

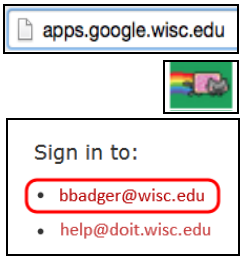
Active Teaching Lab (bit.ly/ActiveTeach)
Sponsored by DoIT Academic Technology & Teaching Academy

Google Docs — Collaborative Assignments (05.06.16)

Find this worksheet, video, and more information from this session at bit.ly/ATL-docs

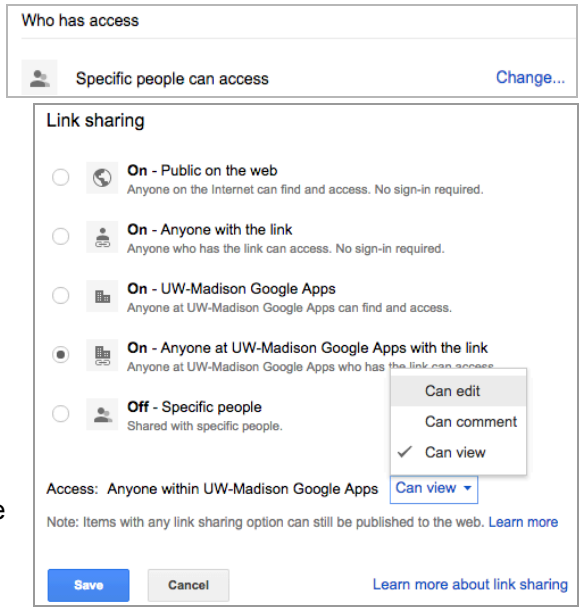
EASY: Find your UW–Madison Google account. Note, you can do a lot with Google Docs without using the UW version of it, but the UW version is UW-lawyer approved, and it automatically shows your students by name instead of as "Anonymous Nyan Cat"

1. Log in to UW-Madison Google Apps with your NetID at apps.google.wisc.edu
2. Select your desired account from the list provided. If you only have one UW-Madison Google Apps account, you will be logged into your account automatically.
   - Don't see the account you are looking for? Link your WiscMail Plus or Office 365 service account to your NetID.
   - WISCONSIN UNIVERSITY OF WISCONSIN-MADISON You should see a welcome message (since the University does not have Gmail enabled, email portions do not apply).
3. Find out more about UW–Madison Google+ at bit.ly/active teach



MEDIUM: Create and share a Google Document with UW only

1. Create a Google Doc as you normally would
2. Click Share, then "Advanced", then when you see the option for "Specific people can access", click "Change"
3. Select "On - Anyone at UW-Madison Google Apps with the link"
4. Under "Access" click on "Can View" and change it to "Can Edit" (**Can Edit** is great for sign-up sheets, collaborative docs that you set up for them that you want to retain ownership rights to, etc. **Can Comment** is great for syllabi, course schedule, and assignment sheets, so you get an email about the comment that links to the specific section that they don't understand. **Can View** is great for docs that you don't want any feedback on from students).



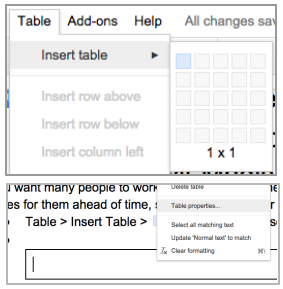
MEDIUM: Create a signup sheet

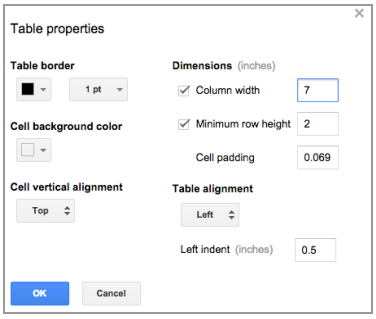
1. In creating a document that will be primarily used online, consider making the margins .25" all around (File> Page Setup…)
2. If you want it numbered, use the numbered list option, but add a single space _ after each return as a placeholder for their name, otherwise the list function thinks you don't want a list.

MEDIUM: Create a tabled document for many students to collaborate in

If you want many people to work on a document at the same time, create tables with roomy cell size spaces for them ahead of time, so they don't trip over each other trying to add to it.

- Table > Insert Table > (just use one cell, set it up, and copy/paste it for each section/group)
- Right-click on the table to bring up the contextual "Table Properties" menu
- adjust "Column width" and "Minimum row height" according to how much space you think they should fill with their work.
- If you want them to use a table (e.g. to create their own rubric), you can adjust the background color, table border and other options here.



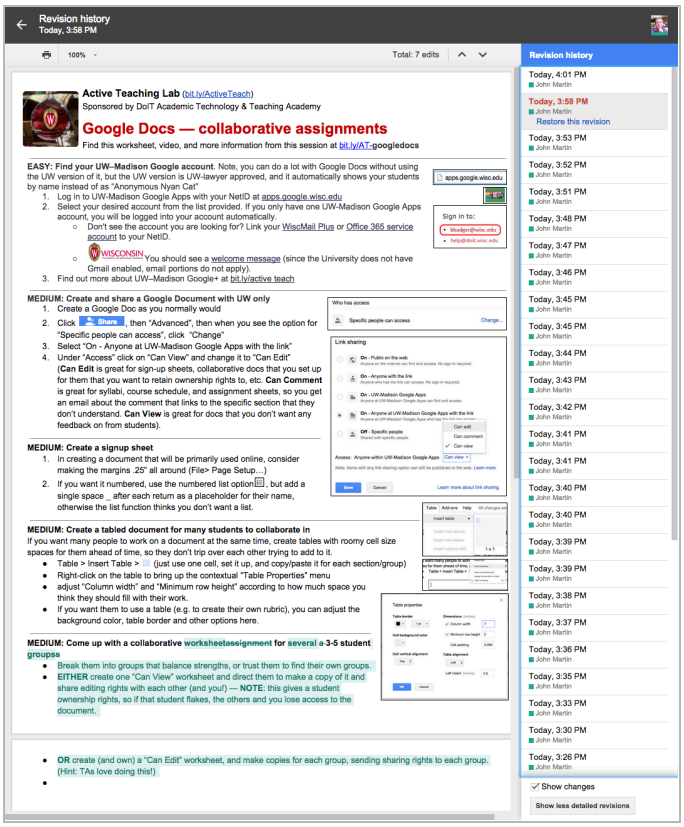


MEDIUM: Come up with a collaborative worksheet for several 3-5 student groups

- Break them into groups that balance strengths, or trust them to find their own groups.
- **EITHER** create one "Can View" worksheet and direct them to make a copy of it and share editing rights with each other (and you!) — **NOTE**: this gives a student ownership rights, so if that student flakes, the others and you lose access to the document.
- **OR** create (and own) a "Can Edit" worksheet, and make copies for each group, sending sharing rights to each group. (Hint: TAs love doing this!)
- Check in on their progress as needed, offering hints and suggestions.

HARD: **Come up with a collaborative assignment for all your students**

- This will probably require a document with a lot of separate work spaces
- One advantage of this is that they can see each other's work, and learn from them. Stress that it's first-come; first-serve on ideas/topics, and that there should be no duplication (copying) of ideas. Share with them File > Revision History, and let them know that any messing with other group's work will be frowned upon.
- The hard part is designing the actual assignment.



WHAT OTHER IDEAS/QUESTIONS DO YOU HAVE?

Go to bit.ly/ATL-docs and add your suggestions to the collaborative notes page for this session!