



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

The screenshot shows a Google Doc interface. The title bar reads "Room 1, Session 1". The toolbar includes standard options: File, Edit, View, Insert, Format, Tools, Table, Add-ons, Help, and a status message "All changes saved in D". Below the toolbar is a horizontal text editor bar with icons for print, refresh, text size, font, and bold/italic/underline. The main content area is a large, empty white space where the session details would be typed.

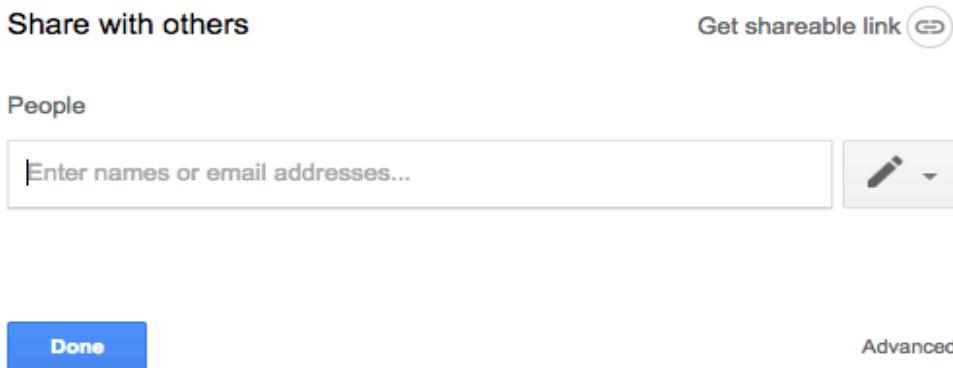
Room 1, Session 1

Topic:

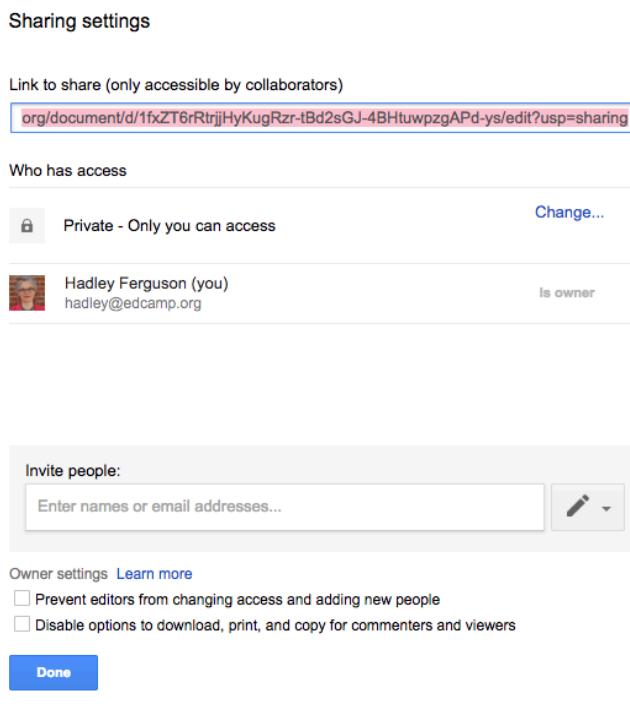
Participants:

Notes:

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



4. Click **Change**.



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/1fxZT6rRtrjHyKugRzr-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	Notes

A context menu is open over the 'Notes' cell in Room 1, Session 1. The menu has 'Text' and 'Link' options. The 'Link' option is selected, showing a search bar with 'Paste a link, or search' and a list of results. The top result is 'Notes.io | Online Notes Services ...' with the URL <http://notes.io/>. The second result is 'Notes - Android Apps on Google ...' with the URL <https://play.google.com/store/apps/d...>. A blue 'Apply' button is at the bottom of the menu.

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

A context menu is open over the 'Notes' cell in Room 1, Session 1. The menu has 'Text' and 'Link' options. The 'Link' option is selected, showing a search bar with 'r2r-tBd2sGJ-4BHtuwpzgAPd-ys/edit?usp=sharing' and a blue 'Apply' button.

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

8. Repeat!