




Online Collaboration



Instructions

1. **Log in** to your g-mail account and click the app' icon on the top right screen. Then click the Drive icon () to go to Google Drive.
2. Student #1 will **create** a word document by clicking on the (+) symbol 'New' – 'Google Docs'.
3. Click then on the '**Share**' button to share it with the rest of the team, and type in the g-mail addresses of the other members of your team and my g-mail too.
4. When everyone has access to it, you will need to create a **flyer** on 'How to Study for an Exam'.
5. Each of you must **contribute** to it.
6. **No verbal** communication is allowed. Use the chat feature to communicate!
7. I will provide **live comments** on your work as you go



Flyer Guidelines

- Give a title to your flyer.
- Add at least 4 tips (2 each) in bullet points with things to do to study for an exam.
**Notice that you have a color code tab on top right of screen indicating each person active in document.
- You must also add a related picture:
Click on Insert – Image
- You must also add a link to a relevant website that talks about studying for an exam.
Click on Insert – Link
- Don't worry about saving – your work is saved automatically!!