

Introductions

- **Alicia Lane** she/her/hers
  - Graduate Student Assistant - Learning Design & Technology, CFDE
  - [alane5@emory.edu](mailto:alane5@emory.edu)
- **Savannah Post** she/her/hers
  - Graduate Student Assistant - Learning Design & Technology, CFDE
  - [spjorda@emory.edu](mailto:spjorda@emory.edu)
- **Liesl Wuest** she/her/hers
  - Associate Director Of Learning Design & Technology, CFDE
  - [lwuest@emory.edu](mailto: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](mailto:sarah.e.morris@emory.edu)

1

# Getting Started With Shared Documents

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE (CFDE)

2

## Plan

---

<b>Outline</b>	<b>Objectives</b>
<ul style="list-style-type: none"> <li>• <b>Overview</b> (~5-10 min)           <ul style="list-style-type: none"> <li>◦ Why and how you might use shared documents</li> </ul> </li> <li>• <b>Demo</b> (~10 min)</li> <li>• <b>How-To</b> (~15 min)           <ul style="list-style-type: none"> <li>◦ Set up and share documents in Google Drive</li> <li>◦ Use shared documents in breakout rooms</li> <li>◦ Monitor group work with shared documents</li> </ul> </li> <li>• <b>Activity ideas</b> (~5 min)</li> <li>• <b>Q&amp;A</b></li> </ul>	<p>By the end of this workshop, you should...</p> <ul style="list-style-type: none"> <li>• Understand the benefits of incorporating shared documents into your course</li> <li>• Be able to design learning activities using shared documents</li> <li>• Be able to set-up, share, and monitor shared documents</li> </ul>

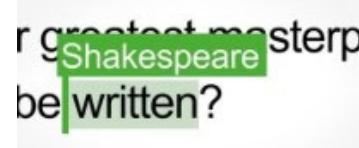
EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

3

---

What are “Shared Documents?”

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



EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

4

---

### 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)

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

5

---

### 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

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

6

## 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

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

7

## 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**

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

8

## 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](https://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>

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

9

## 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**

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

10

## 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

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

11

## “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.)

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT & EXCELLENCE

12

11

2

## Set-up

- **Create a Google Account**

- You can set your username (e.g. [Alicia\\_Lane\\_CFDE@gmail.com](mailto:Alicia_Lane_CFDE@gmail.com)) or [sign in with your Emory email](#)

- Log-in to [Google Drive](#)

- Click "New" to see your options



EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT &amp; EXCELLENCE

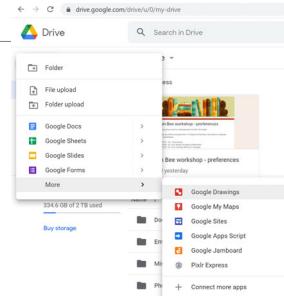
13

13

## Set-up

- Google ~ Microsoft

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



EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT &amp; EXCELLENCE

14

14

## 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](#)

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT &amp; EXCELLENCE

15

15

## 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

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT &amp; EXCELLENCE

16

16

## 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.

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT &amp; EXCELLENCE

17

17

## 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.

EMORY UNIVERSITY CENTER FOR FACULTY DEVELOPMENT &amp; EXCELLENCE

18

18

## 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](#)

19

## Sharing through Google Drive

### Tips!

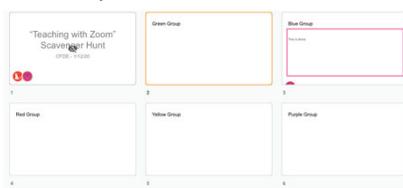
- Organize your files into folders (e.g. Course > Module > Assignment)
- Option for anonymity (can edit without being logged in)
- Use the same cohort groups throughout the unit/module/semester
- Use your TA's to help monitor the chat, shared documents, etc.

20

## 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



21

## Activity ideas

Does anyone have any ideas they would like to share?

22

## Activity ideas

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

23

## Closing Out

Any other questions?

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

24