How Can Document Sharing Tools Help Students Collaborate?

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Using Document Sharing Software
Wikis, Google Docs, and Adobe Buzzword

John Orlando, PhD

Wikis

Strengths

- Can be made public.
- Good for web presentations
- Easy to add material

Weakness

- Few formatting options
- Not good for print material or professional presentations

Creating a Wiki

1. Create an account at a Wiki service, such as PBworks (formally PBWiki) or Wikipedia.
## Sign Up

### Choose a plan that fits your needs!

Create suite, collaborative spaces for your classrooms or campus.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Classroom</th>
<th>Basic</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Libraries</td>
<td>College Classrooms</td>
<td>Librarians &amp; Others</td>
</tr>
<tr>
<td>Unlimited workspaces</td>
<td>100 seats</td>
<td>Personal Use</td>
</tr>
<tr>
<td>1,000 users</td>
<td>400 users</td>
<td>Productivity</td>
</tr>
<tr>
<td>400G storage</td>
<td>Full customization</td>
<td>1 workspace</td>
</tr>
<tr>
<td>Optional features</td>
<td>classroom account</td>
<td>100 seats</td>
</tr>
<tr>
<td></td>
<td></td>
<td>200 storage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Limited customization</td>
</tr>
<tr>
<td></td>
<td></td>
<td>classroom account</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10 seats</td>
</tr>
<tr>
<td></td>
<td></td>
<td>50 seats</td>
</tr>
</tbody>
</table>

- **$799 per year**
- **$99 per year**
- **FREE**

*Add-on features:*

- Classroom accounts
- Priority email support
- Collaboration

2. Establish the basic settings—title, description, colors, access privileges, etc.
3. Create the scaffolding, starting with the homepage. Include a Wiki description and the categories into which the Wiki will be divided.

4. Create pages for each of the categories and link them to the topics on the homepage. Add a sample listing to one or more of the pages.
5. Get your students started
   • Inform your students of the rules and expectations for the assignment
   • Make sure they have editing access to the Wiki
   • Point them to the directions for editing the Wiki
   • Watch it develop!

Google Docs

Strengths

• Wide range of formatting options as a word processor
• Gallery of templates to format your document

Weakness

• Hard to track individual edits
• Lacks the “Internet feel” that encourages collaboration
Using Google Docs

1. Find Google Docs under the “more” dropdown menu on the Google search page
2. Go to your “My Google Docs” page to load your documents.

3. Upload a document or create it within Google Docs
4. Share your documents using the “Share” button at the top right of the document page

5. View list of edits under the “Revision History” option in the “Tools” dropdown menu
Adobe Buzzword

**Strengths**

- Easy to track contributions
- Track who has opened a document
- Give documents a professional look

**Weakness**

- Fewer word processing options than Google Docs

**Using Adobe Buzzword**

1. Sign in for a free account at [https://buzzword.acrobat.com](https://buzzword.acrobat.com)
2. Your account homepage will list your documents at the top, listed alphabetically, by author, last viewed, last changed, size, or role.

3. Import a document using the “Document” button at the top, and click the document name to open it.
4. Share by sending an email invitation using the sharing function at the bottom left of the document.