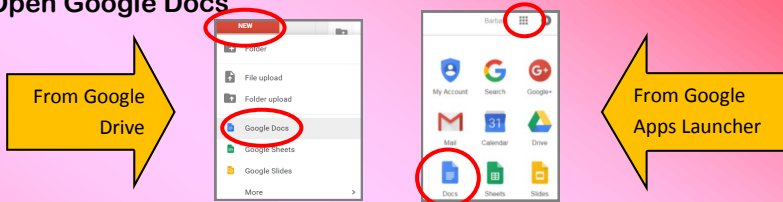


Tip Tuesday

Collaboration, Collaboration, Collaboration

Easily Collaborate by Sharing One Document!

1. Open Google Docs

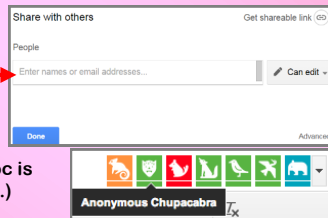


2. You can either start a new document or you can open a document already created.

3. At the top-right, click *Share*



4. Enter the email addresses of those to share the Doc and click *Done*.



5. Each person can now open and make changes to the Doc. (When the Doc is open, live collaborators' icons will appear at the top.)

Share a document within your department for planning, with your students to add comments throughout an assignment, among students to collaborate on a group project. Share in Google Slides, Google Sheets, & Google Drawings too!