

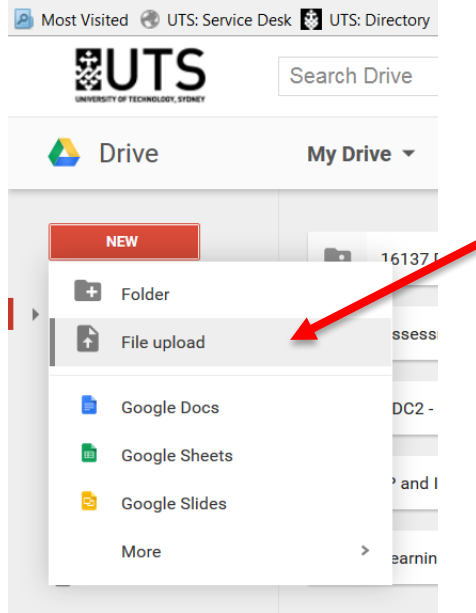
How to Submit Tasks in 16470 Digital Design and Construction 2

What students will need to do to submit Assessment Tasks 1, 2 & 3:

1. Log into <http://drive.google.com> with your **UTS email account** information.

I.e., Log in as StudentName@uts.edu.au E.g., Julie.Jupp@uts.edu.au

2. Upload your Assessment Task 1 to Google Drive by clicking on the button that is to the right of the Create button and then selecting **Files...**



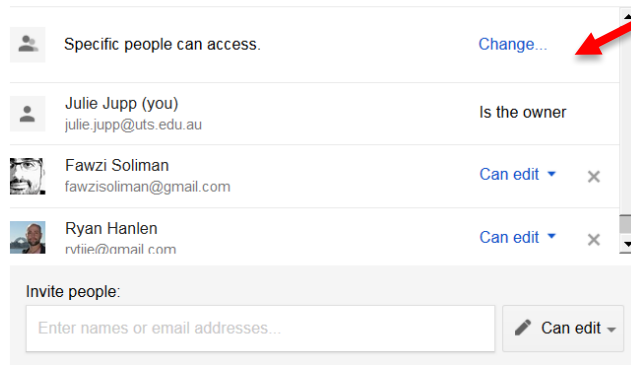
3. You will then need to change the share setting for your uploaded file to “Anyone with the link”. You can do this by opening the document, clicking the Share button and then clicking the Change... link in the Who has access section.

Sharing settings

Link to share (only accessible by collaborators)

<https://docs.google.com/a/uts.edu.au/document/d/1HkAYDIPt7I3I9toFBYO3PAfWNsv>

Who has access

A screenshot of the Google Drive sharing settings dialog. The 'Who has access' section is visible, showing a list of users with their access levels. The first row is 'Specific people can access.' with a 'Change...' link highlighted by a red arrow. Below it, 'Julie Jupp (you)' is listed as 'Is the owner'. Two other users, 'Fawzi Soliman' and 'Ryan Hanlen', are listed with 'Can edit' permissions. At the bottom, there is an 'Invite people' section with a text input field and a 'Can edit' dropdown.

Owner settings [Learn more](#)






- Prevent editors from changing access and adding new people
- Disable options to download, print and copy for commenters and viewers

Done

Then change from this...

To this...






Link sharing

-  **On – Public on the web**
Anyone on the Internet can find and access this. No sign-in required.
-  **On – Anyone with the link**
Anyone who has the link can access. No sign-in required.
-  **On – University of Technology, Sydney**
Anyone at University of Technology, Sydney can find and access.
-  **On - Anyone at University of Technology, Sydney with the link**
Anyone at University of Technology, Sydney who has the link can access.
-  **Off – Specific people**
Shared with specific people.

Note: Items with any link-sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

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-  **Off – Specific people**
Shared with specific people.

Access: **Anyone (no sign-in required)** [Can view](#) ▾

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a. Copy the Link to share for the document.

Sharing settings

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<https://docs.google.com/a/uts.edu.au/document/d/1HkAYDfPt713I9toFBYO3PAfWNsv->

4. Access the 2017 DDC 2 Google Drop Box via this link:

See [link provided by Course Director to your Specific Subject Google Form.](#)

5. Follow the instructions contained within the Google Form by completing your name, student ID, submission type, etc.

Paste the link to the document where it asks for the URL for it (last field in the form).