

Create the Google Doc using your LionMail Google account.

Ensure everyone (students, TAs, etc.) uses their LionMail Google accounts.

Please Note: Students who do not have LionMail (e.g.: Barnard) cannot automatically access the link you share; their email addresses must be manually added to the “Share” setting.

Choose **who** has access to the document.

LionMail: Anyone in this group with this link can view/comment/edit: Choose this option if everyone in the class needs access.

Only people added can open with this link: With this, you will have to manually add students. Choose this option if only certain students need access to the document.

Choose the correct level access permissions.

View: Students can only view the document; they can't make changes or leave comments.

Comment: Students can use the comment tool to leave comments, but they can't make changes to the text in the document.

Edit: Students can leave comments and edit the text in the document.