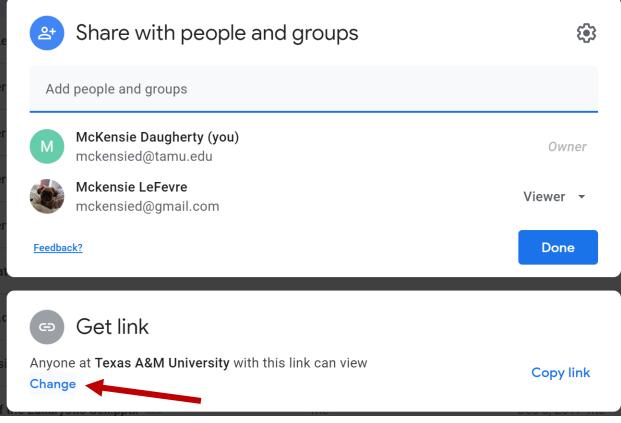
These are instructions on how to share a google drive file with your students, but also keep them from downloading your lectures or other files you add. You will need to do this for every file you put in the google drive folder that you do not want them to be able to download:

| W Cover Let  | et-        | New folder              |    |                |                  |        |
|--------------|------------|-------------------------|----|----------------|------------------|--------|
| W Cover Let  |            |                         |    | 10             | Oct 26, 2017 me  | 16 KB  |
| Cover Le     |            | Share                   |    | 10             | Oct 25, 2017, mg | 15 KB  |
|              | Ð          | Get shareable link      |    |                | Oct 25, 2017 me  |        |
| W Daughert   | <b>A</b> + | Add shortcut to Drive   | ?  | ie             | Jan 4, 2018 me   | 31 KB  |
| Per Daughert | ₽          | Move to                 |    | ne             | Jan 4, 2018 me   | 78 KB  |
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| W Gliders.d  | í ÎÌ       | Remove                  |    | ie             | Jan 4, 2018 me   | 369 KB |

Make the Drive folder shared for your students:



Hit the "Change" button at the bottom.

|       | 오+<br>Shared | Share with people and groups<br>with Mckensie LeFevre                            | Jan 4. 2018 me |
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|       | https:       | //drive.google.com/drive/folders/0B5_UUmdTVrXXVzVvVXBnbUs5TF                     | Copy link      |
|       |              | Texas A&M University ▼<br>Anyone at Texas A&M University with this link can view | Viewer 🝷       |
|       | Feedbac      | <u>k?</u>  | Done           |

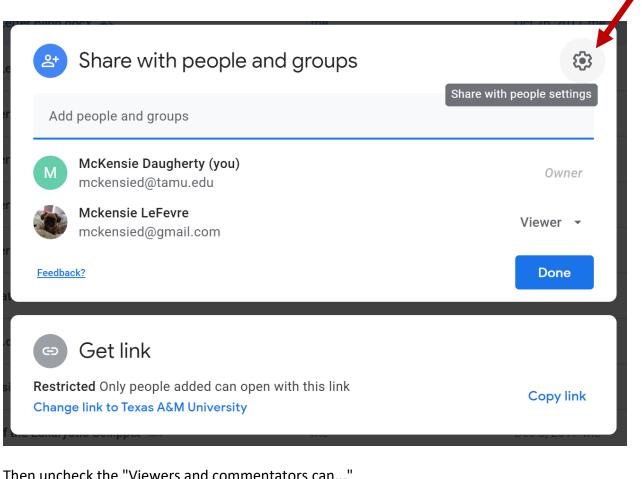
Make sure Anyone with the link is a "Viewer":

Hit "Done".

Now your folder is ready, select a lecture file and click the Share button towards the top right.

| My Drive > interview -    |       | (7) (7)                                    | ▣ 🗓 🗄 🖽              |
|---------------------------|-------|--|----------------------|
| Name 1                    | Owner | Share "Cover Letter Blinn<br>Last modified | n.docx"<br>File size |
| W Cover Letter Blinn.docx | me    | Oct 26, 2017 me                            | 16 KB                |
| W Cover Letter.docx 🚢     | me    | Oct 25, 2017 me                            | 15 KB                |

Then click the gear icon on the top right of the pop up



Then uncheck the "Viewers and commentators can..."

← Share with people settings  $\checkmark$ Editors can change permissions and share Viewers and commenters can see the option to download, print, and copy

Uncheck the box and save the settings, this should prevent people who are viewers from downloading the files.

You will have to do this for every file you share.