Google Docs 101

Overview: **Google Docs in Plain English**

Key Idea: one central source of a revisable document, accessible to a selected audience.With a Google Doc, *you can*:

- Quickly access a document from anywhere (no clunky school drive maneuvers)
- Collaborate to improve one document
- Peer edit/peer review with comments
- Review the revision history to see who's done what, and when (naughty or nice)
- Save paper and printing costs

Today's Goals:
1. Log in to your school-created Google account (username@wdmcs.org. password).
2. Create a Google Document (or Upload an existing document to your Google Drive).
3. Adjust the sharing options on a document.
4. Share your document with others.
5. Add a comment to a document.
6. Add to, revise, or edit another person's document.

Procedures:
1. **Open Google Chrome web browser (click the Chrome icon or click the Orb and enter "Chrome" in the search box). Go to www.google.com if not already on that page.**

2. **In the upper right corner, click** [Sign in]**. Enter your school email address and password (password should be the same as your WDM *system* log-in password).**
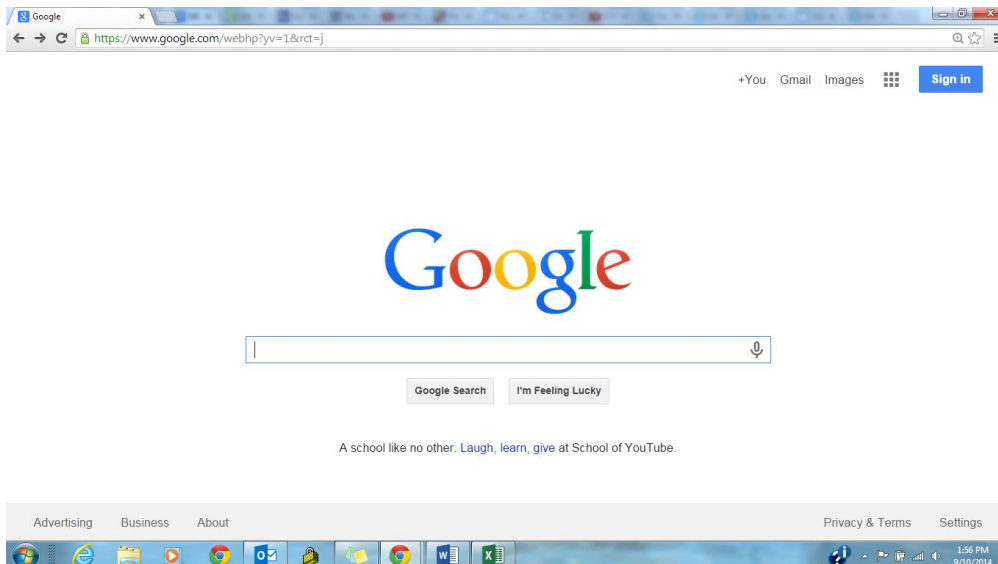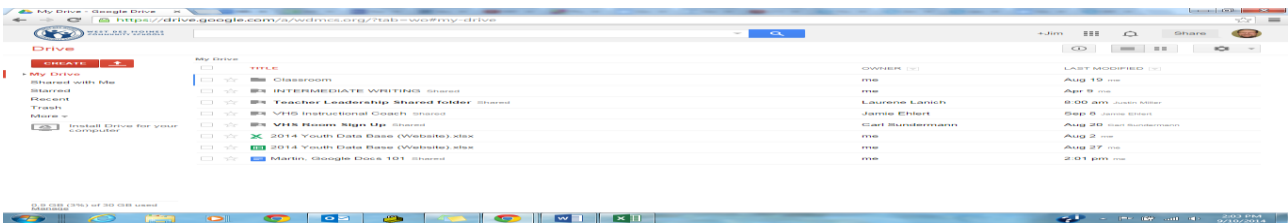
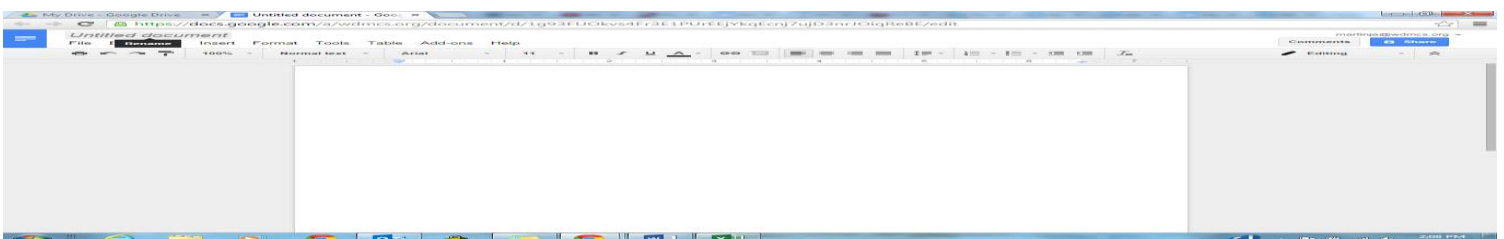3. **Next, click on the icon that looks like a square of 9 squares ( ):**

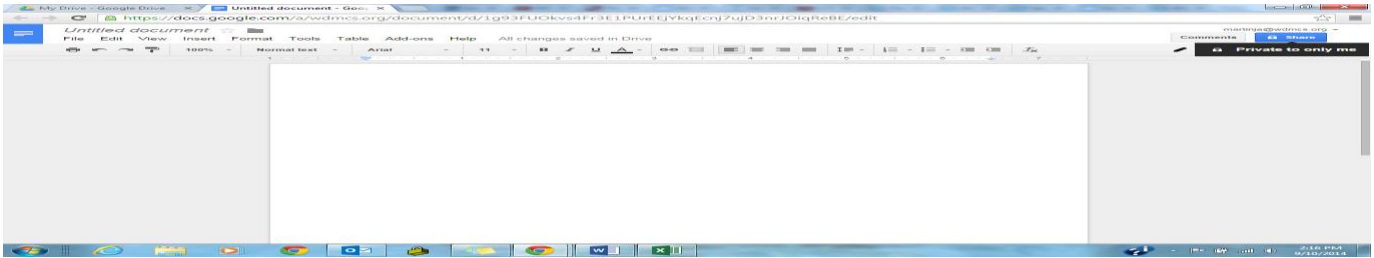4. **Select (click) the Drive icon ( ):**
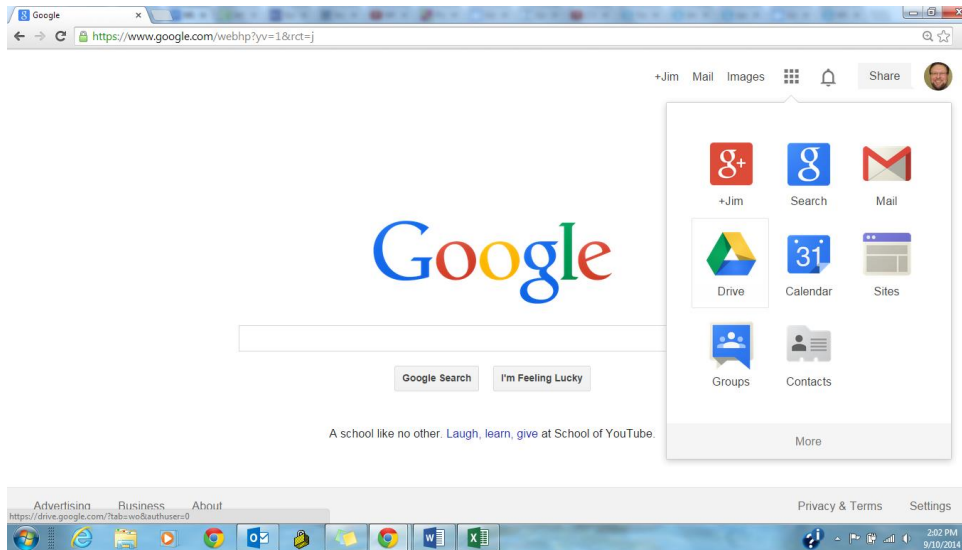
5. **Once your Google Drive has appeared, select (click) on Create (CREATE)and Document (or Upload) in the upper left corner:**
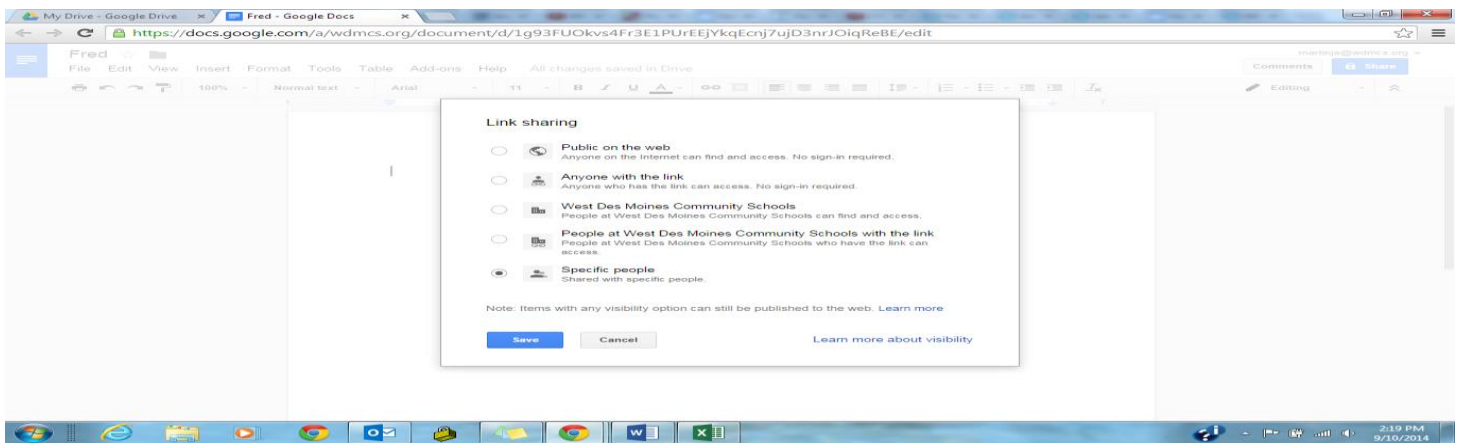

6. **Rename your Document in the Top Left Corner: "[Last name] test doc":**
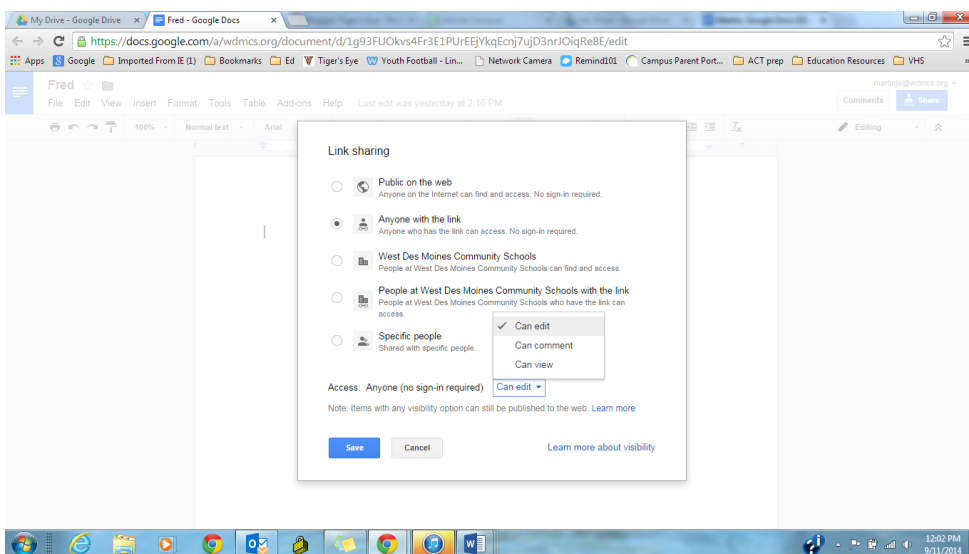
7. **In the upper right corner, click the blue Share button:**

8. **View the options available and think about the benefits and limitations to each level; select the second option, "Anyone who has the link can view":**
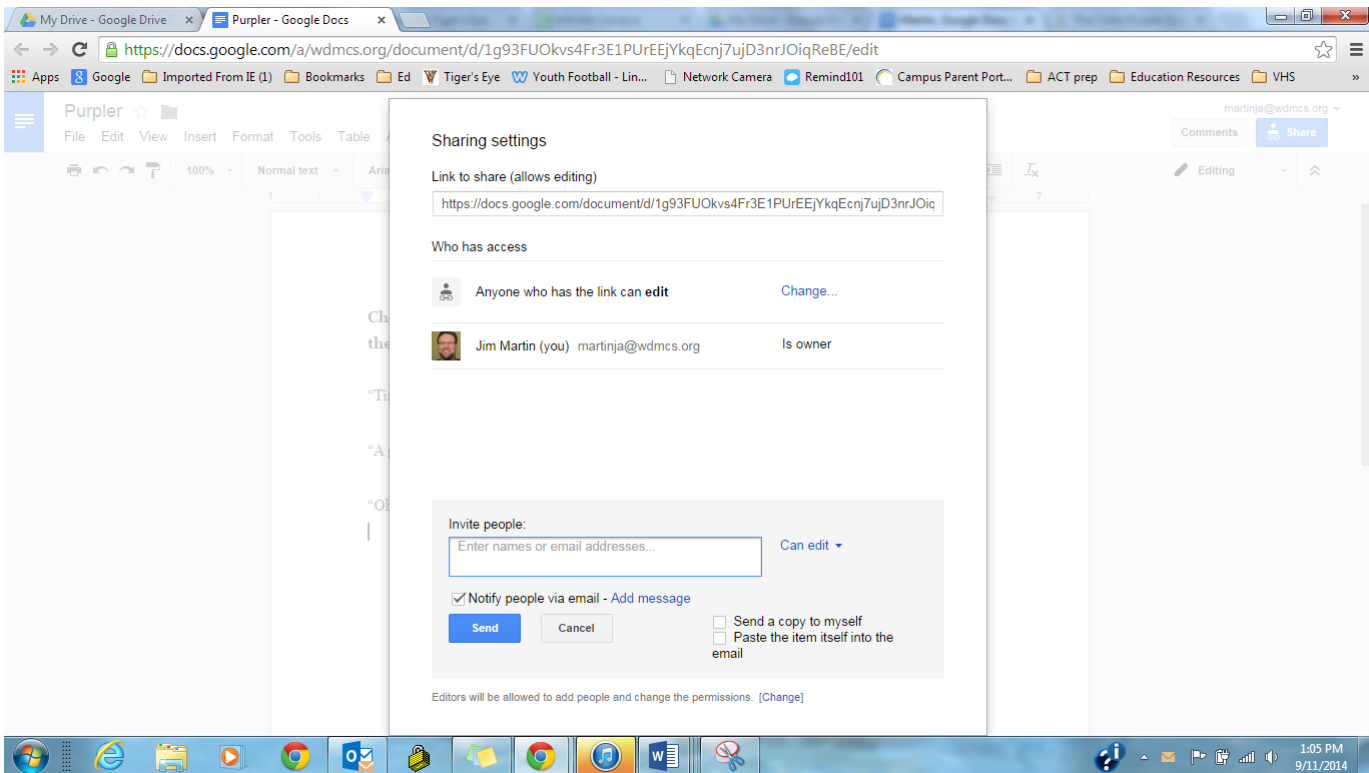

9. **Click** Share **again, and under the heading "Anyone who has the link can view," hit "Change" and change "Can view" to "Can Edit," "Save," and "Done":**

10. **Enter in some text; this can be pasted or typed in as you sit:**
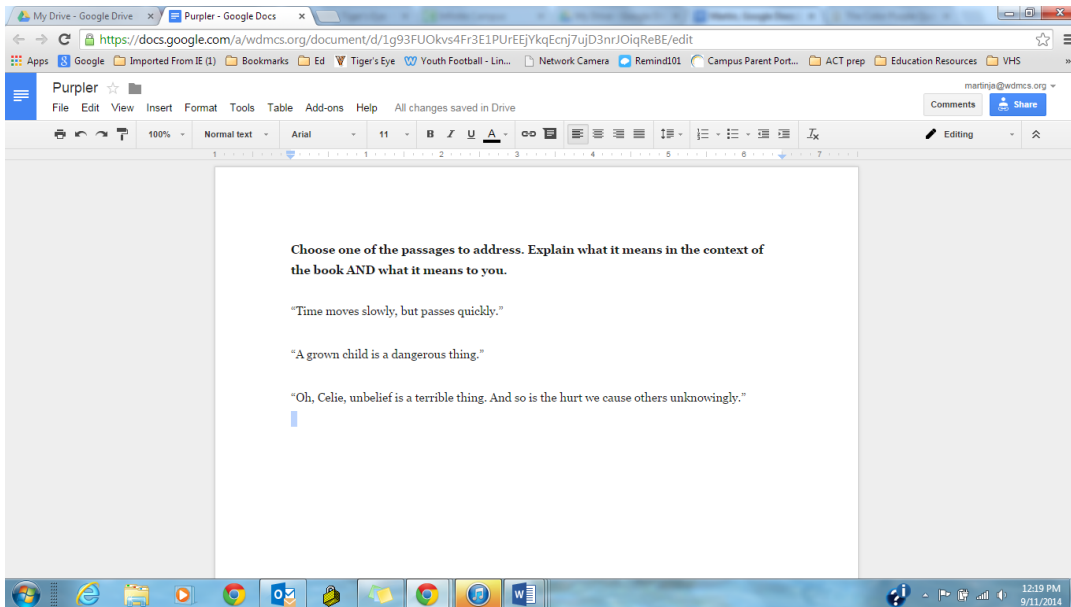
11. **Hit** **again. Near the bottom, enter email addresses of the classmate with whom you'd like to share your document (1-2 will do); click Send:**
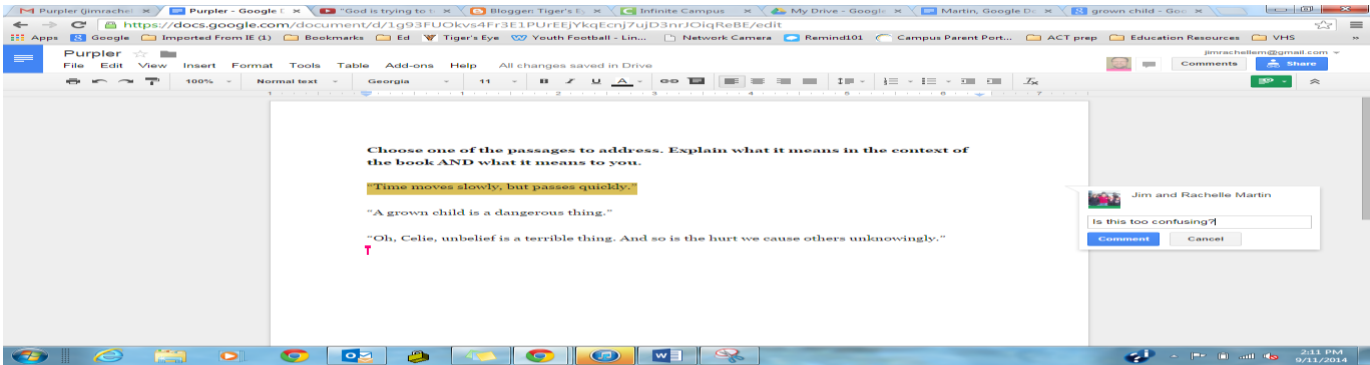
12. **Open your email. You should have a message that invited you to view another's document. Click the link-- it should take you to the document:**
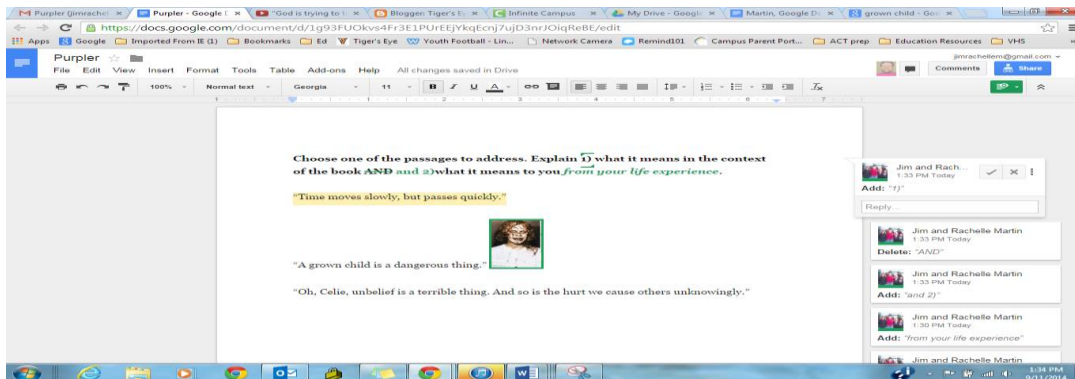
I've shared an item with you.

📄 Purpler

13. **Once in the other person's document, highlight a word or passage, then click on the Comments button (by the Share button) and write a comment:**

14. **Next, add text (or copy in a visual) to the document, or edit part of the text:**

You've done it all! Go to File and try it all on your own, and please complete the review of the course goals [linked here](#).

Thank you for letting me try to teach you something, and please contact me if you have further questions: martinja@wdmcs.org.

Jim Martin
Instructional Coach