Included in this quick guide...

- Share with Professor
- Student Collaboration (Including Group Projects)

**Share with Professor**

On the Dashboard there is an option for *Share with a Project Inbox*. In the *Project Inbox* field you will need to enter the names of the inbox that was provided by your professor. Once you start entering the name a drop-down menu will appear and you can then select the appropriate Inbox.

Make sure you enter your full name in the *Your Name* field so the professor is able to easily identify the project is yours. Then click *Done*. Your professor will be able to view your work.
Group Projects/Student Collaboration

On the Dashboard there is an option for *Add Student*. You need the personal id of the person you wish to share with. You will then select one of two options...

- **Full collaborator** - will have the same access to this project as you do, including being able to add, edit and delete citations, notecards, and outline topics
- **Peer-reviewer** - only receives permission to view the project and provide comments on your citations and notecards - they cannot make changes to your project

The other student(s) will then see this project listed on their Project list. Work can be done simultaneously and in real-time. You can check the 30-day log to see who has done what work and if you share with a professor, they will also be able to view the 30-day log to monitor the contributions of each student.