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)
5. Click **Start Collaborating**