

Google Docs

WHAT IS GOOGLE DOCS?

Google Docs is Google's browser-based word processor. You can create, edit, and share documents online and access them from any computer. Google Docs has collaborative features that make it incredibly easy to share documents across platforms and work on them together in real-time from a browser window.

GETTING STARTED

- Access your WCU Google Workspace account at accounts.google.com.
- Access Google applications by selecting  from the top right corner. Select the  icon.
- Create a new document by selecting *+Blank* or selecting a template document.
- Share your document with others by selecting  from the top right corner.
 - Share by directly typing an email address, or by selecting *Copy Link* to copy a direct link and include it in an email.
 - Select *Change* to alter the permissions to *West Chester University* accounts only, or *Anyone with this link* to send to addresses outside of the WCU network.
- Force Copy: Protect your original document from being edited by creating a copy link version
 - On your Doc, tap on the *Share* button. Set permissions to *Anyone with the link* and tap *Copy Link*.
 - Paste that link into another tab or document and replace the word *edit* with *copy*. This will force the user to make a copy instead of opening and editing your original document.
 - Example:
<https://docs.google.com/presentation/d/loremipsum/edit...> change to...
[https://docs.google.com/presentation/d/loremipsum/copy ...](https://docs.google.com/presentation/d/loremipsum/copy...)

HOW CAN I USE GOOGLE DOCS IN THE CLASSROOM?

COLLABORATIVE WRITING

Sharing and commenting provides students with opportunities to receive immediate feedback on their writing from you or their classmates. You and your students can also leave comments and suggestions on documents without changing the original document, and you can also see the revision history of a document and restore older versions if something has changed. [See how one TESOL teacher used google docs in her class.](#)

ANNOTATING TEXT

With Google Docs students can upload articles and comment, highlight, and bold text to make digital notes. Check out this Google Education lesson on how “increase student understanding of what they read with making digital notes in articles. [Annotate Text in Google Docs](#)

RESEARCH

Your students can add sources and create in-text citations to their paper right in Google Docs by using the citation tool! You can also create a bibliography to include works cited without having to use outside websites, which is quicker and easier for students to use.

[Here is the tutorial from Google.](#)