Sharing Google Drive Files and Folders

You may want to share assignment directions, rubrics, or samples using Google Drive. This page describes how to share files and/or folders with students by either sharing a link or sharing the file itself with specific individuals. Sharing via link is generally more efficient if you are sharing a file or folder with the entire class: simply follow these directions to insert a web link as Content in your D2L course page. You may also want to share a file or folder with a small group of students for peer review or with an individual student for feedback.
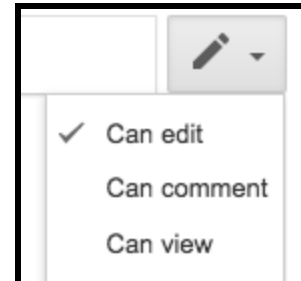
In this document:

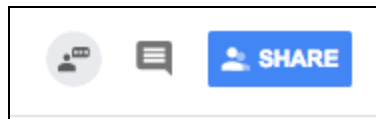## Sharing a file with specific individuals:

From Google Drive folder view

1. Right-click on your file and select "Share", or click the Share icon

2. Enter the email intended address and select the appropriate sharing option from the drop-down menu.

3. Click the blue "Send" button. You can choose whether or not to include a message
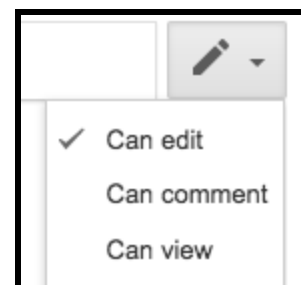

If you are actively using the document

1. Click the "Share" button in the top right corner

2. Enter the email intended address and make sure you have selected the appropriate sharing option from the drop-down menu.

3. Click the blue "Send" button. You can choose whether or not to include a message

Sharing a folder with specific individuals:

1. Right-click on your folder and select "Share", or click the Share icon

2. Enter the email intended address and make sure you have selected "Can organize, add, & edit" from the drop-down menu.

3. When you are ready, click the blue "Send" button. You can choose whether or not to include a message.
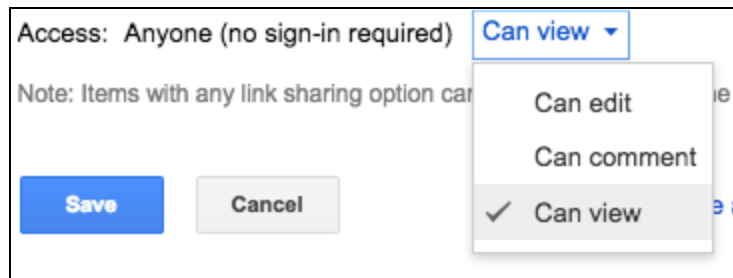
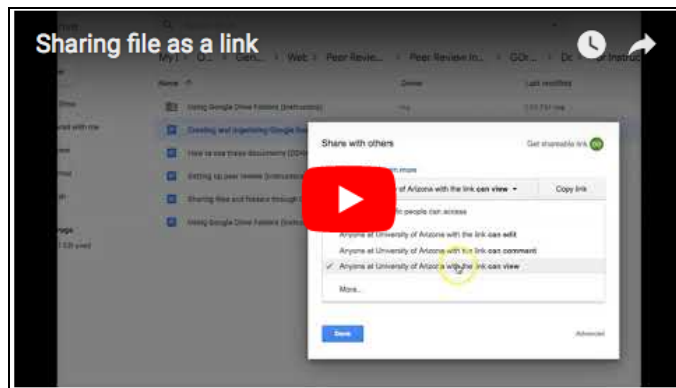4. Now your shared!
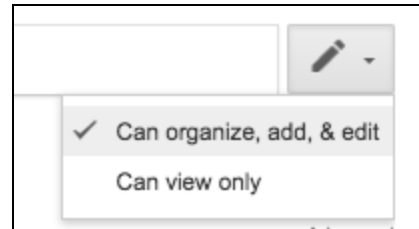
Sharing a file via web link:

1. Right-click on your file or folder and select "Get shareable link", or click the Share icon

2. Determine how you'd like to share the link by clicking "Sharing Settings". These are the potential settings recommended by OIA:

   a. On - Anyone with the link: Anyone who has the link can use your file, without signing in to their Google Account.

   b. On - Anyone at the University of Arizona with the link: Anyone signed in with their UA NetID can use the link to your file.

   c. Off - Specific people: Only people you share the file with will be able to use it.

3. Determine what kind of access you would like to give those with the link. Click on the drop-down menu and choose:

a. Can edit: Can make changes, accept or reject suggestions, and share the file with others.

b. Can comment: Anyone with the link can view, but can't change or share the file with others.

c. Can view: Anyone with the link can view, but can't change or share the file with others.

4. Share the link with students via D2L or email

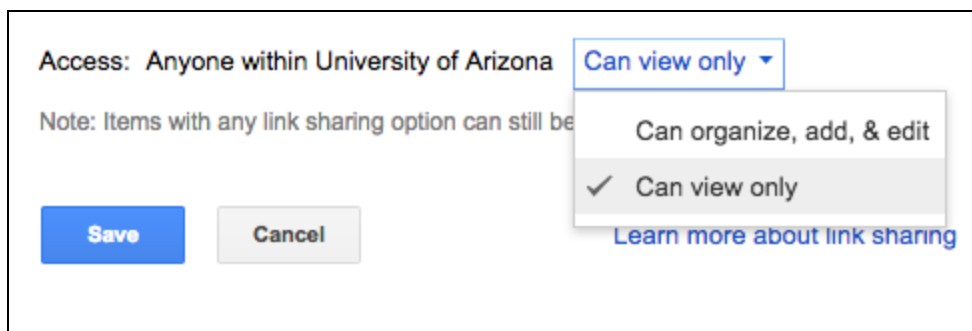To see a screencast video showing these steps, click the image below:

Return to top

Sharing a folder via web link:

1. Right-click on your file or folder and select "Get shareable link", or click the Share icon

2. Determine how you'd like to share the link by clicking "Sharing Settings". These are the potential settings recommended by OIA:

a. On - Anyone with the link: Anyone who has the link can use your file, without signing in to their Google Account.

b. On - Anyone at the University of Arizona with the link: Anyone signed in with their UA NetID can use the link to your file.

c. Off - Specific people: Only people you share the file with will be able to use it.

3. Determine what kind of access you would like to give those with the link. Click on the drop-down menu and choose:

a. Can view only: People can view, but can't change or share the file with others.

b. Can Organize, Add, or Edit: People can make changes, accept or reject suggestions, and share the file with others.

Note: If students are going to add files to a folder, they need to be able to "organize, add, and edit". Within the folder, you can change the sharing settings of individual files.