

Terrie L.Ponder and Joe Tompkins  
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#### GOOGLE DOCS SUMMARY

Google Docs is another powerful Google tool for educators. One of the most important educational features of Google Docs is the capability of providing student-teacher online collaboration where the students can compose essays, research papers, and other documents to send to the teacher for him/her to review, assist in revisions or provide feedback. This can also be true for student-to-student or teacher-to-teacher collaboration on such documents. Creating flashcards is one tool that I have used Google Docs for in my classroom. However, if each student had access to their own Google Docs account, they could create their own flashcards as a study tool for any subject.

For group-based activities where student teamwork is required, Google Docs is the ideal tool, allowing for asynchronous collaboration of ideas. Students can add or edit portions of the assignment from where ever internet access is available and on their own schedules. This closely models the collaborative activities found in many of today's businesses and is an excellent way to allow students to practice using Web 2.0 tools in a structured environment.

Below are links to two free guides to assist teachers in familiarizing themselves with all of the features of Google Docs.

[Free Guide: Google for Teachers Part I](#)

[Free Guide: Google for Teachers Part II](#)