BIS Help Guides

Sharing a Google Doc with a group of peers for collaboration

How to share a Google Doc with multiple peers so that they can edit it and you can work together on the document!

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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...

👤   ███████████ (you) s███████@bis-sc...   Is owner

Invite people:

" ███████ " <s██████@bis-school.com>,
" ███████ " <s█████@bis-
school.com>

Can edit ▾

☐ Notify people via email - Add message

OK   Cancel

Editors will be allowed to add people and change the permissions. [Change]

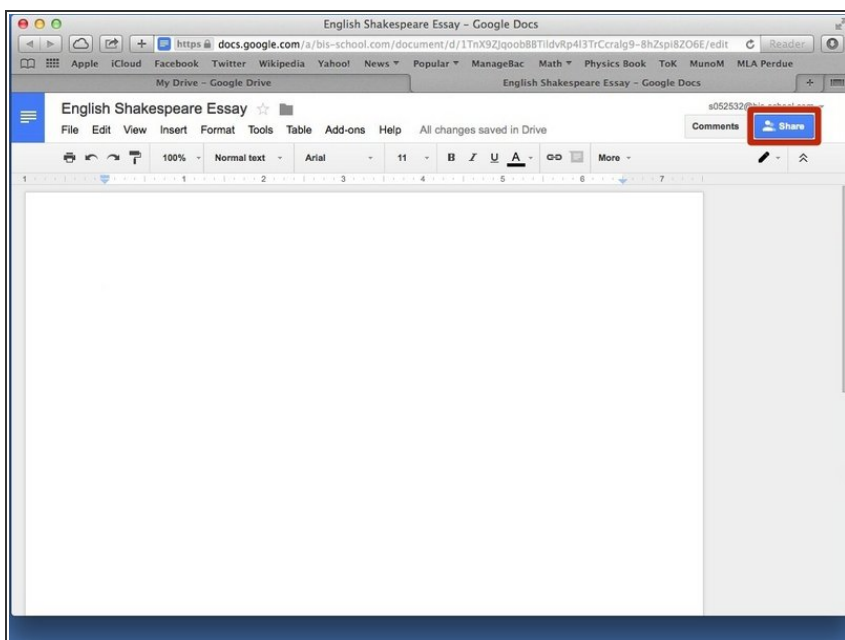## Step 1 — Logging into Google Drive

- '''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'

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Step 2 — Accessing your document
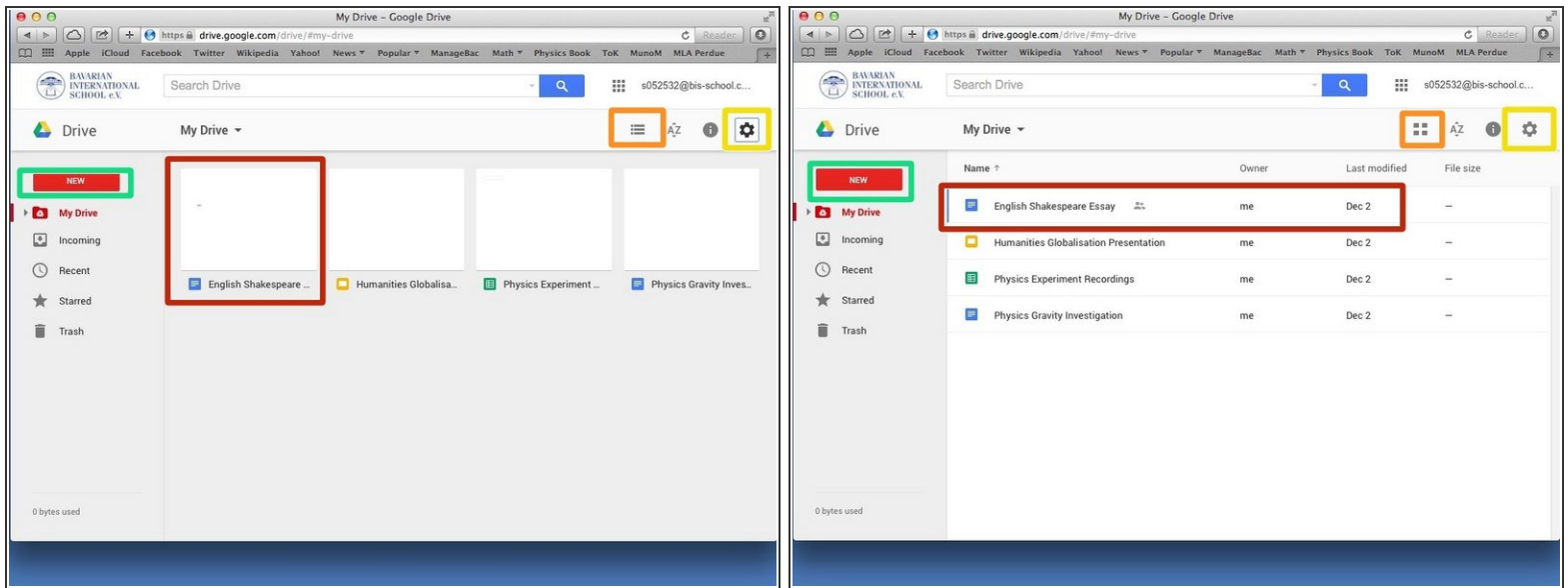
- Once logged in your screen should look somewhat like this

- 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

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Step 3 — Opening the share settings
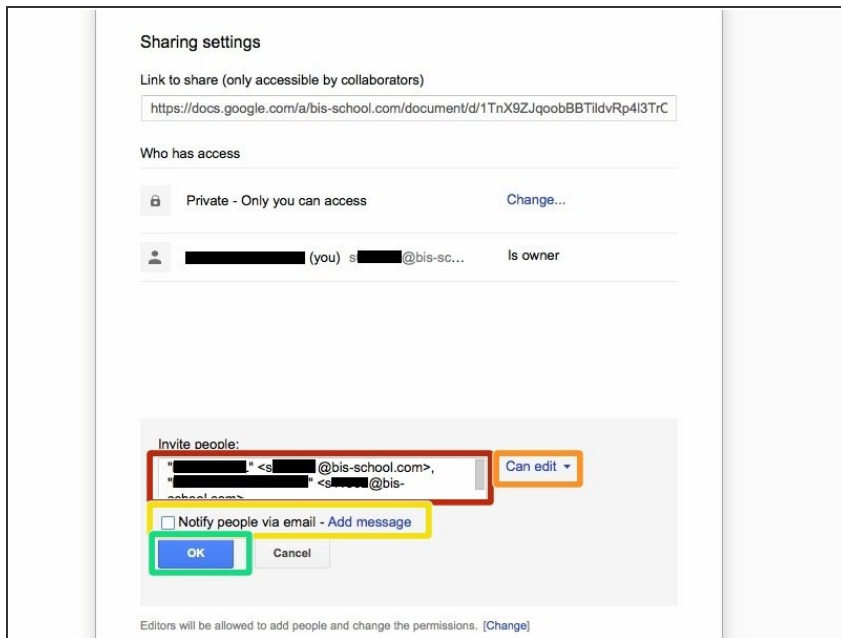

- In your document click on the blue 'Share' button in the top right corner

- ⓘ This works for all Google Docs-documents, spreadsheets, presentations, etc..., and not just for a document as shown here

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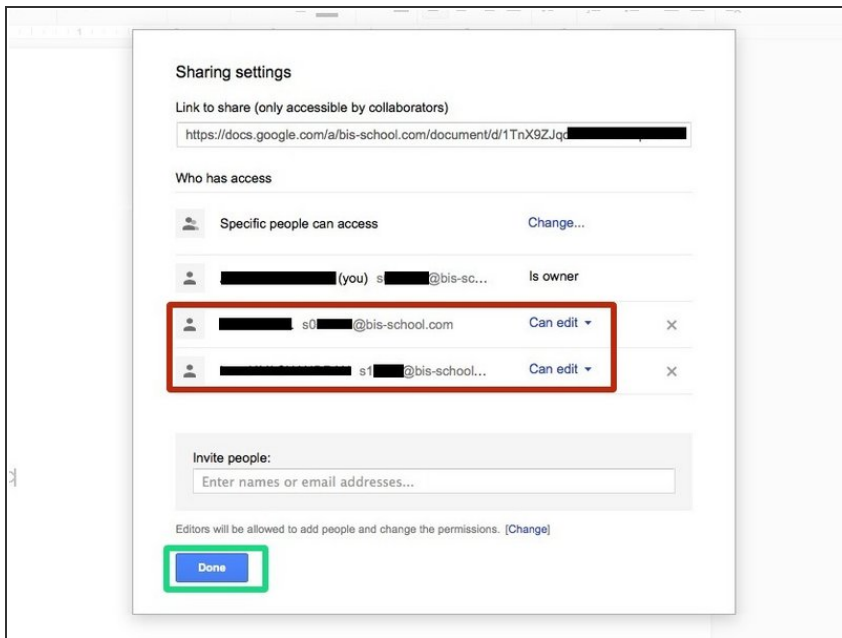
Step 4 — Accessing the 'Advanced' share settings
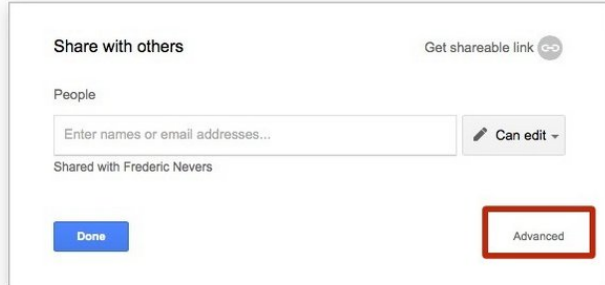
- A box should pop-up o your screen asking you to enter names or email addresses. Please click the 'Advanced' button at the bottom right corner to go to the advanced settings.

- (i) 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!

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Step 5 — Sharing your document!

- You will see a larger pop-up on your screen titles 'Sharing setting'. Under 'Invite people:' enter the names or email addresses of your friends separated by a comma

- (i) Make sure to be using your school Google account (S-Number address) and your friend's school e-mails. Google should auto-complete the search for your friends if you enter their name

- Untick the box to 'Notify people via email', unless of course you want your peers to receive an e-mail to notify them that the document is shared with them

- To the right of the selected e-mail addresses click on the blue text with the arrow and select 'Can edit'

- Once completed click on 'OK' (or 'Send' if you chose to notify them via email)

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Step 6 — Confirm the sharing settings

- You should now see the name and e-mail of the friends with whom the document is shared with below your own details

- If everything is correct press 'Done' to return to your document

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