

Google Docs can transform the entire process of teaching writing and eliminate stacks of papers and unmanageable email attachments. The process changes from a teacher commenting on a student paper to a conversation between two writers about writing. Teachers will also learn to create templates and forms that streamline and demystify the writing process.

Google Docs for Writing Instructors

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1. **Templates for providing students a writing framework**
 - a. creating a framework using tables
 - b. submitting your template
 - c. sharing [your template](#) to your students
 - d. [The Essay Machine Template](#)
2. **Shared collections for student writing submission**
 - a. creating a collection shared with all of your students
 - b. creating assignment collections within shared collection
 - c. teaching students to submit their documents to the collection
 - d. establishing effective naming conventions
 - e. discussion of privacy concerns
3. **Keyboard shortcuts for faster commenting**
 - a. insert a comment
 - i. cmd+opt+m (ctrl+alt+m windows or chromebooks)
 - b. submit a comment
 - i. ctrl+return
4. **Forms for a self grading rubric**
 - a. creating a form
 - b. recommended fields
 - c. using "grid" questions
 - d. using the form while grading
 - e. creating formula to calculate grades
 - f. sharing grades with students
5. **Extras if time permits**
 - a. MLA Format
 - b. Contextual spelling
 - c. Crowdsourced vocabulary lists
 - d. Flubaroo