**Using Google Docs in Writing Class**

Google Docs is a word processing platform, like Microsoft Word, that runs exclusively through a browser and internet connection. It is also a real-time collaboration tool: multiple users can edit a document at the same time, while seeing each others’ changes instantaneously. Additionally, Google software includes slide presentations (Google Slides), spreadsheets (Google Sheets), surveys/forms (Google Forms), and drawings (Google Drawings).

Google Drive is the cloud storage space for all of this Google software. You can use it like you would storage folders on your computer, and you can right click (or control click) folders to “Share” them with peers and me. You can set access settings (can view, comment, or edit) for folks you share files with—and often it’s easiest to produce a Share “link,” copy and paste that, and send it by email.

Please be familiar with these ways of using Google Drive, and be aware of how to “Share” files with your classmates and with me using the “Link” feature.

Here’s a video overview for getting started: <https://www.youtube.com/watch?v=P7555XLfHgs>

And here’s a follow-up with more information about the “Share” feature, which we’ll be using often: <https://www.youtube.com/watch?v=npArx4_3fmw>

Instructions for Creating Your Course Folder in Google Drive to Submit Major Projects

* Go to [drive.google.com](http://drive.google.com).
* Login with any Google/Gmail account you have, or create a new one for this course.
* Create a Folder (click “New”, then “New Folder”) and title it “ENG 1100: Spring 2021.”
* In the folder, create 4 subfolders, one for each major paper and the warmup paper:

o Unit One

o Unit Two

o Unit Three

o Final Portfolio

* Click “Share.”
* Share the document with my Google account (*professorsemail@gmail.com*). I don’t use this address for email, just for Google Drive; for email, use [*yourcitytechemail*]
* Make sure the link access settings are on “Can Edit.”
* Click “Send.” Google will send me an email with a link to your class folder so that I can access the final versions of all your major papers throughout the term. You only need to do this once.

Important Note: If you’ve written your paper using Google Docs, you’ll need to “Make a Copy” of your final version in your Group’s shared folder and move it to your personal folder so I can grade it and leave notes for you there that only you and I can see. To do this:

* Open the Google Doc in your group’s shared folder, then select “File” at the top > Make a copy. In the doc name area, remove “copy” and title your paper by the name of the assignment (Literacy Narrative) then “Final.” So your title for the literacy narrative paper would be: Literacy Narrative Final; for the Rhetorical Analysis: Rhetorical Analysis Final, etc.
* Next, indicate where you want to copy the file (note: copying the file is just that, copying it; your original file will remain intact in its original location as well). Click in the “Folder” field, then select the back arrow, then select “My Drive” and find your “ENG 2100: Fall 2020” folder, then the subfolder you created for that paper. Finally, click “Select.”

\*Adapted from Seth Graves’s ENG 2150 Summer 2020 course website, Baruch College, CUNY.