

Assignment 3.7

Using Google Docs

Canon Snow

Misty Rochester

Tom Ferguson

Google Docs is a great online word processing and collaboration tool. It is a cloud based computing application, which means that Google's servers are taking care of all the work and storage. There is no software to download. Whether it is a document, presentation, or spreadsheet, you can create all these with nothing more than a web browser (with Internet access of course).

What makes this tool great for educational purposes is the ability to share and work with others. After you have created a document/file, you can share it out with as many other group members as you desire. You can create new documents or upload existing documents, presentations or spreadsheets. In addition, you can insert pictures, links, comments, tables and ore. This enables you to share the workload with your fellow teammates. What is even better, is the fact that you may collaborate from anywhere in the world in real time, whether across the state or across the globe. All one needs is access to the Web.

In the classroom, teachers can use Google Docs to share lesson plans and collaborate with other teachers. Teachers can also keep track of data such as grades, attendance and etc. Teachers can also organize group projects and have students record their information into one document. This tool also

allows you to facilitate student's work. Google Docs is very user friendly, simple and clear which allows teachers and students to easily utilize this tool.

When you or your group are finished with your work you then have several options. You can export your document in all of the popular formats such as .pdf, .doc, or .rtf, which enables you to open it in your preferred document style. Google Docs also makes it very simple to publish your work to the web. When you publish a document, Google assigns it a unique web address which anyone can access. This is a wonderful tool for students and teachers alike. Teachers could use this feature to publish the weeks assignments students could publish their projects and email the link instead of turning in a mess of papers.