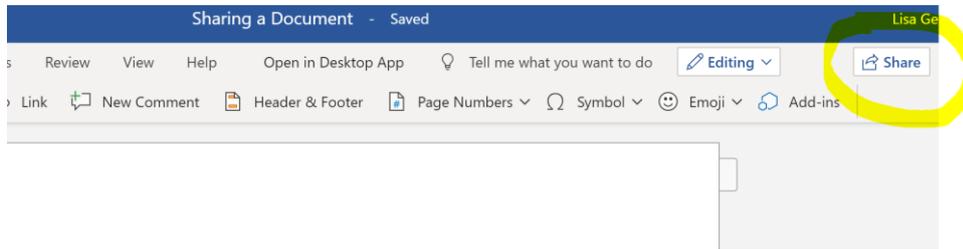
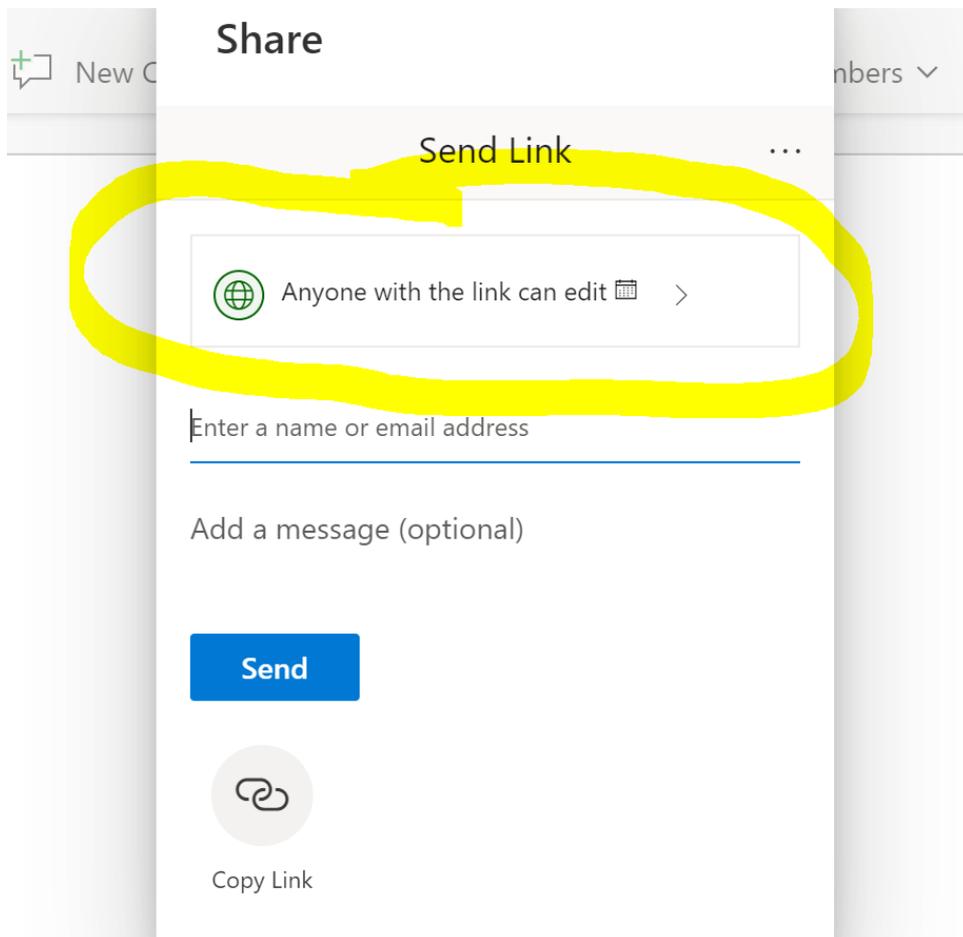


How to Share a OneDrive Document with Students and ensure they cannot edit your document:

1. Create a document in OneDrive and Click on “Share” in the top right corner



2. When the “Share” menu opens, it defaults to “Anyone with the link can edit” this must be changed so students cannot edit your document



3. Uncheck the “Allow Editing” box to disable student editing

V

Link settings

Who would you like this link to work for?
[Learn more](#)

-  **Anyone with the link** ✓
-  People in Kwantlen Pol...ic University with the link
-  People with existing access
-  Specific people

Other settings

- Allow editing
-  Expires Friday Oct 2 2020 ⓘ
-  Set password
-  Block download ⓘ

I me

4.