

Peer Drafting through Google Docs File Sharing

Google Docs is a free program which serves as a word processor and file sharer. We will use this second application. Through Google Docs, you will upload a file created through any word processing program you wish, such as Word, Works, WordPerfect, or OpenOffice. Then, other students will read that document and makes changes which you can accept or refuse.

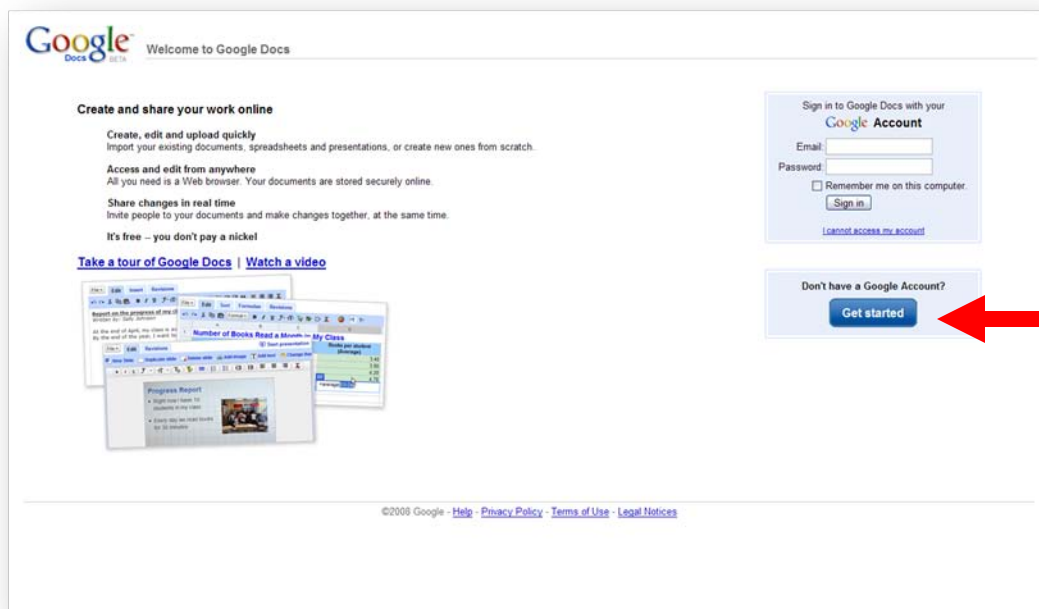
This will enhance the traditional group revision activity by linking it more closely to the software you use to compose writing and easing students' ability to review peer documents.

Step One: Establish a Google Docs account

You must establish an account to use Google Docs. This account is free and does not open your work to the general public. Your material is only available to those users you invite.



Log onto www.google.com. Under the "more" heading, select "documents."



If you do not have an account, you will see this window. Click on "get started."

On the account page, complete the registration information, and you now have an account. Be sure to record this information for your next log in.

Google Accounts Create a Google Account - Google Docs

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length

Re-enter password:

Remember me on this computer

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)



Enable Web History

Get started with Google Docs

First name: (optional)

Last name: (optional)

Location:

Word Verification: Type the characters you see in the picture below.

 
Letters are not case-sensitive

Terms of Service:

Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below. [Printable Version](#)

Google Terms of Service

Welcome to Google!

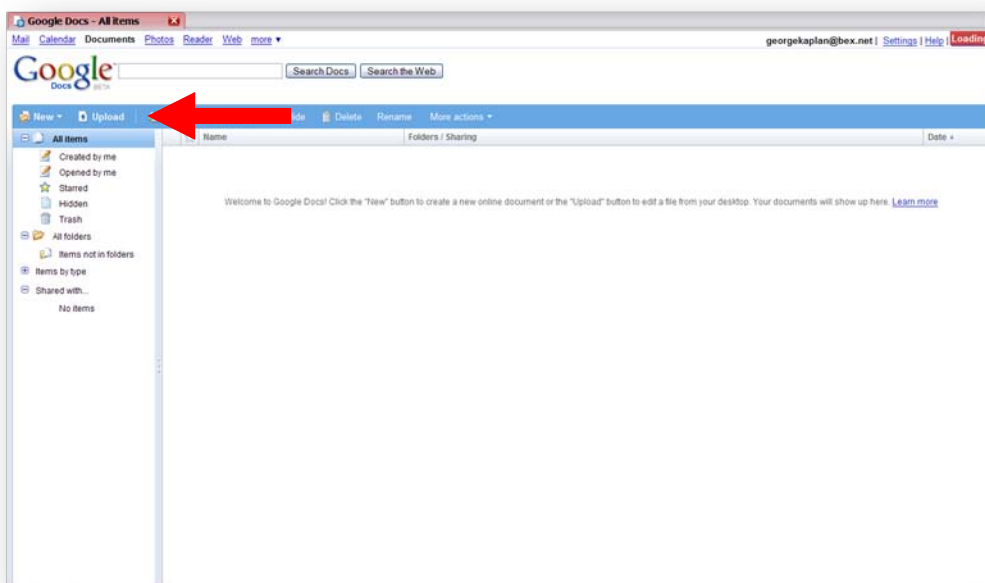
1. Your relationship with Google

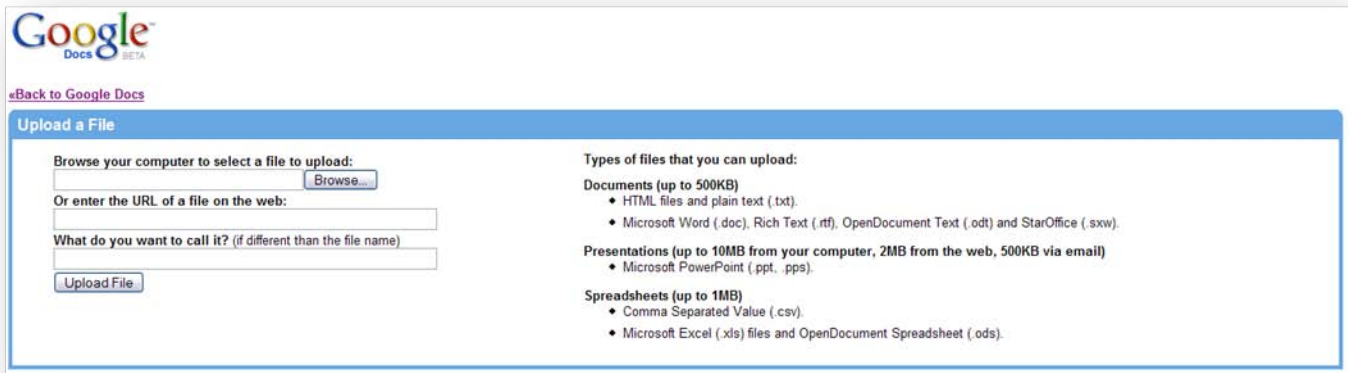
By clicking I accept below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

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Step Two: Upload a Document

Once you have logged into Google Docs, you will see this screen. You can upload a document by clicking on the "upload" icon.



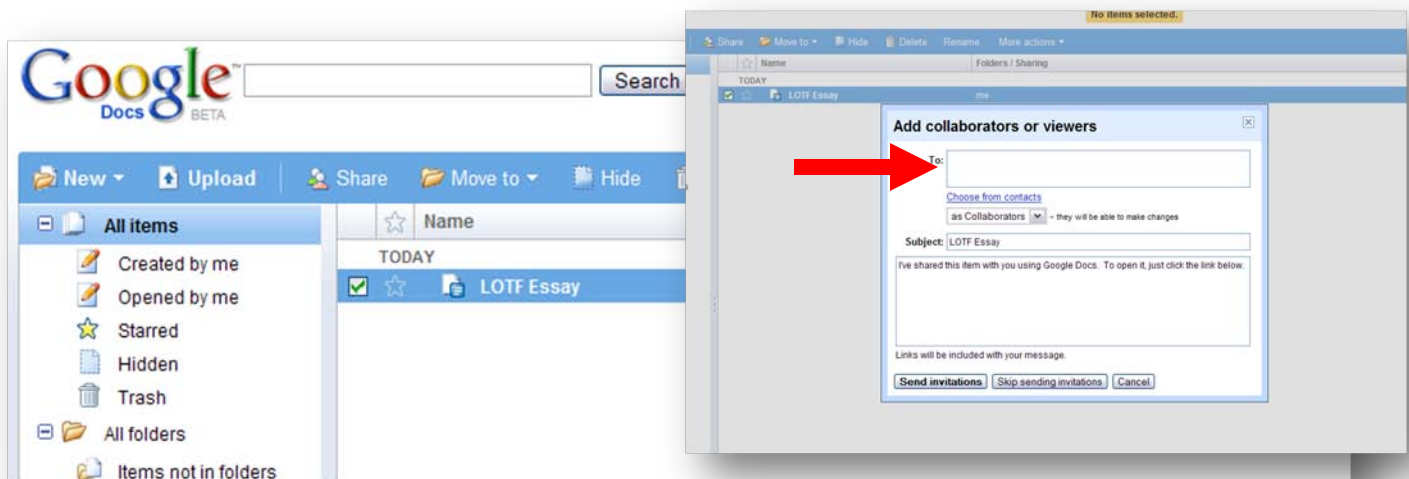


This is the upload screen. Click “browse” and find your document on your computer’s hard drive or external flash drive. Upload the document.

You will now see the document in the file menu. It is ready for review.

Step Three: Invite Readers

You can share any uploaded documents with other users. Select the document you would like to share, then click “share.”



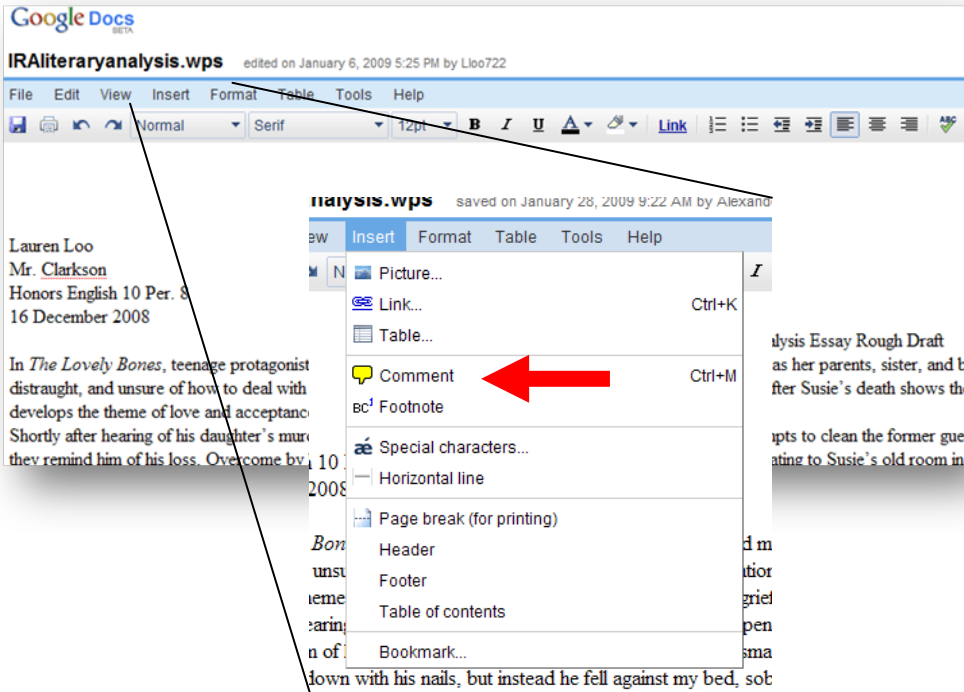
This will open the invitation window. Enter the email addresses of your peer revisers. Be sure always to include your teacher (**aclarkson@bex.net**) in your invitation. You can also add an invitation message. Your invitees will receive an invitation with a link to the document. They will click that link and read your document.

Step Four: Revise

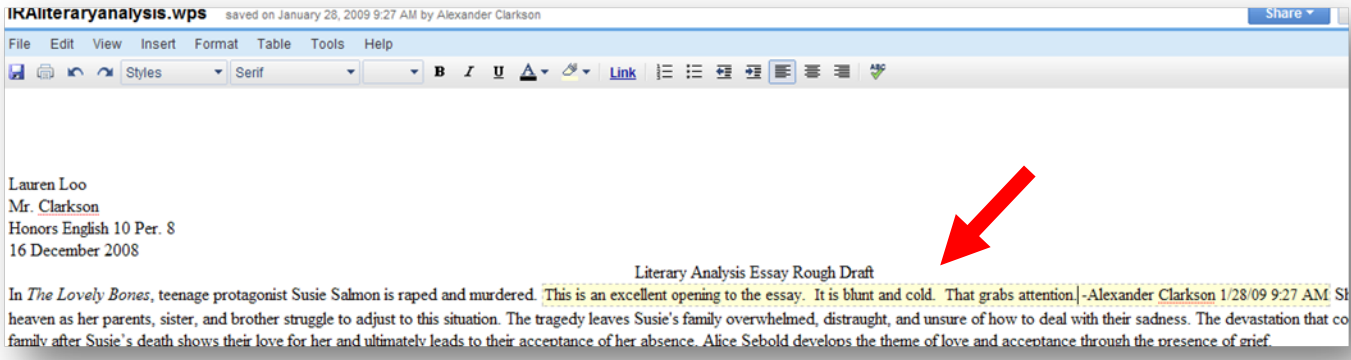
Readers can revise your document as they wish. Since Google Docs does not provide the same formatting tools as software like Word, revisions should focus only on content, not margins or other issues of formatting.

Readers should make two types of changes.

- **direct changes** to the writing, including revision of MUGS errors
- **comments** on the ideas, including notes about MUGS errors the reader cannot revise



You can change the document simply by deleting and typing as you would normally in a Word document. You can add a comment with the hotkey ctrl+M or by selecting "Comment" from the insert menu. That comment will appear at the cursor location, highlighted, with your name and the time.



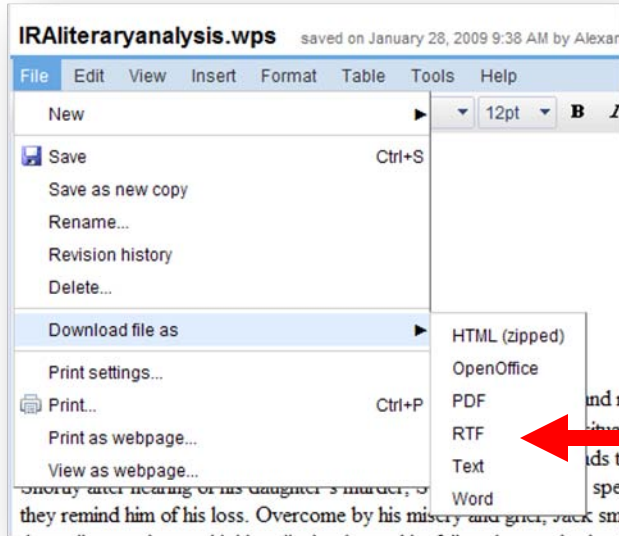
Step Five: Review Revisions

Google Docs will log every revision, including the user responsible and time of change. You can access the revision history through the tools menu.

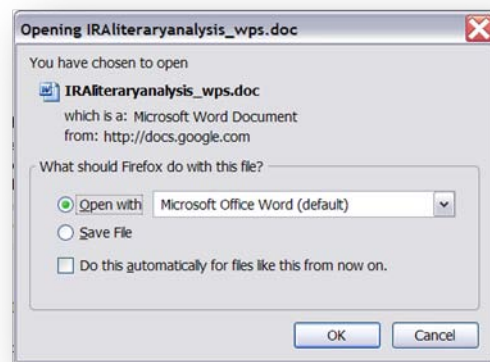


When you click on the revision number, you will move back to the document page where the revision occurred.

Step Five: Save the Document for Polishing



After all readers have revised, you must export the document in the file format you will use to make final revisions. In the "file" menu, you will find a number of different file formats to use. If you do not see the file format of your word processing software, use "RTF" or "Text."



When you click on the file export format, this window will appear. You can open the file directly or save it to your hard drive or flash drive. You are now ready to complete your essay as you would normally.