Quick Guide: How to Manage GoogleDoc Collaborations

Canvas allows multiple users to work together on the same document at the same time using either Google Docs or EtherPad. Although either technology is available for use from within the ELMS course space, using Google Docs may be a better choice because students have access to it through their TerpMail account and also have expressed more familiarity with it than EtherPad.

You could use Collaborations to

- Provide a document for individual students to edit under instructor supervision.
- Create a space in which groups of students can collaborate on a document, slide show, etc., and require them to turn in the URL for as the graded assignment.

Start a New Google Docs Collaboration

1. Click the “Collaborations” link on the Navigation menu.

2. Click the Start a new collaboration button.

3. Click the drop-down menu and select Google Docs for the new collaboration environment.
4. Create the structure for the collaboration:
   1. Give the document a name.
   2. Create a description of the task.
   3. Select who will be collaborators for the document.
   4. Click the **Start Collaborating** button.

   ![Collaborate With](image)

**How to View Collaborations**

1. Click on the “Collaborations” link on the Navigation menu.
2. The collaborations created will appear under the Current Collaborations heading. Click the desired collaboration to view it. Instructors have access to all collaborations, by default.

   ![Current Collaborations](image)