

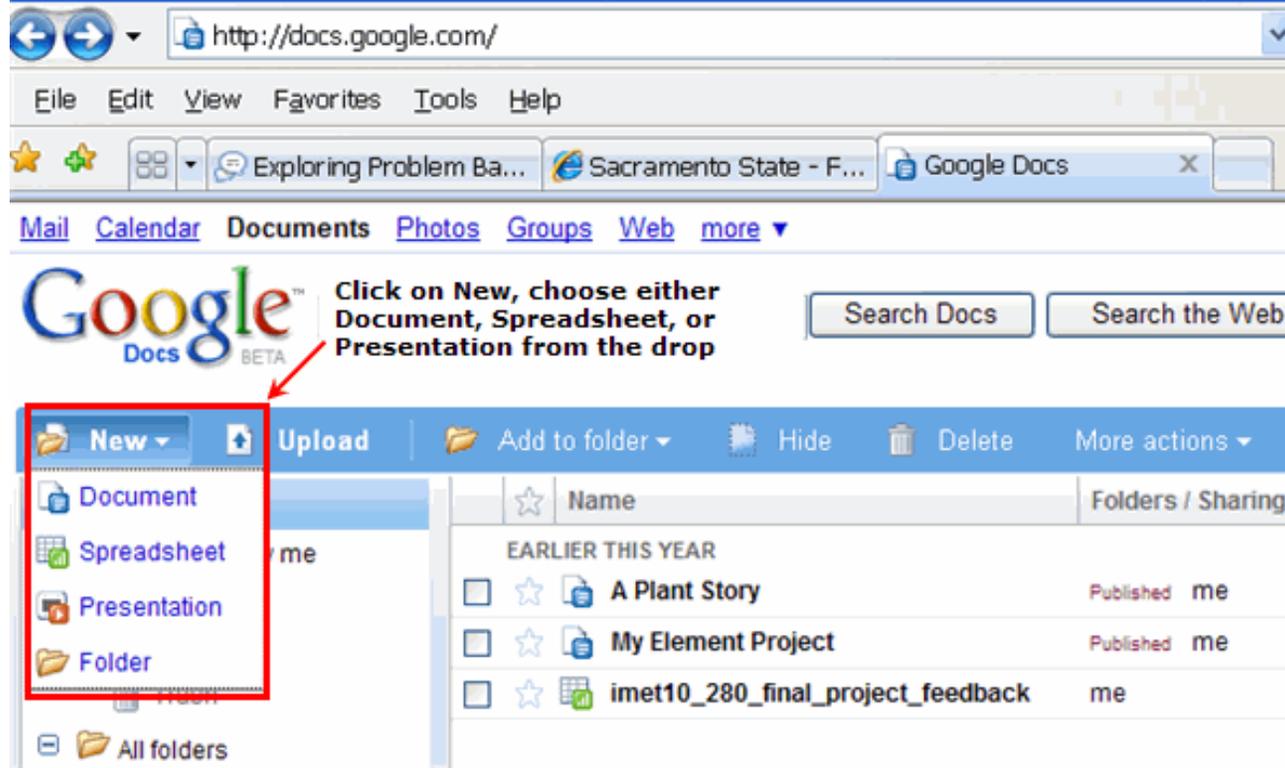
- [College of Education](#)
- [Department of Teacher Education](#)
- [COE Forum](#)
- [resources](#)
- [schedule](#)
- [syllabus](#)
- [home](#)

Google Docs and Spreadsheets

How to Collaboratively Create and Share Online; Documents, Spreadsheets, and Presentations.

Sign up for a Google account then,
Go to <http://docs.google.com/>

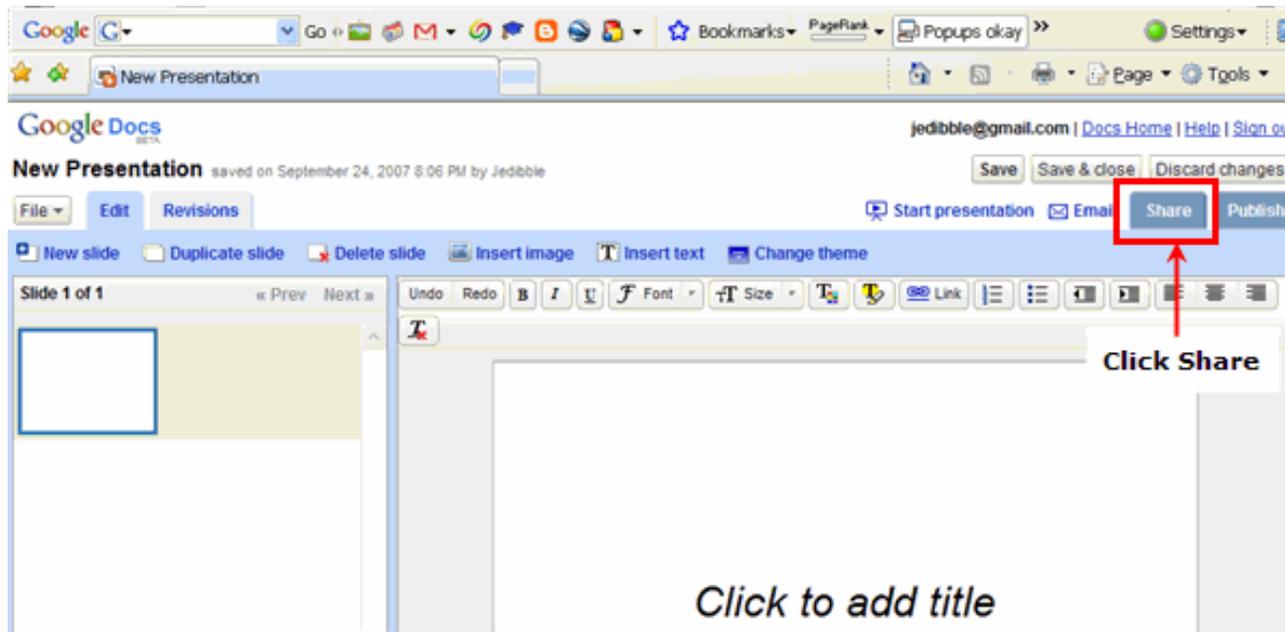
Click on New, choose either Document, Spreadsheet, or Presentation from the drop down menu.



The screenshot shows a web browser window with the URL <http://docs.google.com/>. The browser's address bar and menu bar are visible. Below the browser, the Google Docs interface is shown. The 'New' dropdown menu is open, and a red box highlights the options: Document, Spreadsheet, Presentation, and Folder. A red arrow points to the 'New' button. The main content area shows a list of documents under the heading 'EARLIER THIS YEAR'.

| Name | Folders / Sharing |
|---|-------------------|
| EARLIER THIS YEAR | |
| <input type="checkbox"/> <input type="star"/> A Plant Story | Published me |
| <input type="checkbox"/> <input type="star"/> My Element Project | Published me |
| <input type="checkbox"/> <input type="star"/> imet10_280_final_project_feedback | me |

Click Share



Gather the email addresses of your group members and enter them into the Invite people box, click Invite collaborators.

The screenshot shows the Google Docs sharing interface for a 'New Presentation'. At the top, the user 'jedibble@gmail.com' is logged in. The document is titled 'New Presentation' and was saved on September 24, 2007. The interface includes tabs for 'File', 'Edit', and 'Revisions', and buttons for 'Save', 'Save & close', 'Discard changes', 'Start presentation', 'Email', 'Share', and 'Publish'. The 'Share this document' panel is open, showing options to invite people as collaborators or viewers. A red box highlights the text 'Enter email addresses of group members here.' with a red arrow pointing to it. Below this, the 'Invite collaborators' button is also highlighted with a red box and a red arrow pointing to it, with the text 'Click here to send an email to your group members.' next to it. Under 'Advanced permissions', two options are checked: 'Collaborators may invite others' and 'Invitations may be used by anyone'. A red box highlights the 'Create event with collaborators' link in the 'Collaborators' list, with a red arrow pointing to it and the text 'Click here to use Google Calendar to set up a time and place to meet and collaborate online' next to it. The 'Collaborators' list includes 'Me - owner', 'Dianal', 'john cowan', and 'Lipbalm'. The 'Viewers' list is currently empty.

Optional: Use Google Calendar to meet online OR just email one another and set up a time to work online.