

**Using “google docs” for classroom collaboration**

**Topics to be covered:**

* Using google docs for classroom collaboration

**Time:**

* Approximately 30 minutes

**Objectives:**

Each teacher will be able to:

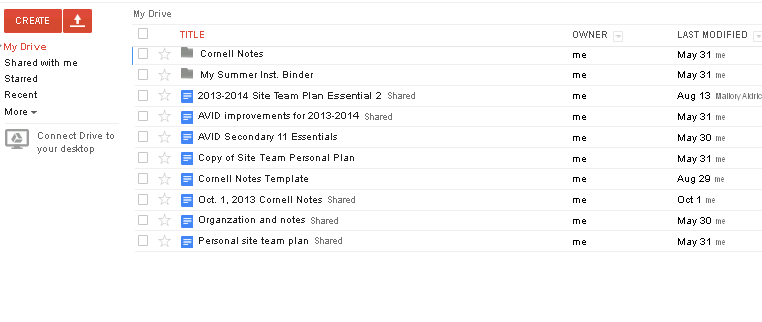
* Demonstrate to students how to use google docs on their laptops.
* Demonstrate how students can share document with their peers and teacher.
* Demonstrate how to create a binder for the different subjects.

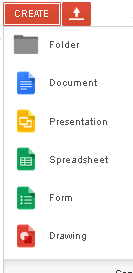
**Materials:**

* Send email to teachers reminding them to bring their laptops to “google doc” training as well as a google account set up prior to training.
* Send directions on creating an account prior to training.
* Have a main lap top connected to a projector to model “google docs”.
* Have teacher present who utilizes “google docs” within their classroom.
* Have student present how they use “google docs” and benefits. (Testimony and model for teachers)

1. Go to: www.google.com
2. Click on “Gmail” and create a new account.
3. You will create a user name and password to log into your “google docs”
4. Click on “Drive”



1. Click “Create” on left hand side. 



1. Click on “Document”
2. Create a fake document to experiment….
3. Click on “Untitle document” and title it “experiment”

All changes are automatically saved in google docs drive.

1. Click “Share”. Blue Box. Upper right hand corner.
2. Students can “invite people”and “done” to work collaboratively on a document.