


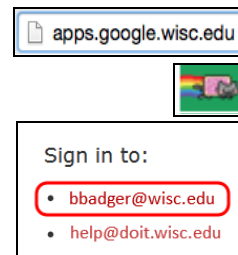


# Google Docs — Collaborative Assignments (05.06.16)


Find this worksheet, video, and more information from this session at [bit.ly/ATL-docs](http://bit.ly/ATL-docs)

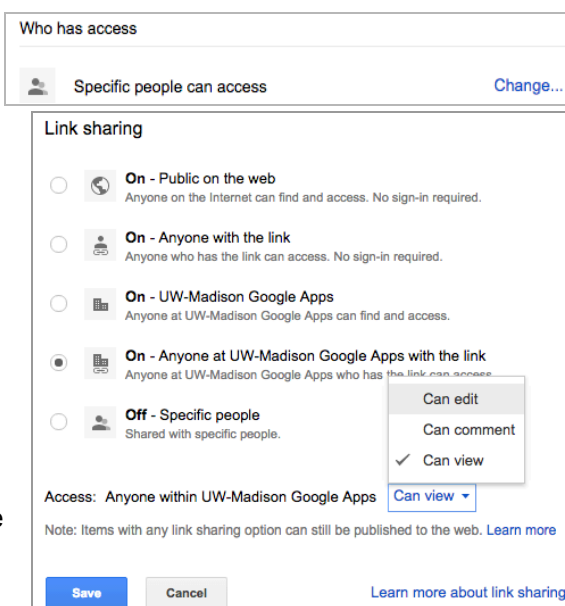
**EASY: Find your UW–Madison Google account.** Note, you can do a lot with Google Docs without using the UW version of it, but the UW version is UW-lawyer approved, and it automatically shows your students by name instead of as “Anonymous Nyan Cat”

1. Log in to UW-Madison Google Apps with your NetID at [apps.google.wisc.edu](http://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](http://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 , 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).




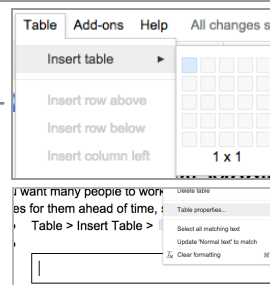
## MEDIUM: Create a signup sheet

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

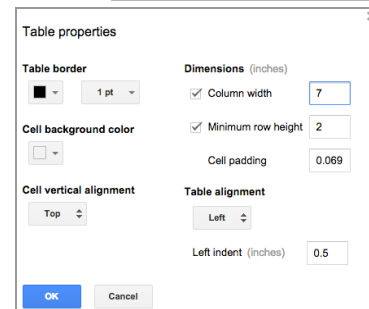
If you want many people to work on a document at the same time, create tables with roomy cell size spaces for them ahead of time, so they don't trip over each other trying to add to it.

- 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](http://bit.ly/ATL-docs) and add your suggestions to the [collaborative notes page](#) for this session!

The screenshot shows the 'Revision history' interface for a Google Doc. At the top, it indicates 'Total: 7 edits' and the current time is 'Today, 3:58 PM'. The document title is 'Google Docs — collaborative assignments' by 'Active Teaching Lab'. The main content area lists several instructions for creating collaborative assignments, categorized by difficulty: EASY, MEDIUM, and HARD. Each category includes numbered steps and specific details about account requirements and sharing settings. On the right side, a 'Revision History' sidebar shows a list of edits made by 'John Martin' from 4:01 PM to 3:26 PM. At the bottom, there are checkboxes for 'Show changes' and 'Show less detailed revisions'.

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