

**Using “google docs” for classroom collaboration**

**Topics to be covered:**

* Using google docs for classroom collaboration

**Time:**

* Approximately 30 minutes

**Objectives:**

Each teacher will be able to:

* Demonstrate to students how to use google docs on their laptops.
* Demonstrate how students can share document with their peers and teacher.
* Demonstrate how to create a binder for the different subjects.

**Materials:**

* Send email to teachers reminding them to bring their laptops to “google doc” training as well as a google account set up prior to training.
* Send directions on creating an account prior to training.
* Have a main lap top connected to a projector to model “google docs”.
* Have teacher present who utilizes “google docs” within their classroom.
* Have student present how they use “google docs” and benefits. (Testimony and model for teachers)