

How to Submit a Google Share Link to a Schoology Assignment

Step 1:

Create and complete your Google file.

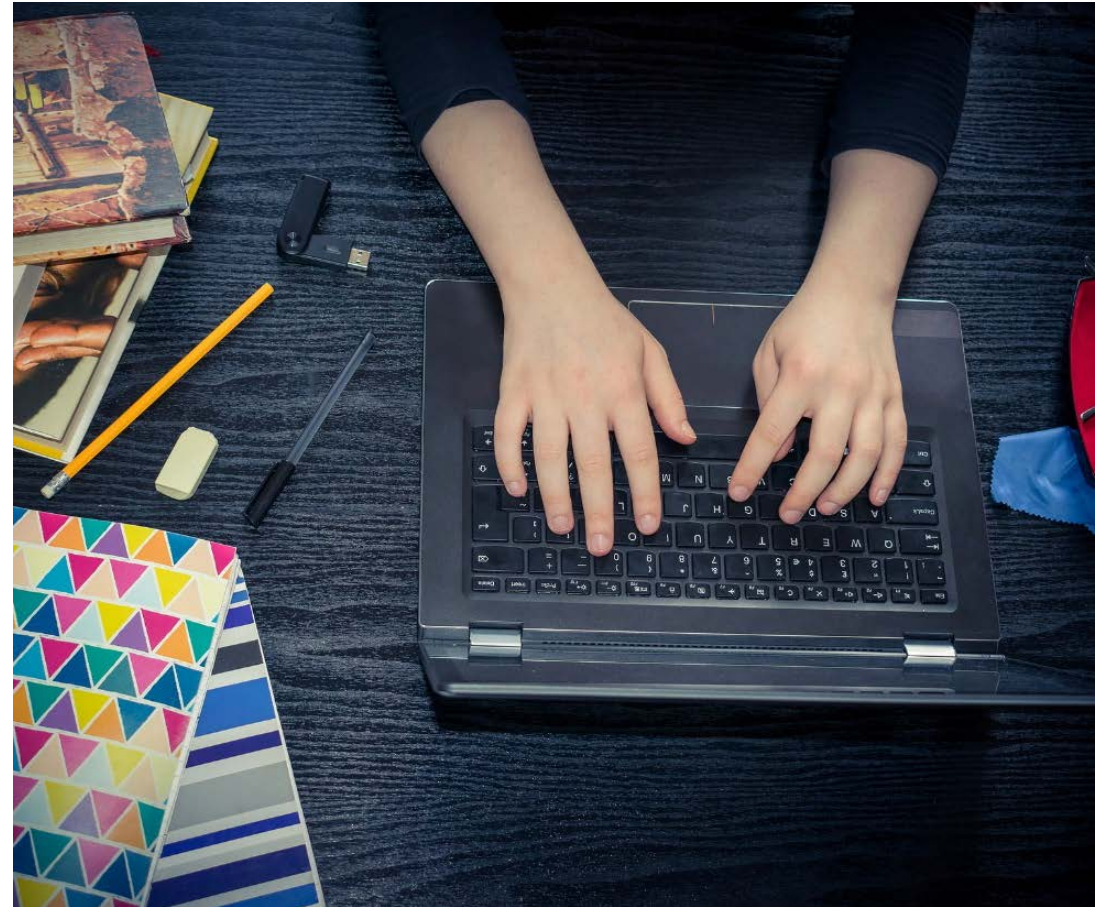
Example: Docs, Sheets, Slides, etc.

Step 2:

Create a share link to your file.

Step 4:

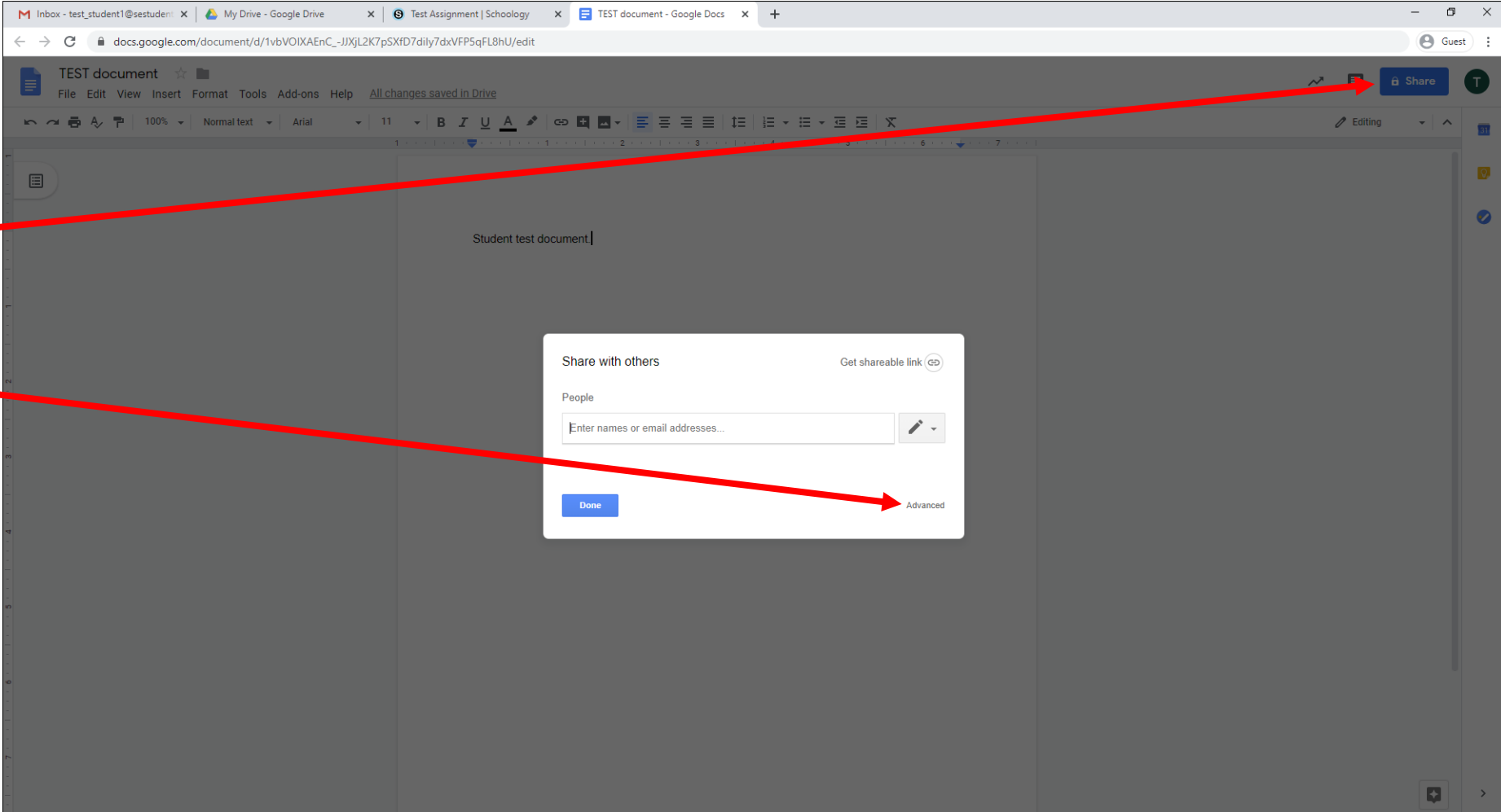
Submit the share link in Schoology.



Once you are ready to submit your Google file to your teacher in Schoology, follow the following steps:

Click *Share*.

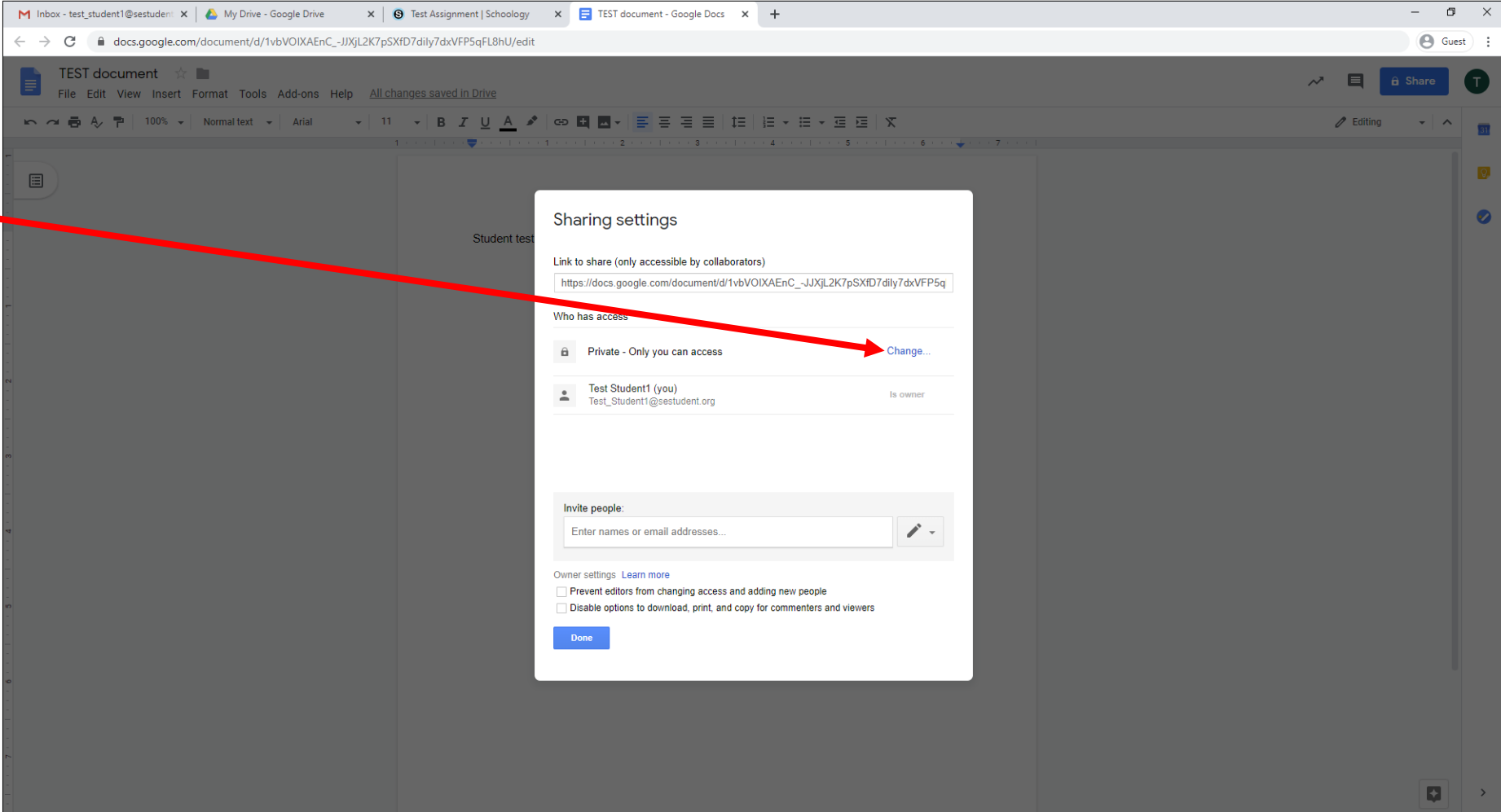
Click *Advanced*.



The screenshot shows a Google Docs document titled "TEST document" with the text "Student test document" in the center. The "Share with others" dialog box is open, featuring a "People" section with an input field for "Enter names or email addresses...". At the bottom of the dialog, there is a blue "Done" button and a link labeled "Advanced". A red arrow originates from the "Share" button in the top right corner of the Google Docs interface and points to the dialog box. A second red arrow originates from the "Advanced" link at the bottom right of the dialog box and points to the text "Click *Advanced*." on the left side of the image.

The default share link is set to only collaborators.

Click *Change...*



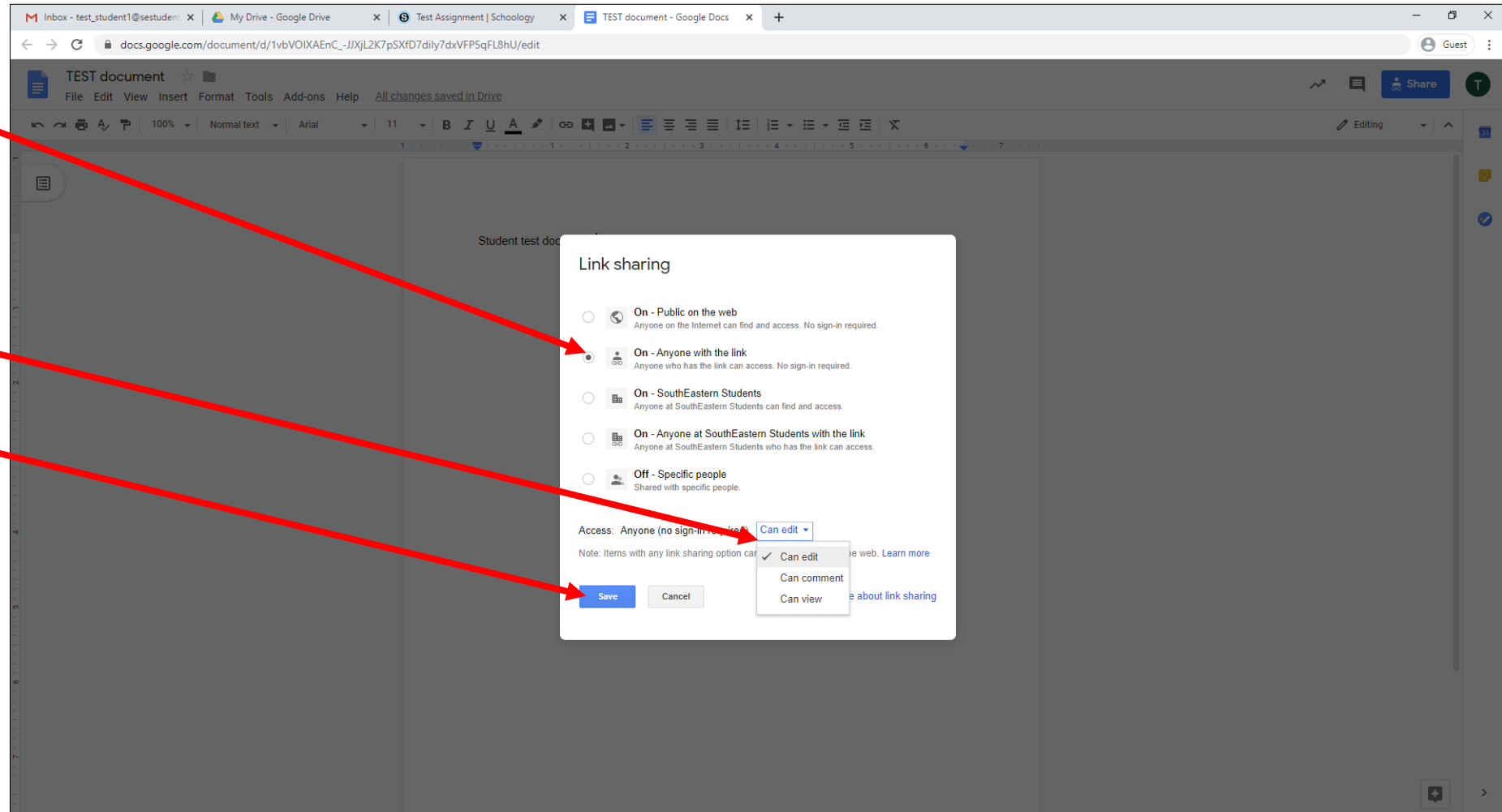
The screenshot shows a Google Docs interface with a 'Sharing settings' dialog box open. The dialog box contains the following information:

- Link to share (only accessible by collaborators):** https://docs.google.com/document/d/1vbVOIXAEnC_-JJxjL2K7pSXfD7dily7dxVFP5q
- Who has access:** Private - Only you can access. A red arrow points from the text 'Click *Change...*' to the 'Change...' link next to this setting.
- Invite people:** A text input field with the placeholder 'Enter names or email addresses...' and a dropdown arrow.
- Owner settings:** [Learn more](#)
- Prevent editors from changing access and adding new people
- Disable options to download, print, and copy for commenters and viewers
- Done** button

Change the link sharing to
On-Anyone with the link.

Change the permissions to what
your teacher has listed in the
instructions.

Click *Save.*



The screenshot shows a Google Docs document titled "TEST document" in edit mode. A "Link sharing" dialog box is open in the center of the screen. The dialog has five radio button options for sharing settings:

- On - Public on the web
Anyone on the Internet can find and access. No sign-in required.
- On - Anyone with the link
Anyone who has the link can access. No sign-in required.
- On - SouthEastern Students
Anyone at SouthEastern Students can find and access.
- On - Anyone at SouthEastern Students with the link
Anyone at SouthEastern Students who has the link can access.
- Off - Specific people
Shared with specific people.

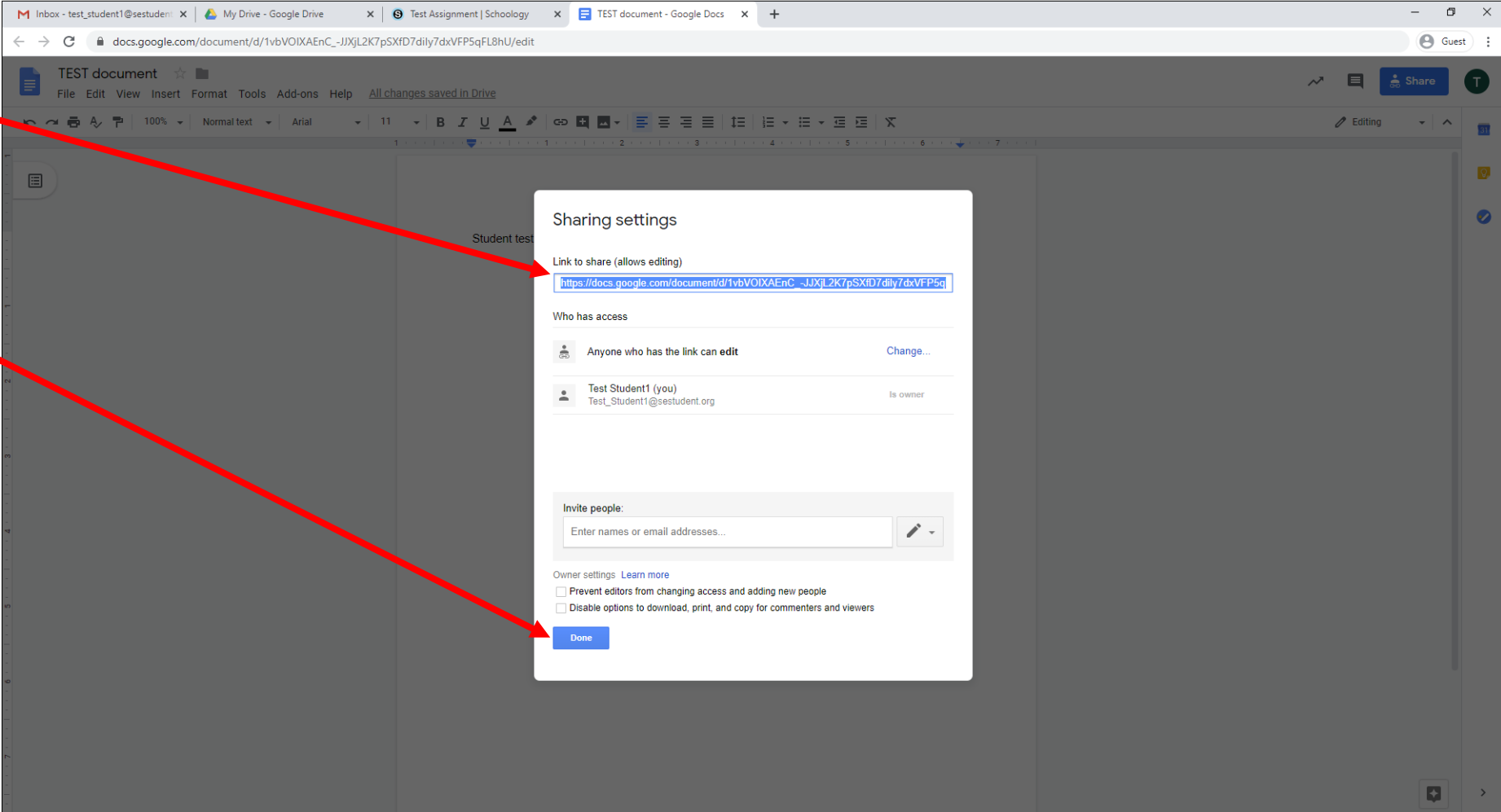
Below these options, the "Access" dropdown is set to "Anyone (no sign-in required)". A dropdown menu is open for this setting, showing three options:

- Can edit
- Can comment
- Can view

At the bottom of the dialog, there are "Save" and "Cancel" buttons. A "Can edit" button is also visible next to the "Access" dropdown. Red arrows from the text on the left point to the "On - Anyone with the link" option, the "Can edit" dropdown, and the "Save" button.

Copy the link.
(Ctrl + C)

Click *Done*.

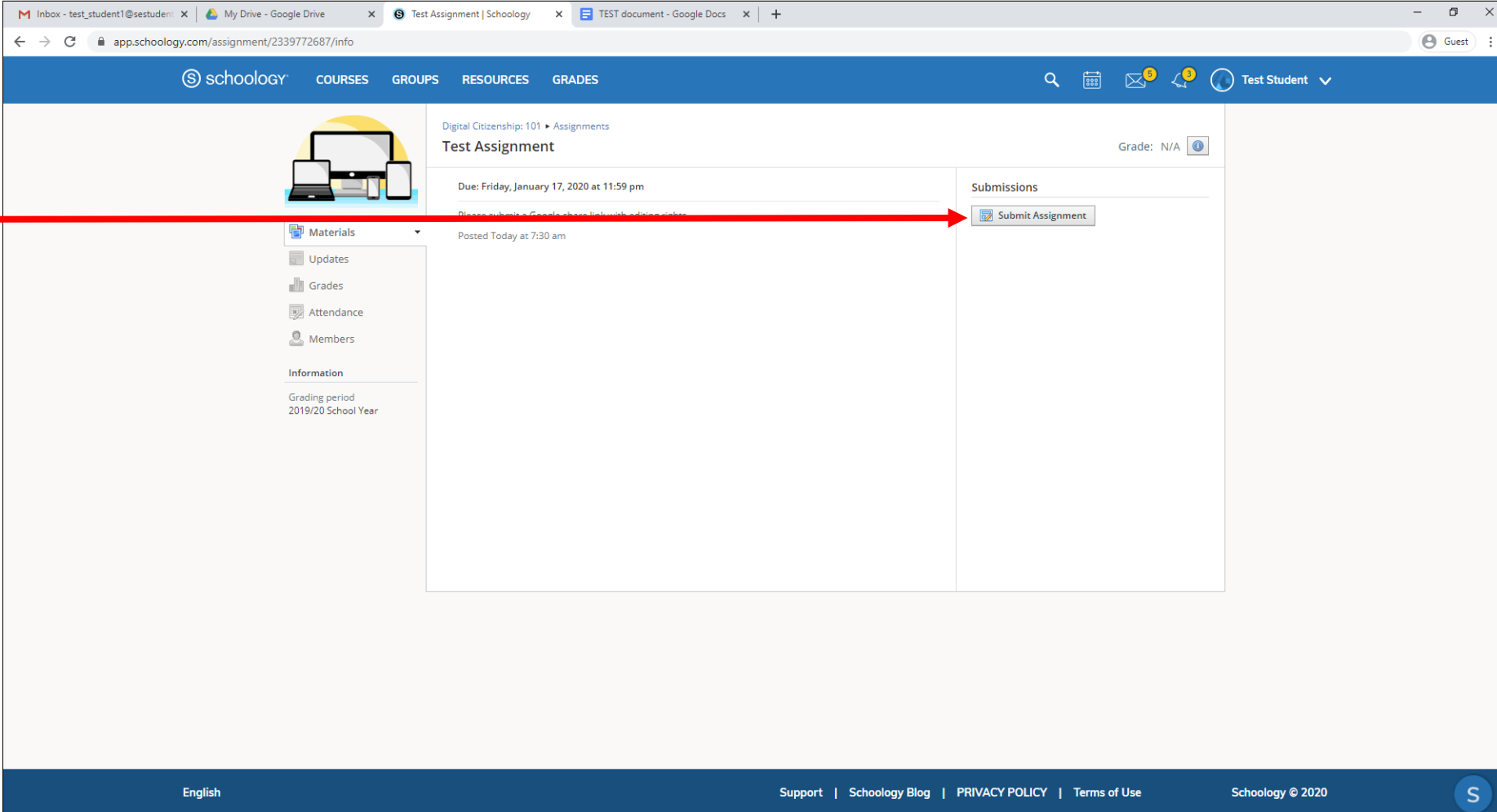


The screenshot shows a Google Docs interface with a 'Sharing settings' dialog box open. The dialog box contains the following elements:

- Link to share (allows editing):** A text field containing the URL `https://docs.google.com/document/d/1vbVOIXAEnC_-JJxL2K7pSXID7dily7dxVFP5q`. A red arrow points from the text 'Copy the link. (Ctrl + C)' to this field.
- Who has access:** A section with two entries:
 - 'Anyone who has the link can edit' with a 'Change...' link.
 - 'Test Student1 (you)' with email 'Test_Student1@sestudent.org' and role 'Is owner'.
- Invite people:** A text input field with the placeholder 'Enter names or email addresses...' and a dropdown arrow.
- Owner settings:** Two checkboxes:
 - Prevent editors from changing access and adding new people
 - Disable options to download, print, and copy for commenters and viewers
- Done:** A blue button at the bottom of the dialog. A red arrow points from the text 'Click Done.' to this button.

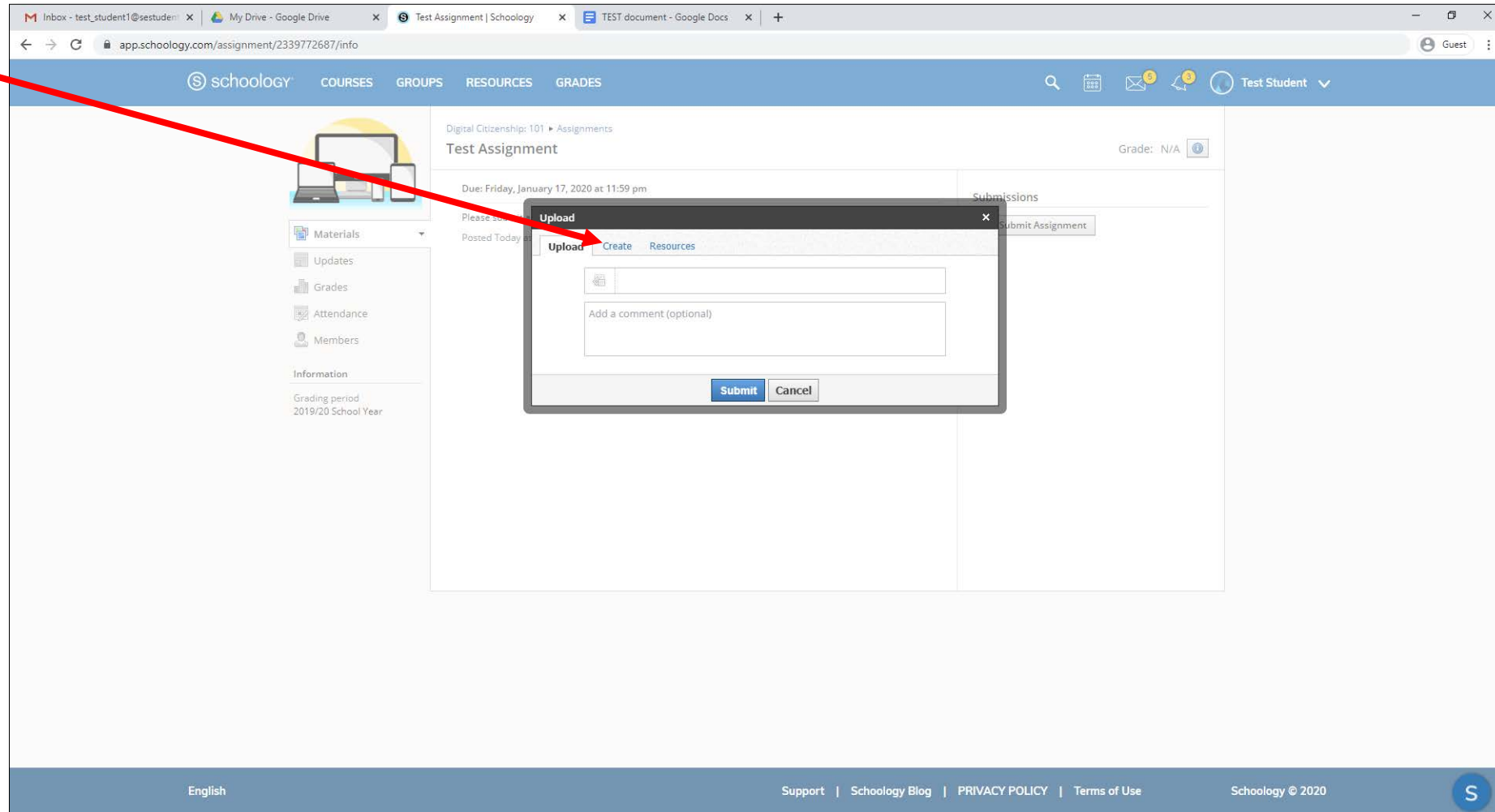
Open the Schoology assignment
you are required to submit a
Google Share link to.

Click *Submit Assignment*.



The screenshot shows a web browser window with the Schoology application. The browser tabs include 'Inbox - test_student1@sestudent...', 'My Drive - Google Drive', 'Test Assignment | Schoology', and 'TEST document - Google Docs'. The address bar shows 'app.schoology.com/assignment/2339772687/info'. The Schoology navigation bar includes 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADES'. The main content area displays 'Digital Citizenship: 101' and 'Test Assignment' with a 'Grade: N/A' indicator. The due date is 'Friday, January 17, 2020 at 11:59 pm'. A red arrow points from the text 'Click *Submit Assignment*.' to the 'Submit Assignment' button in the 'Submissions' section. The footer contains 'English', 'Support | Schoology Blog | PRIVACY POLICY | Terms of Use', and 'Schoology © 2020'.

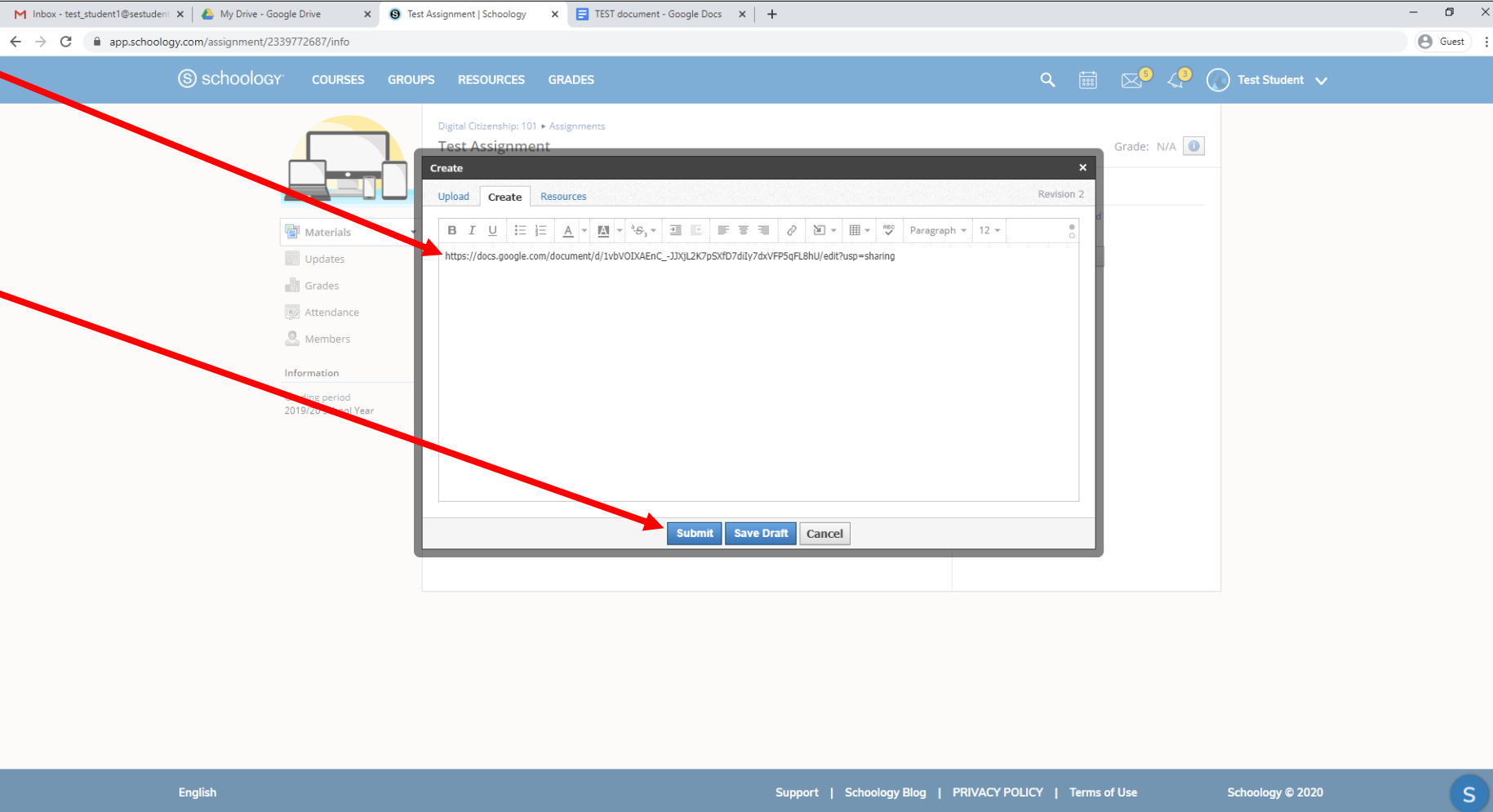
Click on the *Create* tab.



The screenshot shows a web browser window with the Schoology interface. The browser tabs include 'Inbox - test_student1@sestuden...', 'My Drive - Google Drive', 'Test Assignment | Schoology', and 'TEST document - Google Docs'. The address bar shows 'app.schoology.com/assignment/2339772687/info'. The page header includes the Schoology logo and navigation tabs for 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADES'. The user is logged in as 'Test Student'. The main content area displays 'Digital Citizenship: 101 > Assignments' and 'Test Assignment' with a grade of 'N/A'. The due date is 'Friday, January 17, 2020 at 11:59 pm'. An 'Upload' dialog box is open in the foreground, featuring tabs for 'Upload', 'Create', and 'Resources'. The 'Upload' tab is active, showing a file selection area and a text input field for 'Add a comment (optional)'. 'Submit' and 'Cancel' buttons are at the bottom of the dialog. A red arrow points from the text 'Click on the Create tab.' to the 'Create' tab in the dialog box.

Paste the Google share link.
(Ctrl + V)

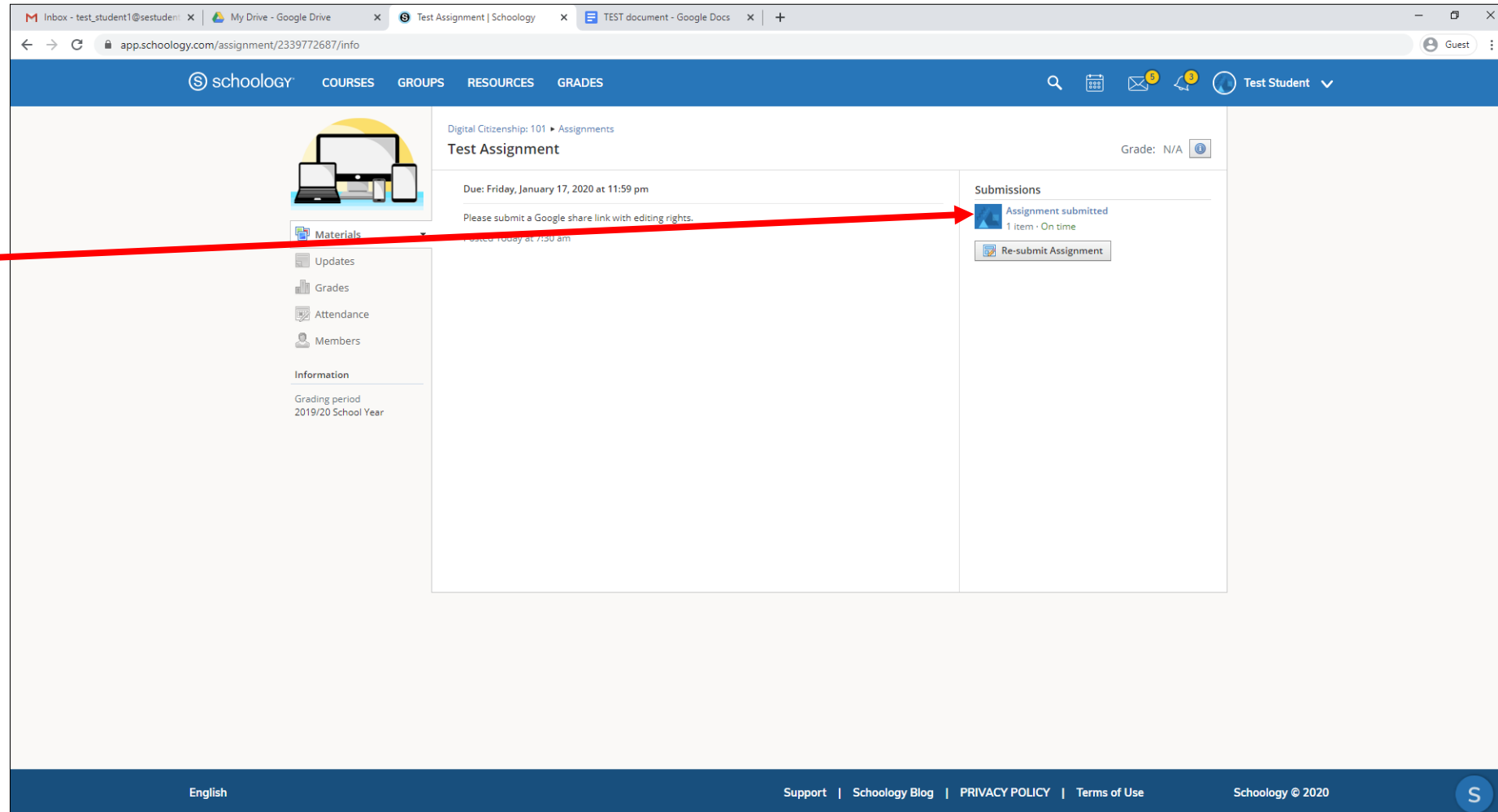
Click *Submit*.



The screenshot shows a web browser window with the Schoology application. The browser tabs include 'Inbox - test_student1@sestudent', 'My Drive - Google Drive', 'Test Assignment | Schoology', and 'TEST document - Google Docs'. The URL in the address bar is 'app.schoology.com/assignment/2339772687/info'. The Schoology interface has a blue header with navigation links: 'schoology', 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADES'. On the right of the header, there are icons for search, calendar, email, and a user profile for 'Test Student'. The main content area shows a 'Test Assignment' for 'Digital Citizenship: 101'. A 'Create' modal window is open in the center, with tabs for 'Upload', 'Create', and 'Resources'. The 'Create' tab is active, showing a rich text editor with a toolbar and a text area containing the Google Docs share link. At the bottom of the modal, there are three buttons: 'Submit', 'Save Draft', and 'Cancel'. A red arrow points from the text 'Paste the Google share link. (Ctrl + V)' to the text area, and another red arrow points from 'Click Submit.' to the 'Submit' button. The footer of the page includes 'English', 'Support | Schoology Blog | PRIVACY POLICY | Terms of Use', 'Schoology © 2020', and a blue circular icon with the letter 'S'.

Your assignment has been submitted.

To view what you submitted to your teacher, click on your submission.



The screenshot shows the Schoology interface for an assignment. The browser tabs include 'Inbox - test_student1@sestudent', 'My Drive - Google Drive', 'Test Assignment | Schoology', and 'TEST document - Google Docs'. The URL is 'app.schoology.com/assignment/2339772687/info'. The page header shows 'schoology' and navigation links for 'COURSES', 'GROUPS', 'RESOURCES', and 'GRADES'. The user is logged in as 'Test Student'. The main content area is titled 'Digital Citizenship: 101 > Assignments' and 'Test Assignment'. It shows a due date of 'Friday, January 17, 2020 at 11:59 pm' and a grade of 'N/A'. A red arrow points from the text 'To view what you submitted to your teacher, click on your submission.' to the 'Assignment submitted' entry in the 'Submissions' section. The 'Submissions' section shows '1 item · On time' and a 'Re-submit Assignment' button. The footer includes 'English', 'Support | Schoology Blog | PRIVACY POLICY | Terms of Use', and 'Schoology © 2020'.