

21things4students.net Google Spreadsheet

Quest 5 Share

Introduction

You have completed your document and your teacher has asked you to share your completed Google Spreadsheet document.

DIRECTIONS

Step 1 – Open your Google PARTY PLANNER spreadsheet.

Step 2 - In the top right hand corner, click on the blue button that says SHARE.

Step 3 - A Share with others box will open.

- a. In the place that says People, type in the email address your teacher provides.
- b. At the end of that space is a "Can edit" button. Use the drop-down arrow and change that to "Can comment".
- c. Then click on Done.




Step 4 - **Share with anyone that has the link.** You might have a blog, or want to send a link to a friend or family member. You are going to make your spreadsheet available to **anyone with the link**. Your teacher may let you know the names of one or two classmates that will need to peer edit your spreadsheet. This is also a great way to ask a friend to check your work.

a. Click on the Share button

b. Click on Advanced

c. Where it says Private - Only you can access... Click on **Change** and select "**On-Anyone with the link**" (see image below). Be sure to set the **Access to "Can comment"** instead of Can view. Click on **Save**.

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.
-  **Off - Specific people**
Shared with specific people.

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

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

Save

Cancel

[Learn more about link sharing](#)

Step 5 (OPTION) - Your teacher may also want you to share your spreadsheet as part of a blog or website. Check to see if they want you to Publish it to the Web (under the File menu)

Step 6 - Check with your teacher to see how they want you to submit or share this document.

