# Collaborative Revision with Google Docs

One of the best features of Google Docs is the **collaboration feature**. Students can use this feature to edit each other's writing and engage in the peer review process.

Some ideas for using the collaboration feature include the following:

- Collaborative book reports
- Peer editing
- Collaborative creative writing

Teachers can use the collaboration feature to monitor students' progress. This tool facilitates teacher comments on student essays. No more waiting until students turn in their essay. Check essays online and even make suggestions for revisions to drive successful, proofread projects from early on. When students finally print out their work, they will have been proofed.

1. Once in Google Docs, select the **Share** tab in the upper right hand corner. Students can invite their writing buddy or buddies to be collaborators, by simply entering their email addresses and clicking "Invite Collaborators." Make sure they also invite you, the teacher, so that you can monitor their progress and provide feedback along the way.
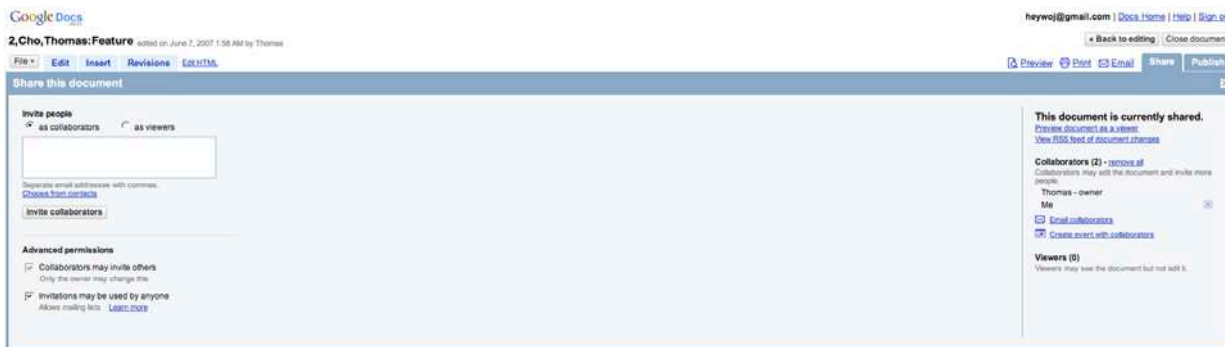
2. After students are entered as collaborators and after they collaborate, the following screen will be visible. Notice that each collaborator will have a different color to distinguish what they contributed to the document.

As your students revise a document, the revision screen will show who worked on the document and when they worked on it. When two students edit an essay, you can easily see who did what by comparing two revisions or browsing through the revisions.

In the example below, the work done by Sambengston is in green and the work done by Elizabeth is in red. Both colors correspond to the student's name

Red edits by Elizabeth

Name: Nola

Nola: Restaurant reviewGive a better title :) -Scott, Elizabeth 3/5/07 6:23 AM

Nola, located at 535 Ramona Street, is a lively restaurant ideal for young adults in the mood for seafood and other New Orleans dishes. Being on the expensive side it is not great for teenagers and the exotic entrees would not appeal to children. Nola is a restaurant to remember with its vibrant colored walls, eccentric artwork, and many candles strewn throughout the restaurant. I enjoyed the wildness and uniqueness of the atmosphere which makes the evening dinner feel like a party.

Address: 535 Ramona St   Despite the large size of the restaurant the food comes quickly and with friendly service. The food is presented uniquely on the over sized plates. The food flavors are spicy and exotic, and there is a large selection of seafood including their appetizer of crispy monterey bay calamari ($8.95) which are delicious. Apart from the seafood entrees there is the ya-ca mein salad ($14.95) which is an unexpectedly spicy mix of chicken, cabbage, and noodles and is served cold but still very enjoyable and fresh. Also, the flier's famous skirt steak ($17.95) is cooked to perfection and comes with moist garlic mashed potatoes. Sizes are relatively large and I could easily split an entree, but someone with a larger appetite might want one entree for them-self.

Hours: Monday thru Thursday 11:30am-10:00pm, Friday 11:30am-11:00pm, Saturday 5:30pm-11:00pm, Sunday 5:30pm-9:00pm   If you still have room for desert there are some great choices to pick from. The big, fat, decadent chocolate brownie sundae ($6.95) includes coffee and vanilla ice cream served atop a warm brownie with nuts. Also, the beignets du monde ($6.95) is a unique desert dish similar to small doughnuts, except better tasting, and is served warm and tastes freshly baked.

Type of food: New Orleans food, Creole, Cajun, and Southwestern cuisine   For a Friday night in downtown Palo Alto the wait is surprisingly short for a party of six people; we waited for 10-15 minutes before we were seated. The lighting of the restaurant is on the dark side but still very easy to see ones food. The tables are close together but not uncomfortably so. Although if you are seated by a more rambunctious group it could get unpleasantly loud. The restaurant has seating upstairs which overlooks some lower seating which is an interesting touch.

Phone number/website: (650) 328-2722   It is not a fancy restaurant and casual clothes is more than acceptable. There is also a bar near the entrance of the restaurant which attracts many young adults, especially on Friday nights. The total meal cost was fairly expensive but it is worth it for the exciting party atmosphere, quick service, and divine food. Couples are commonly seen dining at Nola, but if you are looking for a quiet romantic date Nola would not be for you. Although Nola is perfect for those in search of a new and exciting restaurant with exotic tasty food.

Parking: parking garage right next door on Ramona Street   Really good, your lead is interesting and descriptive -Scott, Elizabeth 3/5/07 6:26 AM

Name: Nola

Nola located at 535 Ramona Street is a lively restaurant ideal for young adults in the mood for seafood and other New Orleans dishes. Being on the expensive side it is not great for teenagers and the exotic entrees would not appeal to children. Nola is a restaurant to remember with its vibrant colored walls, eccentric artwork, and many candles strewn throughout the restaurant. I enjoyed the wildness and uniqueness of the atmosphere which makes the evening dinner feel like a party.Address: 535 Ramona St

Despite the large size of the restaurant the food comes quickly and with friendly service. The food is presented uniquely on the oversized plates. The food flavors are spicy and exotic, and there is a large selection of seafood including their appetizer of crispy monterey bay calamari (7.95). Some of the non-seafood appetizers include the bbq chicken quesadilla ($7.95) and the grilled jerk chicken and skirt steak skewers (8.95) which are delicious. Apart from the seafood entrees there is the ya-ca mein salad (14.95) which is an unexpectedly spicy mix of chicken, cabbage, and noodles and is served cold but still very enjoyable and fresh. Also, the flier's famous skirt steak (17.95) is cooked to perfection and comes with moist garlic mashed potatoes. Sizes are relatively large and I could easily split an entree, but someone with a larger appetite might want one entree for themself.Hours: Monday thru Thursday 11:30am-10:00pm, Friday 11:30am-11:00pm, Saturday 5:30pm-11:00pm, Sunday 5:30pm-9:00pm

If you still have room for desert there are some great choices to pick from. The big fat decadent chocolate brownie sundae (6.95) includes coffee and vanilla ice cream served atop a warm brownie with nuts. Also, the beignets du monde (6.95) is a unique desert dish similar to small doughnuts, except better tasting, and is served warm and tastes freshly baked.Type of food: New Orleans food, Creole, Cajun, and Southwestern cuisine.

4. When your student is ready to print, he or she should click on the "Print" link. This is what the document looks like when it is ready to print. Notice that none of the comments or edits appear when the essay is printed.

Nola: Restaurant review

Nola in downtown Palo Alto is a lively restaurant ideal for young adults in the mood for seafood and other New Orleanian dishes. Being on the expensive side it is not great for teenagers and the exotic entrees would not appeal to children. Nola is a restaurant to remember with its vibrant colored walls, eccentric artwork, and many candles strewn throughout the restaurant. I enjoyed the wildness and uniqueness of the atmosphere which makes the evening dinner feel like a party.

Despite the large size of the restaurant the food comes quickly and with friendly service. The food is presented uniquely on the over sized plates. The food flavors are spicy and exotic, and there is a large selection of seafood including their appetizer of crispy monterey bay calamari ($8.95) which tastes delectable and fresh. Apart from the seafood entrees there is the ya-ca mein salad ($14.95) which is an unexpectedly spicy mix of chicken, cabbage, and noodles and is served cold but still very enjoyable and fresh. Also, the flier's famous skirt steak ($17.95) is cooked to perfection and comes with moist garlic mashed potatoes. Sizes are relatively large and I could easily split an entree, but someone with a larger appetite might want one entree for them-self.

If you still have room for desert there are some great choices to pick from. The big, fat, decadent chocolate brownie sundae ($6.95) includes coffee and vanilla ice cream served atop a warm brownie with nuts. Also, the beignets du monde ($6.95) is a unique desert dish similar to small doughnuts, except better tasting, and is served warm and tastes freshly baked.

For a Friday night in downtown Palo Alto the wait is surprisingly short for a party of six people; we waited for 10-15 minutes before we were seated. The lighting of the restaurant is on the dark side but still very easy to see ones food. The tables are close together but not uncomfortably so. Although if you are seated by a more rambunctious group it could get unpleasantly loud. The restaurant has seating upstairs which overlooks some lower seating which is an interesting touch.

It is not a fancy restaurant and casual clothes is more than acceptable. There is also a bar near the entrance of the restaurant which attracts many young adults, especially on Friday nights. The total meal cost was fairly expensive but it is worth it for the exciting party atmosphere, quick service, and divine food. Couples are commonly seen dining at Nola, but if you are looking for a quiet romantic date Nola is not the place to go. Although Nola is perfect for those in search of a new and exciting restaurant with exotic and tasty food.

Name: Nola

Address: 535 Ramona St

Hours: Monday thru Thursday 11:30am-10:00pm, Friday 11:30am-11:00pm, Saturday 5:30pm-11:00pm, Sunday 5:30pm-9:00pm

Type of food: New Orleans food, Creole, Cajun, and Southwestern cuisine.

Phone number: (650) 328-2722

Parking: parking garage right next door on Ramona Street

5. Helpful Hints for using Google Docs. Comments feature:

- To help identify students easily, ask them to change their display name to Last Name, First Name. Otherwise, you will have to figure out who is who with names like "boogliewoogliebear." Click on the Settings link from the Docs home page:

- To get students really excited about their work, tell them you are going to publish it on the web. Whether they have two readers or 1,000 readers, they will work harder on their article because they know there is a real audience out there. Publishing from Docs is easy. Just click on the **Publish** button.

Then copy the URL and paste it into an email or Web page to link to the article on Google Docs.