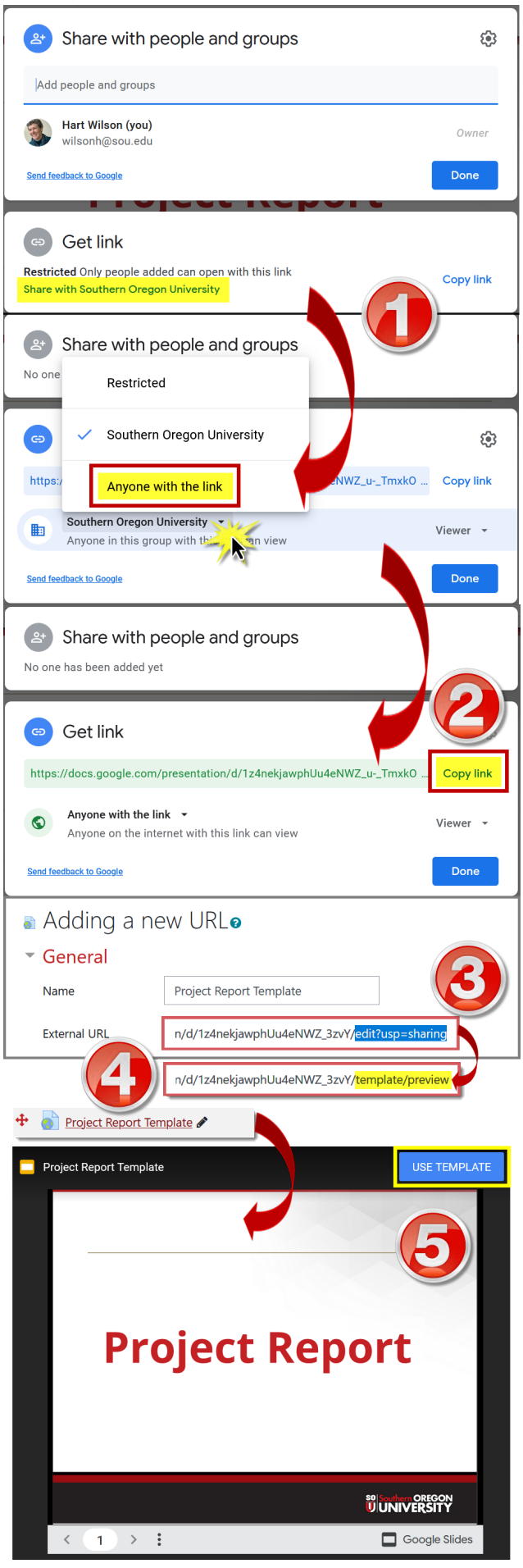
Faculty: Create a Template from a Google File

Hart Wilson - 2021-11-02 - Comments (0) - Faculty

Google makes it easy to share a doc, spreadsheet or presentation as a template for learners to save and complete. When you create a template, anyone can click on a USE TEMPLATE link to create a unique version of the file in their Google drive. Once they have saved the file, they can modify it as they wish—the original source file will remain unchanged and available for the next learner to access and download.

Here's how to set up a file as a template:

1. Set the file's **Share** settings so that the file is available to anyone who has the link.
2. **Copy** the share link.
3. **Paste** the link wherever you plan to share it (create a URL resource, or select related text in an email or text in a Moodle resource or activity and insert the URL as a hyperlink).
4. **Before** closing the insert link option, **modify** the URL by deleting **/edit?usp-sharing** and replace it with **/template/preview**.
5. **Save** your changes. Follow the link and you should see USE TEMPLATE in the upper right corner of the doc.


Share with people and groups
Add people and groups
Hart Wilson (you)
wilsonh@sou.edu
Owner
Send feedback to Google
Done
Get link
Restricted Only people added can open with this link
Share with Southern Oregon University
Copy link
1
Share with people and groups
No one
Restricted
Southern Oregon University
Anyone with the link
Copy link
Southern Oregon University
Anyone in this group with th
an view
Viewer
Send feedback to Google
Done
Share with people and groups
No one has been added yet
Get link
2
https://docs.google.com/presentation/d/1z4nekjawphUu4eNWZ_u-_TmxkO ...
Copy link
Anyone with the link
Anyone on the internet with this link can view
Viewer
Send feedback to Google
Done
Adding a new URL
General
3
Name
Project Report Template
External URL
n/d/1z4nekjawphUu4eNWZ_3zvY/edit?usp=sharing
4
n/d/1z4nekjawphUu4eNWZ_3zvY/template/preview
Project Report Template
Project Report Template
USE TEMPLATE
5
Project Report
Southern OREGON UNIVERSITY
1
Google Slides