**How to share a project with your teacher**

1. On your project's Dashboard screen, under **Sharing**, click **Share with a project inbox.**



2. In the **Project inbox** field, enter the name of the inbox (as provided by your teacher). When the first letter of the inbox’s name is entered, a drop-down menu will appear and the name of the drop box can be selected



3. Enter your name so that your teacher can identify you (if not clear from your username).

4. If you already linked a Google Doc to your project via Paper in the top navigation, you can check **Share linked Google Doc**.

5. Click **Done**.

6. On the Dashboard screen you will now see the inbox’s name under **Project inbox**.

7. On the Projects screen, you will see a checkmark in the **Shared?** column.

