

How to **LEGALLY** share this resource online with your students.

Thank you so much for choosing my resource to use with your students.

If you would like to share this resource, or any part of this resource with YOUR students and parents, please follow the following guidelines.

YOU MAY...	YOU MAY NOT ...
<ul style="list-style-type: none">• Only share with your own students and parents.• Use a safe online platform such as Google Classroom, Edmodo.com, or Microsoft Classroom.	<ul style="list-style-type: none">• Share with students and parents outside your class.• Post/upload/link these documents to any school, district, or class websites. Even those that are password protected. (see exceptions below)

WHY CAN'T I POST THEM ON A WEBSITE? First, if you were to post my work on any website, not only would you be violating my copyright (the legal part), you would also be giving away my hard work for free. In addition, if you post this resource, students from all over can find it and get the answers to their homework. We definitely don't want that!

WHY ARE SOME WEBSITES OKAY AND SOME AREN'T? When you place a document on the internet, it becomes "searchable". That means anyone who can use Google, can find it. Some learning platforms, such as Google Classroom, Edmodo.com, and Microsoft Classroom, are not accessible through search. Your account and the documents you upload are only accessible to your students.

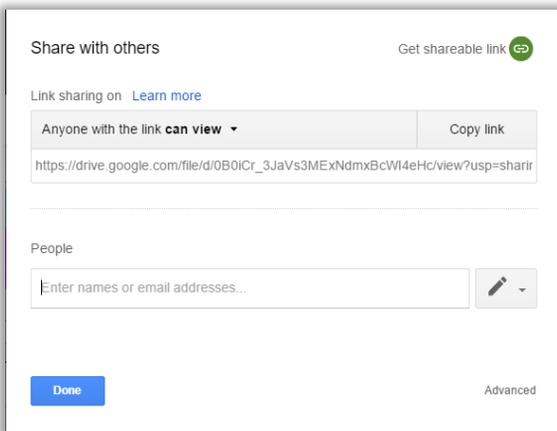
MY WEBSITE IS PASSWORD PROTECTED. IS THAT OKAY? Unfortunately, no. Even documents uploaded to password protected sites are still "searchable". However, I have found one solution to this problem. See *the next page for details*.

See the following page for some tips on sharing my resources online, safely.

I greatly appreciate your help and cooperation. If you believe you have a way of sharing this resource with students and/or parents that was not mentioned, please contact me at kristin@onestopteachershop.com before proceeding. I'm happy to work with you and find a solution.

How to share this resource through a password protected website.

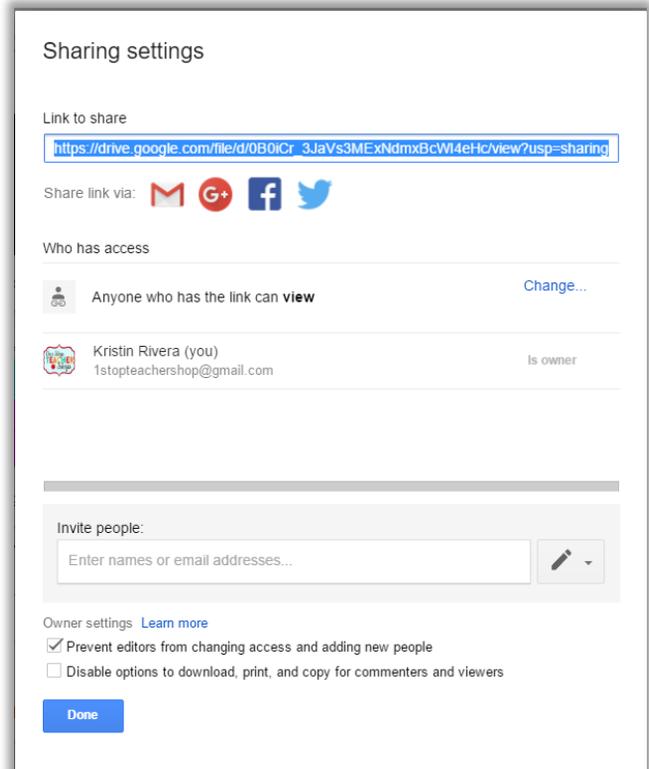
1. **You will need to host the documents on Google Drive, Dropbox, or similar.** By keeping the documents on one of the above, you are keeping them private. Only you and those you share them with (your students) will have access.
2. **Share the documents using a “sharable link”.** Once you have the documents you want to share on Google Drive (or similar), you can share them by creating a link. Use this link on your **password protected** website or in a “class email” for parents and students to access the document. Because the documents are not uploaded to your actual website, they are not searchable on Google.
3. **IMPORTANT...**you will need to make sure your settings are set to “private” or “only those with a link can access”. Here are some tips for Google Drive.



When you right-click on a document you would like to share and click share, you should see this screen (left). You can use this link to share the document on your password protected website. You **MUST** first go to “Advanced” in the bottom corner to check your settings before moving forward.

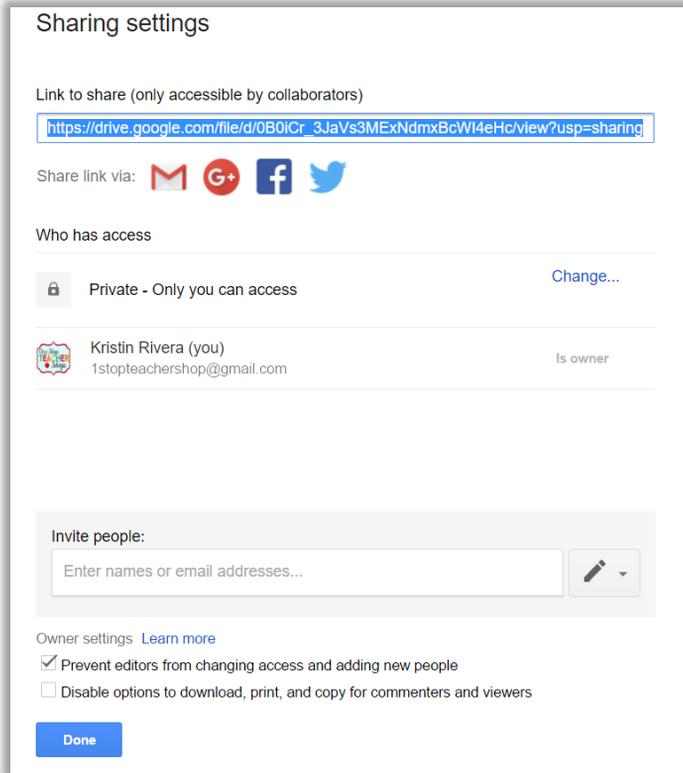
In your “Sharing Settings” (Advanced), make sure you check the box that says “Prevent others from changing and adding new people”. Also make sure you have selected “Anyone who has the link can view”. These settings will ensure you are not violating any copyright laws. **NOTE: This is ONLY okay for password protected sites. If you don't have a password protected site, see the following page.**

Please always email me if you have any questions. I'm here to help.
1stopteachershop@gmail.com



How to share this resource on a website that is NOT password protected.

Please first follow steps one and two from the previous page. If you would like to add the link from your Google Drive to your website (without a password) you can only do this with the following settings in place.



The screenshot shows the 'Sharing settings' dialog for a Google Drive document. At the top, it says 'Link to share (only accessible by collaborators)' and provides a URL: https://drive.google.com/file/d/0B0iCr_3JaVs3MExNdmxBcWI4eHc/view?usp=sharing. Below this, there are icons for sharing via email, Google+, Facebook, and Twitter. The 'Who has access' section shows the document is set to 'Private - Only you can access' with a 'Change...' link. Below that, it lists 'Kristin Rivera (you)' as the owner with the email '1stopteachershop@gmail.com'. There is an 'Invite people' section with a text input field 'Enter names or email addresses...' and a dropdown arrow. At the bottom, there are 'Owner settings' with two checkboxes: 'Prevent editors from changing access and adding new people' (checked) and 'Disable options to download, print, and copy for commenters and viewers' (unchecked). A 'Done' button is at the bottom left.

When you right-click on a document you would like to share and click share, you should see this screen (left). You can use this link to share the document on your website. **You MUST make sure the document is set to "PRIVATE"**. In this case, anyone who clicks the link will need permission to access. If you have a list of parent emails, you can share the sheet with them by adding their email to the "invite people" section.

The main idea is that all documents are being stored on Google Drive (or similar) and are only being shared with your students/parents.

NOTE: It is your responsibility, no matter what website you use, to make sure all documents are not accessible to the public. I regularly search the internet for my work and do not want to send you a Cease and Desist Letter due to copyright infringement. I want you to be able to use these resources with your students and share them in a way that works for everyone. Again, please email me if you have any questions about my copyright and how you can share these documents with your class.

My current terms of use...

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