

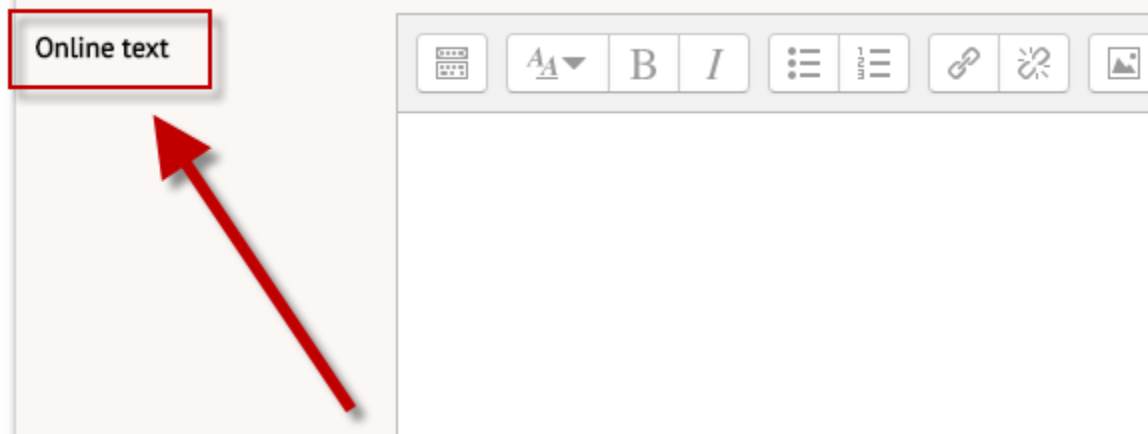
Submitting the GDrive Document as a Link

This option will work no matter what device the student is working on, be it PC, Mac, or Chromebook.

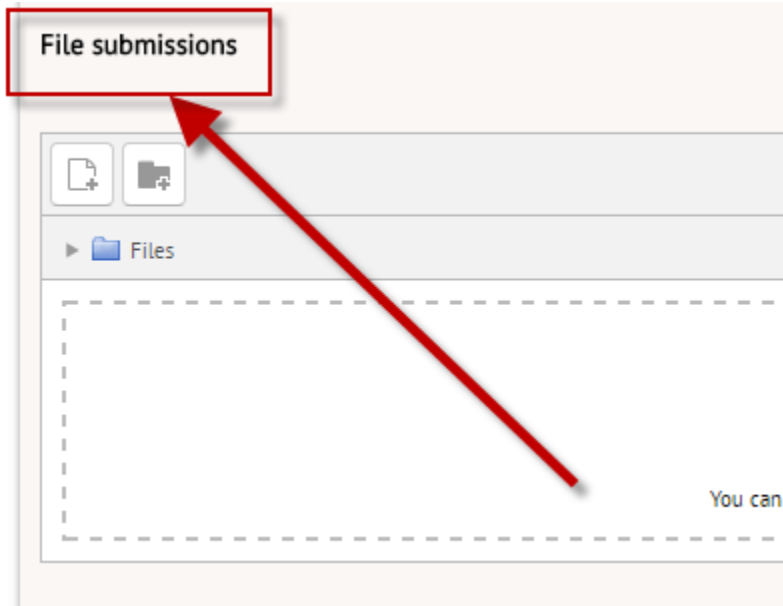
Submitting a link to student work in GDrive seems the easiest way to submit work, but there are two key things that permit this:

1. The document must be shared in a way that ADLC teachers and markers can access it.
2. There must be a text entry box for the student to submit the link.

To check to see if a link can be submitted, go to the assignment page in Moodle. If the submission window has an 'Online Text' window, then a link can be used to submit work.

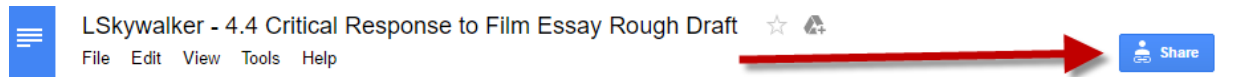


If the submission window has ONLY a file upload, then a file submission must be used.

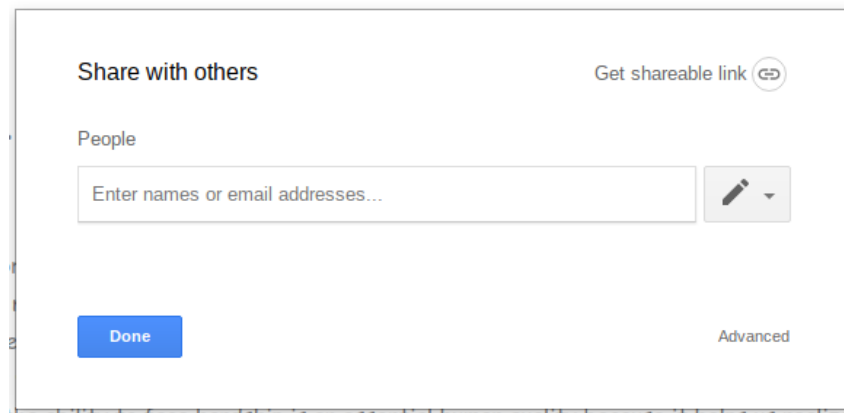


Provided the online text entry is an option, a Google Drive link can be shared.

The student work is in a Google Drive document (or Sheets, Slides, etc). In the document, locate the 'Share' option in the top, right corner.

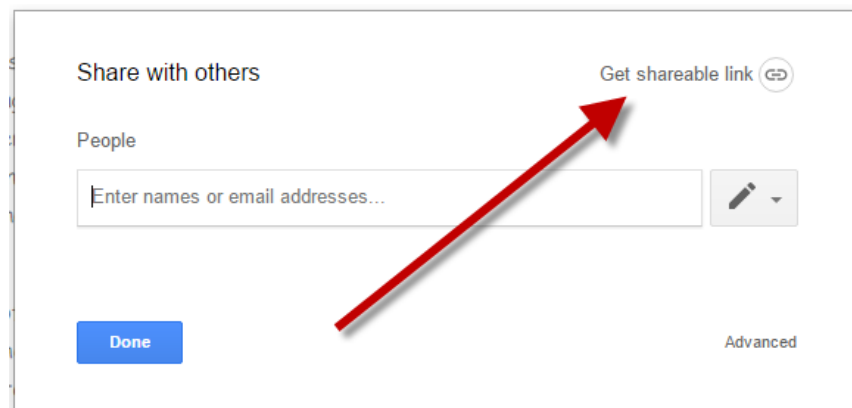


Clicking 'Share' will open the share-settings window.




If the student shares the document with their teacher, the teacher alone can grade the work. Because of the involvement of markers, secondary teachers, subs, etc, a wider share option is required.

To open up more broad sharing, click 'Get sharable link' in the top right of the share settings window.



Click the pull down option, and click 'More' at the bottom of the list. Note that the student's school division will be listed instead of Pembina Hills.

Share with others Get shareable link 

Link sharing on [Learn more](#)

Anyone at Pembina Hills Regional Division # 7 with the link can view ▼ Copy link

OFF - only specific people can access


Anyone at Pembina Hills Regional Division # 7 with the link can edit

Anyone at Pembina Hills Regional Division # 7 with the link can comment

✓ Anyone at Pembina Hills Regional Division # 7 with the link can view


More...


Done Advanced





Under the 'More' option, choose "Anyone who has the link"


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.

☐  **On - Pembina Hills Regional Division # 7**
Anyone at Pembina Hills Regional Division # 7 can find and access.

☐  **On - Anyone at Pembina Hills Regional Division # 7 with the link**
Anyone at Pembina Hills Regional Division # 7 who has the link can access.

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

Access: Anyone (no sign-in required) Can view ▼

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

Save Cancel [Learn more about link sharing](#)

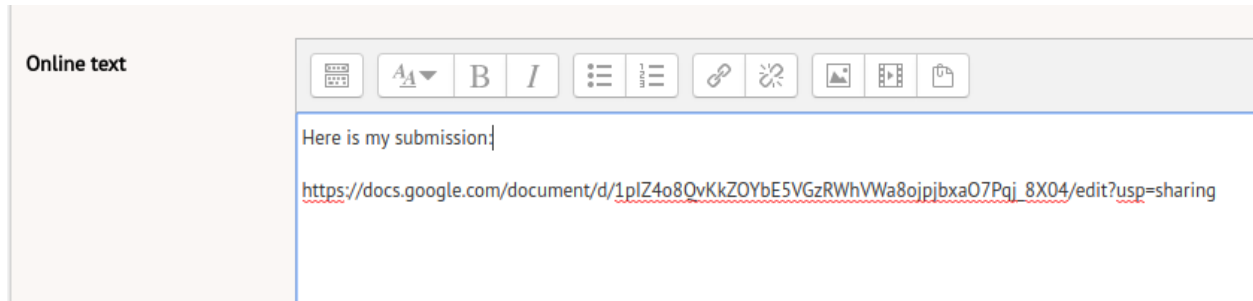
Note that if the student doesn't have the 'More' option, or doesn't have the 'Anyone with the link' option, they must submit as a file - link submission will not work.

Click 'Save' at the bottom. This will return to the first share settings window, with the new settings in place. Note that sharing is now 'Anyone with the link can view.'

The screenshot shows the 'Share with others' dialog box in Google Docs. At the top, it says 'Share with others' and 'Get shareable link' with a green link icon. Below this, it says 'Link sharing on' followed by a blue 'Learn more' link. The main section shows the sharing status as 'Anyone with the link can view' with a dropdown arrow, and a 'Copy link' button. Below this is a text field containing a Google Docs link: 'https://docs.google.com/document/d/1pIZ4o8QvKkZOYbE5VGzP/hVWa8ojpbxaC'. Underneath the link is a section titled 'People' with a text input field 'Enter names or email addresses...' and a button with a pencil icon. At the bottom left is a blue 'Done' button, and at the bottom right is the word 'Advanced'. Two red arrows originate from the 'Done' button: one points to the 'Anyone with the link can view' dropdown, and the other points to the 'Copy link' button.

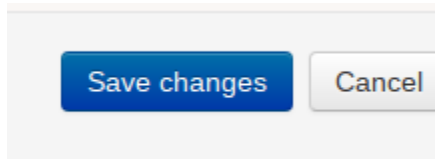
With sharing set up, click the 'copy link' button.

Back on the assignment submission page in Moodle, paste the link into the 'Online text' window.



The screenshot shows the 'Online text' submission window in Moodle. The window has a title bar 'Online text' and a rich text editor toolbar with icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent), image insertion, and file upload. The text area contains the text 'Here is my submission;' followed by a long URL: https://docs.google.com/document/d/1plZ4o8OvKkZOYbE5VGzRWhVWa8ojpbxa07Pqj_8X04/edit?usp=sharing. The URL is underlined and red, indicating it is a link.

Click 'Save changes' on the assignment page, and continue with the submission steps in Moodle.



The screenshot shows two buttons: 'Save changes' (a blue button with white text) and 'Cancel' (a grey button with black text).