

## To Share Your Google Doc with a Tutor (Commenter Permission)

1. Open your Google Doc.
2. Click **Share** (top right).
3. In the top box, type **kctutor7421@gmail.com**
4. Change **Viewer** to **Commenter**
5. Click **Send**

## To Share Your Google Doc link with an Instructor (Editor Permission)

6. Open your Google Doc.
7. Click **Share** (top right).
8. Scroll down to **General Access**
9. Change **Restricted** to **Anyone with the Link**
10. Click **Copy Link**
11. Paste link into **Blackboard Submission Box**