



Creating a Shared Google Doc Using Canvas Collaborations

The Collaborations section in your Canvas course is a tool that allows you to create collaborative Google docs to share with your students. A collaborative document allows you and your students to work together either synchronously (such as during an in-person class session or over a web conference) or asynchronously to share ideas and conduct group work. Google Docs allows you to work collaboratively on tasks like group papers or note-taking. Collaborations gives you and your students an easy place to keep track of those collaborations, and also to set them up without having to swap emails.

 Not all faculty / students have EliApps (Yale's Google for Education) Accounts. This means that when you use the collaborations tool with Google, some students may need to create a personal Google account so that they can collaborate.

 To acquire a Google / Eli Apps account, you can reach out to the [ITS Help Desk](#).

Once enabled from the course settings area, you will be able to start collaborating with Google Docs by clicking into the "**Collaborations**" section from the Course Navigation.

1. Provide a "**Document Name**" and an optional "**Description**."
2. In the "**Collaborate With**" field, select your students in the left-hand column to add them to the collaboration (right-hand column).
3. Click the "**Start Collaborating**" button to create your new Google Doc and share the collaboration with the students.

Start a New Collaboration

Collaborate using: Google Docs

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around.

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Document name: Collaborative Notes for Class

Description: Group notes on class discussion

Collaborate With:

People Groups

Tester04, CTL

Tester05, CTL

Tester02, CTL

Tester03, CTL

Cancel

Start Collaborating

4. Your collaborations will be listed under the **Collaborations** tab in the Course Navigation.
5. On this page you can **open** your "**Current Collaborations**," **edit** the collaborations settings, or **delete** the collaboration.
6. Create a new Google Doc collaboration by clicking the "**Start a new collaboration**" button in the top-right corner and complete steps 1-3 above again.

Spring 2022

Home

Syllabus

Announcements

Collaborations

Current Collaborations

+ Start a new collaboration

Collaborative Notes for Class

Group notes on class discussion

Started by [User] Mar 16 at 12:17pm

💡 For more help, please contact canvas@yale.edu.