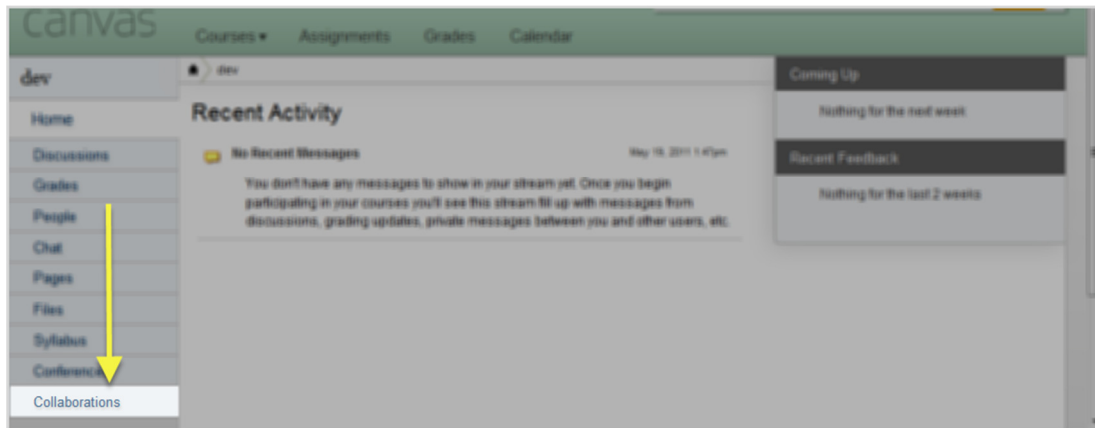


How to Use Google Docs Collaboration in Canvas



Canvas users can initiate a Google Doc collaboration and easily invite students by name—no need to collect email account addresses. Faculty members may also participate but will need to have a personal Gmail account.

Instructions to Initiate a Google Doc

1. Navigate to the desired course in Canvas
2. In the left-hand navigation menu select Collaborations
3. Click the button at right, **Start a New Collaboration**
4. Complete the **Start a New Collaboration** form:

Collaborate Using: Google Docs

Document Name: *name your document*

Description: *enter a description (optional)*

Collaborate With: Check the names of the students who will collaborate (all students enrolled in the course appear as options)

Start a New Collaboration

Collaborate Using: Google Docs ▾



Google Docs are a great place to collaborate on a group project. It's like Microsoft Word lets you work together with others on the same file without having to email it around. You need a Google account in order to participate in any Google Docs collaborations.

Document Name:

Description:

Collaborate With:

[Select All](#) | [Deselect All](#)

- Nicole DeFriez
- nicole.defriez@gmail.com

[Cancel](#)

5. Click **Start Collaborating**