

## Start-Up Sheet: Google Docs



**What is it?** Google Docs is a free, Web-based word processor, spreadsheet, presentation, form, and data storage service offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.

**How might you use it?** Students and teachers can create documents, spreadsheets and presentations and then collaborate with each other in real-time right inside a web browser window. Google Docs helps promote group work and peer editing skills and gives teachers the ability to monitor the progress of group work as it is completed.

**Getting started:** You and your students will need to have Google accounts (sign up for a Google account at <https://www.google.com/accounts/>).

The screenshot shows the Google Docs interface with several red callout boxes and arrows pointing to specific features:

- Create a "doc" in Google Docs, or upload a file from your computer!** (Points to the top navigation bar)
- Search for "docs" located in your own personal library.** (Points to the Search Docs button)
- Start collections for specific classes and projects!** (Points to the 'My collections' link in the left sidebar)
- The dashboard will list all of your currently selected "docs."** (Points to the list of documents in the center)

The dashboard lists the following documents:

- 2011 Ceccarelli Wiki Evaluation
- 2011 Modern Materials Group Evaluation
- 2011 A Day in the Life Podcast Evaluation

### Tips

- ✓ Create shared folders to better organize the data of your students.
- ✓ You can choose to have documents shared either publicly or privately.
- ✓ You can organize feedback by color-coding comments in specific docs.
- ✓ You can go back and forth between various stages of edits of each doc.