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Google Documents and How They Can be Used in an Educational Setting

What are Google Documents?

Google Documents allow users to create documents, slide-shows, spreadsheets, etc. and share them with anyone anywhere in the world. Settings can be set up so that others can comment on the documents or contribute to them. The document format can also be modified and documents can be printed from anywhere. Users can also join in discussions about the document or share with others they think might find it useful. Collaborators can be emailed when the document is ready, or it can be sent in an email attachment. The document types that can be created are very similar to Microsoft products, however, they are stored online so they can be accessed from anywhere.

How Can they be Used in an Educational Setting?
Google Docs can be used in the brainstorming process by individuals or groups. Changing the font color can easily distinguish one user's contributions from other's. Having access to the document anywhere there in internet connectivity frees users from having to be physically present with each other. One contributor can work from home in the morning, other contributors could access from school or a public library. Other users are able to access Google Docs via their cell phones and contribute with complete mobility.

Writing skills can be honed as each user edits wording and style.

In Microsoft Word a user is able to track changes in a document and collaboration is facilitated via email or file share. In Google Docs, the discussion option facilitates conversation among collaborators outside of the document, while maintaining its integrity, yet allowing users to communicate freely with each other regarding direction or additional resources.

Using an Android phone and the application My Tracks, students can map out various routes to a common location. Analysis of distance and speed traveled can be used for math or physical education. Discussion could include alternate routes, short cuts, neighborhood safety, etc.