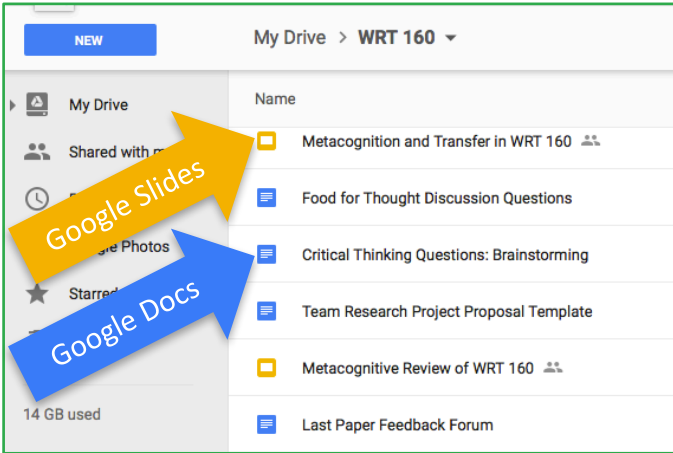


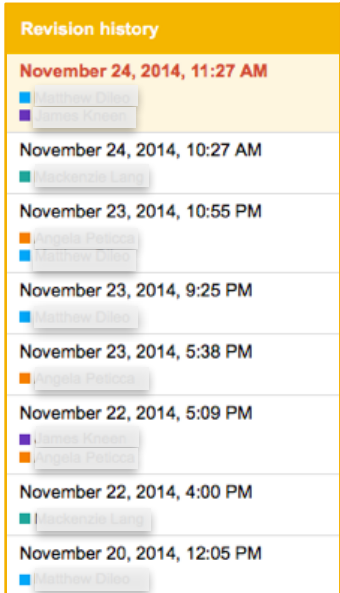
CETL Weekly Teaching Tips presents

Group Work with Google Docs

Group work is a challenging act of balancing challenges and rewards for collective effort. We want to evaluate students fairly based on their work, but we also want to evaluate their ability to bring together different perspectives and work as a team, much the way they will do in their careers. Google Drive offers common technology used in classrooms—a Google Docs word processor (like MS Word) and Google Slides slide presenter (like MS PowerPoint)—in a format that allows seamless and recorded collaboration among multiple users.



For group work I use Google Docs to keep track of work. Each group member has access to the document (along with me).



The program highlights and tracks edits made to the document. If a group member hasn't done any work or poor quality work, then I can tell.

The Basics

- Google Docs can be used with any Gmail account. People without Gmail accounts can be invited to view documents. Anyone with a Google-powered email account (such as those with @oakland.edu email addresses) are automatically tied into Google Drive, which is where Google Docs, Slides, and other programs are available (see green image above).
- Collaborators are added to Google Docs at the creator's discretion. Creators can choose whether collaborators view, edit, or manage the document (share with others).
- Any number of people can work in a Google Doc simultaneously. You can actually see others typing in the document at the same time you are.
- Google Docs save automatically. People use them for collaborative work because everyone has the same most recent version. You can revert changes in the case of accidental edits.
- Revision history (see yellow image above) allows anyone to see the history of changes, which are color-coded per user.

For more guidance on using Google Docs, visit google.com/docs

*Written by Amy Rutledge,
Special Instructor of Management Information Systems.
Created by Christina Moore. Published February 2017.*

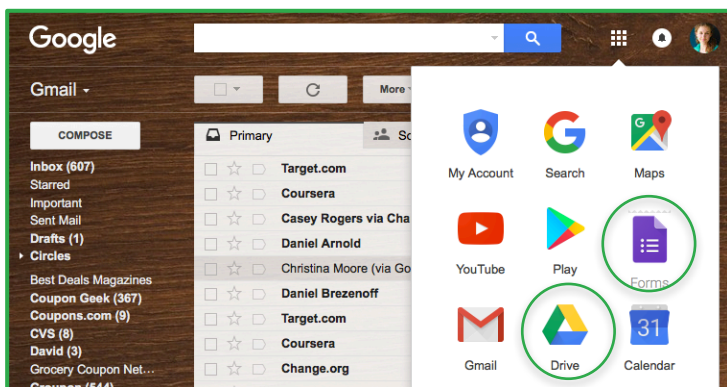
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Benefits for Faculty

As I show in the first two images, Google Docs allows me to easily organize and monitor group work, which also makes students feel more assured of mutual accountability. When I assign a group research project, each student is asked to research their group topic and then place the research in a Google Doc. The program highlights and tracks edits made to the document. If a group member hasn't done any work or poor quality work, then I can tell.

During class, the students are asked to create a basic plan for their presentation on the storyboard. As a group, they decide the subtopics and then each group member is assigned a subtopic within the presentation. The storyboard becomes a contract between the group members. They will then give me the storyboard so I know who is responsible for which subtopic. Again, they will use Google Docs to create the presentation and it tracks the work.

Storyboard		
[Each row in the table below represents a slide in your presentation. In the content section, you should add the high-level information that is to be placed on your slides. Please insert additional rows for additional slides as necessary.]		
Content	Group member responsible for this slide	Visual Element(s)
Title Slide		<input type="checkbox"/> Shapes <input type="checkbox"/> Chart <input type="checkbox"/> Table <input type="checkbox"/> WordArt <input type="checkbox"/> Picture <input type="checkbox"/> Movie <input type="checkbox"/> Clip Art <input type="checkbox"/> Sound <input type="checkbox"/> SmartArt Description:
Introduction (Key Points, Quote, Image, Other)		<input type="checkbox"/> Shapes <input type="checkbox"/> Chart <input type="checkbox"/> Table <input type="checkbox"/> WordArt <input type="checkbox"/> Picture <input type="checkbox"/> Movie <input type="checkbox"/> Clip Art <input type="checkbox"/> Sound <input type="checkbox"/> SmartArt Description:
Key Point #1		<input type="checkbox"/> Shapes <input type="checkbox"/> Chart <input type="checkbox"/> Table <input type="checkbox"/> WordArt <input type="checkbox"/> Picture <input type="checkbox"/> Movie <input type="checkbox"/> Clip Art <input type="checkbox"/> Sound <input type="checkbox"/> SmartArt Description:
Key Point #2		<input type="checkbox"/> Shapes <input type="checkbox"/> Chart <input type="checkbox"/> Table <input type="checkbox"/> WordArt <input type="checkbox"/> Picture <input type="checkbox"/> Movie <input type="checkbox"/> Clip Art <input type="checkbox"/> Sound <input type="checkbox"/> SmartArt Description:



Additional Ideas

Use more tools available in Google Drive, such as Slides (like PowerPoint) and Forms (a survey tool). All of these tools are available in the same place. More on Google Drive can be found at drive.google.com

- **Use Google Docs** for group planning, brainstorming, and drafting formal writing.
- **Use Google Slides for group presentations.** The students will start to add their slides here, with each person working on his/her part. I ask that the students put what they are going to say in the Notes section below each of their slides.
- **Use Google Forms for group evaluations.** Forms allows you to use a variety of question types, from rating scales to open-answer comments.

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