

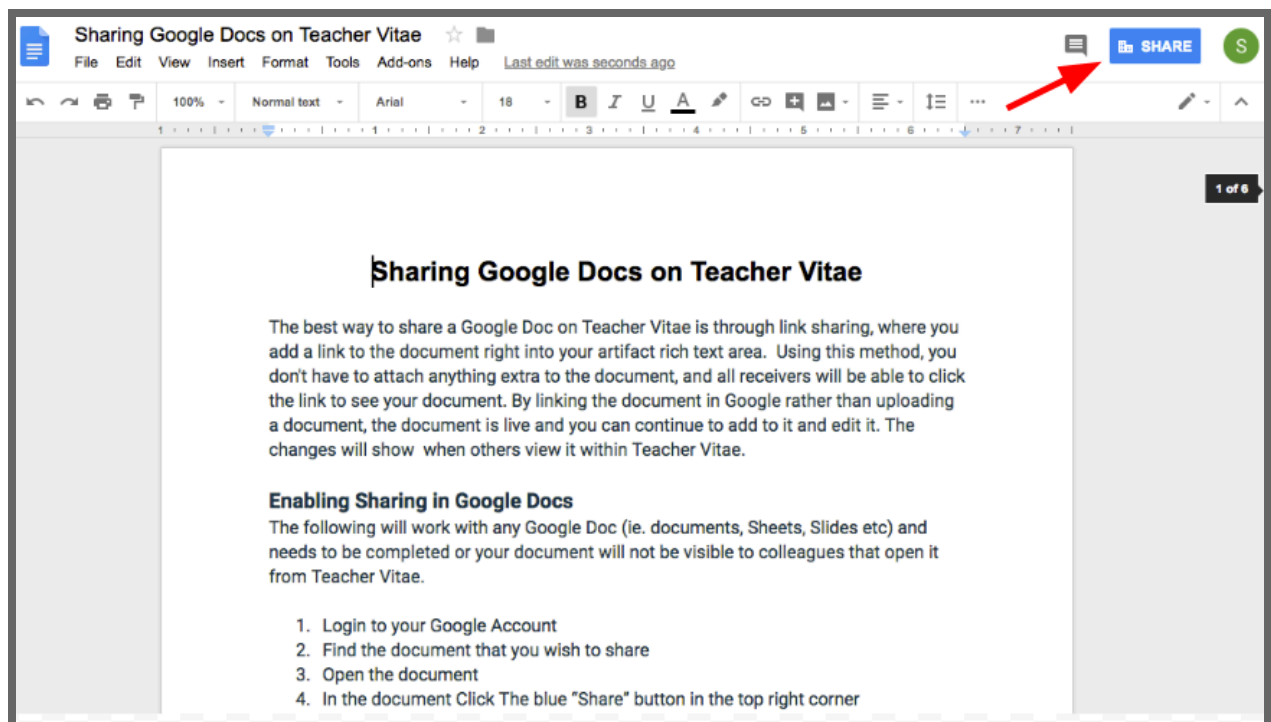
# Sharing Google Docs on EdFolio

The best way to share a Google Doc on EdFolio is through link sharing, where you add a link to the document right into your artifact rich text area. Using this method, you don't have to attach anything extra to the document, and all receivers will be able to click the link to see your document. By linking the document in Google rather than uploading a document, the document is live and you can continue to add to it and edit it. The changes will show when others view it within Teacher Vitae.

## Enabling Sharing in Google Docs

The following will work with any Google Doc (ie. documents, Sheets, Slides etc) and needs to be completed or your document will not be visible to colleagues that open it from Teacher Vitae.

1. Login to your Google Account
2. Find the document that you wish to share
3. Open the document
4. In the document Click The blue "Share" button in the top right corner



5. Click Advanced

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone at Silverback Learning Soluti... can find and vi... [Copy link](https://docs.google.com/document/d/1ACxMEGAzVPkGAghHmL0duYI7GeJdQYt9t/)  
<https://docs.google.com/document/d/1ACxMEGAzVPkGAghHmL0duYI7GeJdQYt9t/>

## People

Enter names or email addresses... 

Done

Advanced

6. Click “Change” to change Who has access.

## Sharing settings

### Link to share

ment/d/1ACxMEGAzVPkGAgpHmL0duYI7GeJdQYt9Hb031OtwF6k/edit?usp=sharing

### Who has access

|                                                                                   |                                                                                                   |                                                                                                             |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
|  | <b>Silverback Learning Solutions</b><br>Anyone at Silverback Learning Solutions can find and view |  <a href="#">Change...</a> |
|  | <b>Scott Williams (you)</b><br>swilliams@silverbacklearning.com                                   | 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

Done

- There are several choices here. However, if you plan on Sharing this document with anyone outside your Organization, **On - Anyone with the link** is the best choice. With this option the link must be used to access the document and cannot be found by searching the internet.
- Click Save

## 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 - Silverback Learning Solutions**  
Anyone at Silverback Learning Solutions can find and access.

☐  **On - Anyone at Silverback Learning Solutions with the link**  
Anyone at Silverback Learning Solutions who has the link can access.

☐  **Off - Specific people**  
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#) ▼

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

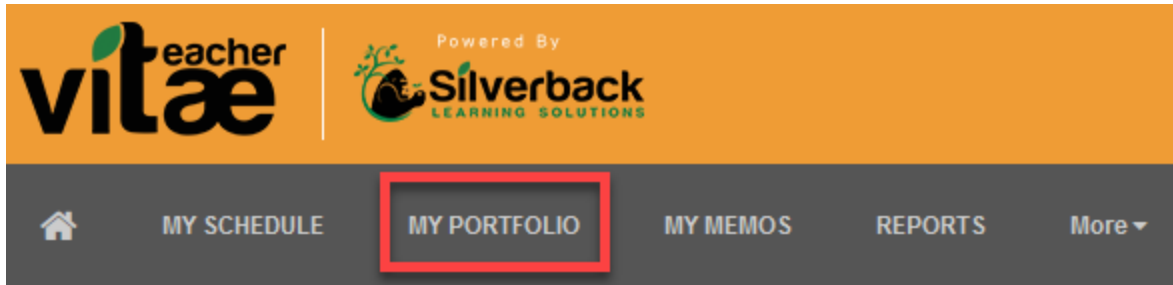


[Learn more about link sharing](#)

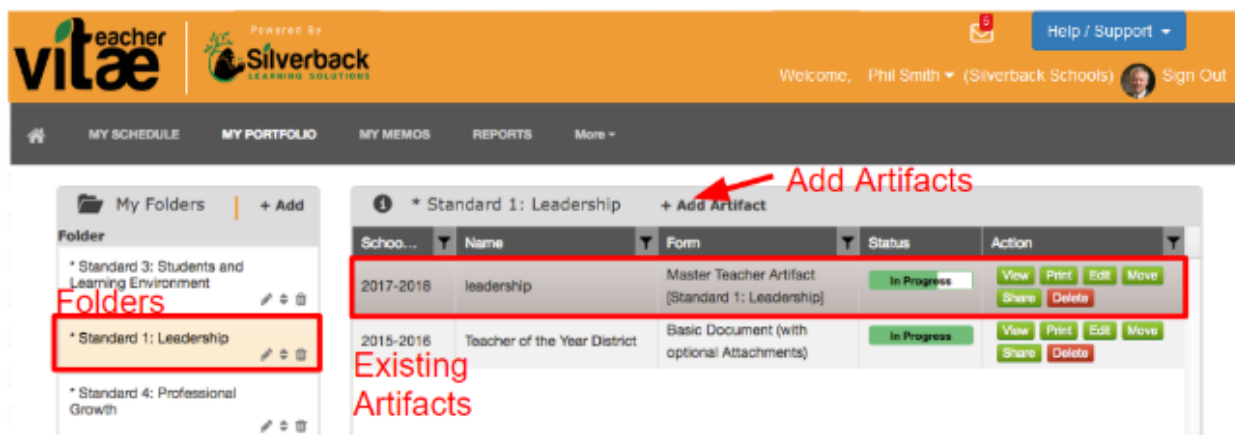
9. Now your document is ready to Share in Teacher Vitae.

## Sharing a Google Doc in Teacher Vitae

1. Login to Teacher Vitae
2. Click on "My Portfolio"



- Choose the Folder that contains the Artifact that you wish to add the Shared Document to or choose the Folder and Add a new Artifact by clicking “+Add Artifact”.



- If you choose to Add an Artifact you will be presented with a list of pre-built templates when you hover over “+Add Artifact”. Choose the template that works best for your situation.

**Note:** From this dropdown you can choose a premade template or preview a template. Previewing is helpful in choosing the best template for your situation. For more information on “Preview” see our support guide [Preview Mode](#). We suggest that you take a look at the link above so that you learn the gotchas of Preview Mode.

Folder View
Tag View

\* Domain 1: Planning & Preparation
Add Artifact
Close

\* Domain 4: Professional Resp
Student Assessments (Optional
Resume
General
Assessment Results
My Observations and Evaluatio
Trash

### Add Artifact

| Name                                         | Action            |
|----------------------------------------------|-------------------|
| Attachment                                   | Preview<br>Select |
| Basic Document (with optional Attachments)   | Preview<br>Select |
| Master Educator Artifact [2017 Version]      | Preview<br>Select |
| Master Educator Premium Portfolio Submission | Preview<br>Select |
| _TX CC Unit Lesson Plan Template             | Preview<br>Select |
| _TX T-TESS Post-Conference Plan              | Preview<br>Select |
| _TX T-TESS Pre-Conference Planning           | Preview           |

Status
Action

In Progress
Edit View More

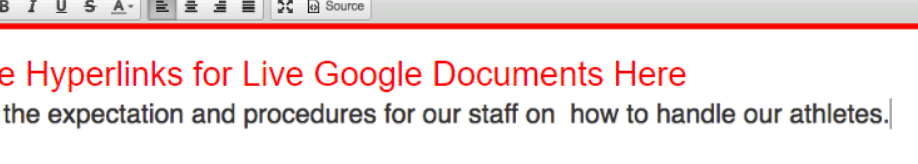
In Progress
Edit View Delete More

In Progress
Edit View More

1 - 3 of 3 items

- In the Artifact rather than Attaching a file using the “Attachments:”/”Select files” section of the Artifact you can type a narrative in the “Text” section of the Artifact. Below the narrative is “Created the expectation and procedures for our staff on how to handle our athletes”

**Artifact Narrative and Attachment:**



Create Hyperlinks for Live Google Documents Here

Created the expectation and procedures for our staff on how to handle our athletes.

This is for Attaching Documents(ie. PDF's Word, etc). Not for Sharing Live Google Documents.

6. The narrative is where you create a hyperlink that links to the Google Document that you are wanting to share in the Artifact.
7. To create a hyperlink: Highlight the desired text. In this example the hyperlink will be “procedures”.
8. Click the Link button

leadership  
For: Tricia Smith (2017-2018 - Not Scheduled) ▼

1.6: Provides leadership with evaluations of school improvements initiatives and projects

**Artifact Narrative and Attachment:**  
Please provide a narrative stating how the artifact meets the standard and characteristic(s) selected above. Then select files to add as attachments (optional). The narrative should include an overview of the development and implementation of the artifact's activities, the intended outcome(s), the actual outcome(s) and the professional lesson learned. (A two-page limit is suggested for the narrative.)

Created the expectation and **procedures** for our staff on how to handle our athletes.

9. In the window that opens in the “Link Info” tab Leave the Link Type as URL and in the URL field paste the URL of the document you wish to Share.
10. Click OK

**Link** [X]

Link Info Target Advanced

Link Type  
URL

Protocol URL  
http://

Cancel OK



11. Now that you have Shared the Google Document in the Artifact you can now Tag the Artifact and Share the Artifact with Colleagues. For more information see our support guide "[Tagging and Sharing Artifacts](#)".

12.