



## Students: Create a Shared Folder for Course Artifacts

Hart Wilson - 2022-04-18 - Comments (0) - Students

Before we get started, a word about sharing files from your Google drive.....

### **Just because you can copy a link to your file doesn't mean everyone can view it!**

By default, files that you upload to your Google drive or create within your drive are restricted — you are the only one who can view and edit them... unless you change the share settings. When you update the share settings, you can add specific people (by entering their names in the *Share with people and groups* field) or open it up (in the *Get link* section) so that anyone at SOU or anyone who has the link can access it. Further, the share settings in both sections of the dialogue box let you permit others to view, comment on, or even edit your file. If you *don't* adjust the share settings, anyone trying to access your file will be greeted by this error message:



Click on the name of the folder to open it, then click on the drop-down menu associated with the name of the folder at the top of the page. Select the **Share** link. Open the options menu at the bottom of each dialogue box until you are able to select **Anyone with the link can view**. Click on **Done**. Now, any file that you upload to this folder will be available to anyone who has a link to it. (Note, too, that the following method for sharing a folder can also be applied to any individual file.)