

Tutorial 1 & 2

Creating a Basic Google Doc for a Collaborative Class

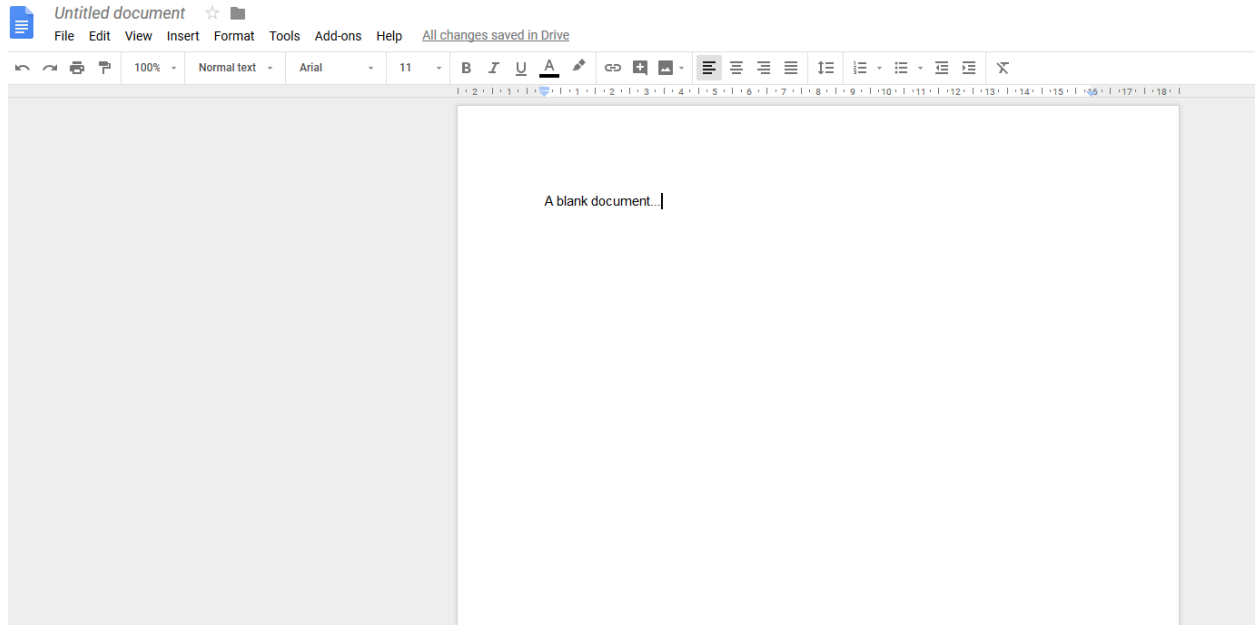
If you can use MS Word, you can use Google Docs, in fact chances are you are already using it. If you are unfamiliar with the platform, it is simply a Word document that multiple people can work on at the same time, from different locations. One thing I find is that while people know of the possibilities of the platform, it is seldom used in actual practice.

This tutorial will show you very simply how to get the basics of a Google Doc going. Think of how you can take some of the solo student work out of the classroom with this tool, leaving more classroom time to use their work for other activities.

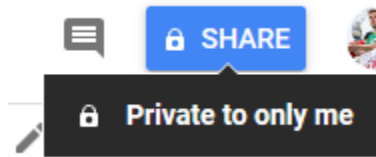
Step one: Start a new document.



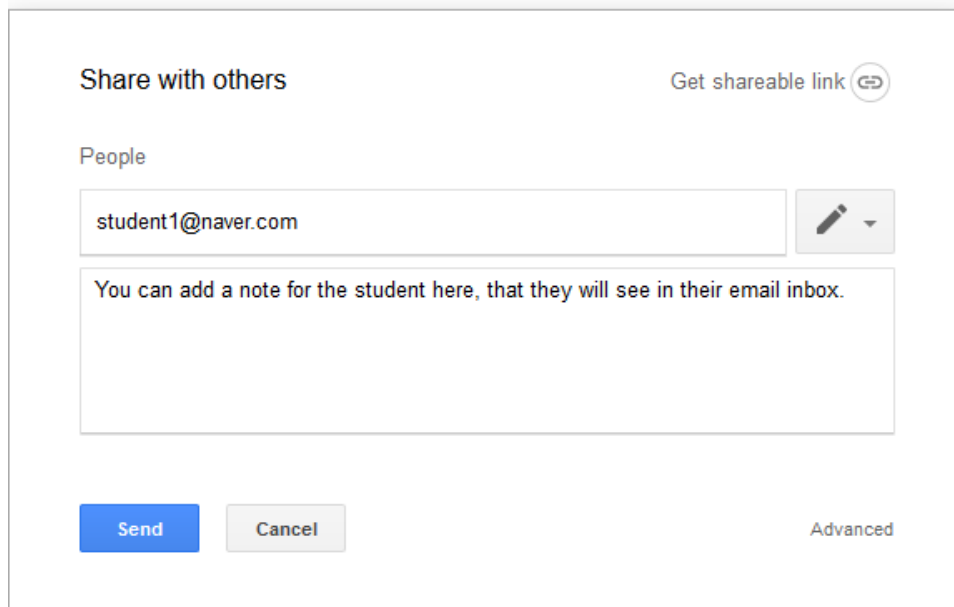
Step two: A blank document... Actually this is the critical stage. Think about what the student end product will look like. For example, in the workshop I showed you a collaborative reading journal, and a shared vocabulary list. One was for specific groups of 4 who change roles within the reading each week, the other was contributed to by the class as a whole. The main thing you need to consider though, is how you are going to assess this collaborative activity. Again, in the workshop I showed one which was graded in groups, while the other was graded individually, despite being a team effort. Create a template structure that the students should stick to, and also that allows you to use parts of their work to mix up the groups.



Step three: Share! Once you have a template set-up, you then need to add students specifically to the document. Select share in the top right corner.

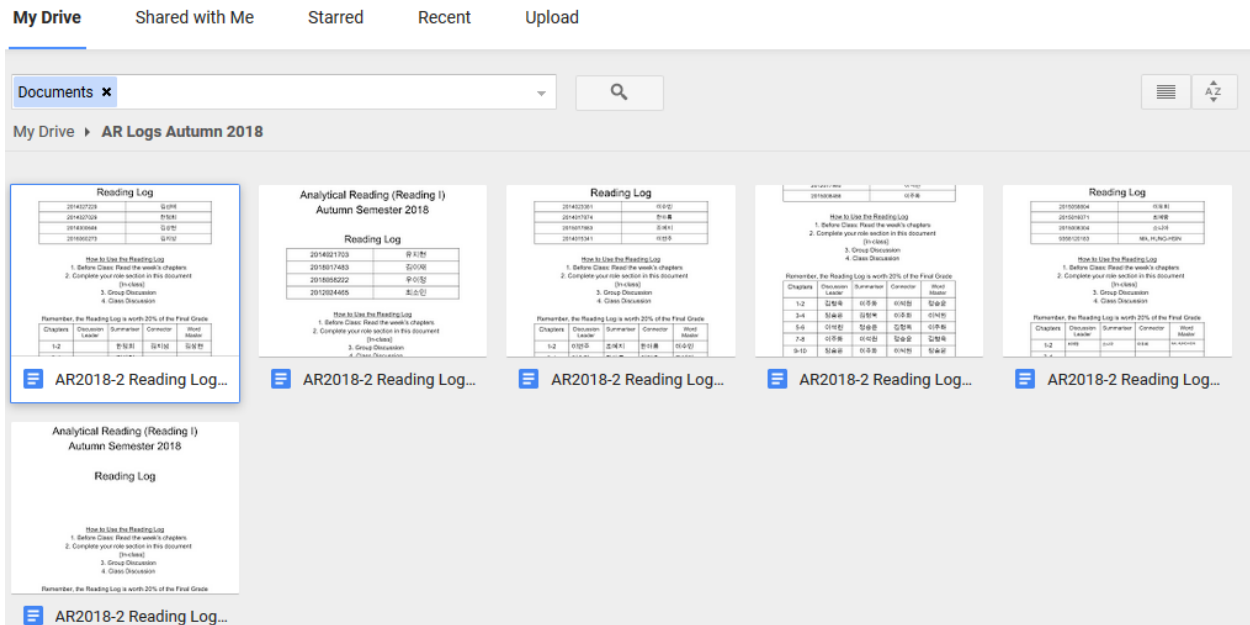


From here you have two options, create a link to share with an entire group, ideal for class wide activities. Or share specifically with certain students, ideal for group work. Click send when done.

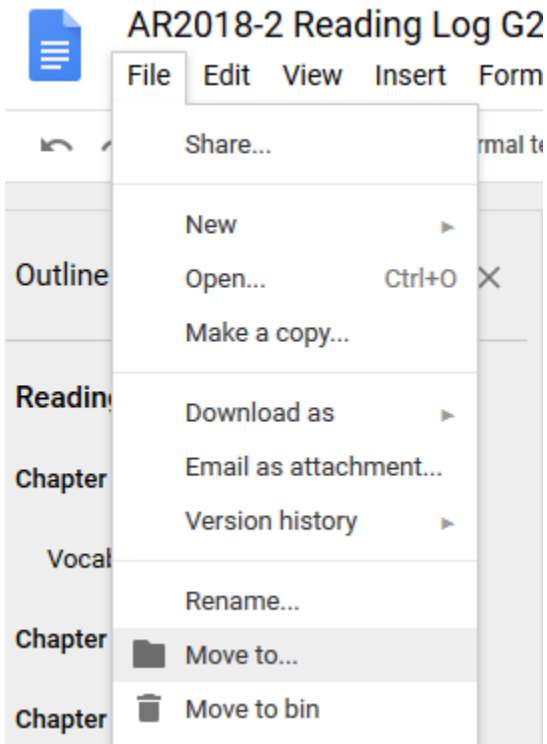


Augmenting the Extensive Reading Classroom with Google Docs and Google Forms *Michael Brandon*

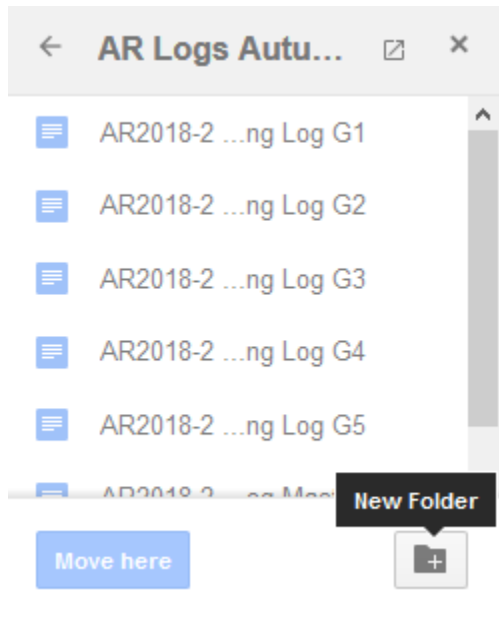
Step four: Organise! Especially if you have many groups in one class, you want to make sure you can quickly access the necessary documents. For example, in the workshop I showed you an example of a collaborative reading class, which had four members to a team. This means multiple reading logs at once.



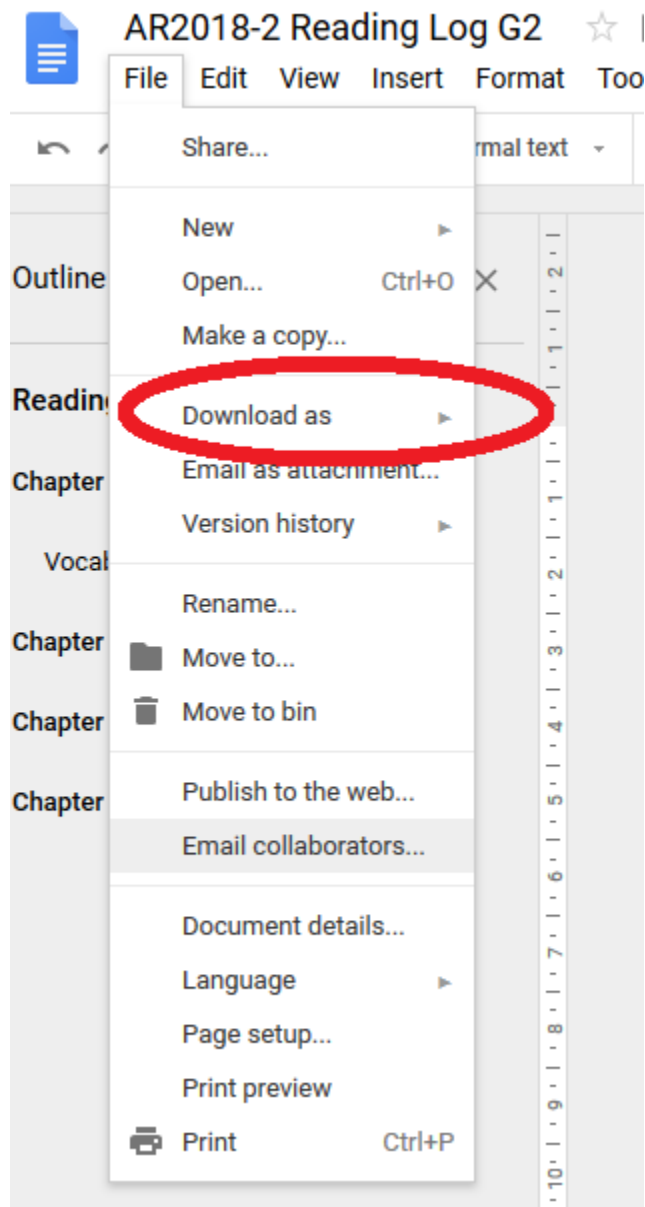
To do this, go to File > Move To



You can then create a new folder to move the file to.



You should also frequently download a copy of student docs, as things happen....



If you want to share ideas, drop me an email: mikebrandon@hanyang.ac.kr