



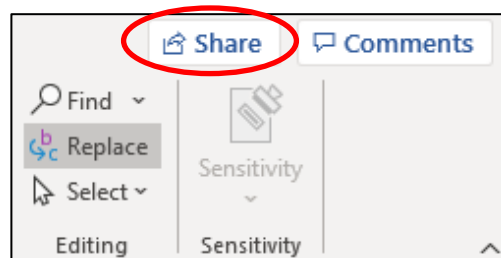
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Using Share and Collaboration Features of Microsoft Word

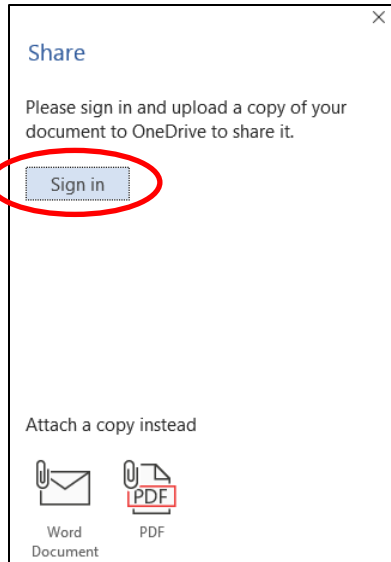
Microsoft Word, under an Office 365 subscription, has a great Share feature that allows you to share documents and encourage real-time collaboration with your peers or among your students. If you're familiar with Google Docs and its collaborative nature, then you'll be happy to find that Word's Share feature works similarly to sharing a Google Document. The ability to share a document is not only useful to you as a teacher but is extremely useful to students as well. Worksheets and resources can be shared with students, saving you time and paper. Additionally, students can collaborate with each other in real-time as they work on a document.

Follow the instructions below to share a Word document.

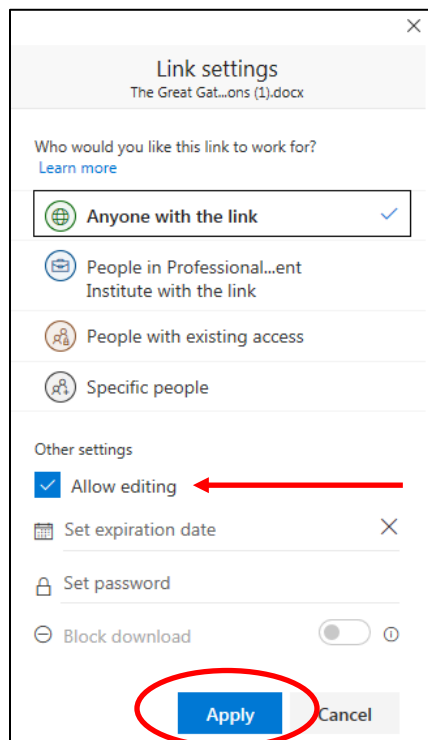
1. Open a Word document you wish to share.
2. In the top right-hand corner of the ribbon, click **Share**.



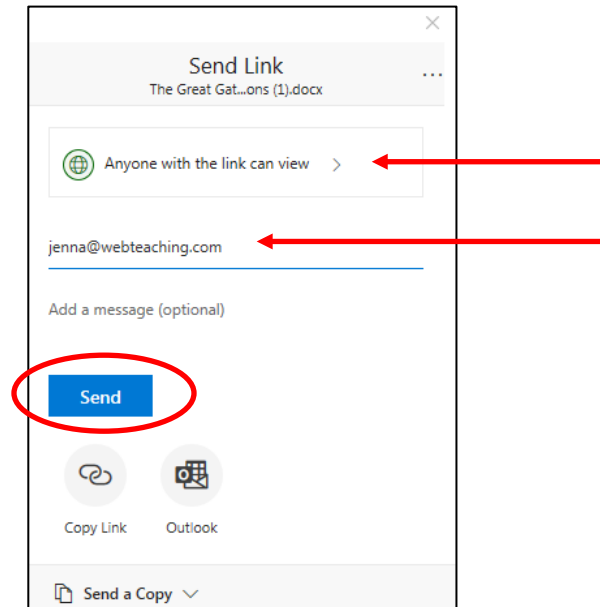
3. The document must be saved to OneDrive in order to be shared. If you are not yet signed into your Microsoft account, do so now by clicking **Sign in**.



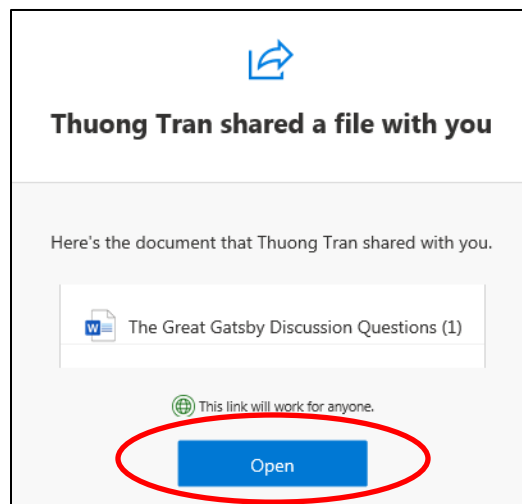
- Once signed in and the document has been saved to OneDrive, a window appears with different sharing options. The default setting is **Anyone with the link can edit**. This option allows anyone with the link to view and edit the document. Editing permission can be adjusted if you don't want students to be able to edit the document. Click the arrow next to **Anyone with the link** to view more options. Under **Other settings**, uncheck **Allow editing**. Then, click **Apply**.



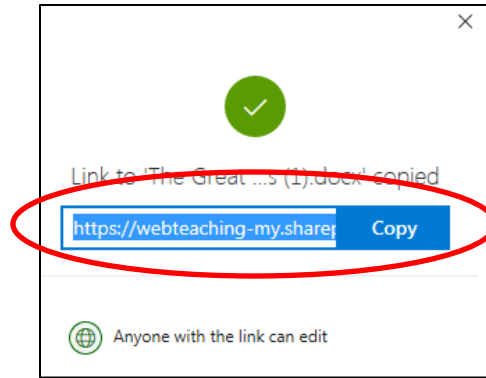
5. Enter the e-mail addresses of the students with whom you wish to share the document. Click **Send**. A popup appears letting you know that a link to the document has been sent.



6. An e-mail is sent to the students with a link to open the document. Below is a picture of the e-mail the students will receive. Have students click **Open** to open the document just shared with them.

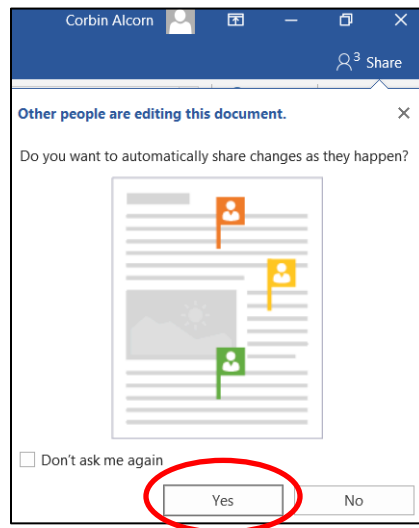


7. Another way to share the document is to get a shareable link. From the **Share** options, click **Copy Link**. Word generates a shareable link that you can copy. Click **Copy**. You can paste the link into a classroom distribution list you've already set up or to a classroom website.

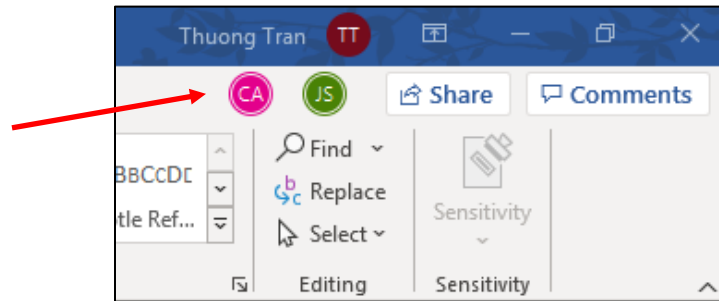


Now that you've shared the worksheet with students, follow the instructions below to encourage them to collaborate with each other.

1. Sort students into small groups. Using the instructions provided above, have a student share the worksheet with other group members. Make sure that students select **Anyone with the link can edit** to allow their group members to make changes to the worksheet.
2. When a document is shared, the link opens the document in a new tab of the web browser in what is called **Word for the Web**. Microsoft suggests working in Word for the Web for the best co-authoring experience. If this is the first time that students are sharing a document, they may see a dialogue box asking them to share their changes. If they receive this prompt, tell students to click **Yes**.



3. In the top right-hand corner of the ribbon, students will see the initials of group members that are also editing the worksheet.



4. Have students work together in groups on the worksheet as they read. Since students are co-authoring the same document at the same time, students will see each other's changes. Word gives each person a colored flag that shows exactly where each person is working within the document.

The Great Gatsby – F. Scott Fitzgerald

Discussion Questions

Answer the following discussion questions as you read. Provide concrete examples from the book to support your answer. Remember to include the page numbers from where you found your examples.

1. *The Great Gatsby* is a short title, but it packs a lot of meaning. Now that you've finished the book, analyze the book's title. Why do you think Fitzgerald decided to title this book *The Great Gatsby*? Is Gatsby really that great?

Gatsby is wealthy. He throws extravagant parties in his mansion. He treats his guests with kindness. Ex: V Corbin Alcorn a party tears her dress, he gives her a new one (need to find page number).

2. Gatsby spends a good deal of time staring at the green light on Daisy's dock. What do you think the green light represents?

5. As students are working on the document, changes made are automatically saved in the original document. To make sure that each student has a copy of the finished document, have each student save a copy of the file to their OneDrive or to a location on their device by selecting **File** and then **Save as**.

Working collaboratively is a wonderful way for students to work together and learn from each other.