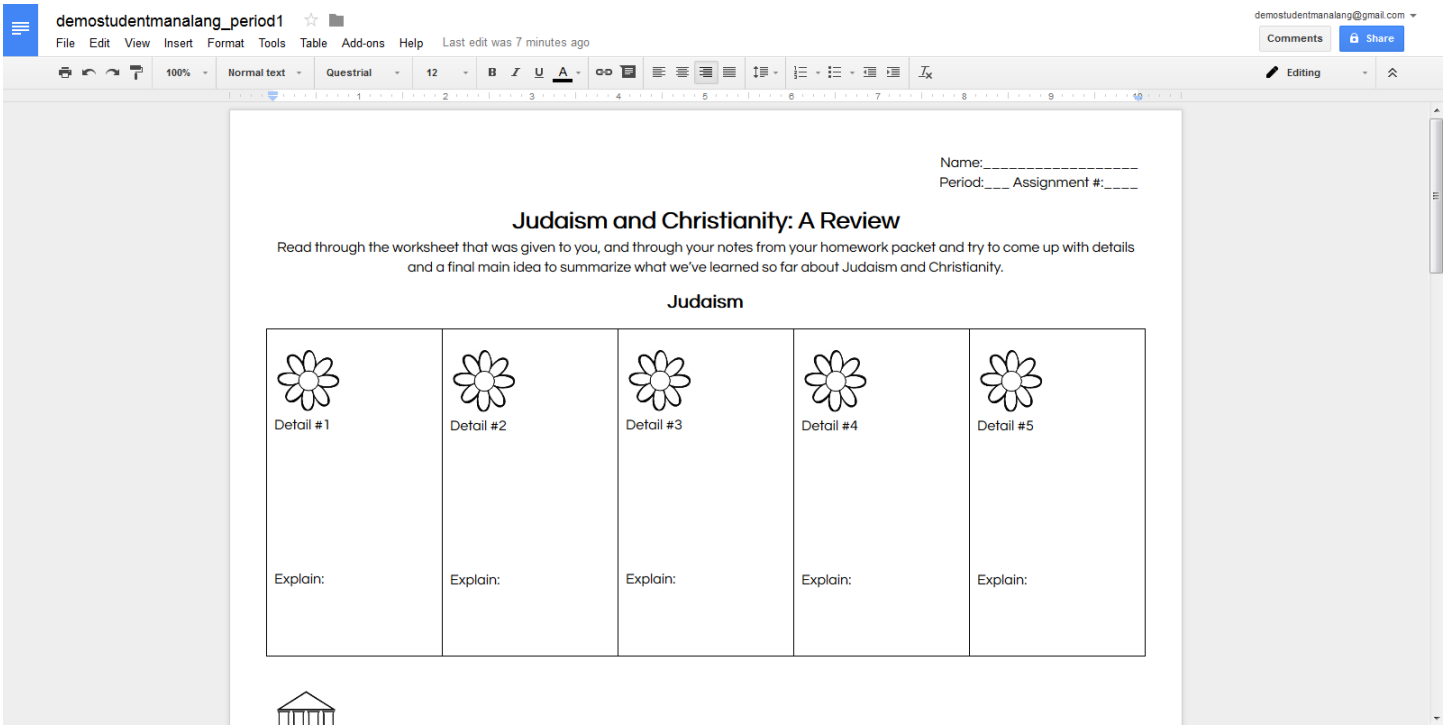


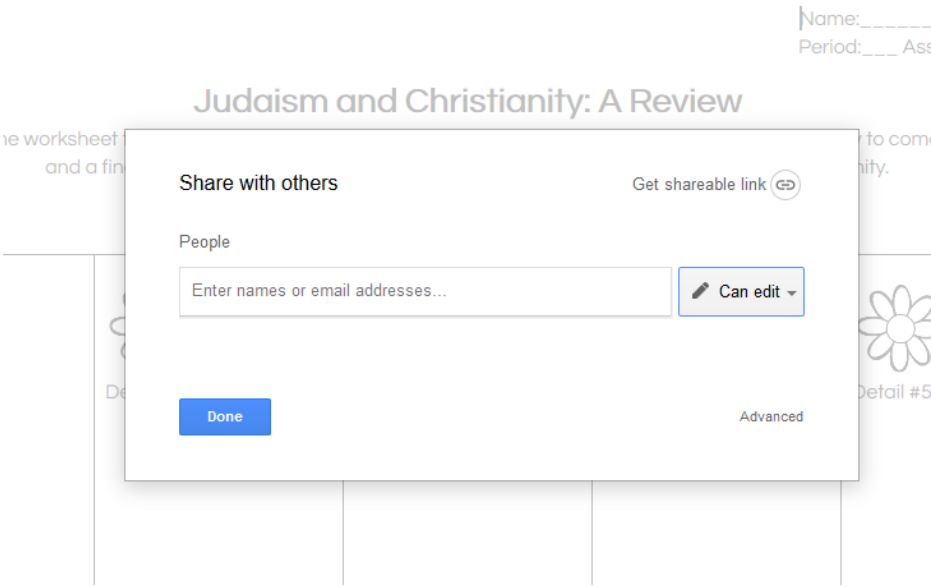
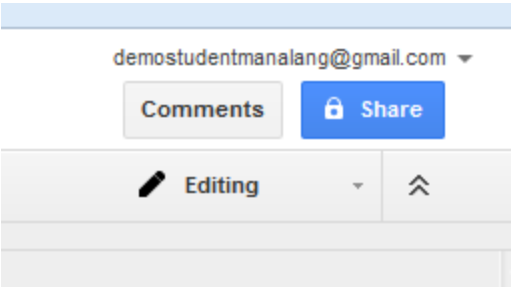
How to Share your Assignment with Your Teacher

In order for your teacher to grade your assignment, you need to **Share** it with them so they can grade it.



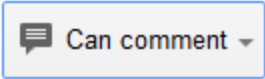
This is an example of a document you might want to share back to your teacher for grading. In the **upper right hand corner** of the window, click on the **blue share button**.

When you click on the **blue share button** you should get an option that looks like the picture below



Please ask your teacher for directions on which option they would like you to select in the “Can edit” section.

There are three options to choose from, but they will most likely ask you to select “Can comment”



DIFFERENT TEACHERS MAY ASK YOU TO DO A DIFFERENT THING, SO ASK BEFORE SENDING!

The image shows a 'Share with others' dialog box from Google Docs. At the top left is the title 'Share with others'. At the top right is a link 'Get shareable link' with a circular icon containing a document and a link. Below the title is the section 'People'. Inside this section, there is a row containing a grey button with a person icon, the text 'Nicole Manalang', a small 'x' icon, and a text input field with the placeholder 'Add more people...'. To the right of this row is a grey button with a speech bubble icon and the text 'Can comment' followed by a downward arrow. Below these elements is a large text area with the placeholder 'Add a note'. At the bottom left are two buttons: a blue 'Send' button and a grey 'Cancel' button. At the bottom right is the text 'Advanced'.

In the **Enter names or email addresses** section of the **Share with Others** window, type your teacher's email address. It will pop up the color grey if you did it correctly.

Add a note if you want to give them a quick message.

Click the blue send button when you're ready to send them the document.

Follow teacher directions for further instructions on what to do with your assignment. They may ask you to review the document after they grade it.