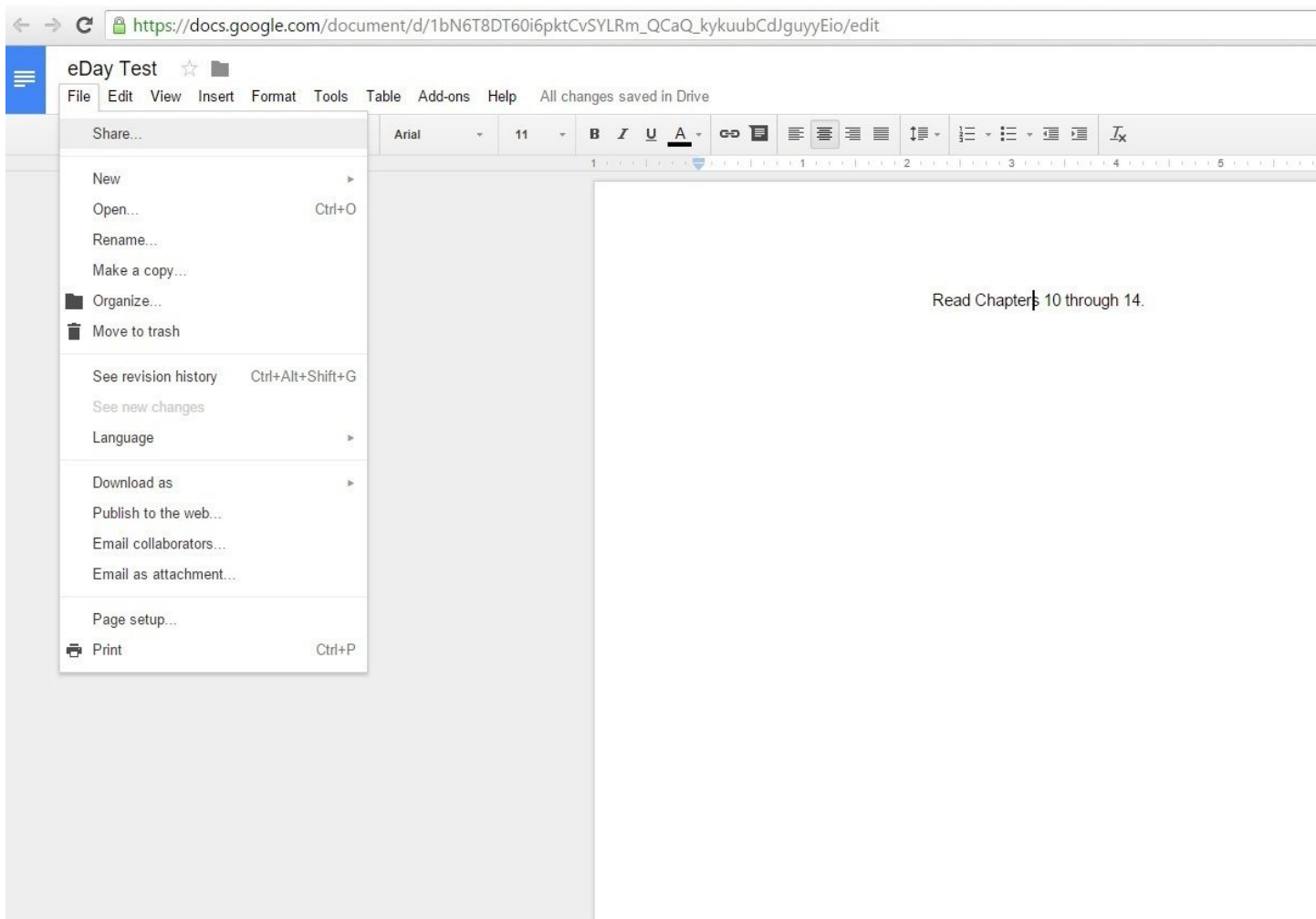





How to Create a Share Link for E-Day Lessons


Step 1: Once you have created your lesson click on “File” then select “Share”.



Step 2: When the share box pops up change the setting from “Can Edit” to “Can View” then click the advanced option at the bottom right corner.

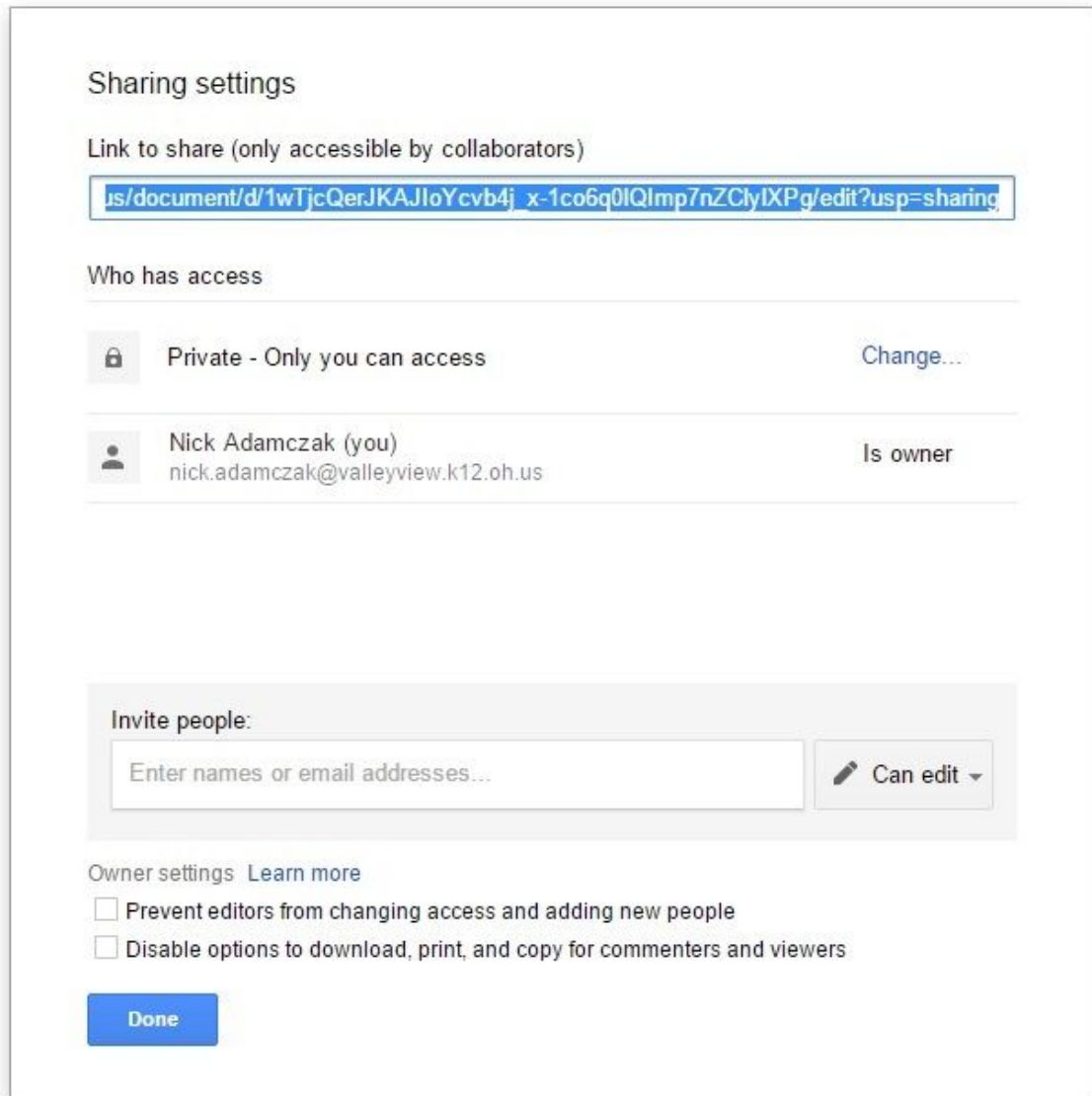
Share with others Get shareable link 

People

 Can edit ▾

Done Advanced

Step 3: In the Advanced setting you will see an option that says “Private” click the change button.





The screenshot shows the 'Sharing settings' dialog box in Google Docs. At the top, it says 'Sharing settings'. Below that is a section for 'Link to share (only accessible by collaborators)' with a text box containing a long URL. Underneath is the 'Who has access' section, which shows the current sharing status as 'Private - Only you can access' with a 'Change...' link. Below this, a list of users shows 'Nick Adamczak (you)' as the owner. At the bottom, there is an 'Invite people' section with a text input field and a 'Can edit' dropdown menu. Finally, there are 'Owner settings' with two unchecked checkboxes and a 'Done' button at the very bottom.

Sharing settings


Link to share (only accessible by collaborators)

[us/document/d/1wTjcQerJKAJIoYcvb4j_x-1co6q0IQImp7nZClyIXPg/edit?usp=sharing](#)

Who has access

	Private - Only you can access	Change...
	Nick Adamczak (you) nick.adamczak@valleyview.k12.oh.us	Is owner

Invite people:

Enter names or email addresses...  Can edit ▾

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](#)

Step 4: Select the “On - Anyone with the link” Option then click Save. ***It cannot be set to “On - Valley View Local School District” or “On - Anyone at Valley View Local School District with the link”.***

|

Link sharing

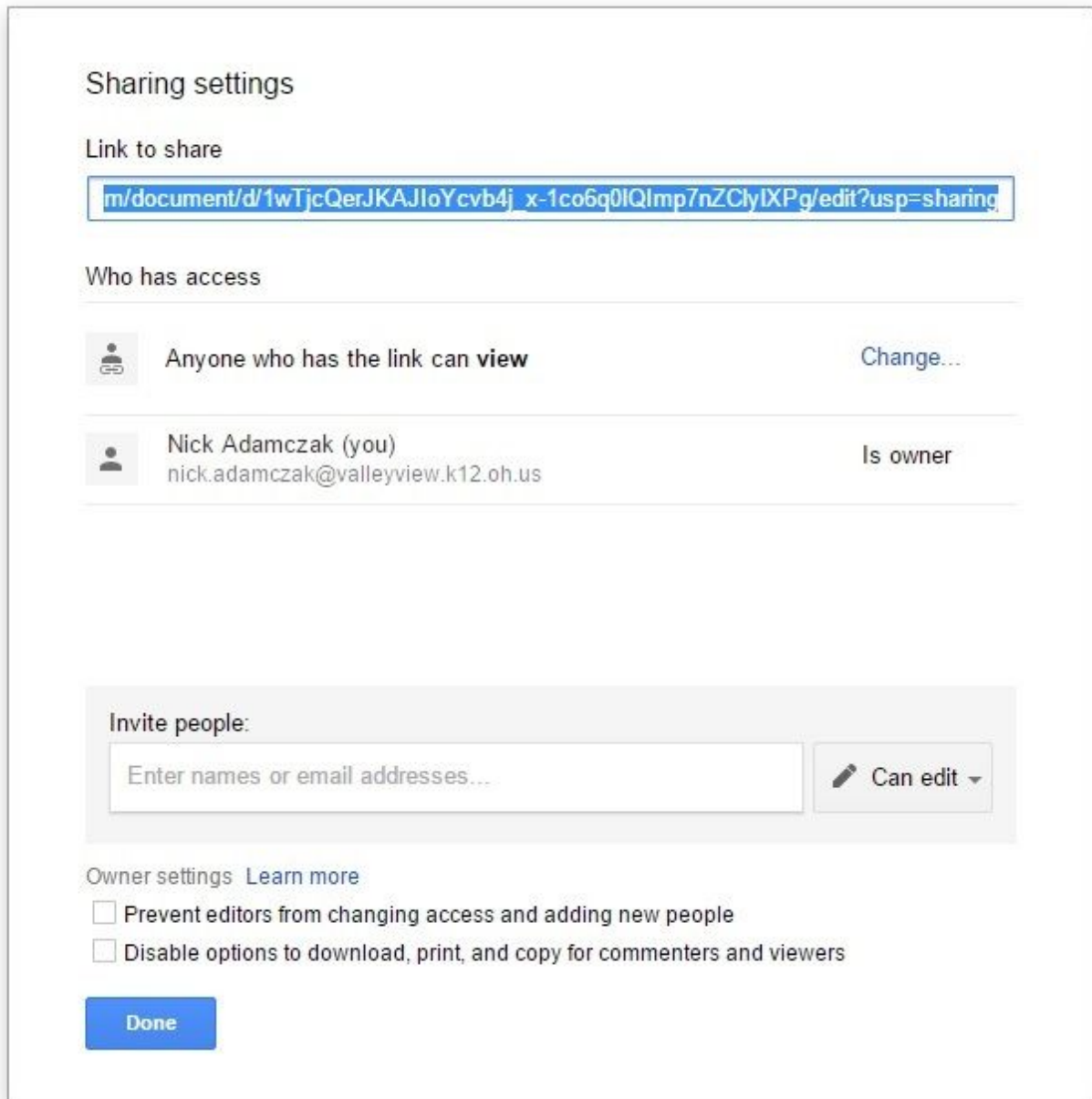
-  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **On - Valley View Local School District**
Anyone at Valley View Local School District can find and access.
-  **On - Anyone at Valley View Local School District with the link**
Anyone at Valley View Local School District who has the link can access.
-  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) Can view ▾

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

[Learn more about link sharing](#)

Step 5: The next box will display your share link. Highlight the link and copy it, after you have copied the link click done. Once you have copied your link email it to Debbie Bruner with the necessary info she needs (Grade level & Subject).



The screenshot shows the 'Sharing settings' dialog box in Google Docs. At the top, the title is 'Sharing settings'. Below it, the 'Link to share' section displays a long URL: 'm/document/d/1wTjcQerJKAJloYcvb4j_x-1co6q0lQlmp7nZClyIXPg/edit?usp=sharing'. The 'Who has access' section shows two entries: 'Anyone who has the link can view' with a 'Change...' link, and 'Nick Adamczak (you)' with the email 'nick.adamczak@valleyview.k12.oh.us' and the role 'Is owner'. Below this is an 'Invite people:' section with a text input field containing 'Enter names or email addresses...' and a 'Can edit' dropdown menu. At the bottom, there are 'Owner settings' with a 'Learn more' link and two unchecked checkboxes: 'Prevent editors from changing access and adding new people' and 'Disable options to download, print, and copy for commenters and viewers'. A blue 'Done' button is located at the bottom left.

You have now successfully made a shareable E-Day lesson!

**** Remember the share setting has to be “On - Anyone with the link”.** It Cannot be set to “On - Valley View Local School District” or “On - Anyone at Valley View Local School District with the link”. **