Google Docs

Sample Instructions for a Class Discussion

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!

- Click on this link. (This is the link to the document that the instructor created in Google Docs—you can list out the whole link or just link it to a word, as I’ve done here)

- 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 on the drop-down arrow for 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:

  o Read the letter and answer these questions:
    1. Is this sales letter well formatted?
    2. What would you do to make it look more professional?
    3. If you received this letter from a business, what would be your reaction???

    After you have made your initial posting, reply to at least one other person’s posting with a substantive reply!