

Introductions

- **Alicia Lane** she/her/hers
 - Graduate Student Assistant - Learning Design & Technology, CFDE
 - alane5@emory.edu
- **Savannah Post** she/her/hers
 - Graduate Student Assistant - Learning Design & Technology, CFDE
 - spjorda@emory.edu
- **Liesl Wuest** she/her/hers
 - Associate Director Of Learning Design & Technology, CFDE
 - lwuest@emory.edu
- **Sarah Morris** she/her/hers
 - Head of Instruction and Engagement & Subject Librarian for English and IDS, Robert W. Woodruff Library
 - sarah.e.morris@emory.edu

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Getting Started With Shared Documents

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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**

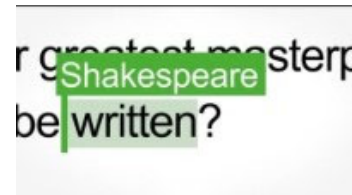
Objectives

- 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

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What are “Shared Documents?”

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



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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)

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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

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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

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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 the + 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**

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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 quiz competitions 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>

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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**

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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

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"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.)

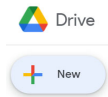
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Set-up

- **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

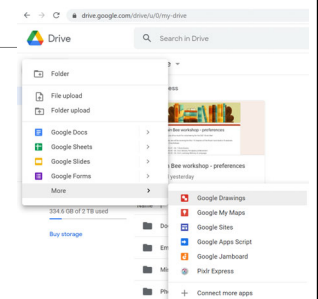


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Set-up

Google ~ Microsoft

- Docs ~ Word
- Sheets ~ Excel
- Slides ~ PowerPoint
- Jamboard ~ Whiteboard



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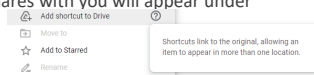
Jamboard

- **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](#)

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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



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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.

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Setting up a new assignment

- Create the folder and documents
 - Provide *clear instructions* for the activity in each document
 - If applicable, assign students into groups
- Create a shared link to the folder/documents
 - See “[Share a link to the file](#)” under Step 2
 - As needed, collect the links you need to share with the students in one place
- Give students access to the shared documents
 - Post the links on Canvas, send through the Zoom chat box, etc.

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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](#)

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Sharing through Google Drive

Tips!

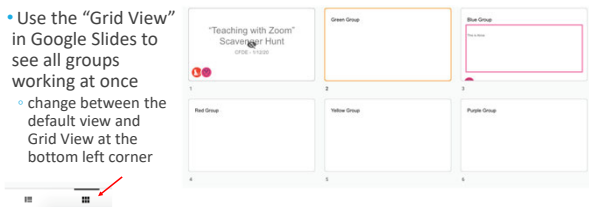
- Organize your files into folders (e.g. Course > Module > Assignment)
- Option for anonymity (can edit without being logged in)
- Use the same cohort groups throughout the unit/module/semester
- Use your TA's to help monitor the chat, shared documents, etc.

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Sharing through Google Drive

Tips!

- Use the "Grid View" in Google Slides to see all groups working at once
 - change between the default view and Grid View at the bottom left corner



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Activity ideas

Does anyone have any ideas they would like to share?

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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

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Closing Out

Any other questions?

- Resources
 - [Teaching with Zoom: Breakout Rooms](#)
 - [Teaching with Zoom: Shared Docs](#)
 - [Video recording of this workshop](#)

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