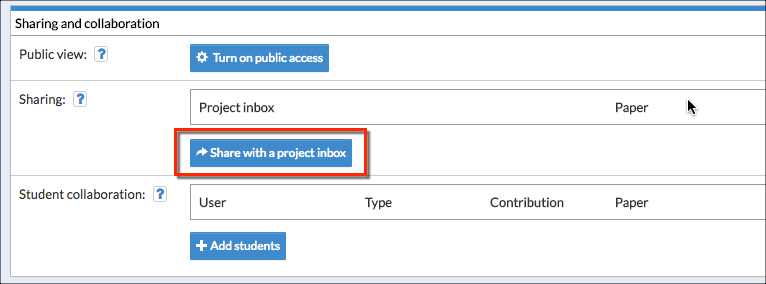
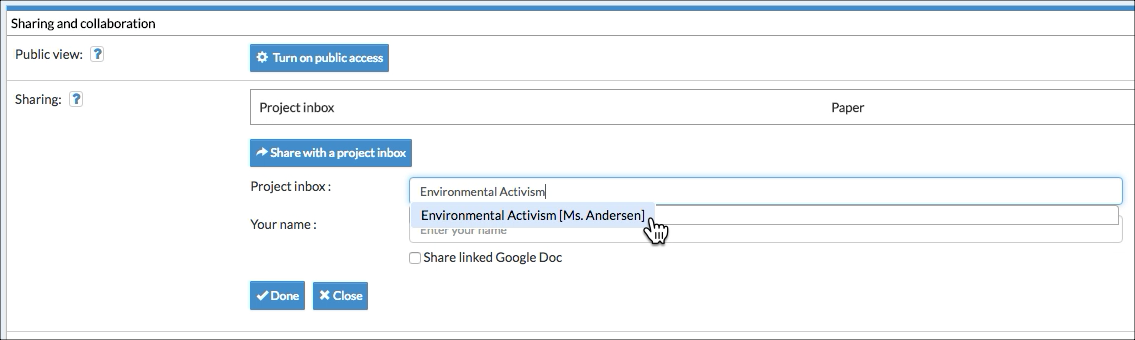
**How to share a project with your teacher**

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

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026773734/original/qg_student_sharing_dashboard.png?1467759199)

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

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026775010/original/qg_student_sharing_inbox_name.png?1467761077)

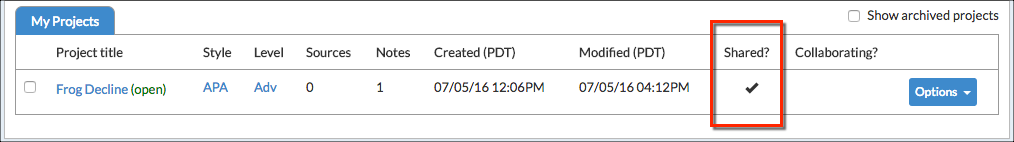
3. Enter your name so that your teacher can identify you (if not clear from your username).

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.

[](https://s3.amazonaws.com/cdn.freshdesk.com/data/helpdesk/attachments/production/6026774796/original/qg_student_sharing_projects.png?1467760715)