

Google Collaboration

Google offers a platform for efficient collaboration among its users. The beauty of Google apps is that files can be created, shared, and edited by all who have access. Google tools offer a seamless approach/environment for both teacher and student collaboration, providing ample opportunity for real-time editing and feedback.

There are a variety of Google tools available to support the creation and production of shared files.

- Revision history can be easily accessed to monitor changes made to files.
- The research tool provides quick access to information, images, and quotes. In addition, the research tool provides citation information for sources found.
- Comments as well as the Suggesting tool allow for timely feedback from other users.
- Images, hyperlinks, and Google drawings can be easily inserted into a shared file.
- Voice Typing allows for easy dictation.
- Google also provides a Help option so users can easily find answers to Google Drive questions.

If you are new to Google Drive, would like to brush up on the basics, or find ideas for using Google collaboratively, use the resource below to find information and interactive links. For additional Google support, please feel free to contact your Instructional Technology TIL

[Google Cheat Sheet](#)