

Setting Sharing Permissions for Google Docs and Google Sites

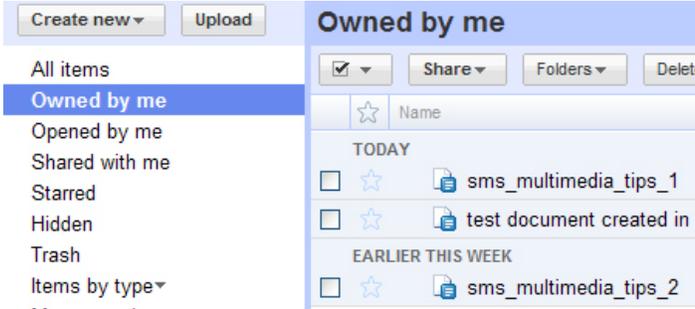
Created by the Student Multimedia Studio specifically for Students, Faculty and Staff at Kent State University

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Setting Sharing Permissions for Google Docs

Important Note: The sharing permissions you set for your Google Documents will also apply to them if you include them as attachments or insert them onto pages on your Google Sites.

<p>Login to Flashline and Google Docs</p> <p>Login to Flashline then click on the Docs icon on the Flashline Welcome page to open Google Docs in a new browser window.</p>	
<p>After Creating and Saving or Uploading documents into Google Docs, choose the Owned by Me link on the left panel (if it's not already selected).</p> <p>All the documents "owned by you" will now appear in the Owned By Me window on the right.</p> <p>If you want to see all the items that you own and those which others shared with you, choose the ALL ITEMS link on the left panel.</p> <p><i>Note: Generally, you can only change sharing permissions or share documents by generating a link if you own it unless you've been given permission to do so by other who shared a document with you AND gave you editing privileges.</i></p>	

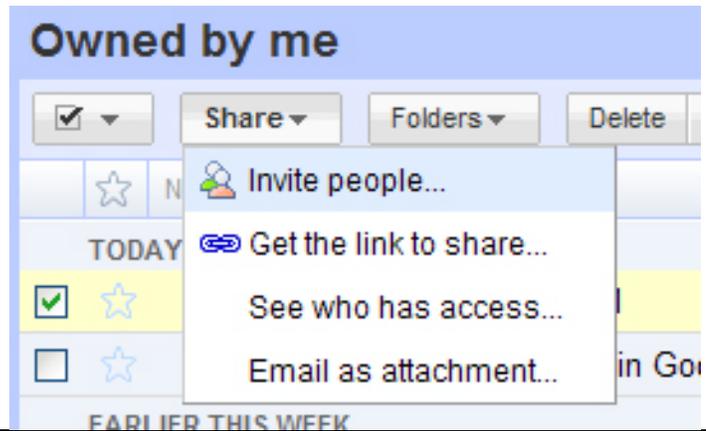
The Easiest Way to Share Google Documents

USE "GET THE LINK TO SHARE"

The easiest way to "share" documents is to:

1. Click on the **Share** button
2. Choose **Get the link to share...**

Then choose from the following:



Create a Link that Kent State University users only can use to view your document.

If you copy and paste the link generated below (which is a web URL) into an email or create a hyperlink on a web page, like a page on a Google Site, then....

Anyone with a Kent State University Flashline Account will be able to view the document but they will have to sign-in to do so.

You can also allow them to edit the document if you want.

Be sure to click SAVE & CLOSE when you're done.

Get the link to share

Kent State University users only

Get a link for anyone

- Allow anyone with the link to view (Kent State University users only)
- Also allow them to edit

Share this link via email or IM:

<https://docs.google.com/a/kent.edu/Doc?docid=0ARJExk3YznhPZGM2amRjd3JfM2Q3OHM5bmM> [Preview](#)

Save & Close

Cancel

Create a Link that anyone in the world can use to view your document without signing in

The link created by choosing **Get a Link for Anyone > Allow anyone with the link to view (no sign-in required)** inserted onto a web page on a Google Site will allow "anyone in the world" to view the Google Document regardless of the document's individual "Sharing Permissions".

You can also just email the link to them in an email.

Be sure to click SAVE & CLOSE when you're done.

Get the link to share

Kent State University users only

Get a link for anyone

- Allow anyone with the link to view (no sign-in required)
- Also allow them to edit

Share this link via email or IM:

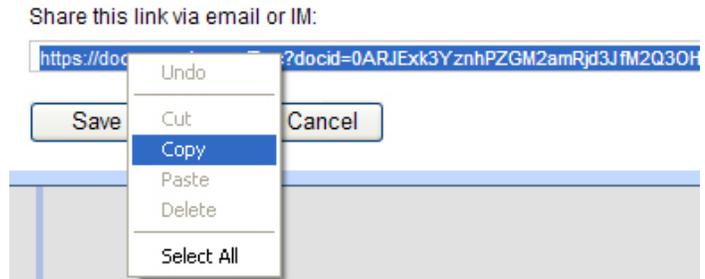
<https://docs.google.com/Doc?docid=0ARJExk3YznhPZGM2amRjd3JfM2Q3OHM5bmM5&hl=en>

Save & Close

Cancel

To Copy the Link

Just click on the link, it will automatically select the entire URL. Then right click on the selected link and choose, **Copy**

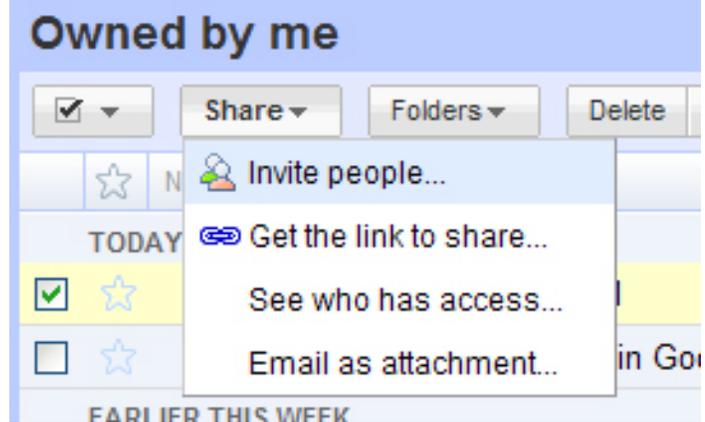


Setting Sharing Permissions on Documents

In the Google Documents window, after “checking” one or more of the documents that you want to change sharing permissions on:

1. Click on the **Share** button
2. Choose **Invite people**.
3. A **Share with others** window will open. See below.

Keep in mind that the sharing permissions are set for each individual document or all the documents that you have “checked”. If there are other documents that you didn’t check or you add new documents, you will have to set the sharing permissions on them too. Otherwise they may “default” to something you don’t necessarily want.



INVITE PEOPLE TAB

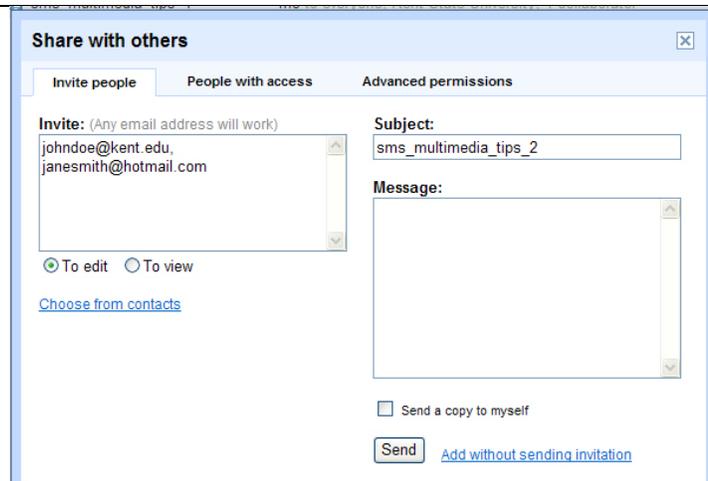
Type in the email address or addresses, separated by commas, of people you want to invite to share your document with.

Select if you want the invited people to be able **To EDIT** or to just **TO VIEW** the document(s).

Add a **Message** to the email invitation if you want. You may want to give them information about signing in or creating a Google Account if you required that in the Sharing permissions that you set (see below).

Click the **Send** button.

The invited people will receive an email with a link to the document that you shared with them.



The screenshot shows the 'Share with others' dialog box with three tabs: 'Invite people', 'People with access', and 'Advanced permissions'. The 'Invite people' tab is active. It features an 'Invite:' field containing the email addresses 'johndoe@kent.edu' and 'janesmith@hotmail.com'. Below this field are radio buttons for 'To edit' (selected) and 'To view'. A 'Choose from contacts' link is also present. To the right, there is a 'Subject:' field with the text 'sms_multimedia_tips_2' and a larger 'Message:' text area. At the bottom right, there is a checkbox for 'Send a copy to myself', a 'Send' button, and a link for 'Add without sending invitation'.

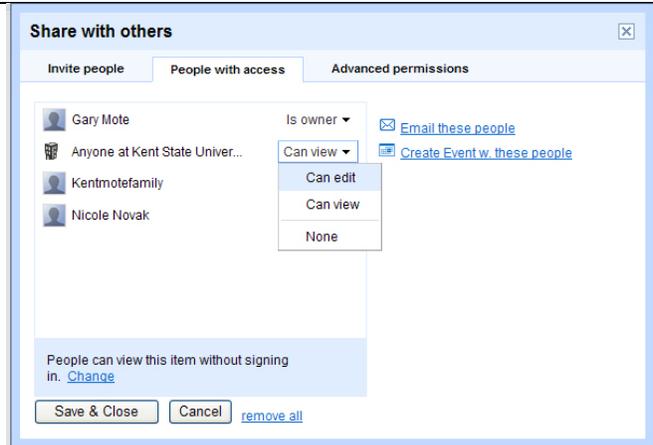
After sending invitation(s) to share your documents, you should immediately setup the Sharing Permissions for everyone that has access to your documents. Next....

PEOPLE WITH ACCESS TAB

A list of all the people, including yourself and Anyone at Kent State University will appear in this window.

You can change the type of access you're giving each of them: **CAN EDIT, CAN VIEW or NONE**

Note that **Anyone at Kent State University** is in the list of People with Access. Be sure to select what you want them to be able to do with the document or choose "None" if you don't want Anyone at Kent State University to have access to your document(s) at all.

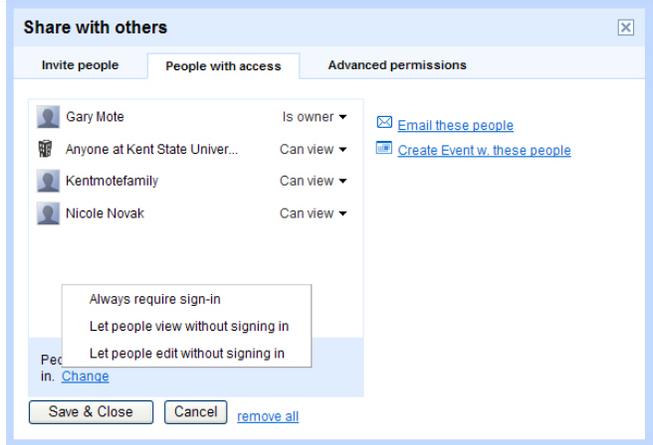


PEOPLE WITH ACCESS TAB (continued)

Choose whether or not you want people to have to SIGN IN to view the document by clicking on the hyperlinked text, **Change**.

The options are:

- **Always require sign-in**
- **Let people view without signing in**
- **Let people edit without signing in**

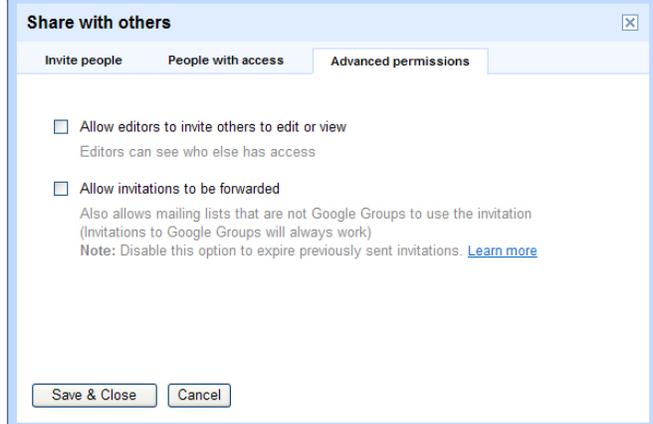


ADVANCED PERMISSIONS TAB

You can also:

- **Allow editors** (*people that you've given permission TO EDIT*) **to invite others to edit or view**
- **Allow invitations to be forwarded**

Consider these options carefully. By default neither is allowed.



Important Note: Always remember to click on the **SAVE AND CLOSE** button after you've made changes. If you don't, the Sharing Permissions you chose will not be saved.

Setting Sharing Permissions for Google Sites

Important Note: The sharing permissions you set for your **Google Sites** do not affect the Sharing Permissions you have set on any **Google Docs** that you include on your sites. For example, even if you set your Google Site's sharing permissions so that Anyone in the World can view it without signing in or creating a Google account, they still won't be able to view a document on the Site if the Sharing Permission on the Google Document is set to require them to sign-in or have a Google account.

The exception would be **links** to Google Documents on Google Sites created by using Google Doc's **Get the Link to Share** tool (See **Setting Sharing Permissions for Google Docs** above)

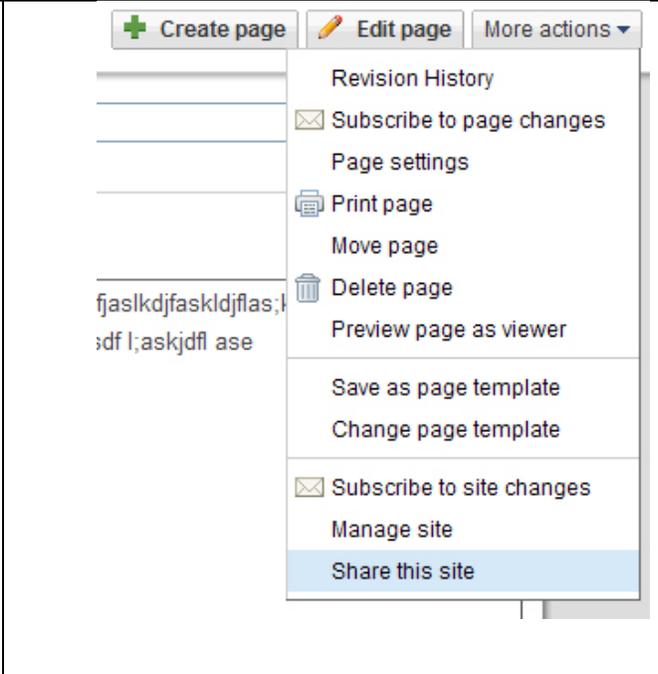
You can set up most of the Sharing Privileges when you create a new site but you can also change them at any time.

You may want to start by not sharing it with anyone while you're creating the site then allow people to view the site after you finish it.

You might also want to share the site with "collaborators" who you give permission to edit the site and or add comments during the construction process.

To change Sharing Permissions:

1. Click on the **MORE ACTIONS** tab at the top right of the Google Site's page
2. Choose **SHARE THIS SITE**



The window shown below will open.



Note that you can REMOVE "People with Access" at any time.

INVITE PEOPLE TO YOUR SITE

Type in the email address or addresses, separated by commas, of people you want to invite to view your Google Site. Select from these options:

- **AS OWNERS**
This will allow them to do everything, including inviting other, editing and creating new pages, etc... everything you can do.
- **AS COLLABORATORS**
Allows them to only edit pages, create new pages, add comments, etc. but not invite others and other “site management” things.
- **AS VIEWERS**
They can only view the site.

Click the **INVITE THESE PEOPLE button** to send email invitations to people you want to invite.

Invite people to your site

as owners as collaborators as viewers

jdoe@kent.edu,
janesmith@hotmail.com

Separate email addresses with commas

[Choose from contacts](#)

Invite these people

ADVANCED PERMISSIONS

- **Anyone at Kent State University may:**
[VIEW] or [EDIT] this site.
Select the option you want.
- **Anyone in the world may view this site**
(make it public)
If you choose this option, you make the site “public” and, as it states, anyone in the world will be able to view your site without the need to sign-in or create a Google account to view the site.

Click on the **RETURN TO SITE text hyperlink** to return to your Site’s Pages for editing.

Advanced permissions

- Anyone at Kent State University may view this site.
- Anyone in the world may view this site (make it public)

Advanced permissions

- Anyone at Kent State University may view this site.
- Anyone in the world may view this site (make it public)

Note: If you don’t check either one of the above Advanced Permissions options then only those people you specifically “invite” to your site will be able to view, collaborate or share ownership of your site. (see **INVITE PEOPLE TO YOUR SITE** above)