

# BIS Help Guides

## **Sharing a Google Doc so your teacher can comment on it**

How to share a Google Doc so your teacher can view and comment on it

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## Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/bis-school.com/document/d/1TnX9ZJqoobBBTildvRp4l3TrC>

Who has access



Private - Only you can access

[Change...](#)



[redacted] (you) s [redacted]@bis-sc...

Is owner

Invite people:

"[redacted]" <[redacted]@bis-school.com>,

[Can comment](#) ▾

☐ Notify people via email - [Add message](#)

OK

Cancel

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

## Step 1 — Logging into Google Drive

Google

One account. All of Google.

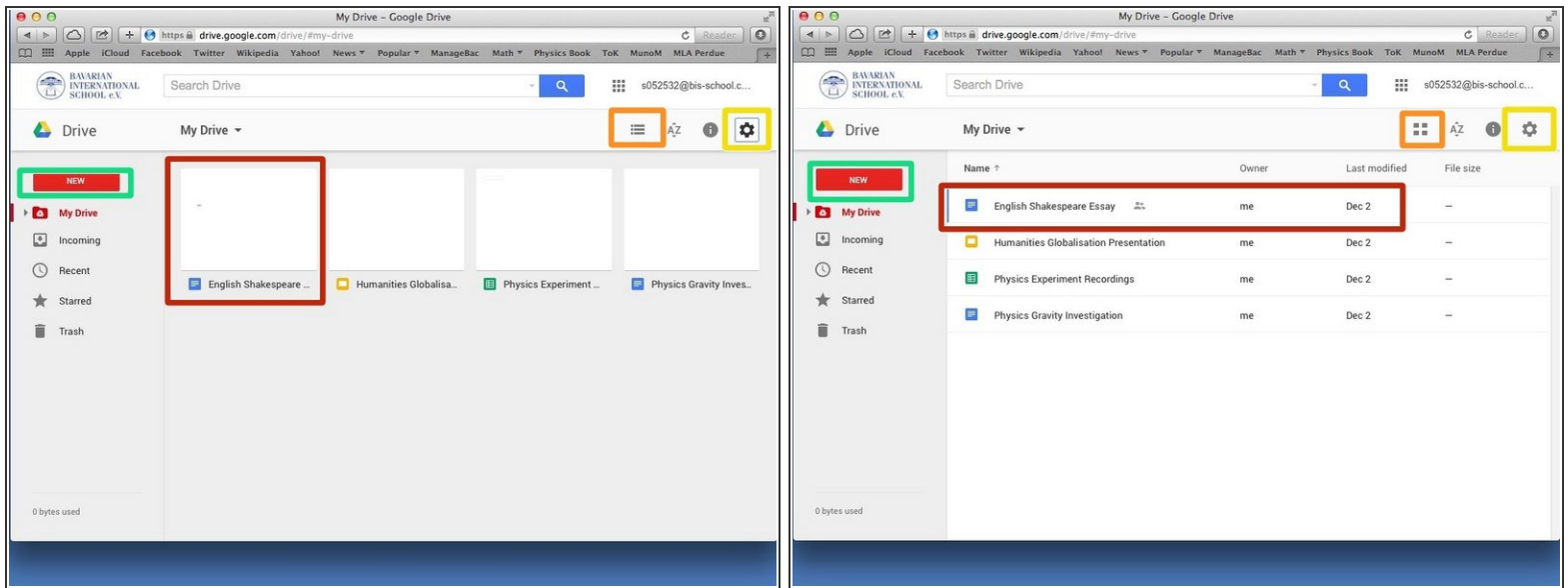
Sign in to continue to Google Drive



The image shows the Google sign-in interface. At the top is the Google logo. Below it is the text "One account. All of Google." and "Sign in to continue to Google Drive". The sign-in form consists of a profile picture placeholder, an email field containing "s0xxxxx@bis-school.com", a password field with masked characters, and a blue "Sign in" button. A red rectangular box highlights the email and password fields, and a green rectangular box highlights the "Sign in" button. Below the button are the links "Stay signed in" and "Need help?". At the bottom is the link "Create an account".

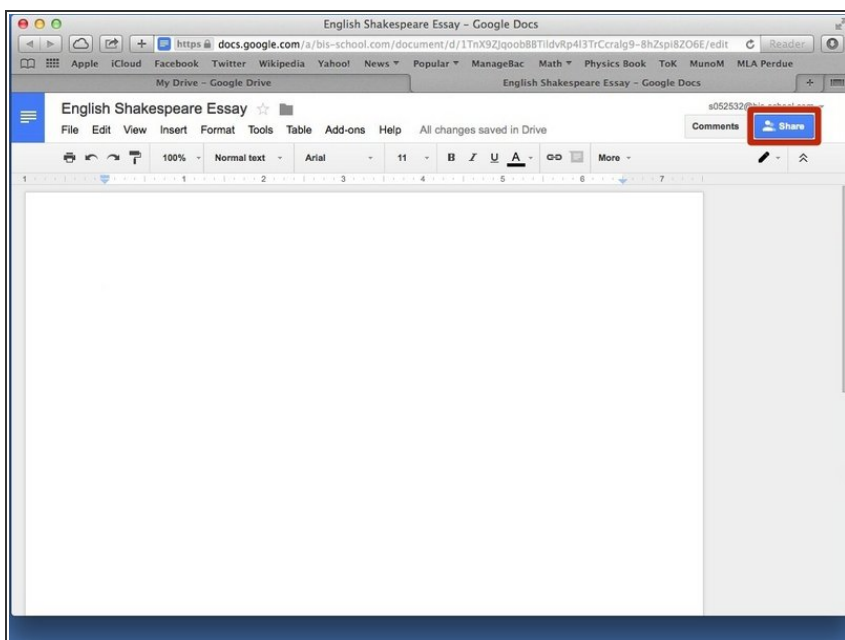
- "Go to <https://drive.google.com>"
- Insert your Google login details
- ⚠ **You must use your school google account** This uses your s-number e-mail address.
- Click 'Sign-In'

## Step 2 — Accessing your document



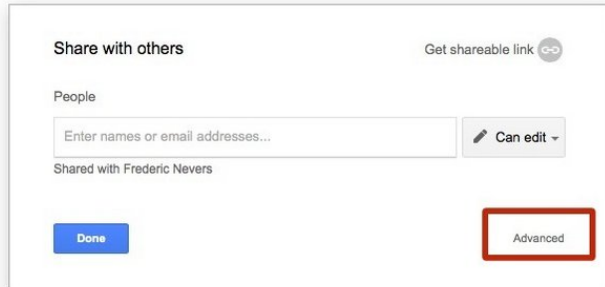
- Once logged in your screen should look somewhat like this
- If you are still in the 'old' Google Drive click on the cogwheel and select to use the new Google Drive
- You can toggle between list and grid view by pressing the list or grid icon
- If you do not yet have a document make a new one by selecting 'New'
- Otherwise open the document you want to share by double clicking on it

## Step 3 — Opening the share settings



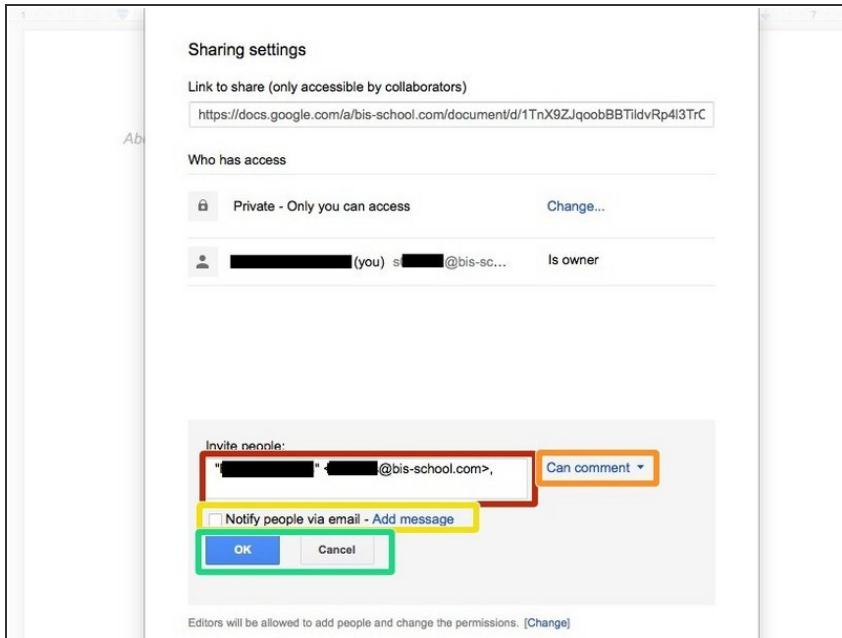
- In your document click on the blue 'Share' button in the top right corner
- ❗ This works for all Google Docs- documents, spreadsheets, presentations, etc..., and not just for a document as shown here

## Step 4 — Accessing the 'Advanced' share settings



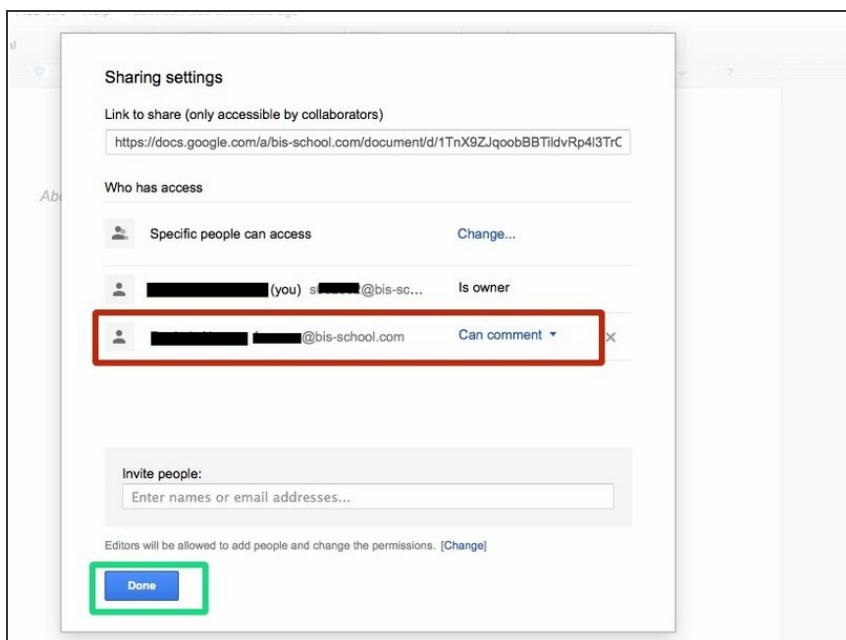
- A box should pop-up on your screen asking you to enter names or email addresses. Please click the 'Advanced' button at the bottom right corner to go to the advanced settings.
- ⓘ While you can share the document from this screen it is important to see how to use the Advanced share as it gives you more control over your document!

## Step 5 — Sharing your document!



- You will see a larger pop-up on your screen titled 'Sharing setting'. Under 'Invite people:' enter your teacher's name or e-mail
- ① Make sure to be using your school google account (S-Number address) and your teacher's school e-mail. Google should auto-complete the search for your teacher.
- Untick the box to 'Notify people via email', unless of course your teacher has asked for to be notified via e-mail.
- To the right of the selected e-mail address(es) click on the blue text with the arrow and select 'Can comment'
- Once completed click on 'OK'

## Step 6 — Confirm the sharing settings



- You should now see the name and e-mail of the teacher with whom the document is shared with below your own details
- If everything is correct press 'Done' to return to your document