

# FCPS G Suite Sharing Guidelines & Best Practices

## Sharing Best Practices

FCPS G Suite for Education makes it easy to share documents with individuals and groups to facilitate collaboration. Documents can be shared between any users — faculty and students. Please keep the following things in mind when sharing items with other users through FCPS G Suite for Education:

- **Make sure the information contained in the document or folder you wish to share conforms to the recommendations set forth in the [FCPS G Suite Data Security Guidelines](#)**, which include detailed guidance on what information can and what should not be stored within the FCPS G Suite system.
- **Make sure to share with the correct person** — double-check common names to be certain you are sharing with the intended person. For students, make sure you have the correct student ID, as student accounts in FCPS G Suite use the format *studentID@fcpschools.net*. For faculty, check a person's username through Outlook if necessary.
- **Use [centrally-created Google groups](#) to share with your whole school** — The *School Staff* and *School Additional Staff* groups allow you to easily share items with your entire school's staff.
- **Share folders instead of individual files** — as you will often share multiple items with the same group of people, it's more practical and efficient to share a folder with that group. Then any individual documents added to that folder will automatically inherit the same share permissions. *NOTE: Individual document permissions within a shared folder can still be customized as needed.*
- **Use [Shared Drives](#) for storing files important to teams, schools or offices** — The fact that ownership of files stored in Shared Drives transfers to the Shared Drive itself (rather than being attached to an individual user) makes Shared Drives particularly useful for housing documents that need to be maintained and accessible to a specific team, school or office, even after the original owner may leave that group, location or FCPS altogether.
- **Carefully consider [roles](#) when adding members to Shared Drives** — it may be more appropriate to set members as Viewers, Commenters or Contributors at the Shared Drive level, rather than the default Content Manager, and promote their permissions for specific items within the Shared Drive on an as-needed basis. You may also want to limit the number of Managers. Limiting roles in this way at the beginning will mitigate the possibility of users inadvertently deleting items from the Shared Drive.
- **IMPORTANT: Avoid using global link sharing (ie. searchable by anyone in FCPS), and update the Share settings on any existing documents to be either shared only with specific people or shared with link.** Directions for disabling global link sharing for [individual documents in Drive](#) as well as [documents in Shared Drives](#) are below.

## Sharing Settings

Access the Sharing Settings by clicking the blue **Share** button in the upper-right corner of any open document, or by selecting one or more items in your Drive list and then clicking the **Share** button at the top of the list.

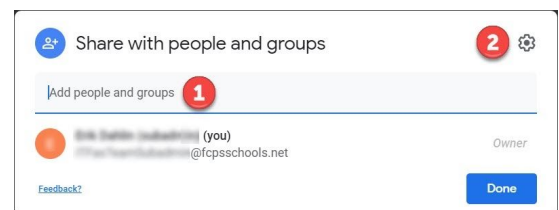


Document Share button



Drive Share button

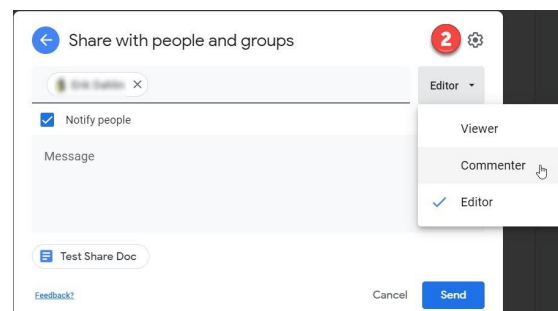
- ① *Add individuals or centrally-created groups* — Share with individuals by entering their name or FCPS Gmail address. It's also possible to add multiple people at once by entering the name of a centrally-created Google group (see [Centrally-Created Google Groups](#) below for more details).



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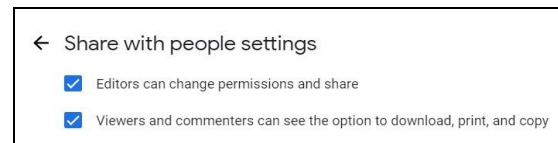
Once you add someone, you will then be able to set the permission level for the people with whom you're sharing so they can either view, comment on or edit the document.

You will also have the option to choose whether to *Notify people* (meaning they will get a share notification email sent to their FCPS Gmail address), as well as compose a custom message to go with the notification.



- ② *Add sharing restrictions* — The gear icon lets you set additional sharing options for your document:

- Unchecking the first box lets you prevent editors from sharing with other people or changing other users' permissions.
- Unchecking the second box lets you prevent viewers and commenters from downloading, printing or making copies of your shared document.

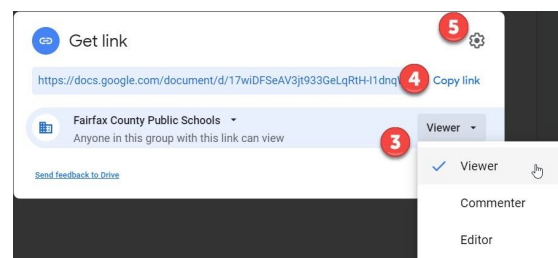
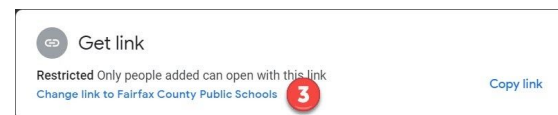


**IMPORTANT:** Link sharing is useful when sharing with a large number of users, but links can be forwarded and you may not know who has access to your document. To maintain the maximum control over your shared documents or folders, as well as prevent unintentional sharing of information meant for limited or faculty-only access, it's always best to restrict sharing to specific people or centrally-created groups.

- ③ *Enable Link Sharing* — Clicking on **Change link to Fairfax County Public Schools** will share the document with anyone in FCPS who has the link, and brings up the Link Sharing settings, where you can set the permission level for everyone who accesses your document via the link.

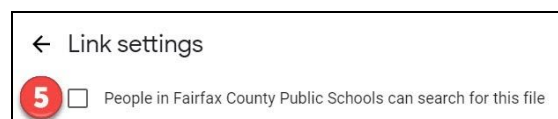
**TIP:** It's usually best to set Link Sharing permission to Viewer, and add people individually if they need Commenter or Editor access.

- ④ *Copy Link Sharing link* — Clicking on **Copy link** will copy the link into your clipboard so you can paste it into an email message, calendar appointment or elsewhere.



**IMPORTANT:** Items shared using Link Sharing will not automatically appear in other users' *Shared With Me* list in Drive, but rather will only appear there after first accessing the item by clicking on the link that you share with them by email, calendar or some other means.

- ⑤ *Disable Global Link Sharing* — Clicking on the gear icon brings up the Global Link Sharing settings, which gives the option to make your shared document searchable by anyone within the FCPS G Suite domain. **LEAVE THIS SETTING UNCHECKED.**



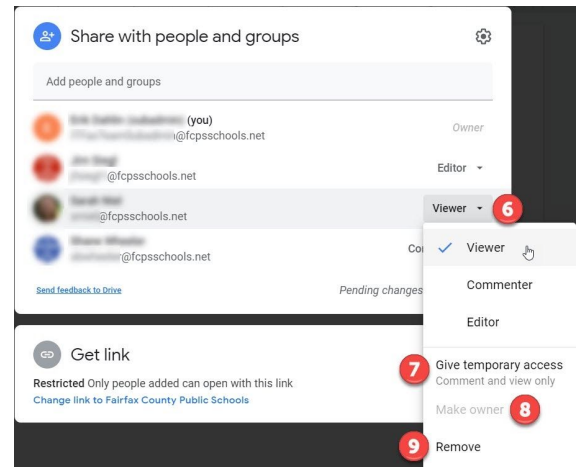
**IMPORTANT:** Global link sharing should **NOT** be used. By sharing an item in this way, **anyone** in FCPS — faculty or student — could potentially access the document or folder. Any items shared in this way can be searched for and accessed by **any** FCPS G Suite user. Therefore, to prevent oversharing, this global link sharing setting should **NOT** be used.

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### Customizing Sharing Settings for Individual Users

After sharing a document as described above, click the **Share** button again to customize the sharing settings for each individual person.

- ⑥ The dropdown beside each person lets you set them to be a **Viewer**, **Commenter** or **Editor**.
- ⑦ **Give temporary access** lets you make people viewers or commenters for a limited period of time.



- ⑧ Transfer ownership of a document to another person via the **Make Owner** link. *NOTE: Once you transfer ownership, you can't reclaim it — the new owner must transfer ownership back to you if needed.*
- ⑨ Finally, **Remove** people who no longer need access to the document.

### Sharing Permissions by Role

	Owner	Editor	Commenter	Viewer
Delete files and folders	✓	—	—	—
Add or remove files and folders	✓	✓	—	—
Share or unshare files and folders	✓	✓	—	—
Edit files	✓	✓	—	—
Comment or suggest edits in files	✓	✓	✓	—
View files and folders	✓	✓	✓	✓

### Sharing with Opted-Out Students

If you are unable to find a student when sharing a document or folder, it's likely due to them having been opted out of the FCPS G Suite directory (which would have been done by the parents as part of the regular opt-out form).

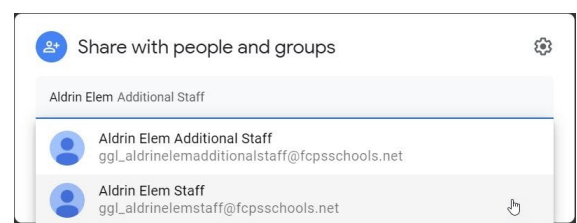
**To share with an opted-out student**, you must enter the students' full [studentID@fcpspschools.net](mailto:studentID@fcpspschools.net) address in the Share Settings window. *NOTE: The student's name will not auto-complete, but the item will be shared normally.*

**To check if a student should be opted-out**, look up the student in SIS and check the Directory field under the OTHER INFO tab. If there is nothing listed in this field, [submit a RequestIT ticket](#) to have the student's G Suite account updated.

### Centrally-Created Google Groups

Each school has 2 centrally-created Google groups, for sharing documents and folders with the entire school's staff. Both of these groups are updated nightly based on corresponding Outlook distribution lists.

1. **School Staff ([ggl\\_schoolstaff@fcpspschools.net](mailto:ggl_schoolstaff@fcpspschools.net))** — These groups are automatically maintained in both Outlook and G Suite to include all staff assigned to a school by HR (based on Lawson).

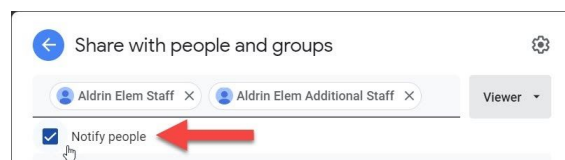


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- School Additional Staff (ggl\_schooladditionalstaff@fcpspschools.net)** — No automatic maintenance occurs for *School Additional Staff* groups, but rather must be maintained by the TSSpec and SBTS at the school by updating the corresponding Outlook distribution list.

To share an item in FCPS G Suite for Education with your entire school's staff, you must share that item with both the **School Staff** group and the **School Additional Staff** group.

Make sure the **Notify People** checkbox on the Share screen is checked (this is the default). To access the shared item, users must click the link in the notification that they receive in the FCPS Gmail.

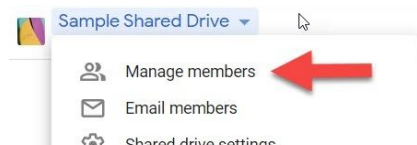
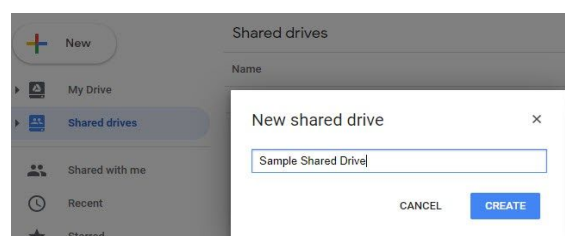


### Shared Drives (formerly Team Drives)

Shared Drives allow teams to store, search and access their important files. Ownership of files added to a Shared Drive transfers to the Shared Drive, so even if a member of a team leaves, the files remain in the Shared Drive — rather than being attached to an individual user (and thus potentially deleted if the owner leaves FCPS).

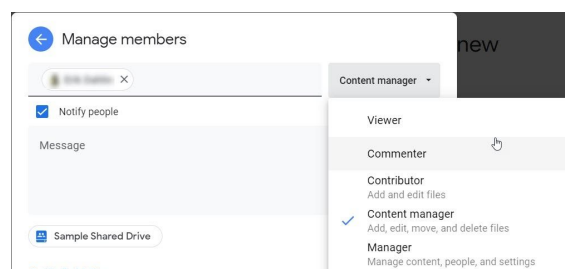
To create a new Shared Drive, click on Shared Drives on the left in Drive, and then click the **New** button. Name your Shared Drive and click **Create**.

The creator of a Shared Drive initially has the role of Manager, with complete control over membership and settings. Unlike shared folders in Drive (which can only have a single Owner), Shared Drives can have multiple Managers.



After creating a Shared Drive, selecting **Manage Members** from the Shared Drive's dropdown will let you add people or groups to the Shared Drive. As with individual documents, once you add someone to your Shared Drive, you will be able to set their permission level.

You will also again have the option to choose whether to *Notify people* (send a share notification to their FCPS Gmail address), as well as compose a custom message to go with the notification.



### Shared Drive Permissions by Role

	Manager	Content Manager	Contributor	Commenter	Viewer
View files and folders	✓	✓	✓	✓	✓
Comment on files	✓	✓	✓	✓	—
Edit files	✓	✓	✓	—	—
Create and add files, create folders	✓	✓	✓	—	—
Add people to specific files	✓	✓	✓	—	—
Restore files from the Trash (up to 30 days)	✓	✓	✓	—	—
Move files from Drive to a Shared Drive	✓	✓	✓	—	—
Move files and folders to the Trash	✓	✓	—	—	—
Move files and folders within a Shared Drive	✓	✓	—	—	—
Move files from one Shared Drive to another Shared Drive	✓	—	—	—	—
Add or remove members of a Shared Drive	✓	—	—	—	—
Change member access levels	✓	—	—	—	—
Permanently delete files in the Trash	✓	—	—	—	—

## Important Considerations about Shared Drives

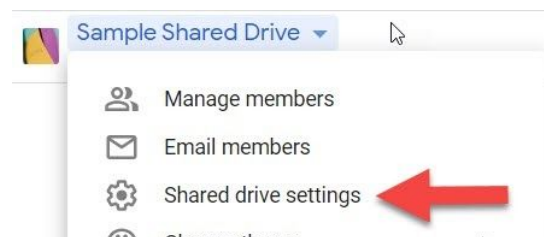
Keep the following things in mind when setting up and using Shared Drives in G Suite, as Shared Drives function somewhat differently than individually-owned documents and folders.

- Only Managers can change other members' roles — and they can only promote those members (ie. increase them from a lower role to a higher one) for items contained within the Shared Drive.
- Users are given the role of Content Manager by default, though you may want to initially set members as Viewers, Commenters or Contributors at the Shared Drive level, and then promote them as needed for specific items contained within the Shared Drive.
- Members of a Shared Drive will be able to see all files and folders contained in that Shared Drive.

## Shared Drive Settings

Selecting **Shared Drive Settings** from the Shared Drive's dropdown will let you set several top-level settings for your Shared Drive:

1. **Sharing outside of Fairfax County Public Schools** — Due to the managed, “walled garden” configuration of our FCPS G Suite domain, this setting will not work. As with individually-owned documents in Drive, you will not be able to share items stored in Shared Drives to any users outside of FCPS.
2. **Sharing with non-members** — This lets you allow non-members access to items stored in your Shared Drive (the default setting), or restrict access to only members. See below for more details.
3. **Download, copy, and print** — This lets you decide if members with Commenter or Viewer access to your Shared Drive can download, make copies of or print documents stored in it (the default setting), or prevent them from doing so. (Members with Manager, Content Manager or Contributor access can always do these things.)



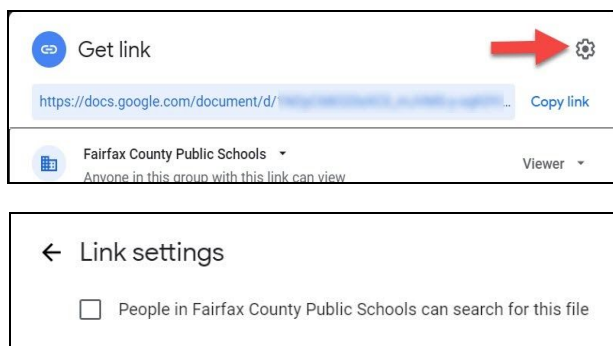
**NOTE:** It is also possible to restrict downloading, copying or printing of individual documents by clicking on the gear icon in the upper-right of the document's share window, and then unchecking the option there.

## Sharing Items from Shared Drives with Non-Members

To share a document stored in a Shared Drive with non-members, go into the Share settings of the individual document to copy the link and share that as you would any other link-shared document.

**IMPORTANT:** As with individually-owned documents, there is a global link sharing option for documents stored in Shared Drives as well — and also as with individually-owned documents, this **global link sharing option should NOT be used**.

The Global link sharing option for Shared Drive documents is accessed by first going into the document's Share settings and clicking *Change* under *Get link*. Then on the Link Sharing Settings window, the gear icon brings up the Global Link Sharing settings, which gives the option to make your shared document searchable by anyone within FCPS. **LEAVE THIS SETTING UNCHECKED.**



**IMPORTANT: Global link sharing should NOT be used.** By sharing an item in this way, anyone in FCPS — faculty or student — could potentially access the document. Any items shared in this way can be searched for and accessed by any FCPS G Suite user. Therefore, to prevent oversharing, this global link sharing setting should **NOT** be used.