

## Google Docs for Team Collaboration

February 16th, 2017

<https://goo.gl/SH8ksf>

# Task

- Communications Summary
- [Planning for this presentation](#)
- Pre-evaluation meeting - Student with significant needs -
- [DME Inventory](#)-
- Team collaboration - [Kelly plan](#)
- Other ideas
  - 1.
  - 2.

# Tech skills - [link](#)

## Beginner

- Adding file to your drive
- Finding the file again
  - add doc to your drive
  - E-mail
  - search
- Commenting
  - Making, replying
  - Putting on relevant words
- Notifications
  - Make sure get e-mails
  - E-mail collaborator option
    - Instead of group e-mails
  - In comments make sure someone gets an e-mail
  - Who get comments
- Navigating Google Drive
  - Color coding
  - Triangle(better name)
- Chat
- E-mail collaborators vs sending e-mail

## Intermediate

- [Hyperlinking](#)
- Shared folders
- Revision history

# Top tips/Guidelines for collaborative Google Doc

1. Have a main editor
  - a. Case mgr or document facilitator
  - b. That person be the “owner”
2. Main editor duties
  - a. Keep the team updated on deadlines or revisions
  - b. keep the document up to date with what is going on
  - c. “Resolve” comments and integrate into the document (or person that started the comment thread)
  - d. Inform the team when the document is done and no longer being used
3. Use the “Share with collaborators” versus telling in an e-mail to check the document.
4. Put Directions etc at top of the document
5. Building plan as flying it

## Terminology

Drive = storage of files (file cabinet)

Files = sheet, document, pdf, powerpoint etc

Doc = Word

Sheet = Excel

Slides = Powerpoint