



Using Google Docs

Steps to creating and using a word document in Google Docs for a classroom activity:

1. Once you have a Gmail account, you can sign in and visit your Google Docs site:
<http://www.google.com/docs>
2. To create a new word document, press the small blue circle with a + sign. Here, you can copy and paste any text to create a word document, or make one from scratch. The file is automatically saved in your google doc folder. You can rename the document under file → rename.
3. Once you have created your document, you need to share it with users and change the editing preferences. Click the blue rectangle in the upper right-hand corner that says “Share”. So that I may post a link on Blackboard for students, or display a link in class, I click on the “get shareable link” tab rather than sending it to individual emails. Here, I change the settings so that anyone with the link “can edit”. Students should not have to sign into a google account if they have this link. Alternatively, you can make the document more private by sharing via email address.

Sample uses:

1. Students can all edit the same document at the same time. You can have each group pick a different color or font and create an original answer to the same question simultaneously. This would be similar to having multiple students work out the same problem on the board. One note of caution – you can erase other groups’ works if you don’t move your cursor into a new place. This can both be amusing and disruptive.
2. Students can all view the same document at the same time. You can have one group work on the answer to a problem while the other students watch them solve it in real-time. This also gives the other groups a chance to think about how they would answer the question.
3. Students can download the word document to work on it off-line. In this case, each group can work on the problem alone, without an audience, before using click-share to compare answers at the same time.