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Use of Google Docs in an Educational Setting

Google Docs is a powerful Web 2.0 tool that empowers teachers and students to work collaboratively anytime, anywhere. Google Docs makes the use of flash drives unnecessary and allows an easy flow of work between school, work, and home. Students can easily review and evaluate their peer's work or collaborate on a group project. Teachers and students can also view a revision history. This might be especially helpful when determining how individuals contributed to a group assignment. Teachers can edit, revise, and grade documents using this platform. Google Docs also provides students with a change to utilize organizational skills through the use of folders. This is an excellent way for students to document progress and create a course portfolio. In addition to those features, you can also create and collect survey data through Google Docs. I located an excellent [presentation](#) with tips and uses for Google Docs in the classroom.

I have had the opportunity to use Google Docs in several of my graduate classes. It is an excellent collaboration tool to use among members working together on a group project. When I used it for collaboration, we each made our text a different color so that the conversation was easier to follow. Our professor would then require us to share our Google Doc with him and he would follow our discussion, answer questions, and assess our progress. As a teacher, I love assigning group projects, but grading each student's participation can be difficult at times because I am not able to observe the entire process. Google Docs is a great assessment tool because not only can you monitor the participation of each group member, you are also able to see the process each group went through to reach their finished product. I can see Google Docs coming in handy throughout the writing process as well. The constant automatic saving prevents any work loss, students can share their writing pieces with classmates to provide feedback and peer editing, and the teacher can easily monitor progress and grade their students' work. As long as the technology is available, the entire process can be completely paperless!

As stated before, Google Docs is a great tool for collaborative activities. It is a terrific way for a teacher to make each student in a group accountable for their own part in a project. A teacher can check to see that all members have participated and even add teacher comments using a different font or color. This is a great way to save paper and provide an integration of technology into a very basic academic standard. This would also be an excellent tool to use during the writing process. Students can upload a rough draft of a writing assignment and have other students revise in a different font or color. It again makes the students accountable for their contribution and provides a way for the teacher to monitor the progress. This is definitely a tool that I can see myself using in my own classroom.