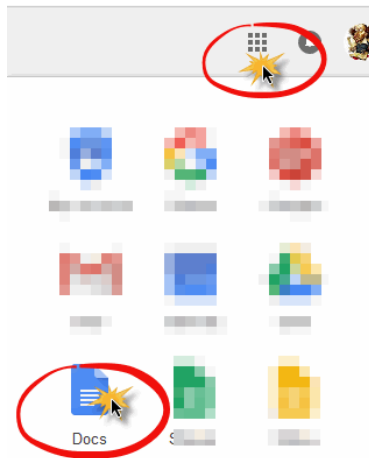


To share a Google document there are several steps you must take before the “share” process is complete. First, you will need to login to MTCHS’s Web site. Second, login to your school E-mail account. Now you are ready to create your “shared” document.

Follow the steps below to learn how to share Google docs with other MTCHS account holders.

1. Once you have logged in to your MTCHS account, look in the upper right-hand corner for a box-shaped symbol made of 9 dots.

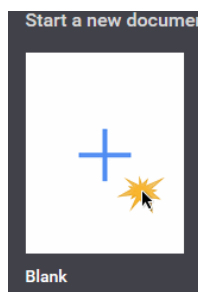


2. Click on the **box** to open a drop-down menu.

3. Click on **Docs**.

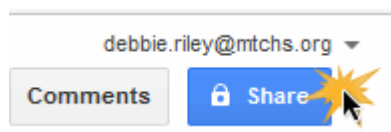
After clicking on **Docs** you will have several options for different types of Google files to create.

4. Click on the image under **Start a new document**.

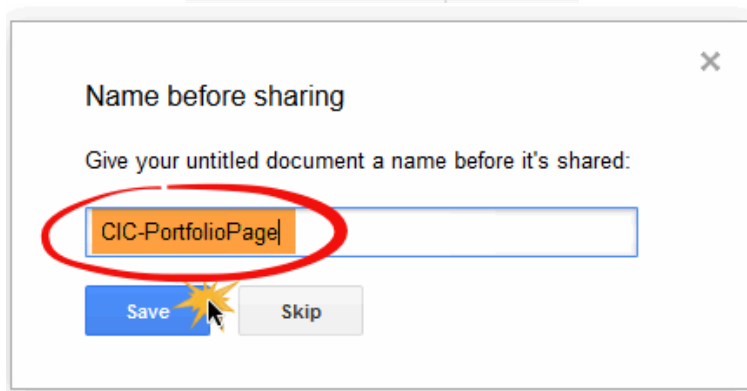


You will be able to format your document later, but right now we need to get the “sharing” part finished.

5. In the upper right-hand corner you should see your account login name. Under this you should see two buttons.



6. Click on the **Share** button. A pop-up window should open asking you to name your document.

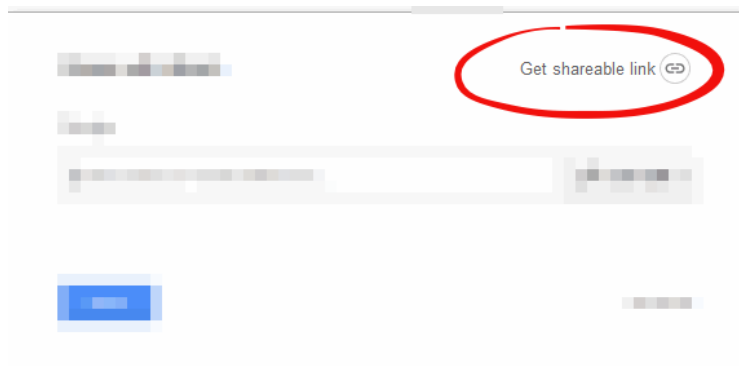


7. Name your document **CIC-PortfolioPage**.

8. Click **Save**.

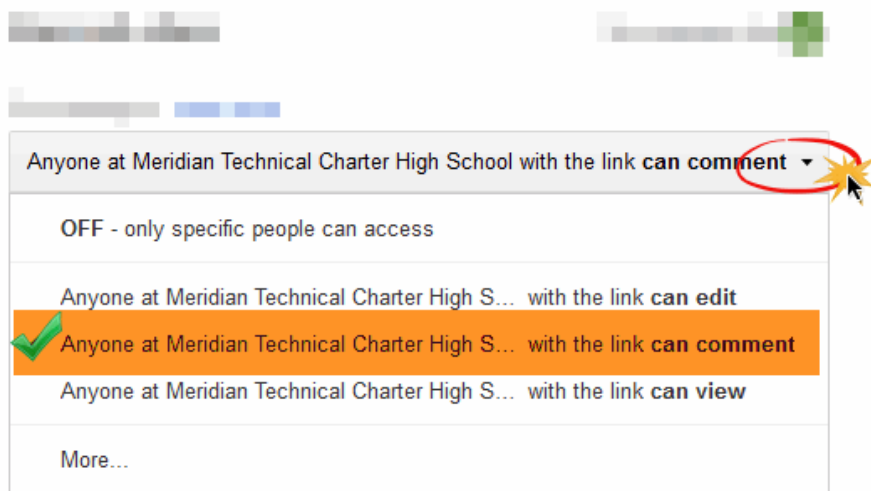
The next window to open will begin the sharing process.

9. Click on the **Get shareable link** located in the upper right-hand corner of this new pop-up window.

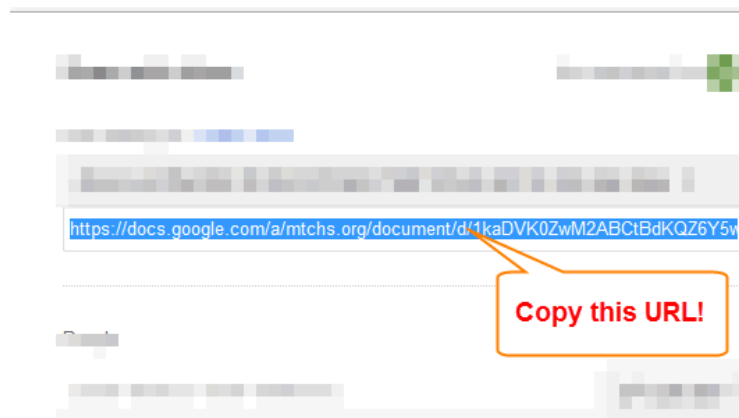


The next 3 steps are very important and if skipped or completed incorrectly, could affect your grade.

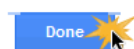
10. Click on the drop-down arrow. This will show several options.
11. In the options, choose **Anyone at Meridian Technical Charter High School with the link can comment**.



12. Before you do anything else, **Copy** the link that Google has given you. This is how your teacher will access your assignment both now and in the future. You can copy this link by pressing **Ctrl + C** after you highlight the text.



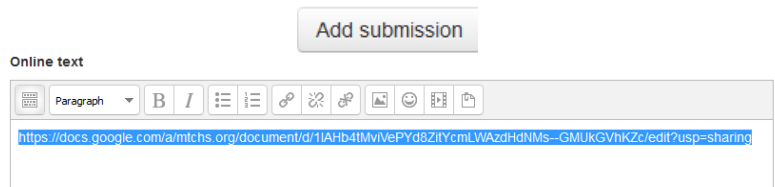
13. Click on a **New Tab** at the top of your Browser.
14. Open **Moodle** and go to your **CIC** class and click on the **assignment**.



Advanced

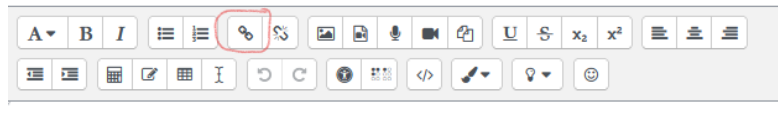
15. Click on the **Add submission** link to upload your assignment URL.

16. Paste the URL you copied from Google docs into the space provided by putting your cursor in the space provided and pressing **Ctrl +V**.



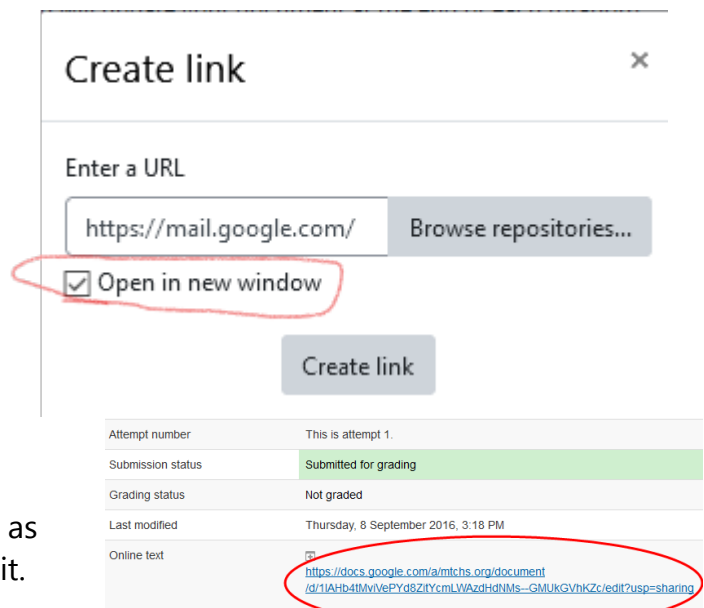
The following is a 2-step process. After pasting your URL into the text box . . .

17. Click on the **link symbol**. This will open a pop-up window.



18. Paste your URL in the text box in the pop-up.

19. Check the box marked **Open in new window**.



20. Click **Create link**.

21. Your link should now be visible and show as active. You can click on the link to check it.

Finally, you can now edit your Google Doc and answer the required questions for the assignment. **There is no need to "Resubmit" your URL at the end of each rotation your because the document is shared.** Any changes you make will be visible to your instructor.