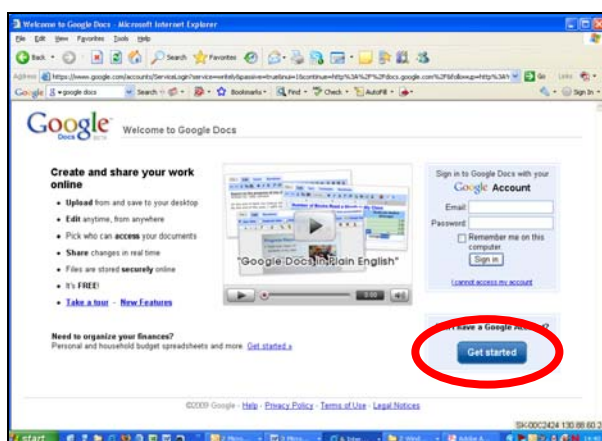


## Using Google Docs for collaborative working

Enquiry-based Learning (EBL) is essentially student-centred, with an emphasis on group work and use of library, web and other information resources.

Much student EBL work is collaborative (much like in the 'real world' of work) and Google Docs and similar free online tools such as Zoho<sup>1</sup> and Flysuite<sup>2</sup> offer an easy way of working as a team on documents without the hassles of editing multiple copies of the same file and controlling the master copy. CEEBL strongly recommend that you learn to use Google Docs or similar for collaborative report writing.

1. All members of your team will need to register to use Google Docs ([docs.google.com/](http://docs.google.com/)). A Google Account consists of an email address and a password of your choosing (this ought to be the same as the email in your **Blackboard Profile**).

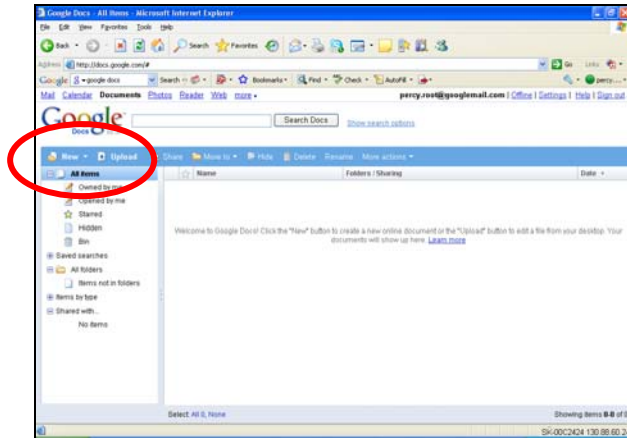


2. If you already have a Google account use the sign in box as usual if not create an account by clicking on the **Get started** button. You could also find out a little more about Google Docs by watching the short film "Google Docs in Plain English"
3. Nominate one member of your team to create your first Google Docs document; (you may want to do this using your team discussion space in Blackboard, or meet up face to face. It may be best to choose someone from your team who has used Google Docs before or is a confident computer user). To do this click on the **New** button at the top left of the screen and select - in this case - **Document** from the drop down list.

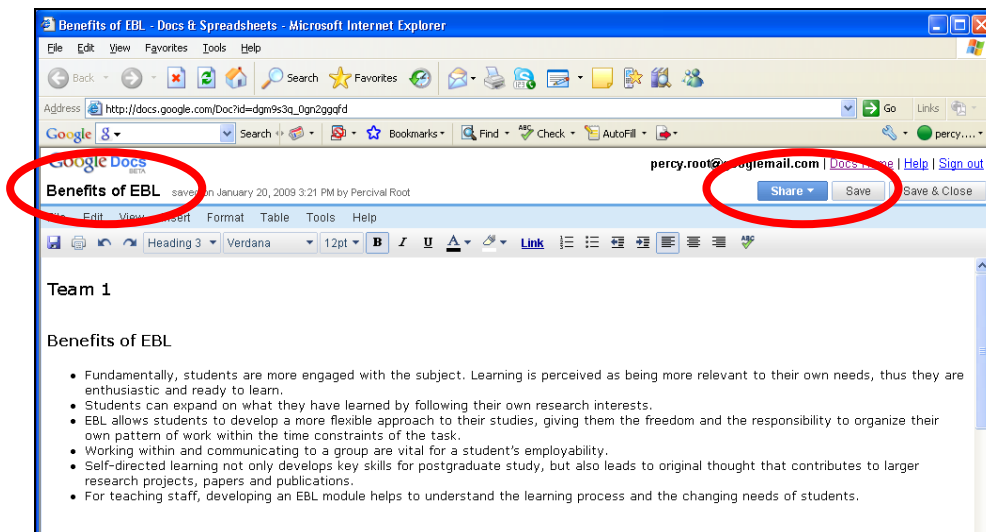
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<sup>1</sup> <http://www.zoho.com/>

<sup>2</sup> <http://www.flysuite.com/>



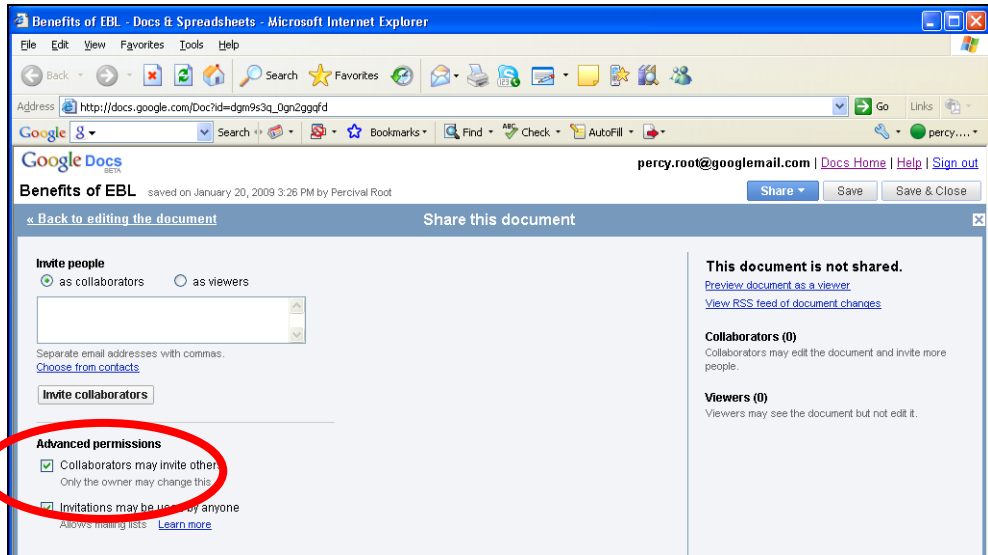
4. Create your document by typing or by cutting and pasting text from elsewhere. Give your document a title by editing the title block in the top left of the screen and save it. For group work always make sure the name of your team is on the document!



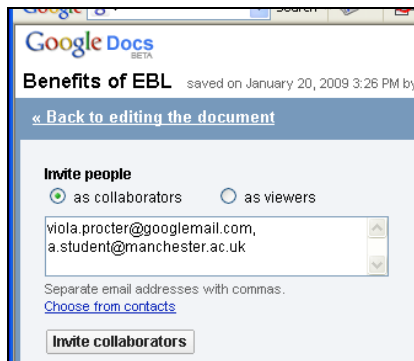
5. Your nominated member will then invite

- the other **members of your team**
- and your **team facilitator**

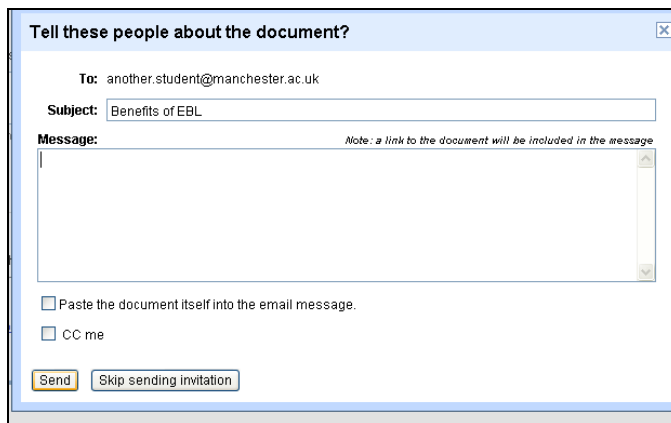
to share this document **as collaborators**. To do this click on the **Share** button on the top right of the screen and select **Share with others** from the drop down menu.



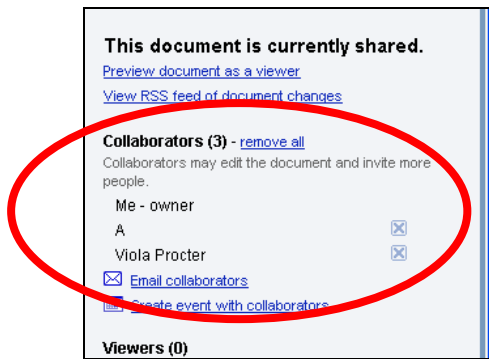
6. Ensure that in the **Advanced permissions** that you select - **Collaborators may invite others**. Type in the email addresses of those in your team into the **Invite people** box and click the **Invite collaborators** button



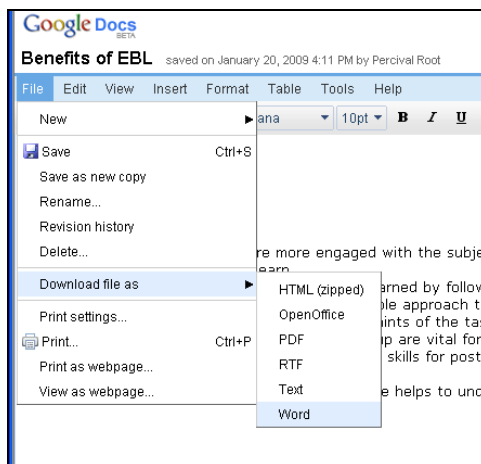
You can send them a message telling them about the document



...and your Google Docs screen for this document will be updated to show how many collaborators it has.



7. When your team's document is finished submit it to Blackboard by exporting it from Google Docs as a word document – **File > Download file as > Word**



Save this file to your PC and then upload it via the **Assignments** tool in Blackboard (this is covered in a separate help file).

8. Remember to leave a version of the document in Google Docs.