How Can Document Sharing Tools Help Students Collaborate?

Presented by:

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Using Document Sharing Software
Wikis and Google Docs

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.
# Choose a plan that fits your needs!

Create safe, 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 Districts</td>
<td>College Campuses Library Systems</td>
<td>High-Volume Classrooms Library Classrooms Libraries</td>
</tr>
<tr>
<td>Unlimited workspaces</td>
<td>250 users</td>
<td>1 workspace</td>
</tr>
<tr>
<td>4TB storage</td>
<td>Full customization</td>
<td>200 users</td>
</tr>
<tr>
<td>5 team rooms</td>
<td>Classroom accounts</td>
<td>4TB storage</td>
</tr>
<tr>
<td>5 priority email support</td>
<td>Priority email support</td>
<td>5 team rooms</td>
</tr>
<tr>
<td>$799 per year</td>
<td>$99 per year</td>
<td>FREE</td>
</tr>
</tbody>
</table>

[More features](#)
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.

Business Continuity Resources.

This is your one-stop shop for high-quality resources in business continuity management. This Wiki is by and for the students and faculty of the Norwich University Master of Science in Business Continuity Management program.

Feel free to add categories to the Table of Contents below. Also feel free to add respectful comments to other people's postings.

Administrator: John Orlando, jorlando@norwich.edu

Products

Career

Professional Organizations

Government Agencies

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!

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**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