## Submitting Assignments from Google Drive

Because Buzz is integrated with Google Drive, it is super easy for students to attach a Google document when they are submitting an assignment.

Submission		VIEW GRADE DETAILS
Target due: 10/16/20 Status: Completed, Submitted		
My comments		
	Add your comments here	
		•
You have successfully submitted this assignment		RESUBMIT MY Attach a file
		Choose Google docume

When you select the option to Choose Google document, you can submit a document from your Google Drive to your teacher. The document will appear as though it has been submitted, but in reality, all that has been sent to your teacher is a LINK to the original document in your Google Drive folder. The document itself never left your drive.



When your teacher accesses your submitted assignment, what they will see is a .gdoc file that links to the document in your Google Drive folder. However, if your teacher has not been granted access to your document, all they will see in the class Gradebook is this:

Linden, Jill Course: Algebra 2 A - Demo 20-21 - 2020-2021 Activity: Solving Equations Assignment Category: Assignments Target due: Oct 16, 2020 Submitted: Sep 16, 2020, 11:49:24 PM						
CONTENT	SCORE/ACTIVITY	HISTORY	SUBMISSION HISTORY	CLASS STATISTICS		
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You are going to have an unhappy face, too, if you can't get credit for all of you hard work, so how can you make sure that your teacher can access your document?

## Share the Document!

If your teacher cannot access your submitted assignment, you can adjust the sharing properties of the document to allow access. You can even make this fix on items that you have already submitted.

- Go to your Google Drive.
- Locate the document that you want to share with your teacher.
- Right click on the document and select Share:

My Drive $\rightarrow$ TEST $\neg$			
Name 个			Owner
Sample Document 🐣			me
Sample Document #2	<ul> <li>Preview</li> <li>Open with</li> </ul>	>	me
C	Share         G⇒       Get link         Add shortcut to Drive         Move to         Add to Starred         Add to Starred         Rename         View details         Make a copy         Report abuse	0	
	Download III Remove		

• Select the option to allow <u>Anyone on the internet with this link can view</u>.



Hint: If you don't want to share each document with your teacher individually, you can also set up this same sharing for an entire folder.

Once the document has been shared in this fashion, your teacher will be able to see and access the document via the course Gradebook.

× Grade - Solving Equations Assignment

