needs to leave feedback and grading information as comments.
- **Can view** - If you choose this option, then the other person is only able to view the document. This is good for material that simply needs to be read (handouts, syllabi, sample work, etc.) or for documents that will serve as templates, where the user will make a copy of the document that they can modify as their own.
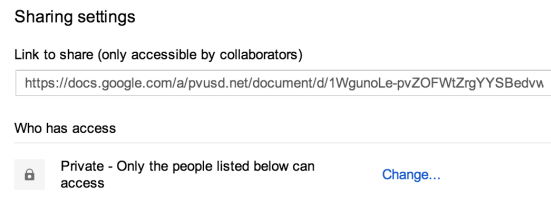

How to share a document with specific people

Click on the **big blue "Share" button** in the top right corner of a document. Sharing a single document works best for a one-shot or unique sharing need, and not for when you do plan to share a lot of documents with the same people over a period of time. For those situations, see how to use folders for sharing instead.

1. With the document open, click the "**Share**" button in the top right corner, [🔒 Share] which will open the "**Sharing settings**" window

2. At the bottom of the window there will be a box labeled "**Invite people:**"

3. Click in that box and **type in the people** that you want to share the document with. The PVUSD address book will find matches based on what you type.

4. Next click the "**Can edit**" drop down to select whether the users can **edit** or **comment on** or **view** the document.

5. Optionally keep the Notify people via email checked and click in the "**Add message**" link to include directions or additional information for the recipients
NOTE: Students will not get email notices because PVUSD does not have gmail accounts activated for student use. Email notification makes sense for Staff only.

Sharing settings

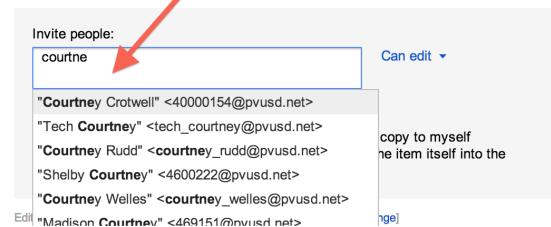Link to share (only accessible by collaborators)

https://docs.google.com/a/pvusd.net/document/d/1WgunoLe-pvZOFWtZrgYYSBedvw

Who has access

🔒 Private - Only the people listed below can access — Change...

Courtney Rudd (you) courtney_rudd@pvus... Is owner

Type part of the staff/student's name/ID to provide a drop down of possible district accounts. Select the appropriate one or continue to refine your search by typing more characters of the person's name

Invite people:

courtne — Can edit ▾

"**Courtney** Crotwell" <40000154@pvusd.net>
"Tech **Courtney**" <tech_courtney@pvusd.net>
"**Courtney** Rudd" <courtney_rudd@pvusd.net>
"Shelby **Courtney**" <4600222@pvusd.net>
"**Courtney** Welles" <courtney_welles@pvusd.net>
"Madison **Courtney**" <469151@pvusd.net>

6. Finally, click the "**Save & share**" button

7. All of the recipients (except students) will now get a **message in their PVUSD email** indicating that the document has been shared with them.

8. For **students or anyone not clicking on the email shared notification link**, the document will also automatically **show up in their Google Docs** list of documents.
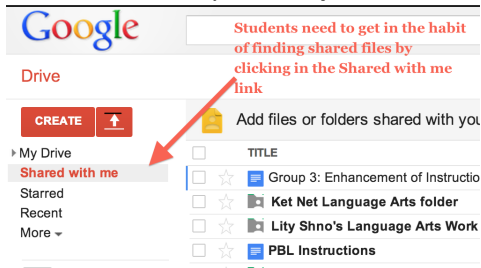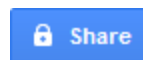

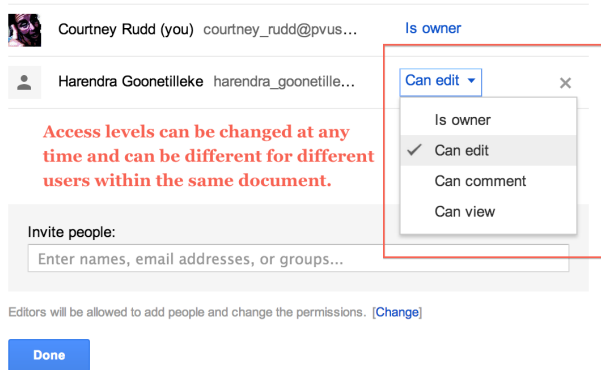You can always return to the "**Sharing settings**" window to **change or remove people**

1. Click the "Share" button again to return to the "**Sharing settings**" window.

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

---

How to share a document as a link

Instead of sharing a document with specific people, you can instead share the document with anyone who has the link to the document. This is useful when you are not sure of everyone in the target audience, or do not have an easy way to include them through an email group, such as students. In such a case you will need to be able to share a special link with these people.

1. With the document open, click the "**Share**" button in the top right corner
2. This will open the "**Sharing settings**" window.

Access levels can be changed at any time and can be different for different users within the same document.

3. At the top you will see "**Private - Only the people listed below can access**".
4. Click the "**Change...**" link next to that line.
5. A new window will open up where you can change the privacy settings.
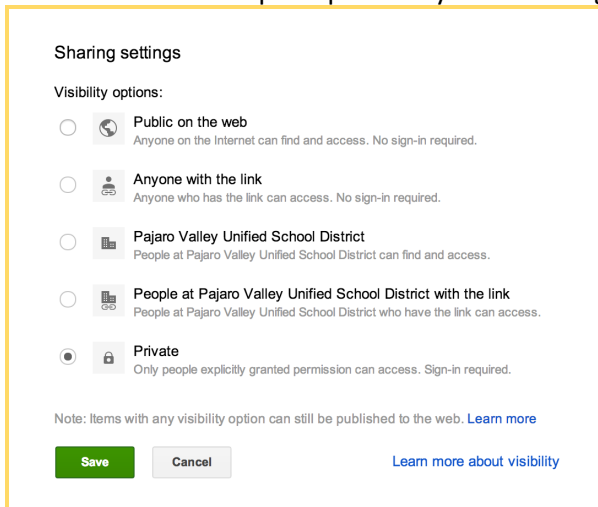
6. You can now pick one of five sharing settings:
   a. "**Public on the web**" - Anyone can find and view the document.
   b. "**Anyone with the link**" - You will get a web link for the document to share with others (through email or posting online). Anyone who has that link can click it and view your presentation.
   c. "**Pajaro Valley Unified School District**" - Anyone logged in with their PVUSD Google account can find and view the document.
   d. "**People at Pajaro Valley Unified School District with the link**" - Only people with the link who also are logged into their school Google account can view the document.
   e. "**Private**" - Only you can access the document or those that you have specifically shared it to through the share button settings.

7. Click "**Save**" when done.
8. You will now return to the "**Sharing settings**" window, but now you will have a link for the document that you can share with others.

Sharing settings

Link to share

https://docs.google.com/presentation/d/1oY_-rmMybQYDEEkzrjES-fdNU1KIbWNRtq

9. To copy the link, **click on the link** to select it, then **right-click (Ctrl-click on a Mac)** and choose "**Copy**".
10. If you need to **make any changes** to sharing, you can repeat the process above and choose different settings **at any time**.

Since the link for the document will be very long and confusing, you will need to consider how to share it with others. Options might include:

- **Email** the link to those who need it.
- Post the link on your **SchoolLoop page**, website, blog, forum, or other online source.
- Put the link inside **another document** and share that document (perhaps as a document with a whole list of links).
- Turn the link into a **QR Code**, and then include the QR Code in other media. (A good QR Code generator can be found at: http://qrcode.kaywa.com/)
- Use a **URL shortener** to make the link smaller such as: http://tinyurl.com/