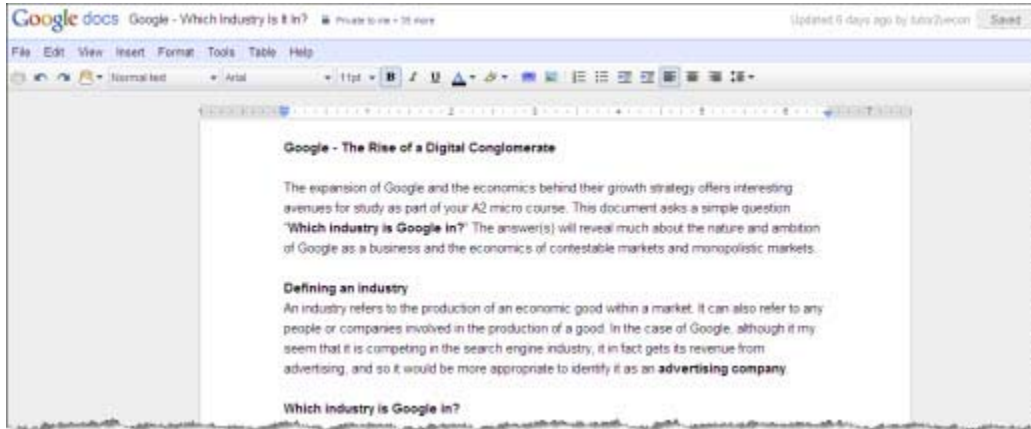


## Using Google Docs for Student Collaboration ( Just review first 2 pages! )

Sunday, November 14, 2010 by [Geoff Riley](#) (First (2) Pages provide an overview of Collaboration by [Sharing!](#))

<http://tutor2u.net/blog/index.php/economics/comments/using-google-docs-for-student-collaboration/>



I [Geoff Riley](#) am experimenting this term with using the **Google Docs application** as a platform for **encouraging collaborative** work between students. The latest version of Google docs offers **great potential for students to work at the same time** on a document – be it written papers, a spreadsheet or a presentation. Google has taken some of the real-time collaboration capacity from Google Wave (now discontinued) into Google Docs. This means for example that you can see at any moment who is working on a document and the edits that are being made.

**Early results** have been promising and student feedback positive. I sent an able Year 13 class a question "**Which industry is Google being used in?**" The aim was them to explore the many markets in which Google is attempting to make an impact and for students through their own research and input to realize the emergence of a digital conglomerate! Another group has tackled the concept of creative destruction in markets.

### Getting started – Step 1

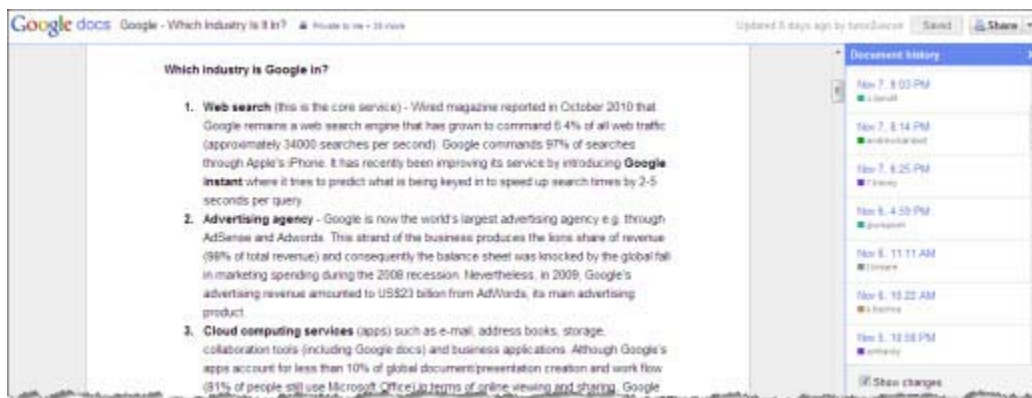
**Setting up a collaborative** assignment is **straightforward** – here is a simple checklist to work through

- Create your own Google mail account – this will give you access to Google Docs and also to other new Google products such as Google Instant search engine. [Google Docs can be found here](#)
- The **next step** is to create a new document / presentations / spreadsheet or form – **A simple button: Create**
- A new document appears and you can start typing straight away to set up the student assignment
- For students new to the process it helps to **write a few words of guidance** about what is expected from them and also the **ground rules** for collaboration. **They ought to know that the owner of a file** (i.e. you!) can see the editing history of all users. But also that **the key to this working** is a **positive spirit of cooperation** within the group
- Documents are **automatically saved** as you edit them.

## Entering Email Addresses – Step 2

Once you are happy with your introduction it is time to share it with students and **give them editing rights** to the document. **This is done by Clicking on *SHARE* then *SHARING OPTIONS*** a button found on the **right hand side of the screen.** ( See a picture **and** directions to **Share with Editing Rights on Page 4!** )

- **Type in the email addresses** of the (**classmate**) students in your group **who will be collaborating**
- **Gmail addresses** contained within a spreadsheet can be imported to save time. Once you have students contained within a set group it is easy to share a new document with them each time
- **Clicking on *SHARE*** sends an email to your students inviting them to contribute
- Now sit back and wait for collaboration to happen!
- Pop in now and again to see how it is shaping up
- And perhaps use the **ADD COMMENT** facility to help the work along
- You can always go into your document and tidy it up or collaborate too



### There are **lots of options** within a document

1. Add pictures
2. Include useful web links
3. Include equations
4. Add drawings
5. Other standard options such as tables of contents, footnotes etc

When you are happy with the final version (or when the EW due in date passes!) you can print it off – it converts automatically into a pdf file that can be share automatically. There is also a publish to web option that allows you to embed a Google doc into a blog

I have found that **Google Docs works best with smaller groups** – but is excellent for a single class of say 10-12 students, each of whom can take some ownership of the document and add it to their notes.

If you have tried Google Docs before [this blog is excellent for keeping you up to speed](#) with the latest innovations connected to this superb application. ( **Google Docs certainly works better with Gmails than other Emails!** )

**End of Article: Using Google Docs for Student Collaboration Article: Nov 14, 2010 by Geoff Riley**

<http://tutor2u.net/blog/index.php/economics/comments/using-google-docs-for-student-collaboration/>

**Greeting Fellow Google Docs Users:** ( **These next (2) pages are directions to be followed!** )

I copied & pasted the (2) page article **above** for your ease of viewing **and** referenced Author & Web Site at top.

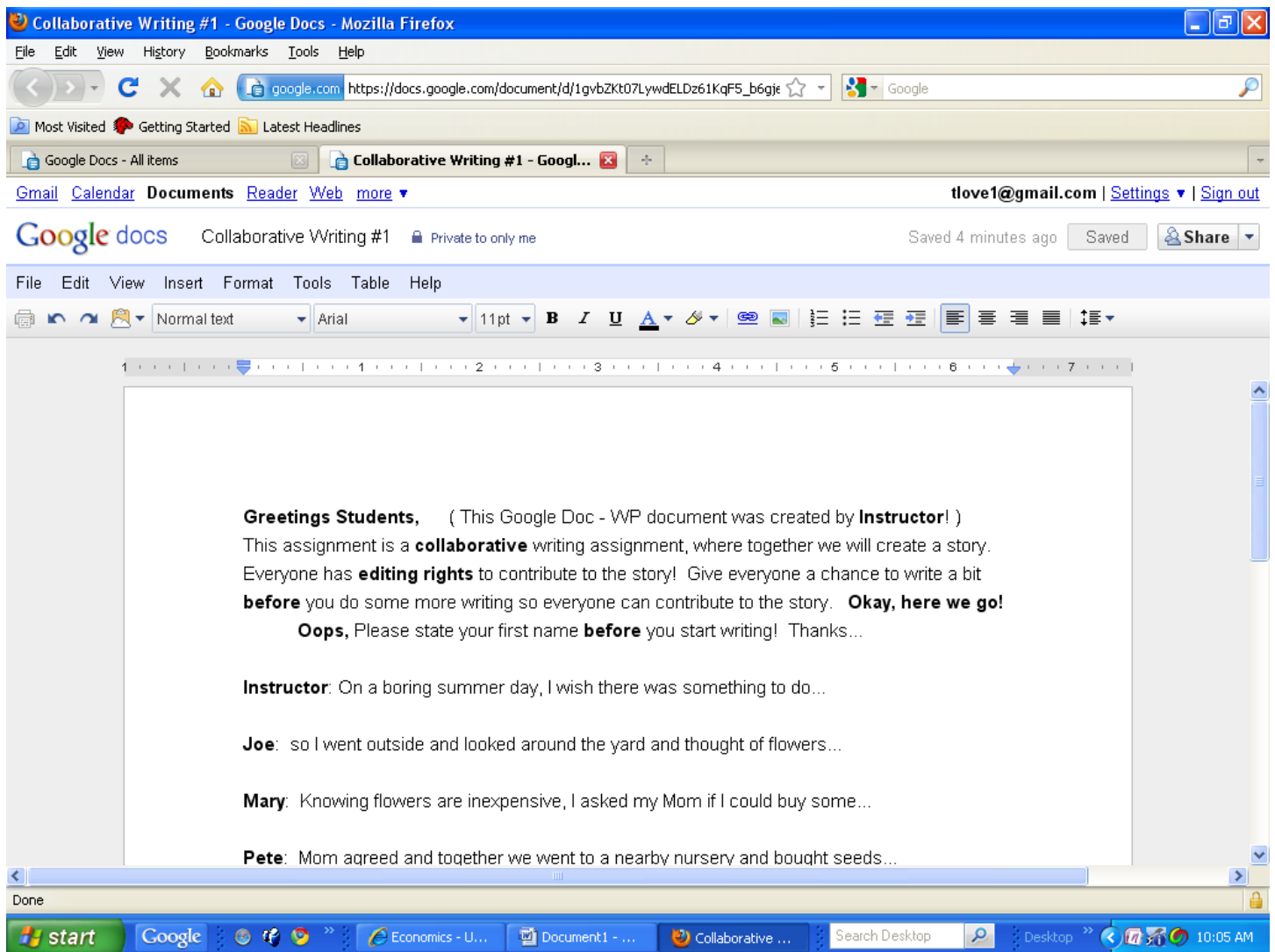
The article above is a little more advanced **then** we will be doing **but** it is the idea for a writing assignment.

**Below** is a Print Screen of Writing Assignment #1: Created as an **example**: Note a few students have contributed.

**Notice**, I identified myself **and** created a simple introduction with a few directions to get **Collaborators** started!

After you **View document below** then I will show you how to enter **Email Addresses** of collaborating users.

@ Your Collaborated Writing Project **can be only anything**: Weather, Activities, Related Work...



**Thomas Love \*\*\* Technology, Math, Science Consultant \*\*\* 2010/2011**

**Now**, I have shown how to **start a collaborative (WP) writing assignment**, **Below**: See how to include collaborating Emails for interactivity **along with** share exciting contributions. **Please don't expect** expert writing in the beginning **since First Collaborative Writing Assignments** will be primarily learning Basics of doing it.

**Notice** in the image below, I went back to **All Items!** I have opened **Share Tab** to enter Emails addresses of Google Docs users **which** I expect to collaborate & interact with soon. **(Above you can already see it at work!)**

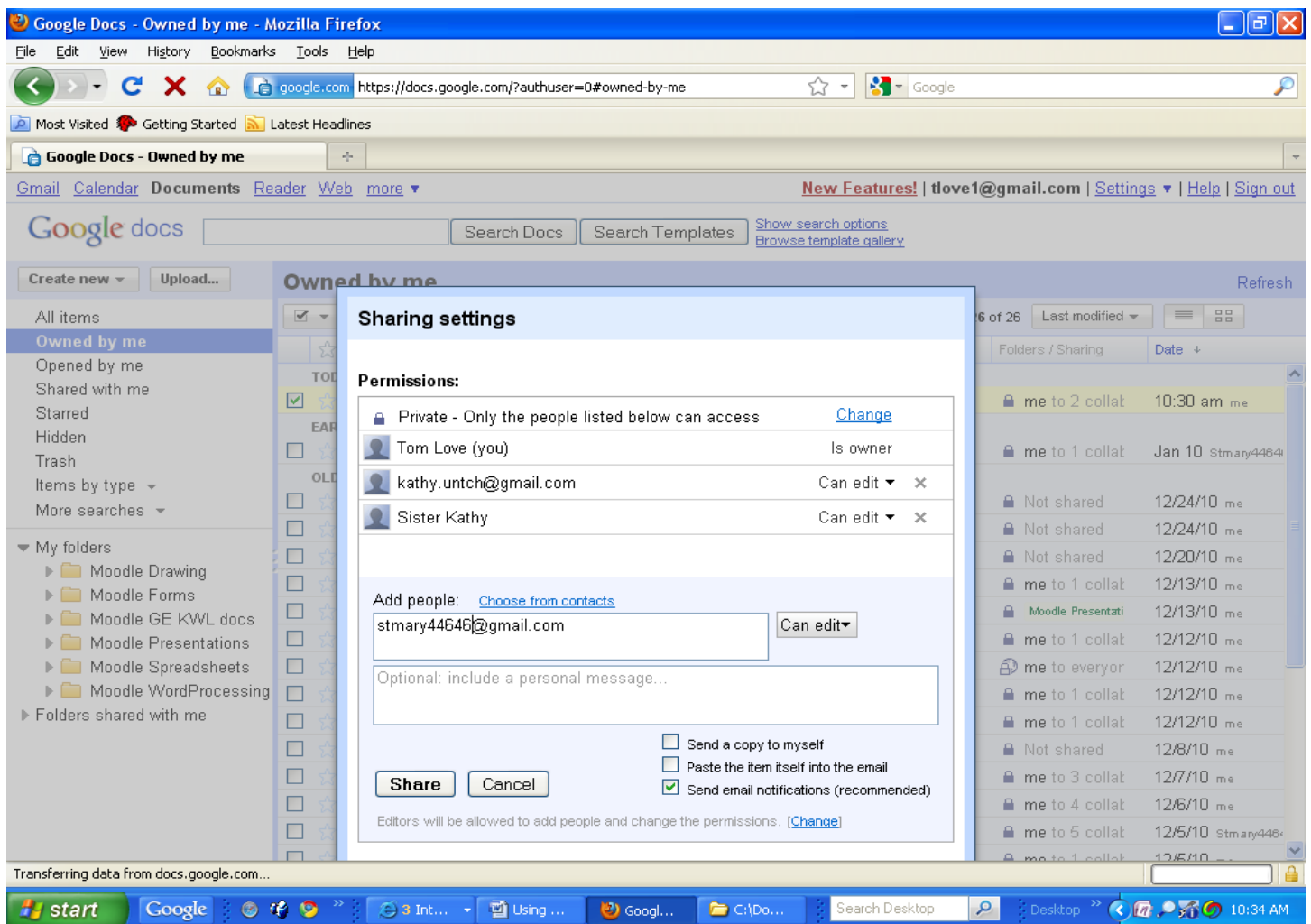
**First, you must Check**  **in front of Collaborative Writing #1** document **to be able to open Share Tab!**

I have **checked** in front of CW #1 & Click **Share** then Click on **Share Settings** and a Window will open to enter Gmail addresses in **box below Add People**: I have added a couple & **one is in box**. **Click Share** to enter!

**Notice** the First Name is **Me: Tom Love** and to the right it identifies me as **Owner!** Also, Notice the two users I have entered have **Edit Rights** to the **right** of their name. **Click Share** button for **Sharing to begin!**

**Submit:** A **Shared Collaborative Writing Project to Classmates!** **Firefox & Gmails are needed!**

**Include Me (Instructor: Tom Love) in all shared Google Docs Projects:** [tlove1@gmail.com](mailto:tlove1@gmail.com)



**Thomas Love \*\*\* Technology, Math, Science Consultant \*\*\* 2010/2011**