

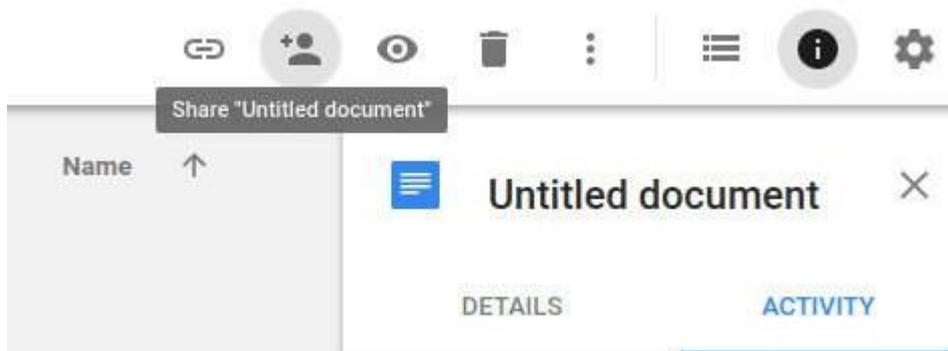


Google Drive - Portfolio Guidance

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

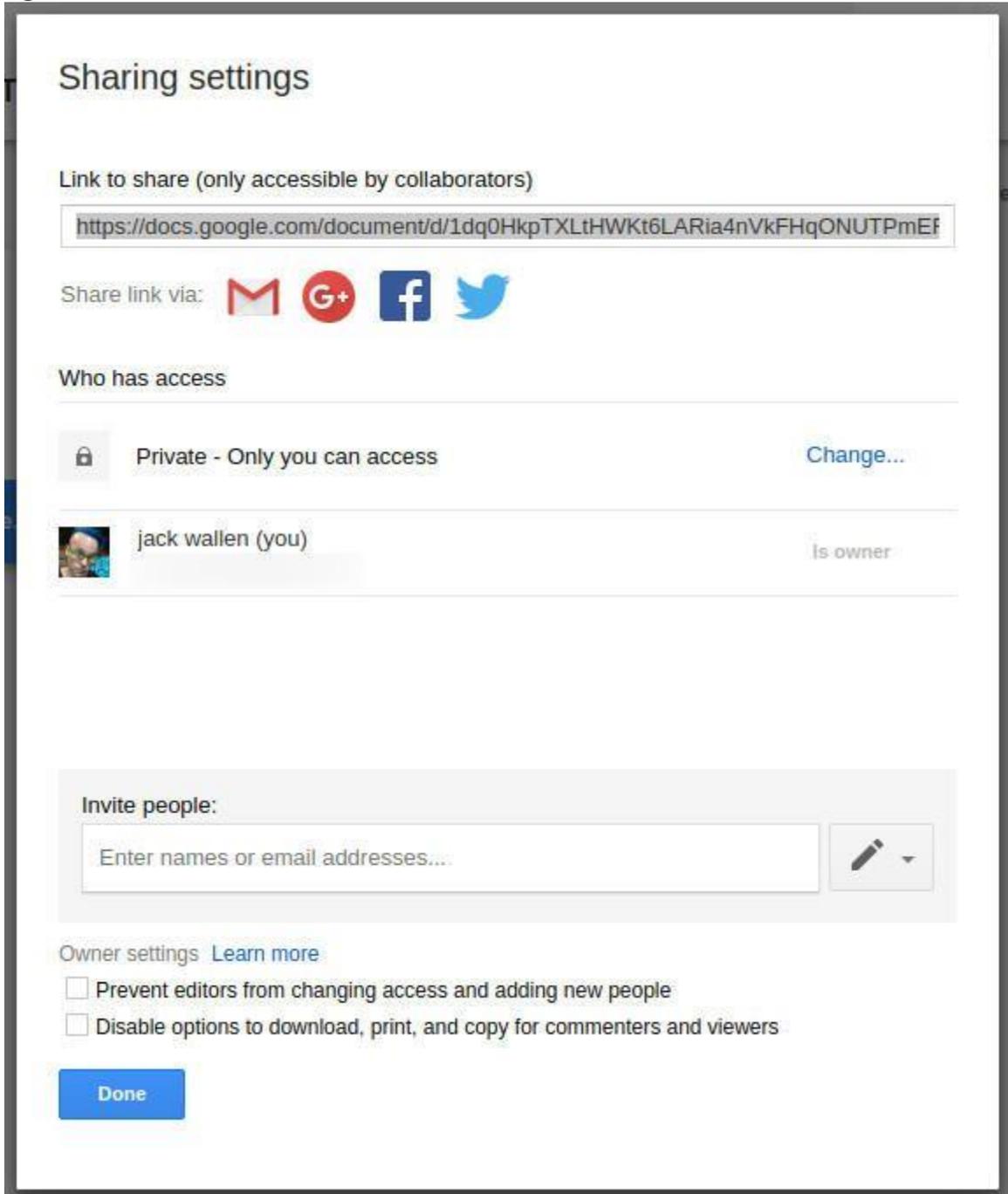
To share a document out to the public, open Google Drive and navigate to the folder containing that document. Select the document to be shared, and then click the share button in the upper right corner of the window (**Figure A**).

Figure A



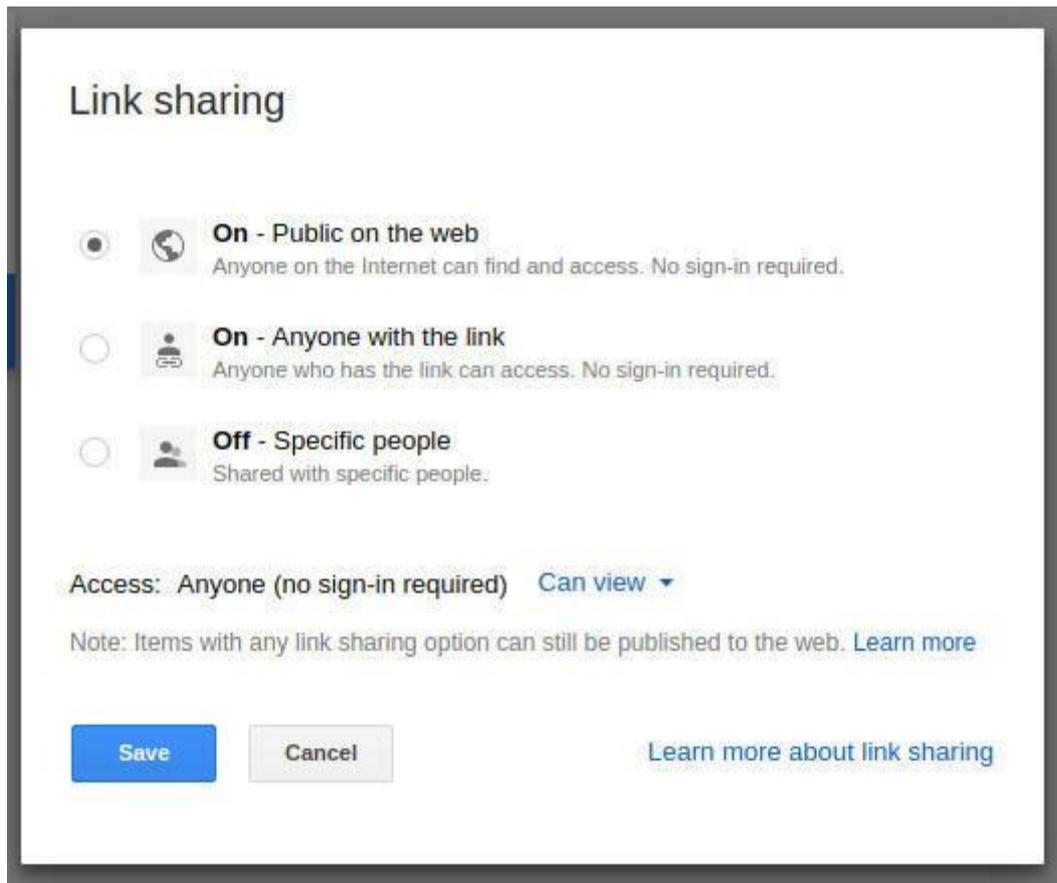
In the sharing popup, click Advanced. From within the resulting popup (**Figure B**), click the Change link associated with Who has access.

Figure B



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



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.