

Getting Started with Google Docs

Google Docs lets you create and edit documents using your computer, tablet, or mobile device. Docs can be shared and allow simultaneous editing, but you control who can view, edit, or comment on content.

Examples of how instructors can use Google Docs:

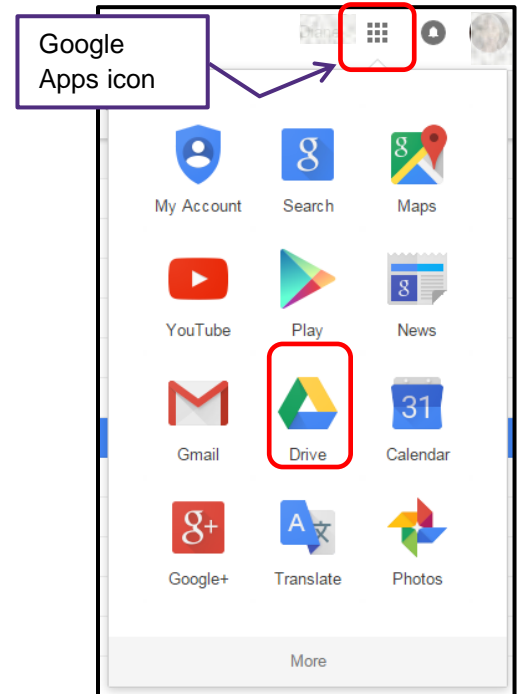
- Collaboratively create and edit notes or documents with colleagues
- Use the revision history to view contributions and edits in order to monitor participation in group project assignments

Examples of how students can use Google Docs:

- Write a group report where everyone can create and edit content
- Take notes in class
- Keep a journal
- Maintain a list of assignments or tasks that need to be completed

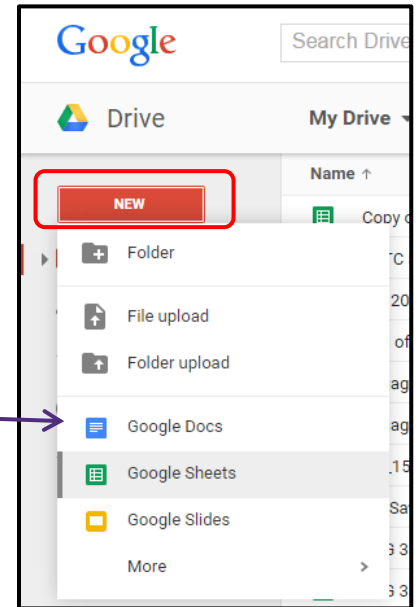
Getting started with Google Docs (must have a Google account):

1. Open your web browser. Navigate to <https://drive.google.com>
or, if logged in to Google, click the **Google Apps** icon and select **Drive**

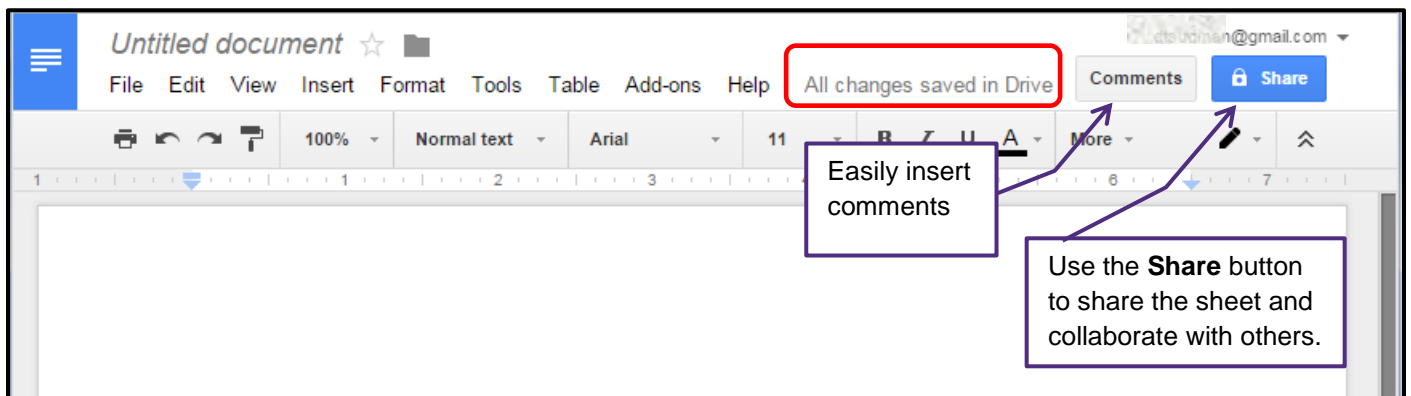


2. Click the **New** button and select **Google Docs**

Click **Google Docs** to begin.



3. Note that all changes are automatically saved as you work.



View the [Google for Education website](#) for more information on using Google Docs.