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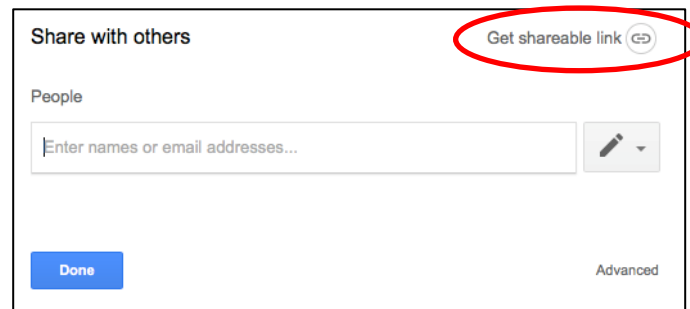
Using Share and Collaboration Features of Google Docs

One of the greatest benefits of using Google Docs is the ability to share easily with others. This feature allows for collaboration among teachers and students, as well as between students. Follow the instructions below to see how easy it is to share a Google Doc.

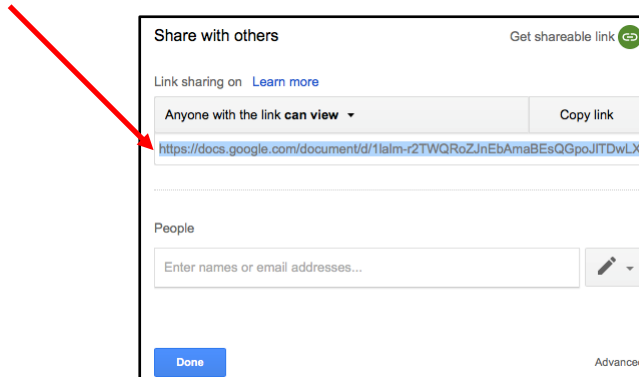
1. Open a Google Doc you wish to share.
2. Click the **Share** button.



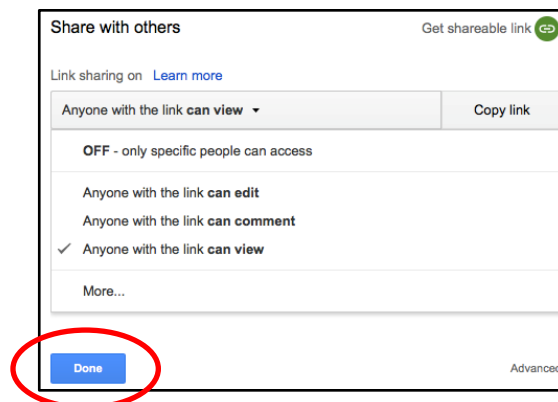
3. There are a few options for sharing a Google Doc with others. One way to share is to get the shareable link. To use this option, click **Get shareable link**.



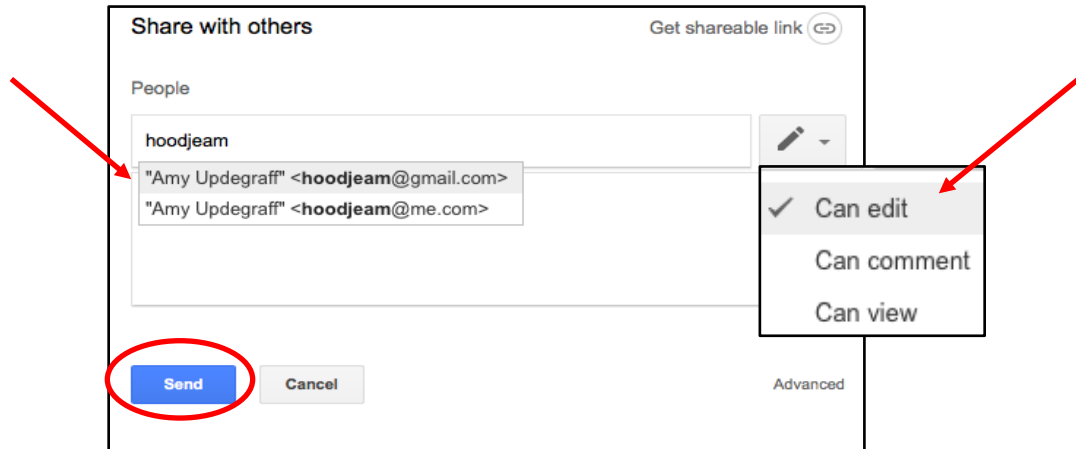
4. Link sharing is a quick and easy way to share a Google Doc because all you have to do is give the link to anyone who needs to see or edit your document.



5. You can adjust the share settings so that those you share with can only view the document, or you can choose to allow others to view and edit the document. Click on the arrow next to **Anyone with the link can view**. This shows the different options for link sharing. The selected option here is **Anyone with the link can view**. This means that anyone with the link can view the document. This is the best option for things such as classroom newsletters, documents being shared with parents, or classroom materials. The next option is **Anyone with the link can edit**. This means anyone with the link can edit and change the content of the Google Doc. Students should only use this option if they want others to be able to make actual changes to their document such as if they are working on a group project. The other option is **Anyone with the link can comment**. This is a good choice when students or teachers want to share their work, but don't want the person viewing the document to be able to change the original, such as with a writing assignment. Those viewing the document can offer comments or suggestions using the comment feature without altering the document itself. After you make your sharing selection, click **Done**.



- You can also choose to share the document with specific people via e-mail. In the **People** box, type the e-mail address of the student/students you wish to share the document with. You have the same viewing, editing, and commenting options as you do when you share the document using a link. Click on the **pencil** icon to view these options. Then, click the **Send** button. The document will be e-mailed to everyone you provided an e-mail address for.

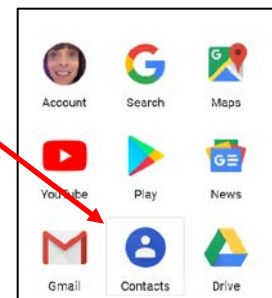


You must be thinking that it would be awfully time-consuming to type in the e-mail address of every student each time you wish to send them a document. Creating a distribution list solves that problem.

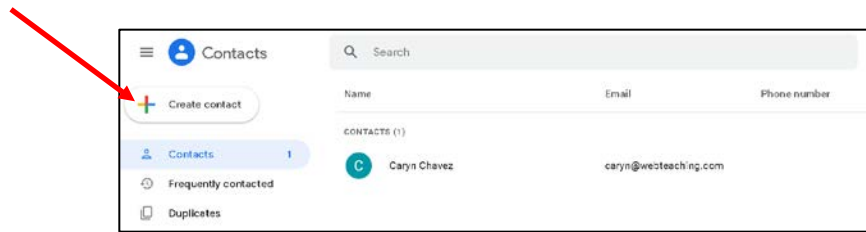
Creating a Distribution List

One of the greatest features of Google Docs is the ability to easily share documents with others. Teachers can share templates, assignments, and study guides, as well as keep in contact with parents through newsletters and important announcements. To easily share a Google Doc with your class, start by creating a distribution list. A distribution list allows you to group e-mail addresses for groups of people. So, for your class or class period, you can create a single distribution list with the e-mail addresses of all your students. Then, when you want to send students a document, you compose one e-mail message that gets sent to the entire distribution list of students. Same for parents. Create one distribution list that includes the names and e-mail addresses of all parents and then in the future, you only have to send one message that goes to every parent on the list. Follow the instructions below to create a distribution list.

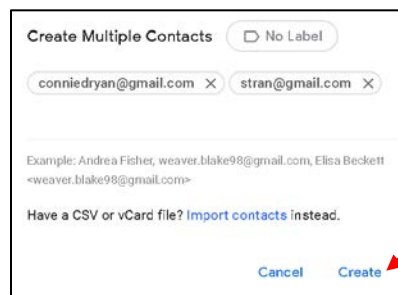
- Sign in to your Google account. Select the **Contacts** icon. Note that your icons may be in a slightly different order.



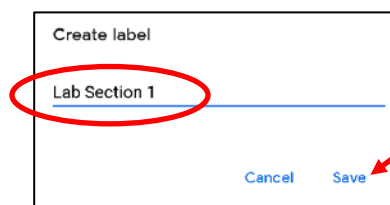
2. A new screen appears listing all your contacts. In most cases, student e-mail addresses are not in your contact list unless you previously e-mailed them. To add a contact, click on **Create contact** and then **Create multiple contacts**.



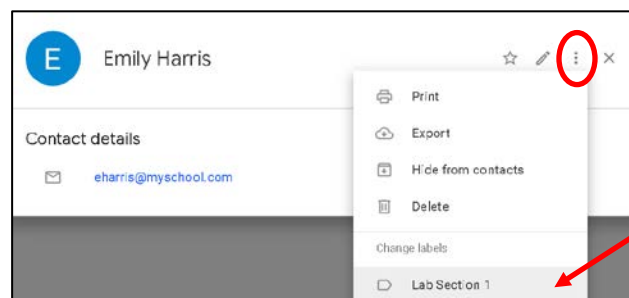
3. A create contact screen appears. Add all students' names and e-mail addresses separating each with a comma. When you are finished, click the **Create** button on the bottom right of the screen. All students are added to your contact list. You can also add individual contacts, but if you need to add your entire class, this is the fastest way to accomplish the task.



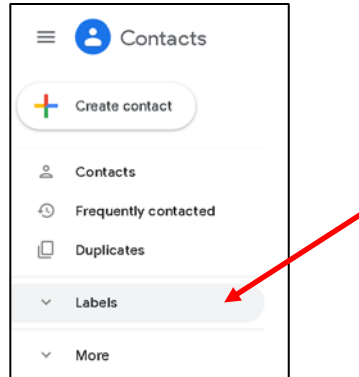
4. To organize contacts into groups, click on **Create Label** in the left navigation pane. Add the desired label name on the line and click **Save**.



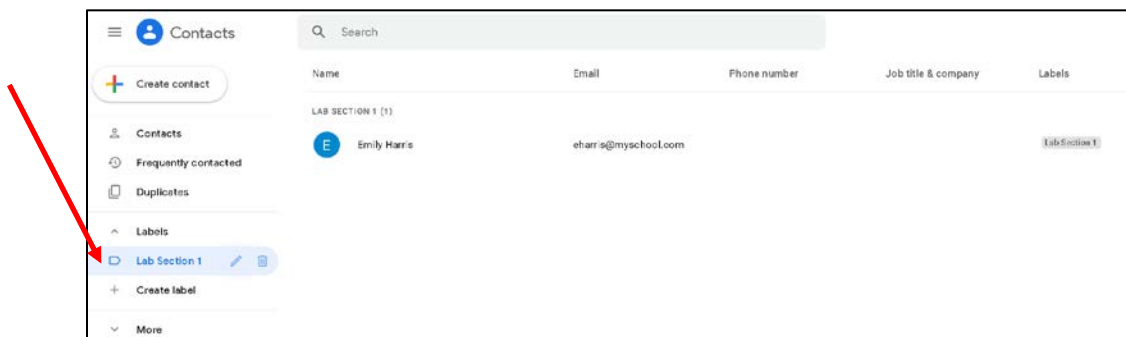
5. Return to the **Contact List**. Click on the contact name you wish to label. Click the **three dots** and then select the label you wish to give the contact. Then, click the **X** to close the contact.



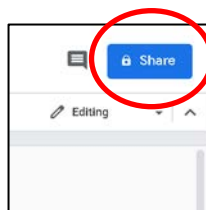
- Continue this process for every contact you wish to label.
- After all contacts have been added, click on the down-arrow next to **Labels** on the left side of the screen.



- Click on the desired label to see all the contacts within that group.



- Now, you can quickly share documents via e-mail with an entire group. Give it a try. Open a Google Doc. Click on the **Share** button at the top right of the document.



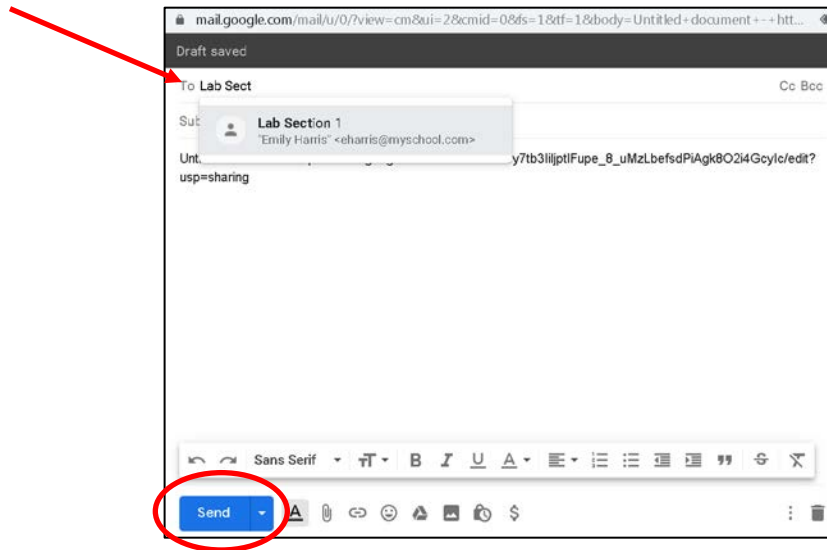
10. Click the **Advanced** option in the bottom right corner.



11. Click the **M** to share via Gmail.



12. Begin typing the name of the label. Gmail will auto-fill the **To** box with the e-mail address of everyone with that label. The link to the document auto-populates as the text of the e-mail. Then, click **Send**.



This excerpt is from the PDI online course Mastering Google Apps for Education (K-12). This course is worth 3½ units of graduate-level credit from UCSD, Extension. For more information on this online course, [click here](#).