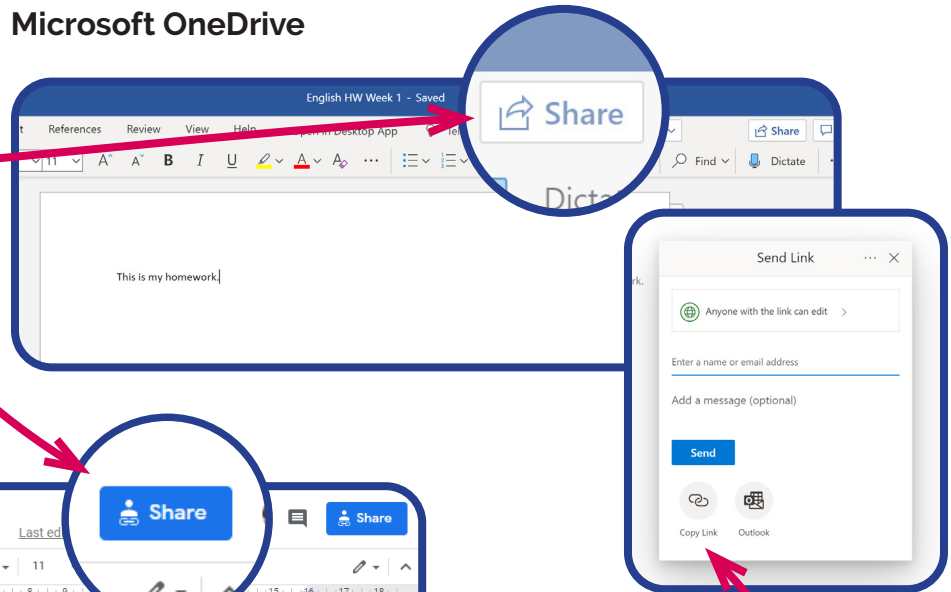


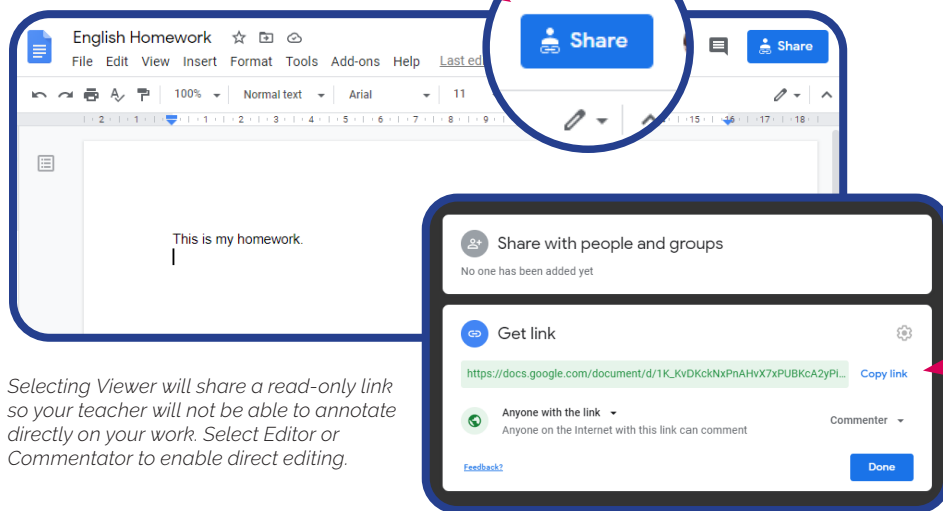
Class Work - How to Share OneDrive and Google Drive Files

Microsoft OneDrive

From your open file, click the Share button



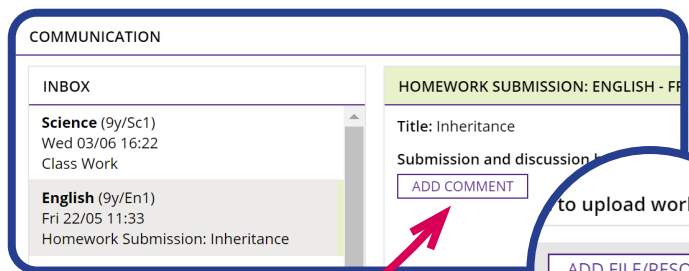
Google Drive



Selecting Viewer will share a read-only link so your teacher will not be able to annotate directly on your work. Select Editor or Commentator to enable direct editing.

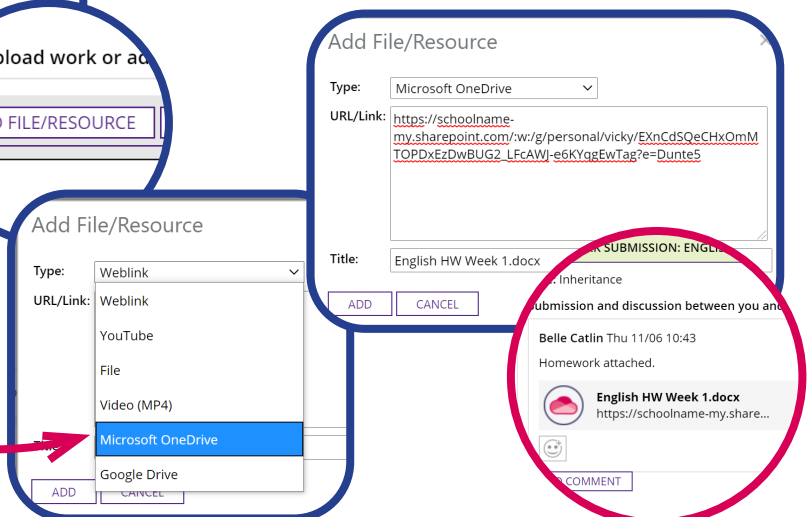
Copy the link

The Student Portal



Click Add Comment, then Add/File Resource

Choose Microsoft OneDrive or Google Drive as appropriate



Paste the link (control + v) into the URL/Link field. The title will be added automatically. Edit if necessary, then click Add.