Google Docs
Sample Instructions for a Collaboration Project

Instructions

- Before starting this process, you should go to docs.google.com and create your free account. If you already use gmail or another service, that login information should give you access to Google Docs. Click where it says Create an Account.
- When you create your account, please make sure you use an email account that uses your last name, such as your college email. Your userid shows up in your posting, so this will insure you receive your discussion points!
- The link to your letter will be sent to your Angel email.
- Click on the link and you should now see a letter. In the upper right hand corner, click on Sign In.
- Login to Google Docs with your account information.
- You will now see our document.
- In the upper right hand corner click Comments.
- You will now see our discussion thread.
- My questions and instructions for you will be the very last posting in the thread. These are the instructions as posted in the thread:
  - After reading the letter, decide what changes you should make to it to make it more effective. You are required to work with your assigned team members on revising this document. That means that you will need to make actual changes to the letter and make comments to the side.

Follow these instructions:
1. Choose three problems to revise in the letter.
2. Make the actual change in the letter, and delete the material that you are correcting.
3. Highlight your changes with the color of your choice, but make sure it is different from your team members’ colors.
4. Click on Discussion, then Show Discussions, and post your highlighting color, the changes you made and why.
5. As others start to make changes, you will need to look at them. You will need to discuss these with your teammates in the discussions, and if someone makes a change you don’t totally agree with, you will need to address this.
6. At least 5 postings for each team member are required!!!!

The original letter is at the bottom of this page. You can look back at the original to see how the document is changing. I made the first change to give you an example of what to do.