Getting Started With Shared Documents

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE (CFDE)

Plan

Outline
- Overview (~5-10 min)
- Why and how you might use shared documents
- Demo (~10 min)
- How-to (~15 min)
  - Set up and share documents in Google Drive
  - Use shared documents in breakout rooms
  - Monitor group work with shared documents
- Activity ideas (~5 min)
- Q&A

Objectives
By the end of this workshop, you should...
- Understand the benefits of incorporating shared documents into your course
- Be able to design learning activities using shared documents
- Be able to set-up, share, and monitor shared documents

Plan

What are “Shared Documents?”

- Shared documents (or collaborative documents) allow two or more people to edit the same document simultaneously.

Shared documents & engaged learning

Shared documents = workspace for collaboration

- Can be used synchronously or asynchronously
- Allows students to contribute to course content (e.g. study guides)
- Allows students to collaboratively work on assignments (e.g. lab report)
- Helpful for unobtrusively monitoring progress in breakout rooms (like walking around your classroom)

Shared documents demo: Scavenger Hunt!

- We will divide you into groups, send you into breakout rooms, and have each group complete a scavenger hunt of the Teaching with Zoom site.

- Timeline:
  - ~10 minutes for the scavenger hunt (please return to the main session if you finish early)
  - Will review the answers throughout the remainder of the workshop
Using Google Drive for shared documents

As we go over the answers, we’ll show you how to:

- Set up and share documents in Google Drive
- Use shared documents in breakout rooms & monitor group work

Resources
- Teaching with Zoom: Breakout Rooms
- Teaching with Zoom: Shared Docs
- Video recording of this workshop
- Additional hidden slides with screenshots/step-by-step instructions when we send out this PowerPoint

Answer Key

1. On which devices can you be logged into Zoom simultaneously? One computer, one tablet, and one phone
2. Who besides the Host can start a Zoom meeting? Alternative host
3. How do you change the size of the text in the Chat window? Hover over the window and zoom in or out with your trackpad or by pressing CTRL or the Command key (for PCs and Macs, respectively) and then + or - key.
4. What engagement feature allows users in a Zoom meeting to draw or type over a shared screen? Annotation
5. What is the name of the tool in Canvas that you can use to upload videos to your course without counting towards your storage limit? Canvas Studio

Answer Key

6. What is the zoom feature that allows you to take control of another participant’s screen in a meeting? Remote Control
7. Which polling service listed on the Teaching with Zoom site allows you to run quizzes and generate word clouds? Poll Everywhere
8. Copy & paste one of the Emory-branded Zoom Virtual Backgrounds OR the link to where you can find these backgrounds below: https://communications.emory.edu/resources/virtual-backgrounds.html
9. What website do you use to download the Usage Report to take attendance for a meeting you hosted? emory.zoom.us
10. Where can you find more information from the Department of Accessibility Services about Notetaking? https://accessibility.emory.edu/students/returning/notetaking.html

Answer Key

11. In 2014, the National Academy of Sciences published a meta-analysis of studies of STEM classes in which students were randomly assigned to lectures or active learning (from the same instructor), reporting that failure rate dropped by 12% in the active learning condition. How many studies were included in this analysis? 225 studies

BONUS: What button can you use during a meeting to change participant permissions (for example to toggle on/off if participants can share their screen or use the chat)? Security button

Demonstration

- See the recording, with time stamps for demonstrations of using Google Drive and Google Documents below
  - 6:00 – 11:00
  - 14:16 – 40:19

“Ground Zero”

- You (the instructor) need a Google account to create and share documents
- Students do not need a Google account to edit those documents if you set the sharing so that anyone with the link can edit (more info later)
- More questions after reviewing this workshop? Try using the Google Support site: https://support.google.com/. (You can also search on Google for the answer to your question if you can’t find it on the Support website.)
Set-up

- Create a Google Account
  - You can set your username (e.g. Alicia_Lane_CFDE @ gmail.com) or sign in with your Emory email
- Log-in to Google Drive
- Click “New” to see your options

Jamboard

- Collaborative whiteboard
  - Join from your phone or computer
  - Insert images from your phone or from a Google search, Google Photos, etc.
  - Write, type, and leave “Post-it notes”
  - Create a new Jamboard through Google Drive (click New > More > Jamboard) or at https://jamboard.google.com/

More information

Sharing through Google Drive

- You can share folders or files
- You can give Viewer, Editor, or Commenter access
- You can share directly with specific Google accounts (not recommended for Emory courses) or with a link that anyone can use to access the file (note that this does not work for folders; sign-in is required to share entire folders)
- Files/folders that someone else shares with you will appear under “Shared with me”
  - Right-click and select “Add shortcut to Drive” to organize shared files

Setting up a new assignment

- Decide how to set up the activity.
  - # groups? # students in each group?
  - Does each group get the same questions/prompts or different ones?
  - Does each group get their own shared document, or will they all work in a single document?
  - Do you want the students to have edit access or only comment access?
  - Do you want the students to have access to all the documents or just their specific document? (i.e. do you want to send a link to the folder containing all the documents to everyone, or do you want to send each group a link to their own document?)
  - etc.
Using shared documents in breakout rooms

- If students will be in specific groups, name the breakout rooms appropriately & have students self-assign or pre-assign them beforehand
  - otherwise you can assign students to breakout groups randomly
- Make sure to send any links they will need in the chat BEFORE they go to breakout rooms
- You can broadcast messages to all breakout rooms (i.e., time remaining)
- For more tips and detailed instructions visit our site: Teaching with Zoom: Breakout Rooms

Sharing through Google Drive

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<th>Tips!</th>
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<tr>
<td>• Organize your files into folders (e.g. Course &gt; Module &gt; Assignment)</td>
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<td>• Option for anonymity (can edit without being logged in)</td>
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<td>• Use the same cohort groups throughout the unit/module/semester</td>
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<td>• Use your TA's to help monitor the chat, shared documents, etc.</td>
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Activity ideas

- Review and discuss a practice exam
- Finding sources for a project
- Completing a worksheet
- Peer review
- Jigsaw activity
- Trivia
- Icebreaker/discussion

Closing Out

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