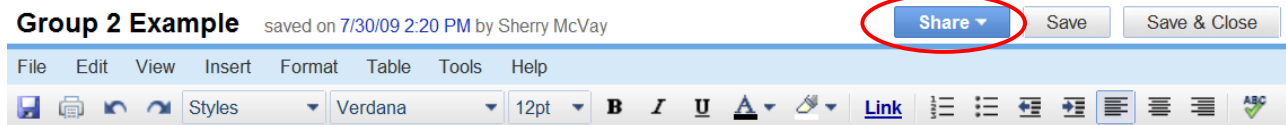


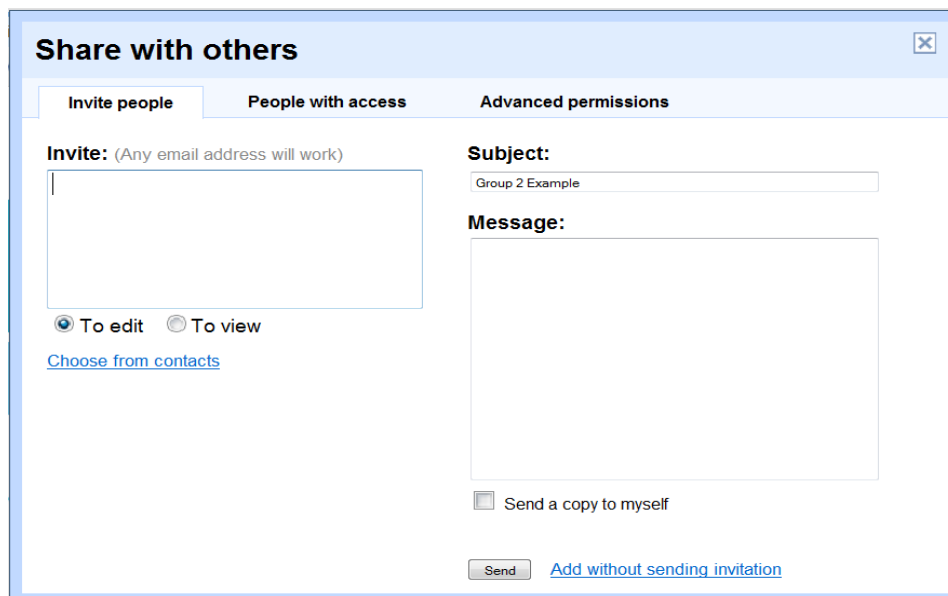
## GAPPS @ DPS: Sharing Documents

One of the most powerful reasons to use GAPPS is the fact that all of the application are designed to support real time collaboration. For classroom use, this means that you can create a template of the data you'd like groups to work on in your classes and then can assign students to access the template (their accounts are already in the system!). Then the students can work together on the document, you can check on their progress throughout the project. The data is stored online so everyone can access as needed from anywhere. To share a document:

1. Prepare your document. If you are going to have 3 or 4 groups in your class, you'll want a document for each of them. Set the document up in your GAPPS document manager, put any content you want into the text. Go to File and select Save as a New Copy to get an additional copy of the document. Go to file, Rename to re-title the document. Think of the best way to name the documents so you and the kids will know what it is for (e.g. English 1 Capital Report Group 1, English 1 Capital Report Group 2 etc). You can save them in folders in the GAPPS document manager (students will only see the document, not the folders).
2. Once the document is ready, start sharing by pressing the Share button.



3. Select **Invite People** and type the person's full name in the Invite box.

A screenshot of the "Share with others" dialog box. It has three tabs: "Invite people", "People with access", and "Advanced permissions". The "Invite people" tab is active. It contains an "Invite:" field with the instruction "(Any email address will work)". Below this is a radio button selection for "To edit" (selected) and "To view". There is a link "Choose from contacts". The "Subject:" field contains "Group 2 Example". The "Message:" field is empty. There is a checkbox for "Send a copy to myself" which is unchecked. At the bottom, there is a "Send" button and a link "Add without sending invitation".

## GAPPS @ DPS: Sharing Documents

- As you type the users address will auto fill for anyone in the DPS system (you will have to type in e-mail addresses for those in other organizations).

**Invite:** (Any email address will work)

st

- "test student" <student@gapps.dewittschools.net>
- "Alexander Stow" <stoale14dew@gapps.dewittschools.net>
- "Andrew Stow" <stowa@gapps.dewittschools.net>
- "Ellen Story" <storye@gapps.dewittschools.net>
- "Jamie Stump" <stumpj@gapps.dewittschools.net>
- "Laura Stark" <starkl@gapps.dewittschools.net>
- "Nicole Stump" <stumpn@gapps.dewittschools.net>
- "Stacy Johnson" <johnsons@gapps.dewittschools.net>
- "Steve Crowley" <crowleys@gapps.dewittschools.net>
- "Stone Bond" <bonsto17dew@gapps.dewittschools.net>

- In most cases you will want to give the students the ability **To edit**. **To view** will only let them view the documents (which would work great for direction sheets).

To edit  To view

- You then send an email inviting the students to edit the document.

**Subject:**

Group 2 Example

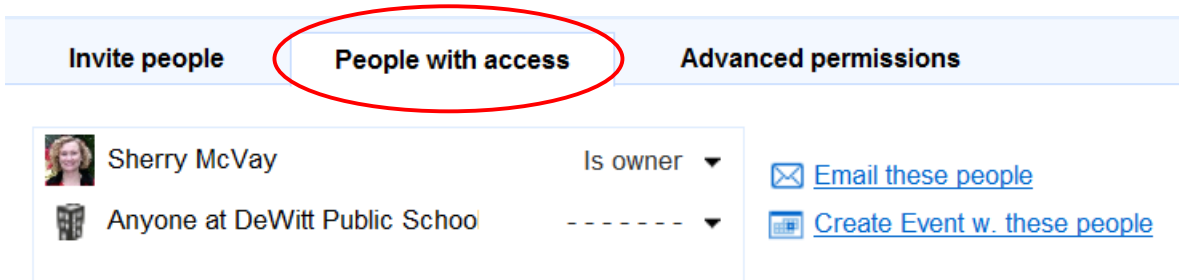
**Message:**

Send a copy to myself

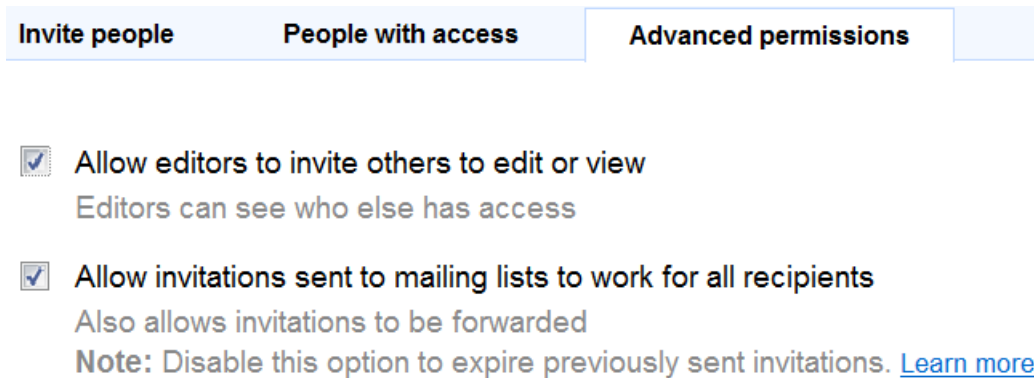
[Add without sending invitation](#)

## GAPPS @ DPS: Sharing Documents

- At any time if you want to see who has access to the document, click the **People with access** tab.



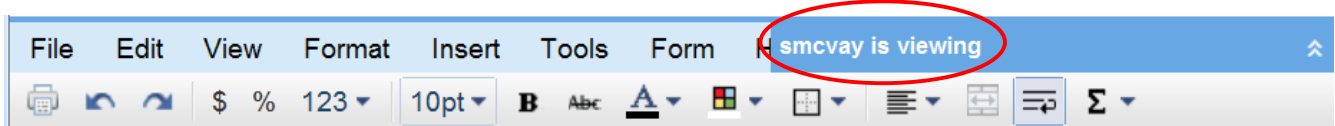
- To prevent students from sharing the document with others beyond those you choose, use the Advanced permissions tab and un-check the boxes as desired.



- Note that students have sharing rights. They can create documents and share them with others. If you suspect abuse of this privilege, contact the tech department as we can re-set their password and review the contents of their account.

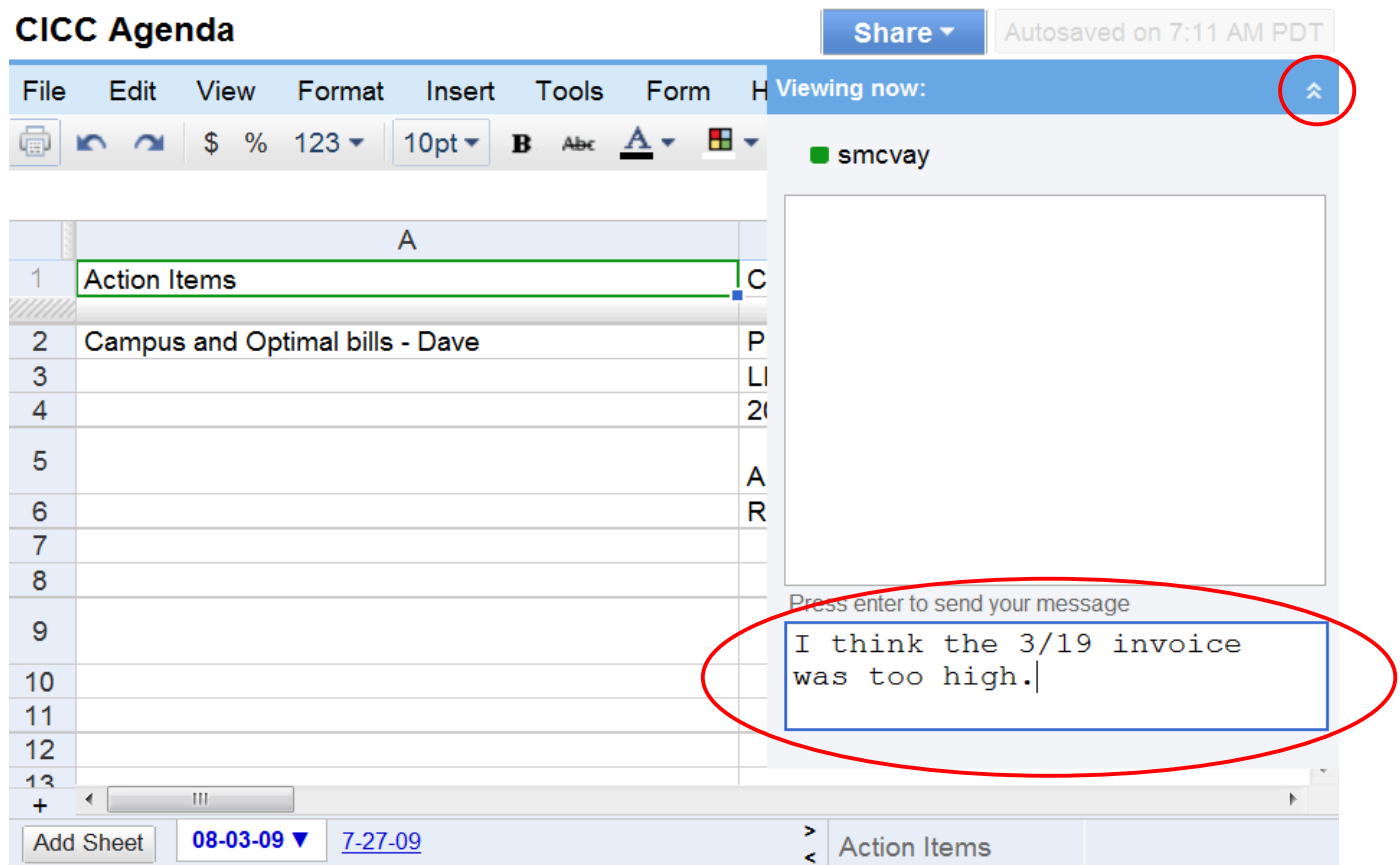
Once the document is shared, the students will need to be able to log in to the GAPPS web site. They use the same accounts that they use for Infinite Campus. Tech staff has a list of the accounts in the tech office and will provide them to teachers for use in class as requested. Once the students are logged in, documents shared with them will display in their document management screen.

When the students (and you) are logged into a document, any others that are working on that document display in the upper right of the screen.



## GAPPS @ DPS: Sharing Documents

Pressing the chevron to the right of the user list expands the window into a chat screen. The chat screen can be used to discuss the document as content is added/deleted/edited.



The screenshot shows a Google Docs interface for a spreadsheet titled "CICC Agenda". The spreadsheet has columns A, B, and C, and rows 1 through 13. The content of the spreadsheet is as follows:

	A	
1	Action Items	C
2	Campus and Optimal bills - Dave	P
3		LI
4		2I
5		A
6		R
7		
8		
9		
10		
11		
12		
13		

The chat window on the right shows a message from "smcvay" that says "I think the 3/19 invoice was too high." The chat window is circled in red. The spreadsheet interface includes a menu bar (File, Edit, View, Format, Insert, Tools, Form, H), a toolbar with various icons, and a status bar at the bottom showing "Add Sheet", "08-03-09", "7-27-09", and "Action Items".

Changes to the document are displayed within minutes to the other users working on the document.

In addition to the interactive sharing of documents as they are being created, the GAPPS presentation tool includes the ability to display content in presentation mode amongst the people that the document has been shared with. In this mode, one account controls the presentation, which can be seen on others computers. The slides are advanced by the presentation giver. The presentation moves from slide to slide on the viewers computers. Additionally a chat window shows for viewers to remark on content.

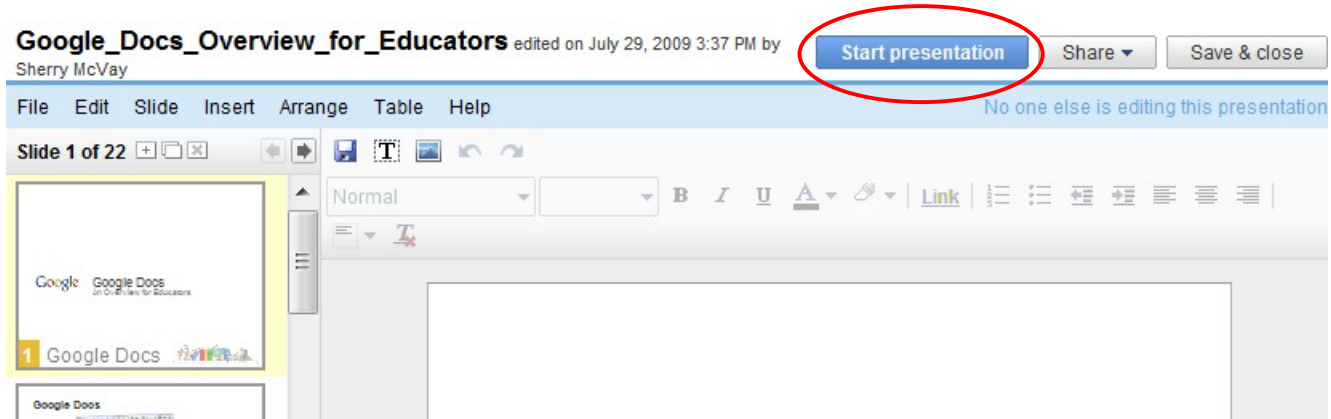
There are limits to document sharing:

**Spreadsheets:** You can explicitly share with 200 combined viewers and collaborators; however, you can make your spreadsheet available to anyone by [publishing it](#), without having to specifically invite people to view it. 50 people may edit and view at any given time.

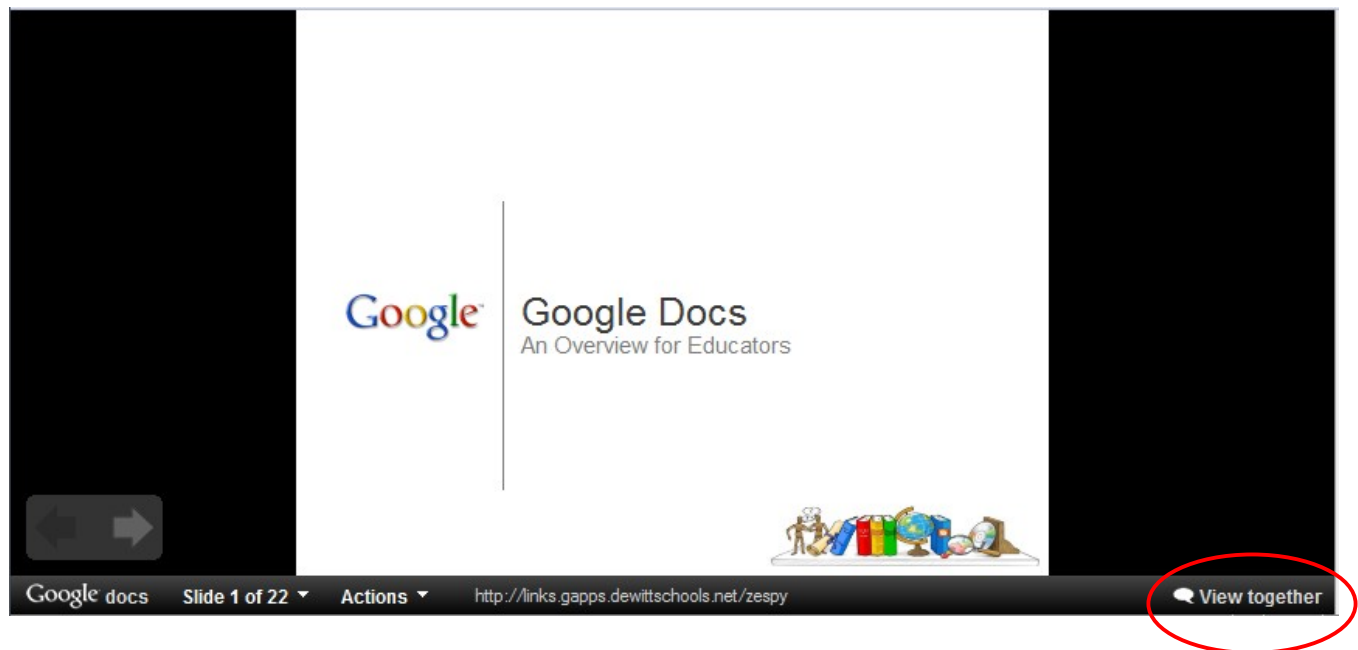
## GAPPS @ DPS: Sharing Documents

**Documents and Presentations:** You can explicitly share with 200 combined viewers and collaborators; however, you can make your doc available to anyone by [publishing it](#), without having to specifically invite people to view it. 10 people may edit and view at any given time.

To launch a presentation, click the **Start Presentation** button from within the document.

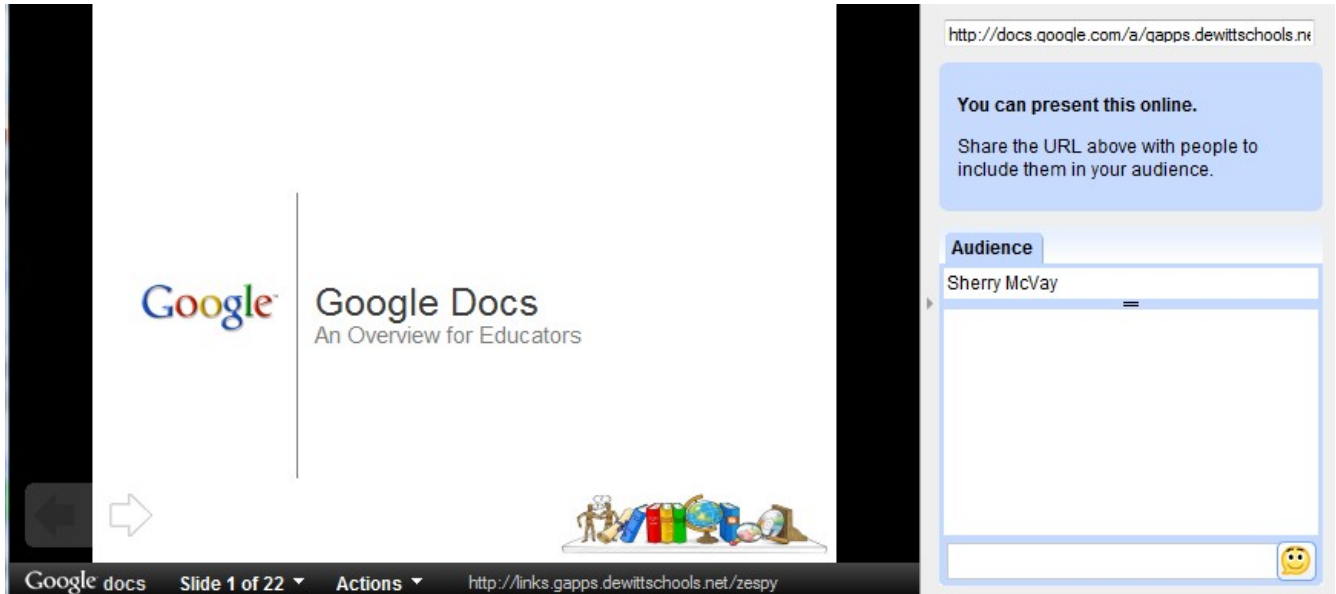


Your presentation will launch into full screen mode. Click View Together to add participants to the presentation.



## GAPPS @ DPS: Sharing Documents

The chat window will appear to the right of your presentation where you will see a list of the presentation participants. You can add additional participants by sending them an e-mail with the presentation link.



The image shows a Google Docs presentation slide titled "Google Docs An Overview for Educators". The slide features the Google logo, a vertical line, and a small illustration of a robot and books at the bottom. A chat window is overlaid on the right side of the slide. The chat window contains a URL: <http://docs.google.com/a/qapps.dewittschools.net>. Below the URL is a blue box with the text: "You can present this online. Share the URL above with people to include them in your audience." Underneath this is an "Audience" section with a list of participants, currently showing "Sherry McVay". At the bottom of the chat window is a text input field and a smiley face emoji icon. The presentation footer shows "Google docs Slide 1 of 22 Actions" and the URL <http://links.gapps.dewittschools.net/zespy>.