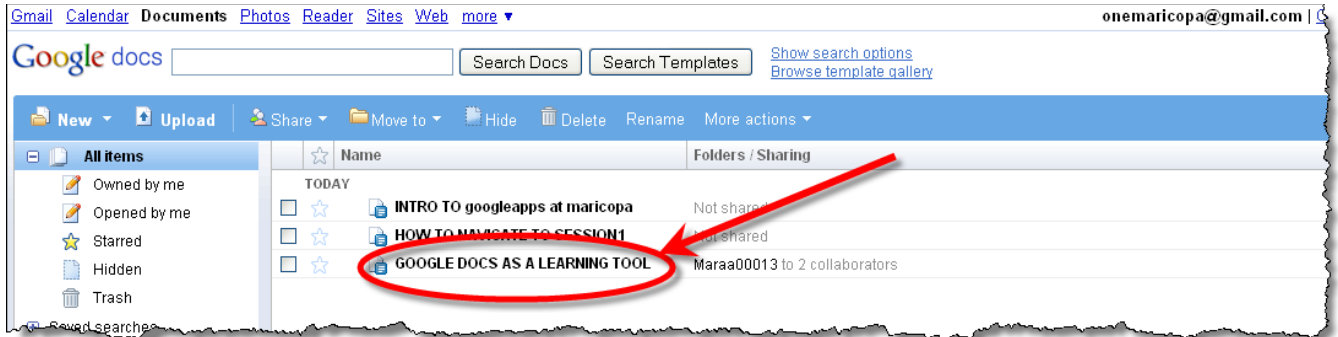




## GOOGLEAPPS@MARICOPA: HOW TO EDIT & COMMENT ON A SHARED GOOGLE DOC

1. Log in to your Google Docs account (remember, for students using GoogleApps@maricopa, this is <http://www.maricopa.edu/google> ; for a commercial account, it's <http://docs.google.com> ) and select the document that you'd like to work on:



2. Once you've selected the file that's been shared with you, editing is no different than editing a document that you've created (as long as you have editing privileges!):

**GOOGLE DOCS AS A LEARNING TOOL** saved on 9/7/09 11:37 AM by One Maricopa

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**GOOGLE DOCS AS A LEARNI**

How might Google docs be used to enhance teaching and learning?

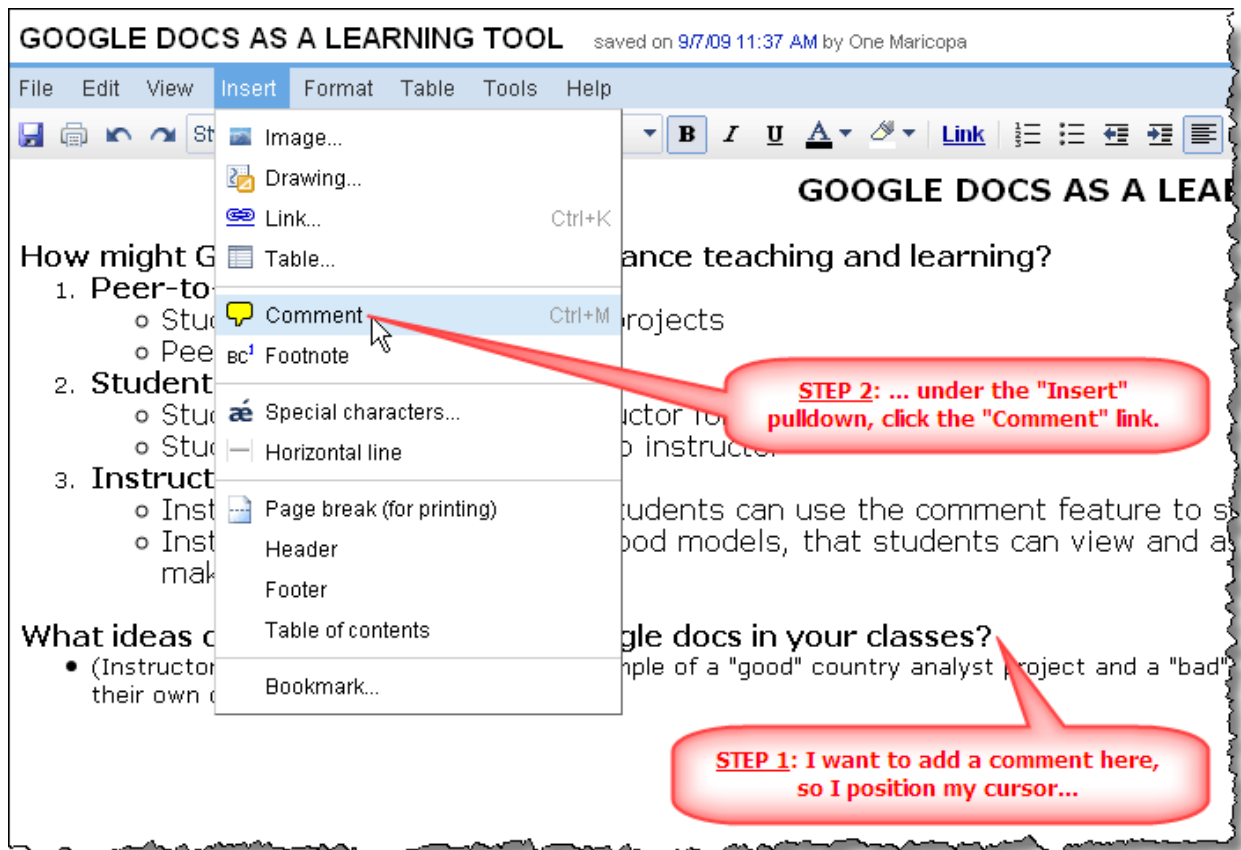
1. **Peer-to-peer:**
  - Students collaborate on group projects
  - Peer review & editing
2. **Student-to-instructor:**
  - Students submit drafts to instructor for review
  - Students submit assignments to instructor
3. **Instructor-to-student:**
  - Instructor shares notes, etc.; students can use
  - Instructor can post models -- good models, that students can view and ask questions. They can also make corrections as an exercise

What ideas do YOU have for using Google docs in your classes?

- (Instructor-to-student) I may put up an example of a "good" country analyst project and a "bad" country analyst project. I will allow them to add their own comments/questions.

**It's super easy for me to edit the document, once I have access. Here I've added an idea for using Google docs.**

3. If you want to add a comment to the shared document, just position your cursor where you want the comment (or you can highlight the text that you'd like to comment on), go to the "Insert" pulldown from the menu bar at the top of the document, and then click "Comment":



4. Now you can add your comment! One additional feature with Google docs is that each person can select a different color for their comments, so that it's easy to distinguish each person's input. Just click on your comment when you have finished it, and a color selection menu will pop up:

