

# Upload URL As An Artifact

You can upload a web-based artifact into the documentation log by attaching the URL.

- 1) Click the ADD ARTIFACT button.
- 2) Complete the details for your artifact.
- 3) You will then have to select FILE or URL depending upon the source of your artifact.
- 4) Select URL and copy/paste the URL (web address) of your artifact into the box.
- 5) Click SAVE.
- 6) The link now lives as an artifact under the standard/s chosen for alignment

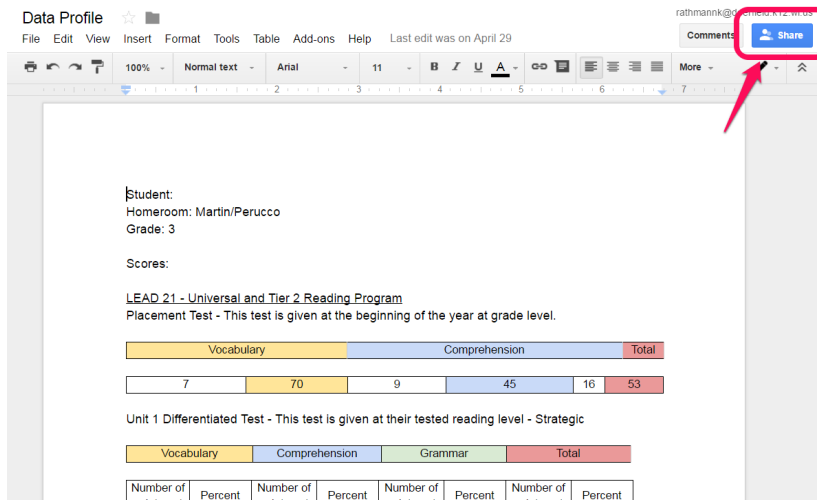
## Google Docs are Special

\* For Google Docs, be sure your doc share settings allow "anyone with the link" to access your URL or your evaluator will not be able to see your google file.

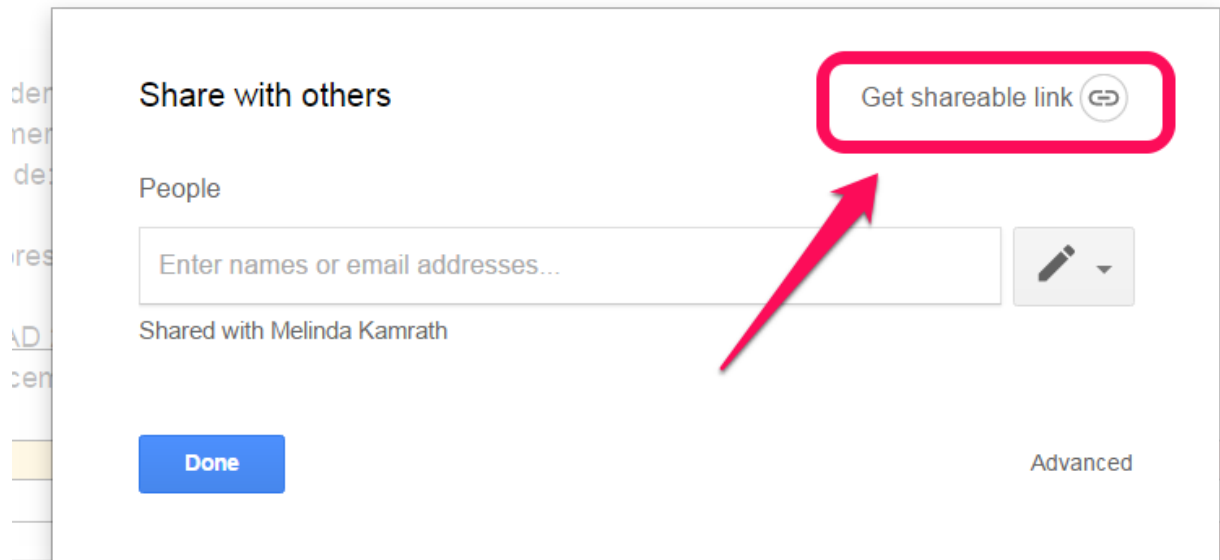
Google docs will continue to change when new content is added.

# Changing your Share Settings

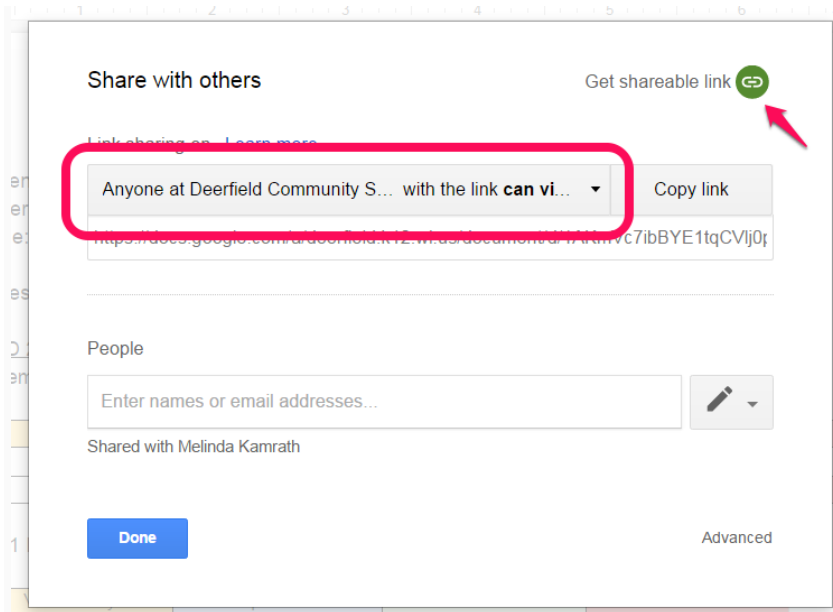
Open your Google Doc you would like to upload and click on the SHARE button.



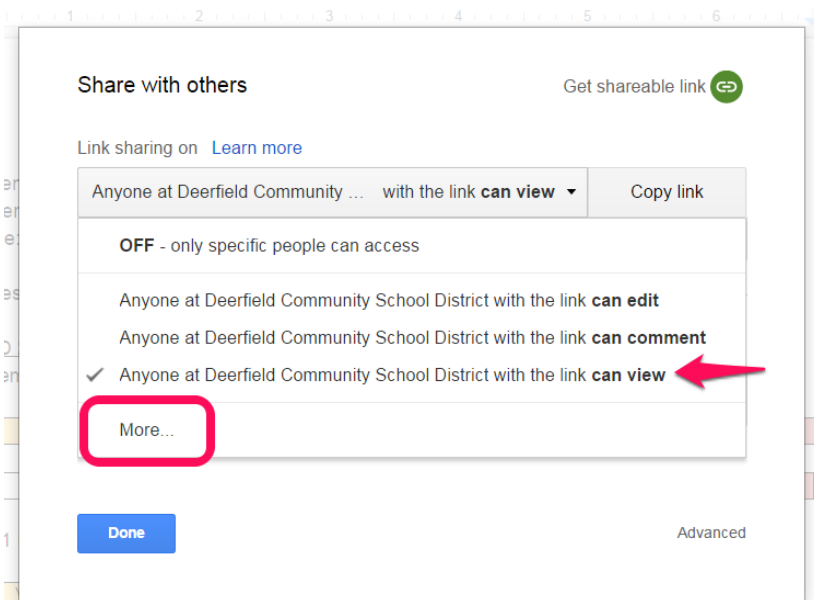
CLICK on "Get shareable link"



The “Get shareable link” will become green when it is on. Go to the drop down menu of sharing options and CLICK on the drop down arrow.








You will see what your current setting for it has a checkmark next to it. CLICK on “More...” to reveal more options.



SELECT to turn on “Anyone with the link” and CLICK on SAVE.

### Link sharing

-  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required.
-  **On - Deerfield Community School District**  
Anyone at Deerfield Community School District can find and access.
-  **On - Anyone at Deerfield Community School District with the link**  
Anyone at Deerfield Community School District who has the link can access.
-  **Off - Specific people**  
Shared with specific people.

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

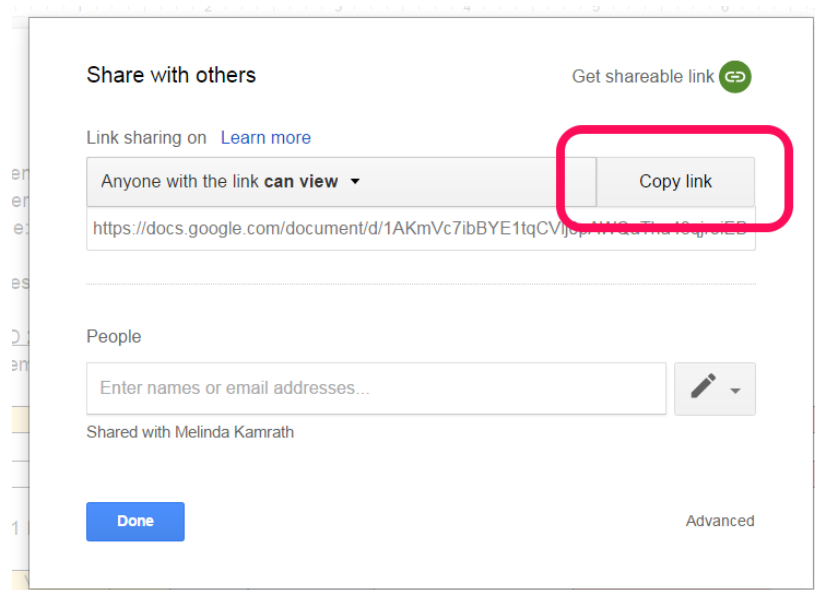
Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#)

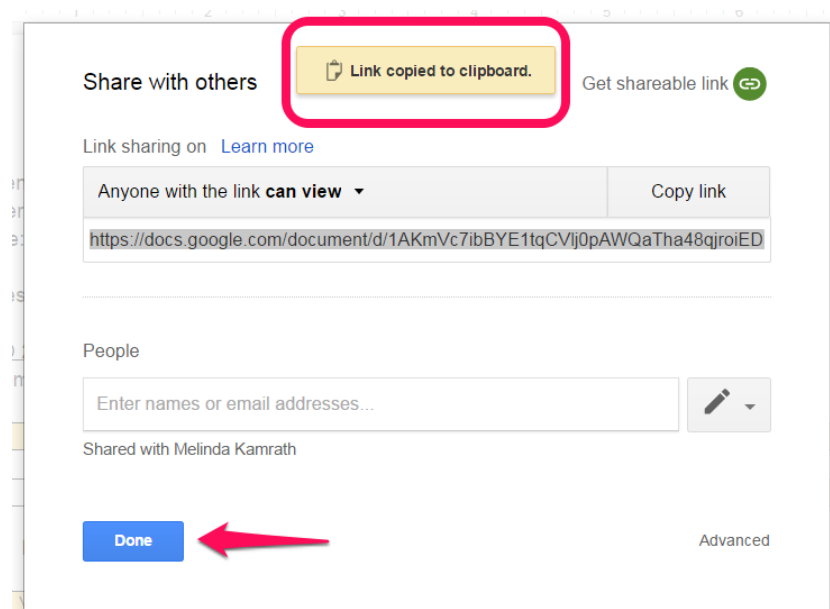
[Cancel](#)

[Learn more about link sharing](#)

You will see your new setting of “Anyone with the link can view” - SELECT “Copy Link”



You will see a verification at the top of your screen that your “Link is copied to the clipboard.” Then select DONE.



Go back to your MLP and Upload File screen:

- SELECT - Url
- PASTE the file Url (Ctrl-V)
- CLICK on the Save button

The screenshot shows the 'Upload File' form with the following fields and annotations:

- Name:** Enter a name...
- Description:** Enter a description...
- Types:** Choose the Artifact Types...
- Categories:** Choose the Artifact Categories...
- Alignment:** Choose a Rubric... Choose a Criteria + Add Criteria
- File Type:** Radio buttons for File and Url. The 'Url' option is selected. A red arrow labeled 'Select' points to the 'Url' radio button.
- File Url:** A text field containing the URL: <https://docs.google.com/document/d/1AKmVc7ibBYE1tqCVlj0pAWQaTha48qjroiED3FICCOo/edit?usp=>. A red arrow labeled 'Paste Here' points to this field.
- Notify Admin:** Select an administrator
- Buttons:** 'Save' and 'Clear Form' buttons. A red arrow labeled 'Click' points to the 'Save' button.

Rubric	Criteria
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