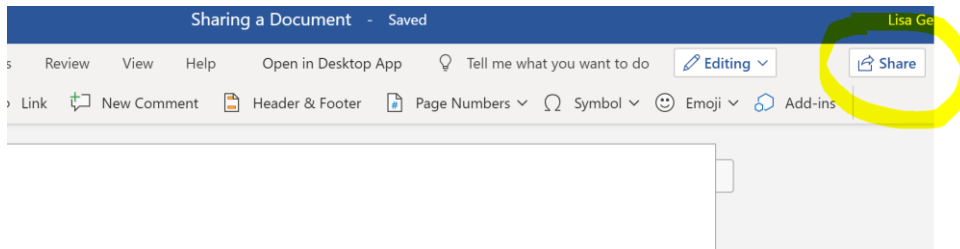
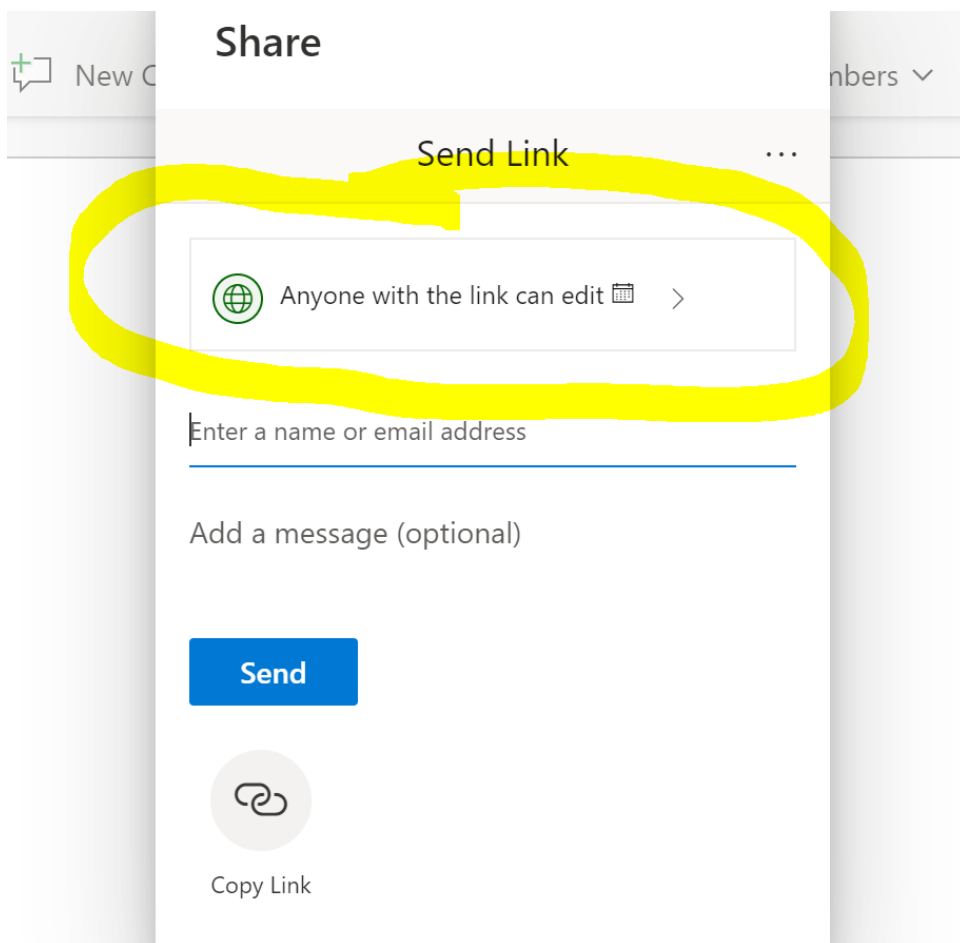


How to Share a OneDrive Document with Students and ensure they cannot edit your document:

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


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  

4.