

Title: Online Collaboration Using Google Applications

Estimated time: 60 minutes

Purpose: Introductory workshop for online writing course professors



Context: This is the last workshop out of three for online writing courses professor. This workshop is the only formal training professors will attend on online collaboration using Google applications (Sheets). The previous pieces of their training were dedicated to instruct and assess basic computer skills and online skills needed as a prerequisite for this writing courses online collaboration session.

Overview: This story board represents 60 minutes of activities on creating and editing, sharing, and review and posting feedback using Google docs. This workshop will include presentation of the skills, demonstration, practice, assessment, and debrief.

The presentation will describe the procedure to effectively use Google docs to collaborate with students in their writing assignments. This will include a demonstration of creating and editing documents, sharing with others, and opening later to review and post comments or feedback. The facilitator will drive learners through the steps as they follow them diligently. The instructor will assess learners practice that will show comprehension of the given skills. A brief debrief will follow to answer questions or concerns, and to determine following actions if it's needed.



Expected Outcomes: Professor will be able to effectively create, share, edit, and post feedback and comments using Google Documents 100% of the time to solve the problem during their writing courses, and successfully support their students writing process in a timely manner.

resources. Facilitator, presentation materials, computers with online access, handouts with simulation activities.

Facilities: Computer lab with space for 15-20, projector for presentation.

Stakeholders:

Facilitator/trainer for online introductory writing class professors

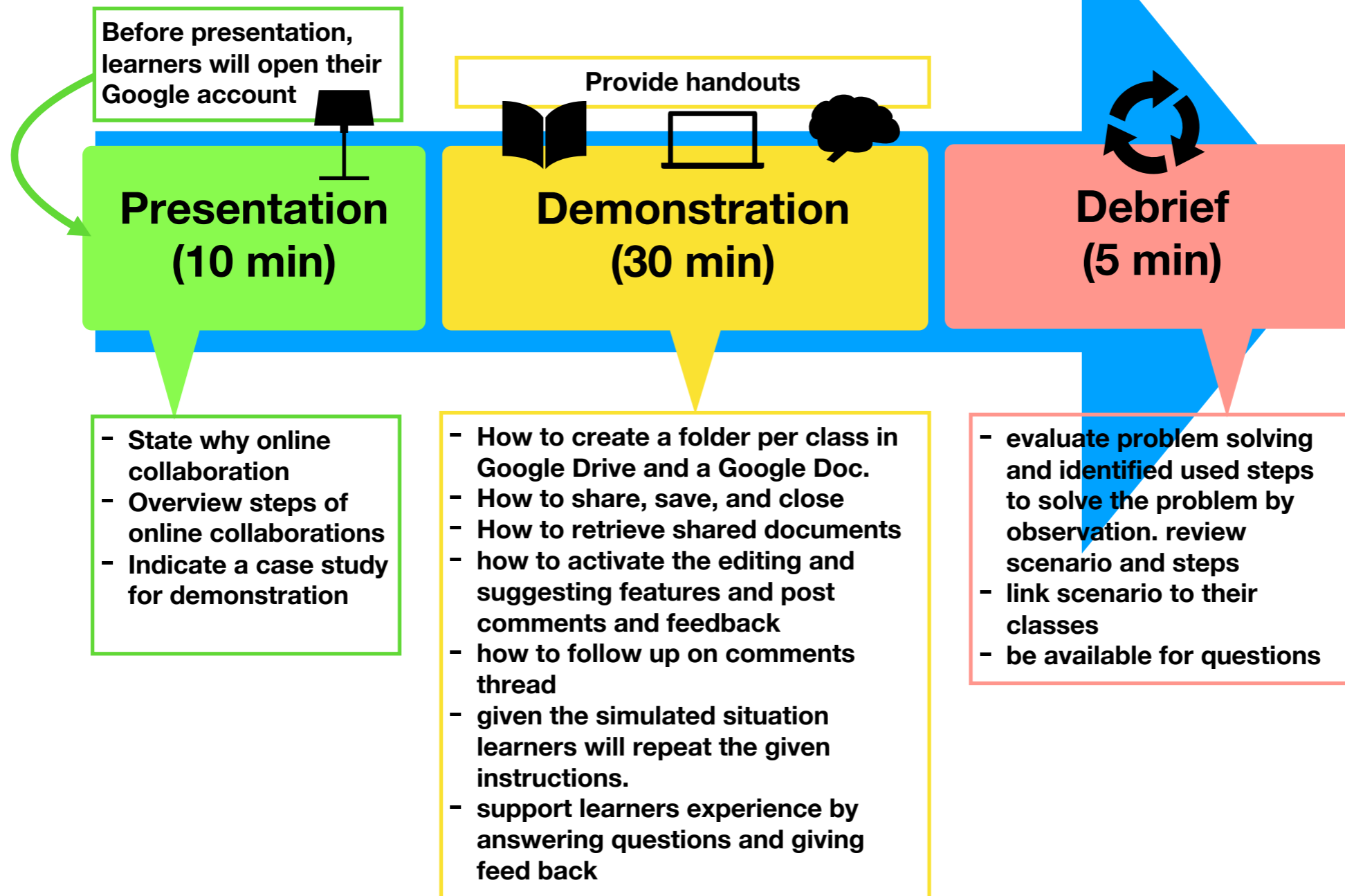
Audience online introductory writing class professors attending to this workshop and completed the two previous ones.

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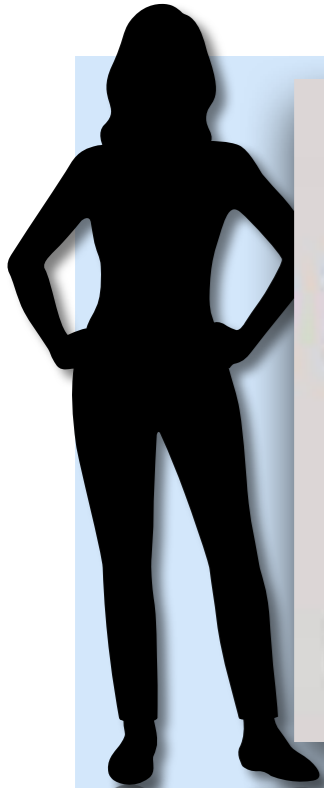
Flow of Lesson: The flow of activities for 45-minute workshop includes include presentation of the skills, demonstration, practice, assessment, and debrief.



Title: Intro to Online Collaboration Using Google Applications

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Successful Online Collaboration

Introduction to Google collaboration

Notes:

- Begin the presentation with questions to prompt learners to recall information about online collaboration and their persisting issues in online writing courses.
- Allocate time for learners to ask questions
- Project [google.com/drive](https://drive.google.com) to support learners thought and questions

Instructional Activity Description:

- Engage learners in discussion about why online collaboration
- Lecture/ discussion on online collaboration procedures
- Overview steps for using Google Applications
- Review session expected outcomes

Activity Deliverables/ Outcomes:

- learners engage in discussion/questions, taking notes
 - procedure
 - online collaboration/ online course problems
 - possible solutions

Required Resources:

- Online presentation, examples, handouts with steps

Key Learning Outcomes:

- Learners will be able to identify online writing courses problem 100% of the time and will proceed to give a solution using Google Docs online collaboration

Key Content Points:

- Online collaboration procedures
- Use of Google Applications
- Use of Google Documents

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Successful Online Collaboration

Introduction to Google Documents Creating, Sharing, Feedback

Notes

- Project [google.com](https://www.google.com) before proceed with demonstration
- start by localizing Google Drive and then Google Sheets (documents)
- show step by step the procedure to create, save, share, close, re-open, and post comments and/or feedback
- allocate time for learners to write note on their handouts and ask questions
- connect given skills with current online courses issues and allow learners to raise concerns.

Instructional Activity Description:

- Indicate an online demonstration:
 - Prompt learners to open [google.com](https://www.google.com) and follow steps from instruction
 - show sequence of procedure using Google docs (create folders, documents, saving, sharing, editing, comment, and feedback)
 - provide examples of successful and unsuccessful online collaboration instruction

Activity Deliverables/ Outcomes:

Learners will learn and experience:

- How to create a folder per class in Google Drive and a Google Doc.
- How to share, save, and close
- How to retrieve shared documents
- how to activate the editing and suggesting features and post comments and feedback
- How to follow up on comments thread

Required Resources:

- Projector, online case study, handouts with steps and description

Key Learning Outcomes:

- Learners will be able to use steps and procedures to create, save, share, post comments and feedback on google documents.
- Learners will be able to connect new knowledge to required skills for their online writing courses

Key Content Points:

- Google documents features
- Skills for collaborative learning using Google documents
- Steps to effectively use those skills to solve course problems

Title: Intro to Online Collaboration Using Google Applications

Estimated time: 25 out of 60 minutes

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Successful Online Collaboration

Introduction to Google Documents
Let's practice!

Notes

- Prompt students to use handouts to practice learned steps
- follow up on learners' questions and concerns
- assess results and give immediate feedback
- allocate time for learners to repeat a confusing step
- make sure all learners finish all the steps and are able to recall what they just did

Instructional Activity Description:

- Prompt learners to individually practice and check desirable results and give feedback
- Facilitator monitor learners and provide helps as needed
- Prompt learners to recall steps and procedure
- Learners share thoughts and experiences about practice
- Facilitator prompt all learners to participate and add comments

Activity Deliverables/ Outcomes:

- handouts with activity sheets to prompt students to practice given procedures
- Learners complete online scenario by practice steps, acquire skills, questions/problems

Required Resources:

- Computers, internet access, handouts with instructions

Key Learning Outcomes:

- learners will be able to use google documents features accurately 100% of the time.
- Learners will be able to identify and solve problems 100% of the time
- Learners will be able to create, save, share, close, re-open, edit, and post comments and feedback 100% of the time

Key Content Points:

- Best practice google documents for online collaboration
- google documents for online collaboration steps and procedures

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Successful Online Collaboration

Google Documents Debriefing

Notes

- Debrief workshop
- Learners will be able to use handouts and notes for future references
- Facilitator will respond to any inquiry
- Facilitator will emphasize keys to successfully use online collaboration in a near future

Instructional Activity Description:

- Facilitator prompt all learners to ask final questions
- Facilitator adds comments and answers of any given question

Activity Deliverables/ Outcomes:

- none

Required Resources:

- none

Key Learning Outcomes:

- learners are able to use Google Drive and documents 100% of the time
- learners will be able to use google sheets features accurately 100% of the time
- Learners will be able to identify and solve problems 100% of the time
- Learners will be able to create, save, share, close, re-open, edit, and post comments and feedback 100% of the time
- Learners will be able to adopt online collaboration for their online writing classes accurately 100% of the time
- Professors will be able to collaborate with their students in a timely manner 100% of the time

Key Content Points: