

THE GUIDE TO GOOGLE DRIVE *Sharing*



 Share

By Kasey Bell

ShakeUpLearning.com

Google Drive Sharing

Collaborating via Google Drive applications is a very powerful tool for the classroom. With G Suite for Education, we have even more ways to share, collaborate, and protect our students and information.

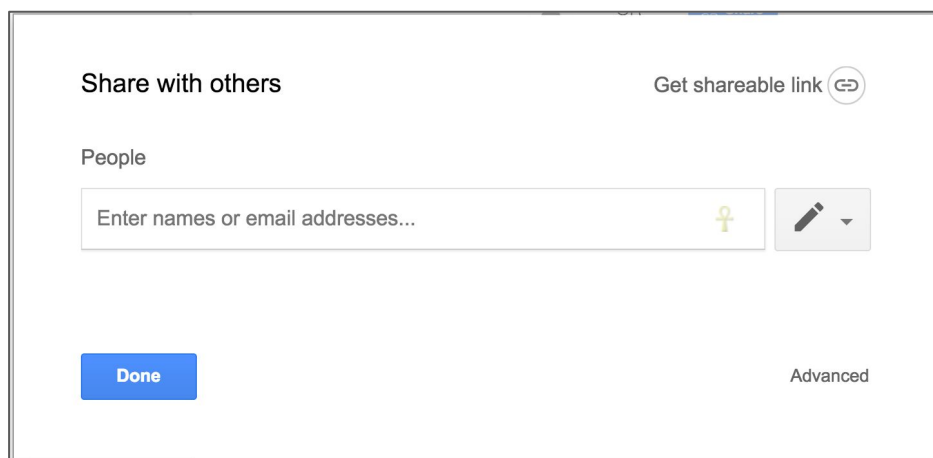
The blue share button is usually located in the top right of the Google application. You can also share from Google Drive. Look for the sharing icon.



But when it comes to understanding all the levels of sharing, things can get a bit confusing so I created this guide to help users better understand all of the sharing options inside Google Drive applications.

Sharing Basics

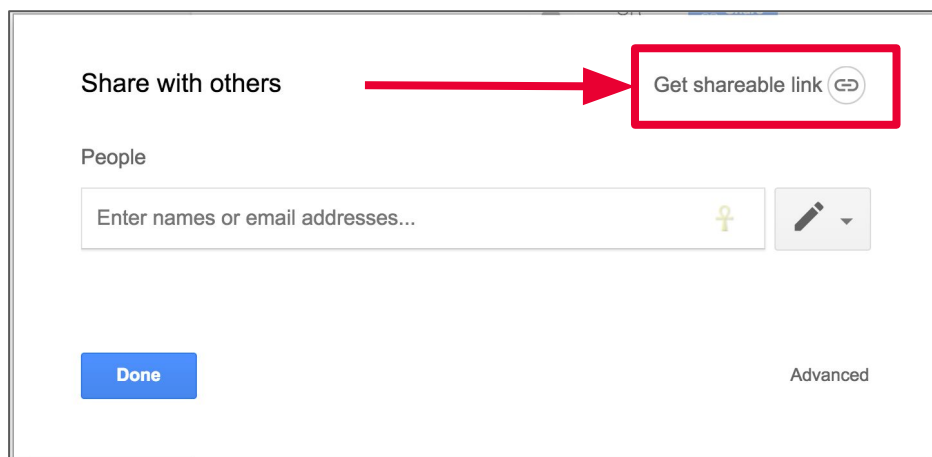
When you click on the share button, you will see a quick share pop-up like the one below. Here you can **invite specific people** or **get a shareable link**.



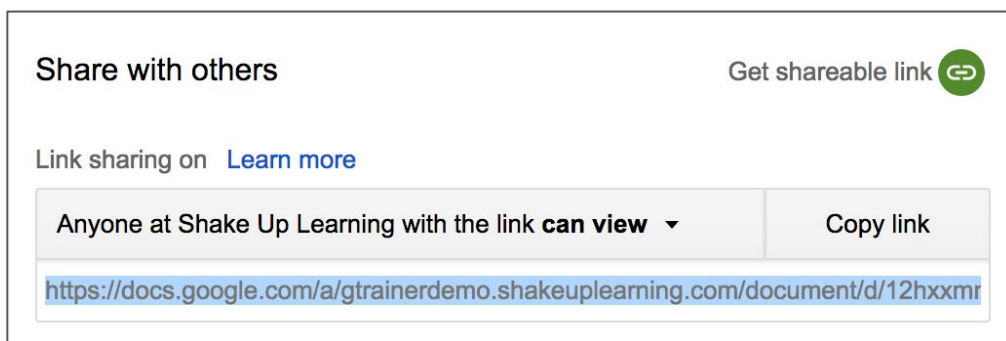
Get Shareable Link

One of the easiest ways to share is the “**Get shareable link.**” Depending on the settings of your G Suite for Education domain, the type of link it creates can vary, but most domains default to, “Anyone in your domain with the link can view.” (See page 7)

(Note: With a personal Google Account this link will default to, “Anyone with Link Can View.”)

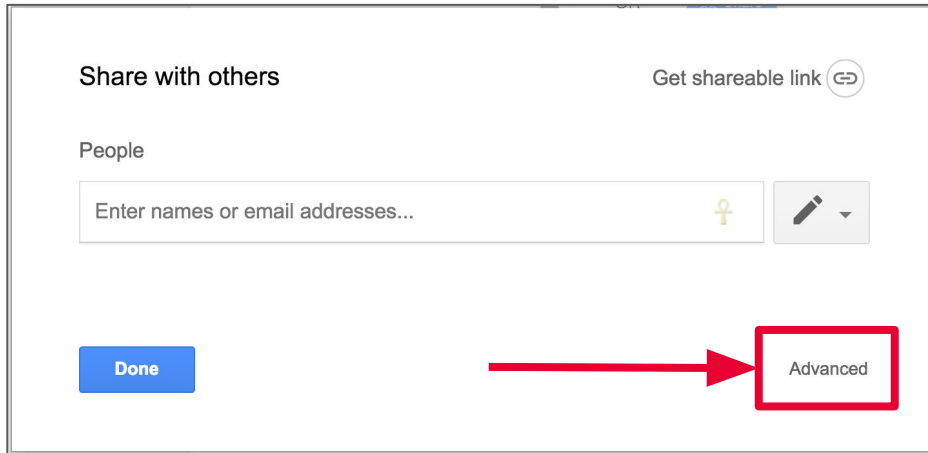


When you click on “Get shareable link,” the link is automatically copied to your clipboard so you can then easily paste it where you would like it go.

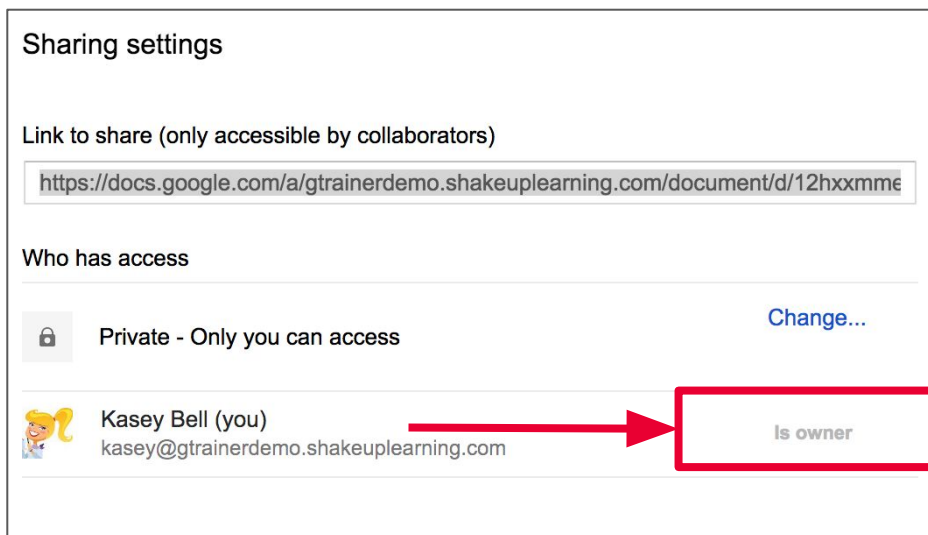


Advanced Sharing Options

1. To see the advanced sharing options, click on the share button.
2. Then select, "**Advanced**," in the bottom right.



3. Then click, "Change," to see the advanced sharing options.



VISIBILITY LEVELS

Link sharing



On - Public on the web

Anyone on the Internet can find and access. No sign-in required.



On - Anyone with the link

Anyone who has the link can access. No sign-in required.



On - Shake Up Learning

Anyone at Shake Up Learning can find and access.



On - Anyone at Shake Up Learning with the link

Anyone at Shake Up Learning who has the link can access.



Off - Specific people

Shared with specific people.

3 Steps to Google Drive Sharing

STEP 1: Choose **WHAT** to share.

- What file(s) or folder(s) do you want to share?
 - Share a single file
 - Share multiple files or folders

STEP 2: Choose **WHO** to share with.

- Who do you want to see or access your file or folder?



LEVEL 1: Private

This is the default. Nothing is shared until you decide to share it. This file or folder is like a locked door and only you, the owner, have the key.



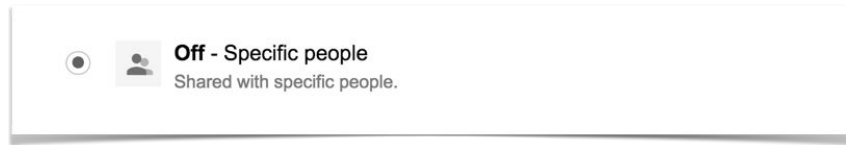
Private - Only you can access

When to Use: Use Level 1 for private files and folders that are just for you, like personal notes, documents with sensitive information, and files that you do not wish for anyone else to see or use.



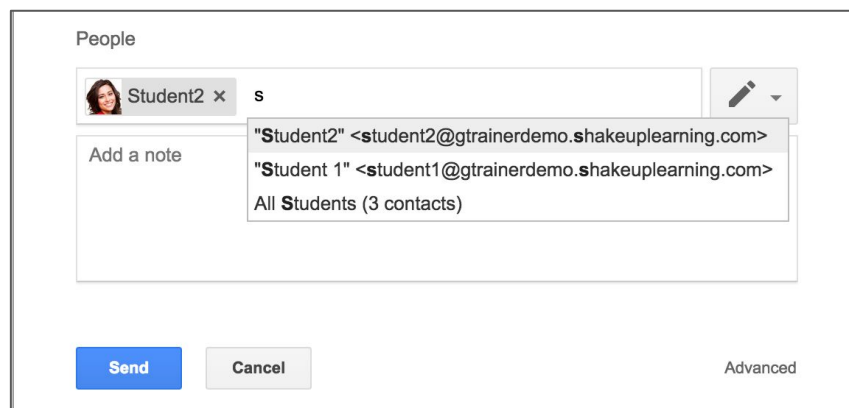
LEVEL 2: Invite Only

This file/folder is just for specific individuals you have invited, like giving them a key to a locked door.



- ✓ The invitees must have a Google account, and login to view.

Go to Share > Type the user's Name or Email address to share with specific users. Optionally, you can add a note to explain what you are sending. Then click **Send**.



When to use: Use Level 2 when you just want to share with a small group of students, colleagues, teams, departments, friends, or other collaborators.



LEVEL 3: Anyone with the Link in Your Domain (in your school/district)

This file or folder may be shared by giving a unique link (URL). This link is the key to granting access to your file or folder. (not searchable)



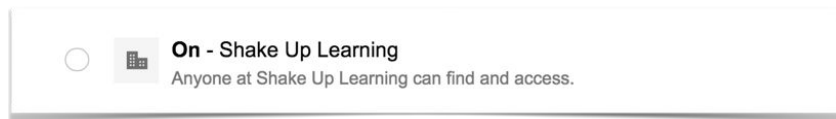
- ✓ Invitees must have a Google account in your school's domain and login to view and access the file or folder.

When to use: Use Level 3 when you are sharing internally within your school or district and want to make the file or folder available with just a link.



LEVEL 4: Anyone in Your Domain Can Find or Access

This file or folder can be searched for and accessed by anyone in your domain. (searchable within domain)



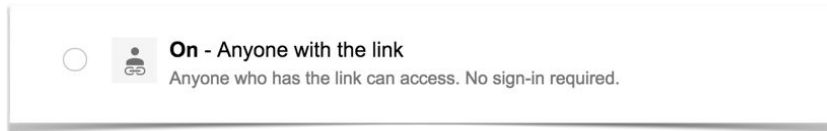
- ✓ Invitees must have a Google account in your school's domain and login to search and find the file or folder.

When to use: Use Level 4 when you are sharing internally within your school or district and want to make the file or folder searchable or share with a link.



LEVEL 5: Anyone with the Link

This file or folder may be shared by giving a unique link (URL). This link is the key to granting access to your file or folder. (not searchable)



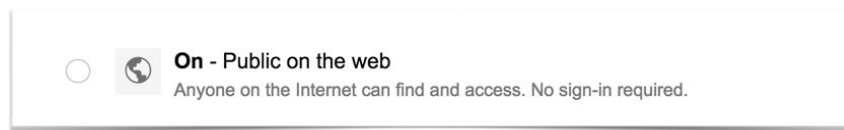
✓ No login required to view and access.

When to use: Use Level 5 when you are sharing externally, beyond your school or district, and want to make the file or folder available with just a link. This is a great way to share with classrooms outside your domain, parents, and the community.



LEVEL 6: Public on the Web

Share with anyone in the world! Anyone can find and access. (searchable)



✓ No login required to view and access.

When to use: Use Level 6 when you are sharing externally, beyond your school or district and want to make the file or folder searchable. This is a great way to share with classrooms outside your domain, parents, the community, and to help others find and contribute to your files.

STEP 3: Choose **WHAT THEY CAN DO** with your file/folder.

Once you have chosen who can see the file/folder, then decide WHAT you want them to be able to do.

- ✓ **View**
- ✓ **Comment**
- ✓ **Edit**



VIEWERS

The file or folder is read-only for viewers.

- ✓ Viewers **can** download or make a copy of the file. (Unless specifically restricted)
- ✓ Viewers **cannot** make changes to the file.
- ✓ Viewers **cannot** delete the file.



COMMENTERS

Commenters can view files or folders and comment on Google Docs, Sheets, Slides, and Drawings.

- ✓ Commenters **can** download or make a copy of the file. (Unless specifically restricted)
- ✓ Commenters **cannot** edit the content of the file, only comment.
- ✓ Commenters **cannot** delete the file.



EDITORS

Editors can edit Google Docs, Sheets, Slides and Drawings.

- ✓ Editors **can** invite other collaborators (Unless specifically restricted)
- ✓ Editors **can** download or make a copy of the file.
- ✓ Editors **can** add and remove items in a folder.

GOOGLE DRIVE SHARING RIGHTS

ACCESS RIGHTS	VIEWER	COMMENTER	EDITOR	OWNER
Can view files and folders	✓	✓	✓	✓
Can make a copy of files (unless disabled)	✓	✓	✓	✓
Can comment or make suggested edits to docs, sheets, slides, and drawings		✓	✓	✓
Can edit docs, sheets, slides and drawings			✓	✓
Can share files with other collaborators (unless disabled)			✓	✓
Can add or remove files in a folder			✓	✓
Can upload files to and delete files from a folder			✓	✓
Can transfer ownership of files and folders, restrict access, and set share expirations.				✓

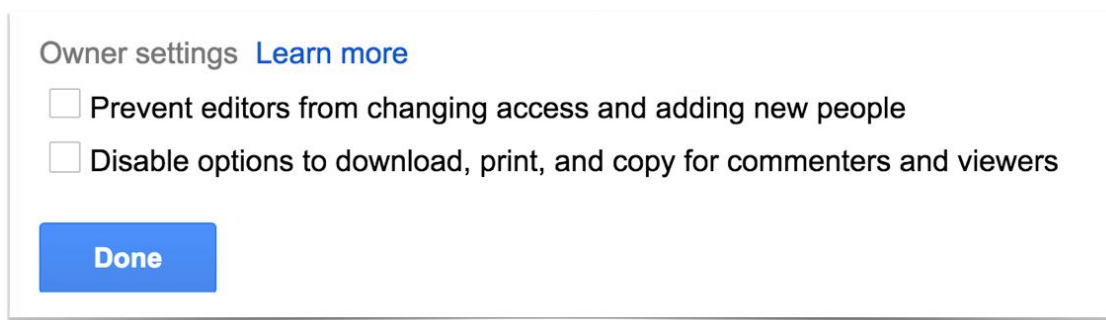
Restricting Rights and Changing Ownership

At the bottom of the advanced sharing window, use the check boxes to:

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

Note: This setting does not apply to folders or people with edit access.

(Save changes.)



Owner settings [Learn more](#)

☐ Prevent editors from changing access and adding new people

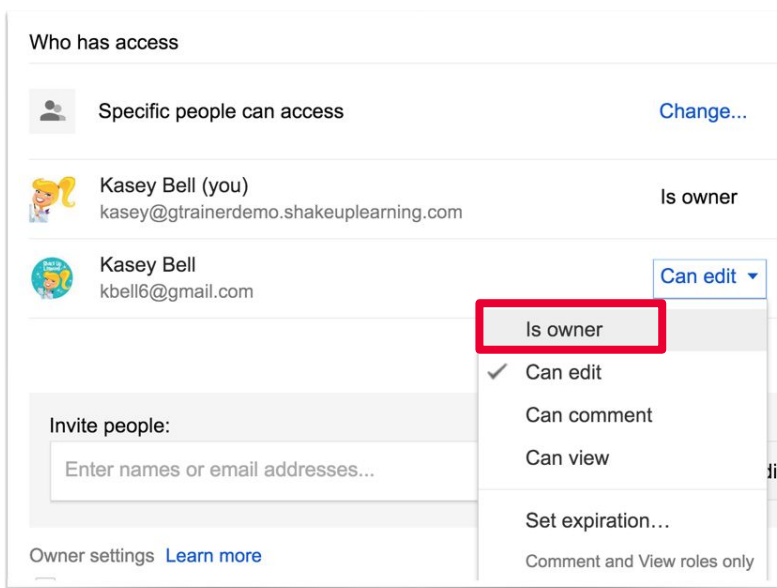
☐ Disable options to download, print, and copy for commenters and viewers

[Done](#)

Change the Owner of a File



To change the owner of a file or Folder:

1. Go to the advanced sharing window.
2. Next to the name of the person you want to make the owner, click the down arrow.
3. From the list, select Is owner.
4. Save changes.



Who has access

[Change...](#)

Specific people can access	
 Kasey Bell (you) kasey@trainerdemo.shakeuplearning.com	Is owner
 Kasey Bell kbell6@gmail.com	Can edit ▼

Invite people:
Enter names or email addresses...

Owner settings [Learn more](#)

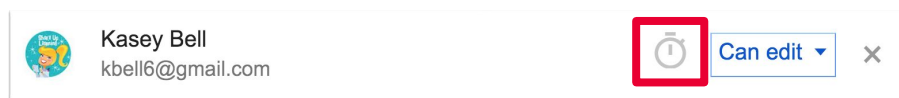
Is owner

- ✓ Can edit
- Can comment
- Can view
- Set expiration...
- Comment and View roles only

Set an Expiration Date on Access

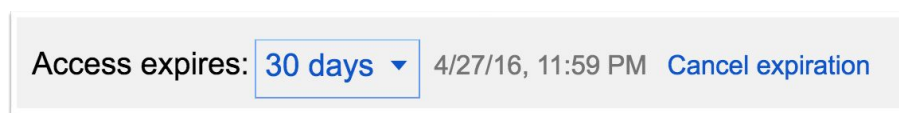
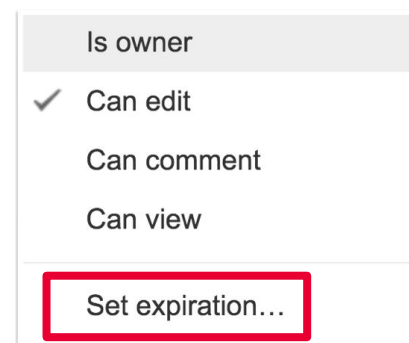
Note: This setting is only available through your G Suite for Education account.

- Expiration dates cannot be set for people with edit access.
- If you change someone's access to "Can edit," their access expiration will be removed.



To set an expiration date:

1. Go to the advanced sharing window,
2. Choose the drop-down next to the user you wish to set an expiration for, and select **Set expiration**.
3. Choose the how many days to grant access.
4. **Save changes**.



Limits on Sharing Docs, Sheets, Slides, Forms, & Drawings

- Only **50 people** can edit or comment on a document, spreadsheet, presentation, or drawing **at the same time**.
- Additional users will still be able to view the items, but they will not be able to edit.
- A single file, folder, or Google file can only be shared with **200 email addresses** including viewers, commenters, and editors (doesn't apply to public items).

Additional Resources

- [Google Cheat Sheets from Shake Up Learning](#)
- [Google Resources from Shake Up Learning](#)
- [Google Drive Support Page](#)
- [Google Drive Resources from Shake Up Learning](#)
- [All Things Google Pinterest Board](#)
- [Shake Up Learning](#)
- [The Google Teacher Tribe Podcast](#)

Connect with Shake Up Learning on Social Media



Subscribe to the Shake Up Learning email list!

Subscribe to Shake Up Learning to get the latest news, updates and digital learning resources for your classroom!