

## Using Google Docs in ENG 2100

Google Docs is a word processing platform, like Microsoft Word, that runs exclusively through a browser and internet connection. It is also a real-time collaboration tool: multiple users can edit a document at the same time, while seeing each others' changes instantaneously. Additionally, Google software includes slide presentations (Google Slides), spreadsheets (Google Sheets), surveys/forms (Google Forms), and drawings (Google Drawings).

Google Drive is the cloud storage space for all of this Google software. You can use it like you would storage folders on your computer, and you can right click (or control click) folders to "Share" them with peers and me. You can set access settings (can view, comment, or edit) for folks you share files with—and often it's easiest to produce a Share "link," copy and paste that, and send it by email.

Please be familiar with these ways of using Google Drive, and be aware of how to "Share" files with your classmates and with me using the "Link" feature.

Here's a video overview for getting started: <https://www.youtube.com/watch?v=P7555XLfHgs>  
And here's a follow-up with more information about the "Share" feature, which we'll be using often: [https://www.youtube.com/watch?v=npArx4\\_3fmw](https://www.youtube.com/watch?v=npArx4_3fmw)

Instructions for Creating Your Course Folder in Google Drive to Submit Major Projects

You'll use Google Drive for 3 things in this class:

1. Annotations by making "copies" of shared docs
2. Sharing your drafts of assignments or major projects
3. Peer editing/revising in your "Pods"
4. Sharing final revised work for the course. Final versions will be shared only with me, and are where I will provide feedback and grades.

How to get started:

- Go to [drive.google.com](https://drive.google.com).
- Login with any Google/Gmail account you have, or create a new one for this course.
- Create a Folder (click "New", then "New Folder") and title it "[Your name] [your section]"
- Click "Share."
- Share the document with my Google account ([evangsmith3@gmail.com](mailto:evangsmith3@gmail.com)).
- Make sure the link access settings are on "Can Edit."

- Click “Send.” Google will send me an email with a link to your class folder so that I can access the final versions of all your major papers throughout the term. You only need to do this once.