

Share a Google Doc in Schoology

There are two ways to share a Google Doc with students in Schoology. One way is to share the doc via its URL. The other is to use the Google Drive Resource App.

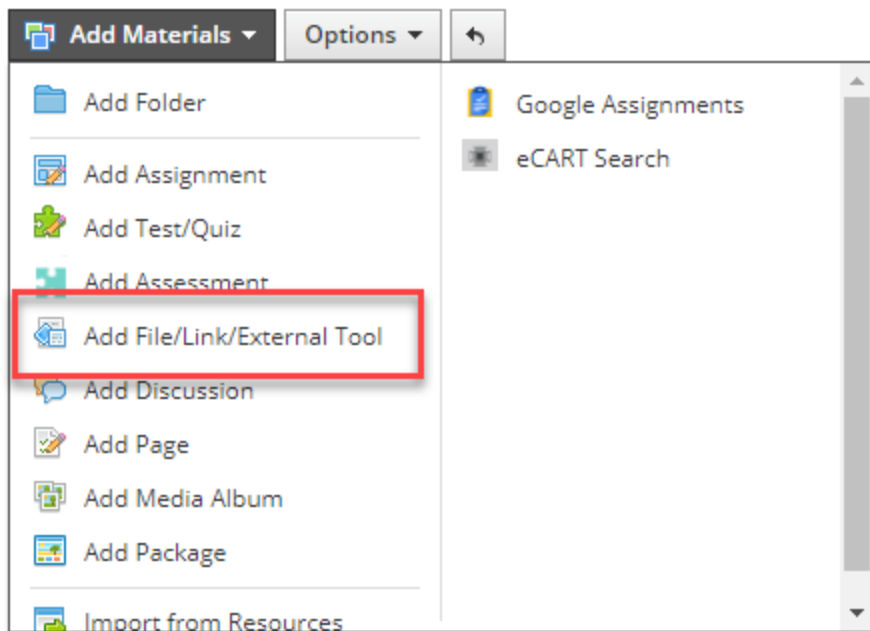
For a version of this PDF with animated GIFs, see this [FCPS Google Doc](#).

Share a Google Doc by its URL.

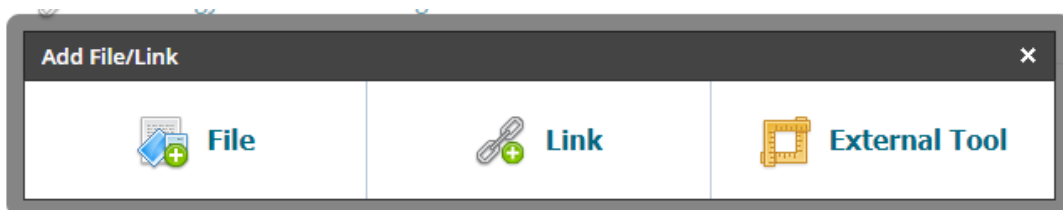
One way to share a Google Doc in Schoology is by posting the URL.

In your Schoology Course:

1. From the **Add Materials** drop down menu, select **Add File/Link/External Tool**.



2. Choose **Link**.



3. Paste the **URL** and **Title** of your Doc in each of those fields.

The screenshot shows a dialog box titled "Add Link" with a close button in the top right corner. The dialog contains two input fields: "Link/URL:" with the placeholder text "Enter a url or embed code" and "Title:". Below these fields is a "Learning Objectives:" section with an "Align" button. At the bottom of the dialog is an "Options:" section with several icons (three dots, a document icon, a green circle, and a folder icon). At the very bottom are "Add" and "Cancel" buttons. A red rectangle highlights the "Link/URL:" and "Title:" fields.

4. Click **Add**.

The link to the Doc will appear in your course, and when selected the doc will display in a frame within Schoology. If you want to open the doc in its own browser window, click on the button in the upper right.

Fairfax County PUBLIC SCHOOLS COURSES GROUPS RESOURCES TOOLS Rick Ste...

Personal Course: Rick Stegman
Sharing a Google Doc

Name that Movie - emoji style

Name that Movie ...
File Edit View Insert Format Tools Add-ons Help

100% Normal text Bangers 15

? 🏠 🍿 GUESS THE MOVIE! ? 🏠 🍿

Work together and use the emoji clues in the table below to guess the movie title. Some emojis represent the words in the title, while others contain famous clues from the films. As soon as you have all the answers, have one person return to the main room and *post the link to your completed chat* (make sure anyone can view). The first group to correctly guess all the movie titles w

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9	🍿 🍿 🍿 🍿	

Note: Your Google Doc permissions must be set so that your students can access it. The easiest way to do that is to set the Doc permissions to “Anyone with the link can View,” or, “Anyone with the link can Edit.”

Share a Google Doc Using the Google Drive Resource App

After you have connected your Google Drive to Schoology (directions in a separate handout), another way to share a Doc with students is to use the Google Drive Resource App.

To share a Google Doc using the Google Drive Resources App:

1. From the **Add Materials** drop down menu, select **Import from Resources**.
2. Select **Apps**. Then **Google Drive Resources App**.

3. Select one or more files from your Drive.
4. Click on the **Import** drop down menu.
5. Select either **Import File** or **Import Private Link**. Do not select *Import Link*.

Import File: Creates a static copy of the Google Drive resource in your Schoology course. You can view this copy of the resource directly in Schoology, but any changes made to the item in Google Drive are not reflected in the course. The converted doc is displayed within a frame in the Schoology Course and can be opened in a new window. With this option you do not need to worry about the sharing permissions of the source Google Doc.

Import Private Link: A link to the Doc will appear in your course. When you click on the link, the Google Doc will display in Schoology or open in a new tab, depending on the settings. With this option the Google Doc permissions must be set so that your students can access it. The easiest way to do that is to set the Doc permissions to “Anyone with the link can View,” or, “Anyone with the link can Edit.”

Note: Do not use the Import option **Import Link**. Using this option will result in an error message. This option uses public links to Google Docs, which are disabled in the FCPS “walled garden” Google Domain.

Using **Import File** the result looks like this:

Fairfax County PUBLIC SCHOOLS COURSES GROUPS RESOURCES TOOLS Rick Ste...

Personal Course: Rick Stegman
Sharing a Google Doc

Schoology Summer Learning - Practitioner Stories Flyer.docx

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Schoology Summer Learning Practitioner Stories

Please join Schoology pilot school staff as they share their learning from the Schoology pilot experience. These sessions are designed to deepen understanding of Schoology and help you prepare for next school year with our new LMS.

Who: Open to all division staff (instructional staff, administrators, Central Office)

Note: Basic knowledge and navigation of Schoology is needed to participate in all sessions; this is not functional training. It is recommended that participants complete Modules 1 - 3 of their school's Division Training course prior to attending.

What: Schoology learning sessions, led by pilot school staff
When: August 9, 10, and 11
Where: Zoom

Additional information
 Sessions are one hour in length and will include time for Q & A. Participants will receive one hour of PD credit per session. Division staff can search for sessions in MyPDE in early July (search *Schooolav Summer Learning*).

Schoology Summer Learning - Practitioner Stories Flyer.docx 461 KB | VIEW

Using **Import Private Link** the result looks like this:

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Sharing a Google Doc

Schoology Summer Learning - Practitioner Stories Flyer.docx

Schoology Summer Learning - Practitioner ...

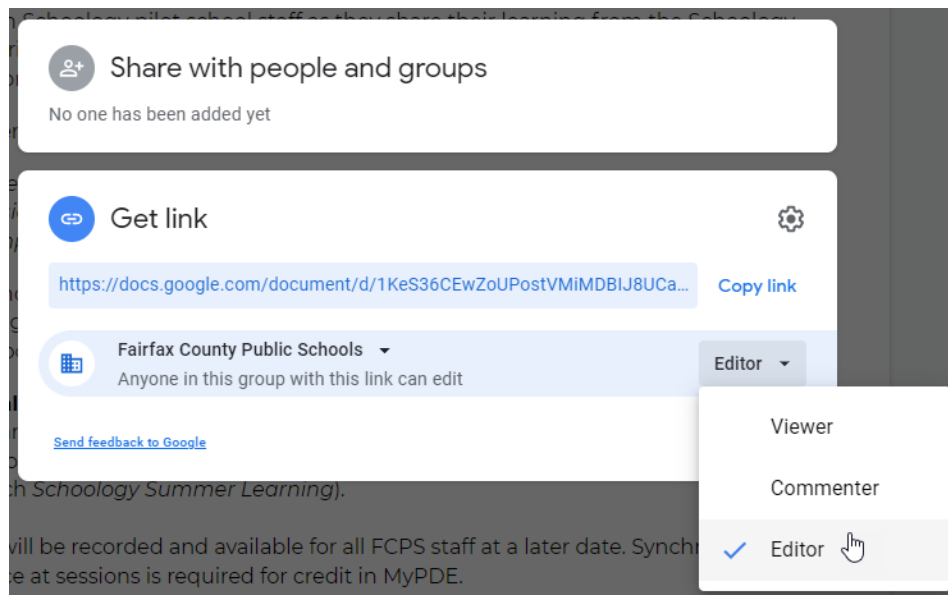
When that link is clicked, the Google Doc opens in a new Tab.

For more information, see the Schoology Support page [Google Drive Resource App](#).

What Can Students Can Do with the Doc?

Whether you share a Google Doc via its URL or by using the Google Drive Resource App, your Google Doc permissions must be set so that your students can access it. The doc's sharing permissions determine what the student will be able to do.

If you wanted all your students to be able to edit the same document - to create a shared Slides presentation for example - set the permissions as, "Anyone with this link can edit."



If you just wanted your students to be able to view the document but not edit it - a course syllabus for example - set the permissions as, "Anyone with this link can view."



Share with people and groups

No one has been added yet



Get link



<https://docs.google.com/document/d/1KeS36CEwZoUPostVMIMDBIJ8UCa...>

Copy link



Fairfax County Public Schools

Anyone in this group with this link can view

Viewer



✓ Viewer

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Editor

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