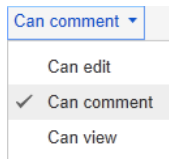


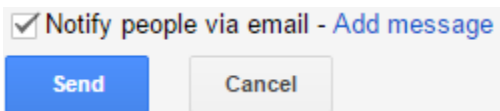
How to Review and Comment on Shared Google Doc

Share/Review

1. Log into your Google Account go to Google Drive
2. Select your essay in Google Drive
3. Right click on your essay and select **Share** option
4. In the **Add people:** section type out the name of the classmate who is reviewing your essay. Then adjust the share setting so they can only comment on the document.

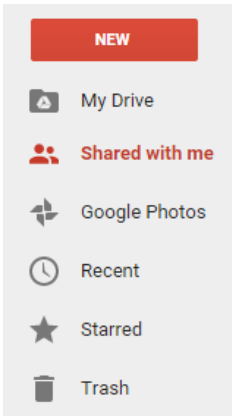


5. Click the advanced button on the bottom left.
6. Make sure the Notify people via email is selected, then click Send

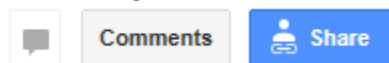


Reviewing/Commenting

1. Click where it says Shared with me



2. You will then see the shared file from your partner.
3. **Select the file** you wish to review and then **right click** and choose **Open with**
4. Select **Google Docs**
5. Click the comment button on the top right of the screen and add comments to the paper as you read through. Give constructive feedback.



6. Send the original owner of the paper an email letting them know when you have finished reviewing their paper so they can start going over your comments and making changes so they can then submit their paper for a grade.