

Turning in the weblink of a Google Doc
in on Canvas

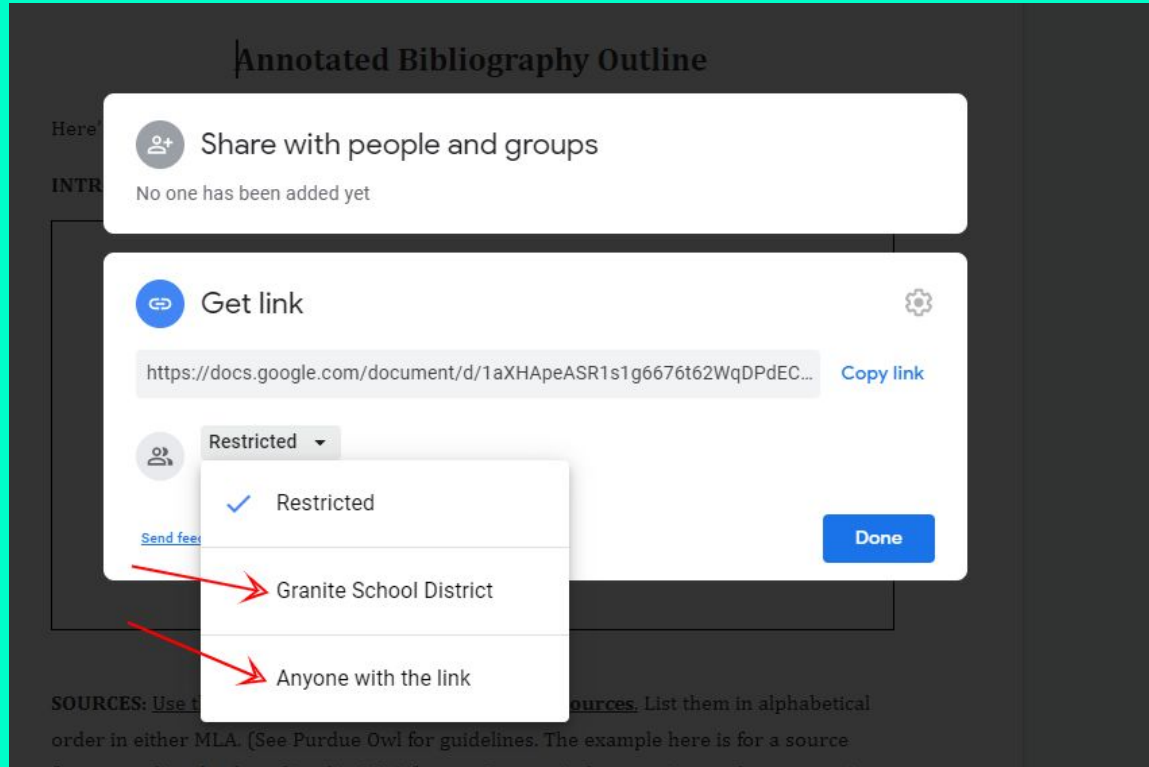
NECESSARY
SHARE BUTTON
SETTINGS

Step 1: After you have clicked on the **Share button** in the upper left corner of your document, you now need to change who can access your link. Click on **"change"** where the red arrow is pointing to.

The screenshot displays the Google Docs sharing interface. At the top, there is a header "Share with people and groups" with a gear icon on the right. Below this is a search bar labeled "Add people and groups". A list of users is shown, with "Rachel Butterfield (you)" having the email "rmbutterfield@granitesd.org" and the role "Owner". A blue "Done" button is located at the bottom right of this section. Below the user list is a link "Send feedback to Google".

The second section is titled "Get link" and features a link icon. It shows the current link status as "Restricted Only people added can open with this link" and a blue "Copy link" button. A red arrow points to the text "Change link to Granite School District" below the status.

Step 2: If you leave it on **Restricted** no one will be able to see the document when they click on the link. So, you need to change it to **Granite School District** (meaning that students would have to log in with their graniteds in order to view your document) or to **Anyone with the link** (which means that anyone who has the link can open it).



Step 3: Then where it says **Viewer**, you need to change it to **Commenter** or **Editor** so that comments and suggestions can be made on your document. If you don't we'll only be able to read it but you won't get any feedback.

The screenshot shows the sharing settings for a Google Document titled "Annotated Bibliography Outline". The document is currently set to "Viewer" permissions. A dropdown menu is open, showing the options "Viewer", "Commenter", and "Editor". Red arrows point to the "Commenter" and "Editor" options, indicating the recommended changes. The sharing settings panel includes a "Share with people and groups" section (no one added), a "Get link" section with a copyable URL and a "Copy link" button, and a "Anyone with the link" section set to "Anyone on the internet with this link can view". A "Send feedback to Google" link is also visible.

Here

INTR

Annotated Bibliography Outline

Share with people and groups

No one has been added yet

Get link

<https://docs.google.com/document/d/1aXHapeASR1s1g6676t62WqDPdEC...> [Copy link](#)

Anyone with the link ▼

Anyone on the internet with this link can view

[Send feedback to Google](#)

Viewer ▼

- Viewer
- Commenter
- Editor

SOURCES: Use the following format for each of your 8 sources. List them in alphabetical order in either MLA. (See Purdue Owl for guidelines. The example here is for a source

Step 4: Then click on the **Copy link**. You will turn in the link it copies to Canvas.

The image shows a Google Docs sharing dialog for a document titled "Annotated Bibliography Outline". The dialog is divided into two main sections. The top section, "Share with people and groups", includes a search bar for adding people and groups, a list of current sharers, and a "Done" button. The bottom section, "Get link", shows the current sharing permissions as "Anyone on the internet with this link can view" and a "Change" link. A "Copy link" button is highlighted with a red arrow pointing to it from the right. The background of the document is dark grey and partially visible, showing text like "Here", "INTR", and "SOURCES: Use the following format for each of your 8 sources. List them in alphabetical".

Annotated Bibliography Outline

Share with people and groups

Add people and groups

Rachel Butterfield (you)
rmbutterfield@granitesd.org *Owner*

[Send feedback to Google](#) **Done**

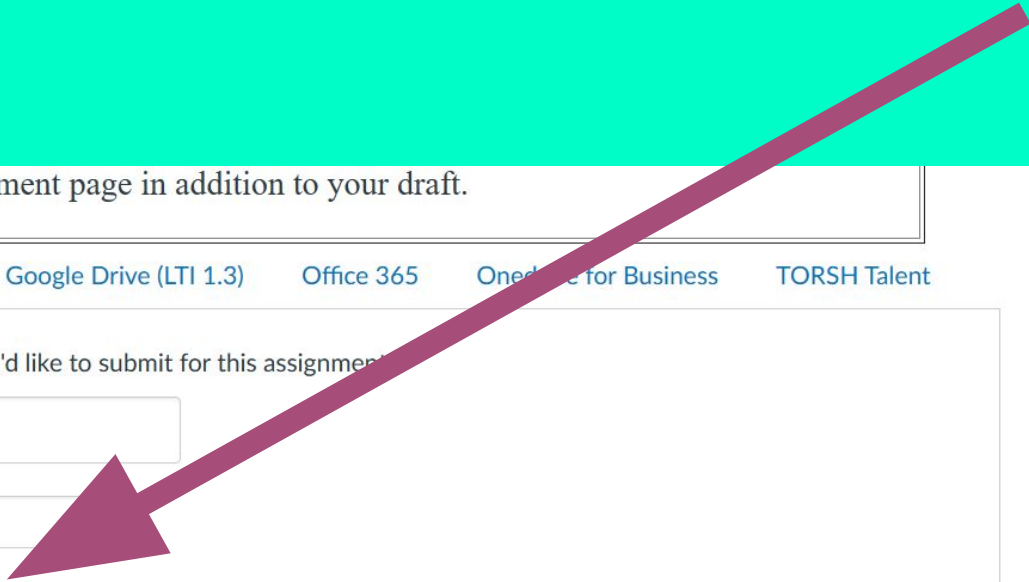
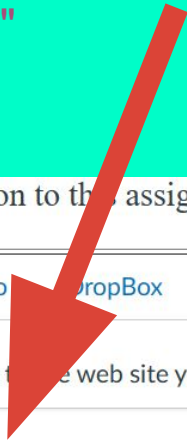
Get link

Anyone on the internet with this link can view
[Change](#) [Copy link](#)

SOURCES: Use the following format for each of your 8 sources. List them in alphabetical

SUBMITTING
YOUR
WEB LINK TO CANVAS

Step 5: On the Canvas assignment page, copy and paste the link from your share button to the **"Enter Web URL"** box at the bottom of the page; then click **"Submit Assignment."**



confirmation to this assignment page in addition to your draft.

Website URL [Studio](#) [DropBox](#) [Google Drive \(LTI 1.3\)](#) [Office 365](#) [OneDrive for Business](#) [TORSH Talent](#)

Copy and paste the link to the web site you'd like to submit for this assignment

Website URL:

Comments...

Cancel

Submit Assignment