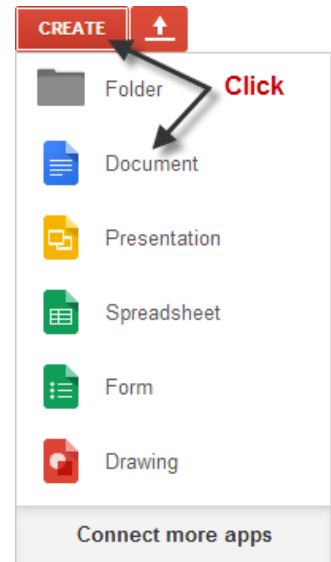


Baby Step #1: Creating & Sharing Documents

Creating a New Document

After logging into your DoDEA Google Apps account and navigating to Google Drive...

1. Click on the *Create* button in the left sidebar
2. To rename the document, click *Untitled document* in the upper-right corner
3. In the windows that appears, type an appropriate title and select OK



Sharing a Document

1. From within a document, click the blue *Share* button
2. To add collaborators, enter the names of those with whom you would like to share in the *Invite people* box (names of DoDEA teachers and students should automatically appear)
3. Select permission level of the collaborators being added:
 - 1) *Can edit*, 2) *Can view*, 3) *Can comment*
4. Decide whether to send an e-mail notifying them of your sharing the document
 - a. If the individual(s) is/are in the same room or already know that you will share, uncheck the *Notify people via email* box
 - b. Otherwise, leave it checked; you may also include a personalized message explaining the document by click *Add message*
5. Click *Share & Save*

IMPORTANT: The newly shared document will be located in the *Shared with me* section of collaborators' Google Drive







Changing General Document Access

There are several options for overall privacy/access settings. By default, your document is ONLY shared with those you have invited to collaborate. However, if you would like to increase the general accessibility, click *Change...* to the left of *Private – Only the people listed below can access*. When finished choosing, select *Save*.

NOTE: Be very careful when you opening up access to these documents, especially if they contain PII!

Sharing settings

Visibility options:

-  **Public on the web**  **Never use this option!
It is too accessible!**
Anyone on the Internet can find and access. Sign-in required.
-  **Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **Department of Defense Education Activity**
People at Department of Defense Education Activity can find and access.
-  **People at Department of Defense Education Activity with the link**
People at Department of Defense Education Activity who have the link can access.
-  **Private**
Only people explicitly granted permission can access. Sign-in required.

Note: Items with any visibility option can still be published to the web. [Learn more](#)

[Learn more about visibility](#)