

How to Build a Digital Session Board





1. Create a table.

Name	Session 1	Session 2	Session 3
Time	8-9am	9-10am	10-11am
Room A	Notes	Notes	Notes
Room B	Notes	Notes	Notes

2. Create a Google Doc for each room.

Room 1, Session 1

File Edit View Insert Format Tools Table Add-ons Help All changes saved in D





 100% ▾ Normal text ▾ Arial ▾ 11 ▾ **B** *I* U ~~A~~

1 | 1 | 2

Room 1, Session 1


Topic:

Participants:

Notes:

3. Share the doc and click **Advanced**.

Share with others

Get shareable link 

People



Done

Advanced



4. Click **Change**.

Sharing settings

Link to share (only accessible by collaborators)

org/document/d/1fxZT6rRtrjHyKugRzr-tBd2sGJ-4BHtuwpzgAPd-ys/edit?usp=sharing

Who has access

	Private - Only you can access	Change...
	Hadley Ferguson (you) hadley@edcamp.org	Is owner

Invite people:





Owner settings [Learn more](#)

- ☐ Prevent editors from changing access and adding new people
- ☐ Disable options to download, print, and copy for commenters and viewers

Done

5. Click **On - Public on the Web**.
Then change the “Can View” to **Can Edit**.
Save. Done.

Link sharing

- ☒  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☐  **On - Edcamp Foundation**
Anyone at Edcamp Foundation can find and access.
- ☐  **On - Anyone at Edcamp Foundation with the link**
Anyone at Edcamp Foundation who has the link can access.
- ☐  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) [Can edit ▾](#)

Note: Items with any link sharing option can still be published to the web. [Learn more](#)


Save

Cancel

[Learn more about link sharing](#)

6. Copy the link.

Share with others

Get shareable link 

Link sharing on [Learn more](#)

Anyone on the internet can find and edit ▾	Copy link
https://docs.google.com/document/d/1fxZT6rRtrjjHyKugRzr-tBd2sGJ-4BHtuwpzgAF	

7. Go back to the Session Board.
Highlight the Notes in Room 1, Session 1.
Insert the link.

	Room 1	Room 2	Room 3
1st Session	Notes	Notes	Notes
2nd Session	Notes		Notes

Text: Notes
Link: Apply

Notes.io | Online Notes Services ...
<http://notes.io/>
 Notes - Android Apps on Google ...
<https://play.google.com/store/apps/d...>

	Room 1	Room 2	Room 3
1st Session	Notes	Notes	Notes
2nd Session	Notes	Notes	Notes

Text: Notes
Link: Apply

	Room 1	Room 2	Room 3
1st Session	Notes	Notes	Notes
2nd Session	Notes	Notes	Notes

8. Repeat!