Google Drive - Portfolio Guidance



If you are using Google Drive to host your portfolio, please follow the below guidance to ensure your portfolio is viewable.

To share a document out to the public, open Google Drive and navigate to the folder containing that document. Select the document to be shared, and then click the share button in the upper right corner of the window (**Figure A**).

Figure A



In the sharing popup, click Advanced. From within the resulting popup (**Figure B**), click the Change link associated with Who has access.

Figure B

https://docs.google.com/document/d/1dq0HkpTXLtHWKt6LARia4nVkFHqONUTPmE				
Vho has access				
Private - Only you can access	Change			
jack wallen (you)	is owner			
Invite neonle:				
innie people.	1 ×			
Enter names or email addresses				
Enter names or email addresses				

In the next window, click **On – Public on the web**. This will then reveal the Access option (**Figure C**), which allows you to set what the public can do with the document.

Figure C

۲	\bigcirc	On - Public on the web Anyone on the Internet can fin	id and access. No sign-in required.
0	•	On - Anyone with the link Anyone who has the link can access. No sign-in required.	
0	-	Off - Specific people Shared with specific people.	
Acce	ss: A	nyone (no sign-in required) with any link sharing option (Can view -
	Save	Cancel	Learn more about link sharing

You can enable three possible options for public sharing:

- Can view (default) public only has read access.
- Can edit public has both read/write access.
- Can comment public can read and add comments.

For portfolios, its best to share the default option- read access only.

Once the document has been shared, you will be presented with a link to use for distributing the document. Upload this link to the My Portfolio Tab in the UWE Welcome Website.

Reminders

Please remember to not share sensitive information publicly.

Please do not share the link with specific email addresses, it may be multiple people viewing this link, including admissions and faculty staff.

Portfolios over 2GB require downloading.