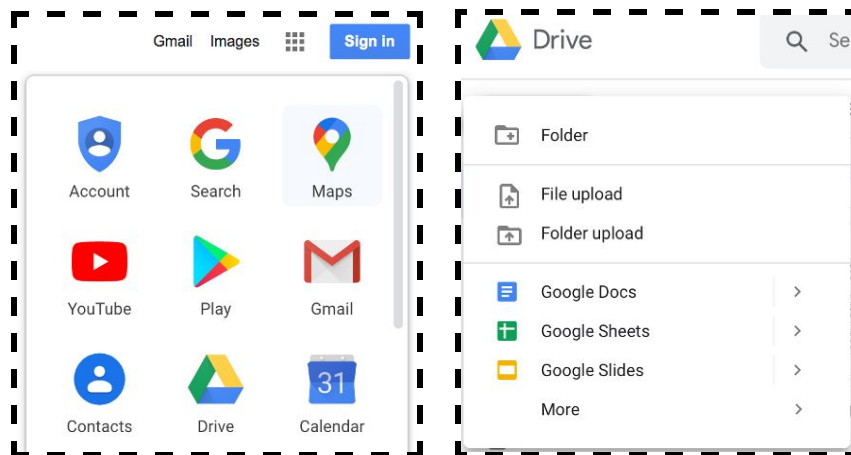# Google Docs

Google Docs is a text editing software that is very similar to Word, and in some ways is just as capable, but lacks several advanced features. However, the advantage of Google Docs is the ease, with which students can collaborate online. Additionally, the documents are linked to your google account, which is free and already ubiquitous.

This is what to do:

1)

Firstly, create or log on to a google-account. You can do this from www.google.com. When you are logged on, there are several ways to create a document. The easiest way is to use the drive associated with your account. Access the drive by clicking the icon with nine squares or dots in the google menu.

2)

Access the drive by clicking the triangular Mobius-strip "drive". This will open your google-drive, which works like the desktop finder. Here you can save and create new files, and organize them into folders etc.

To create a google docs-document you must first access the location in your folder system, where you wish the document to be saved. Here you can either press the plus icon "new" in the upper left corner of the browser or right-click with your mouse and choose "google docs"
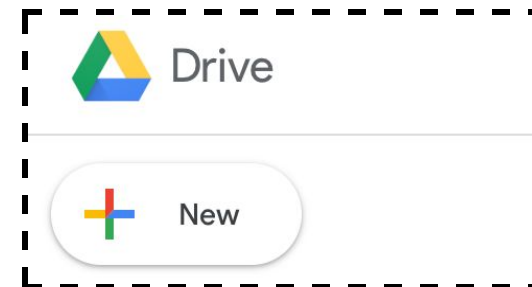
Google Docs

Now you have created a blank unnamed document that you can find again in your google drive. To make it easier to find and share the document, make sure to name it.
Change the name by clicking on the text "unnamed document" located in the upper left corner of your browser.

3)

One of the andvantages of Google Docs is possibility of sharing documents, so that multiple people may collaborate simultaneously on one project. To share a document press the "share" icon in the upper right corner:

Below, you can choose who should have access to the document. For example, whether it should be anyone with the link or only those who have access to the drive. If you want to share the document with your students, you should choose "anyone with the link". Here, it is important to consider whether students' access should be restricted to reading only or whether be able to edit the text. This option must also be selected with the "Share" icon.

Next, copy the link from the address bar and send it to the appropriate persons.

4)

Finally, a Google Docs document may also be embedded into Blackboard. This is done by selecting the "files" button in the left corner. Then the "Publish to the Web" button. Then select the "integrate" button. Then press the publish button.
Now a long code will pop up, which you will need to copy. Now opening Blackboard, find the relevant course and the relevant menu item eg. "Literature". Press the "Build Content" button and then select "Item".
Fill in the relevant spaces in Blackboard and then find the text box. Find and press the "HTML" button.

After pressing this, copy the code to embed the google docs document into Blackboard and click "update".
Then press "Submit" in the bottom right corner.
The students will now be able to find the document on Blackboard.