

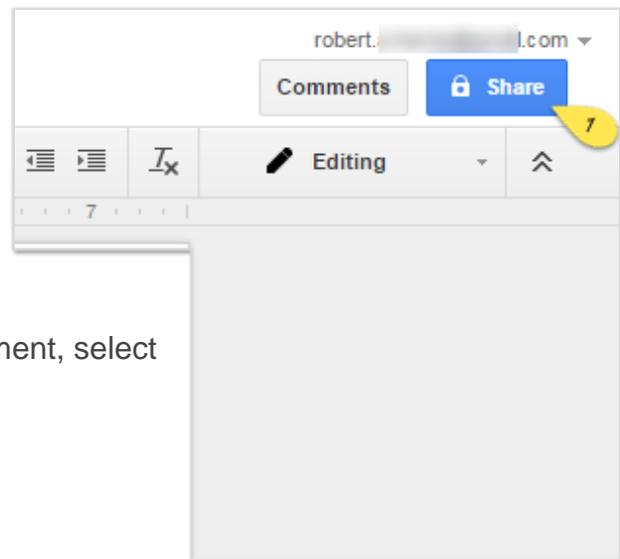


Students can collaborate on papers within Blackboard using Google Docs

After reading this document you'll be able to

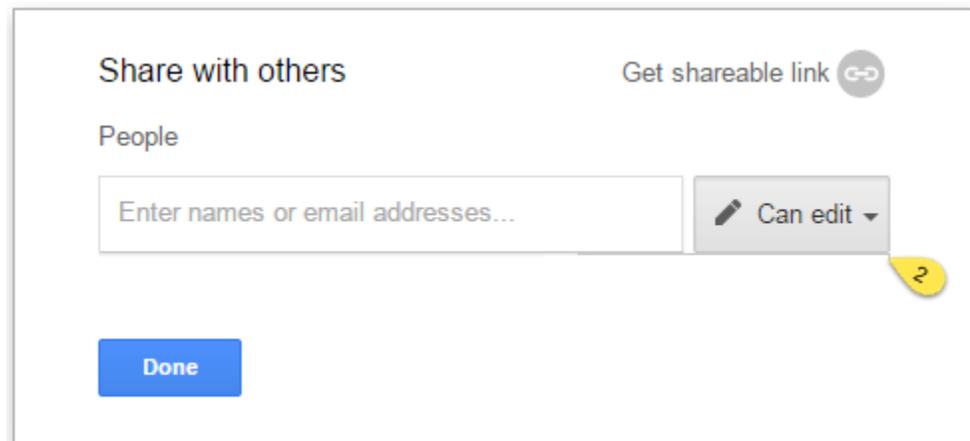
1. Save a Google Doc in Share mode
2. Set permissions to give students access to the document without surrendering faculty ownership
3. Paste the document into your Blackboard course

- I. Create the Google Doc using your Google account.



- II. When you are ready to export the document, select **Share** in the upper right corner

- III. Enter the **WPUNJ email addresses** of the students who should have editing rights

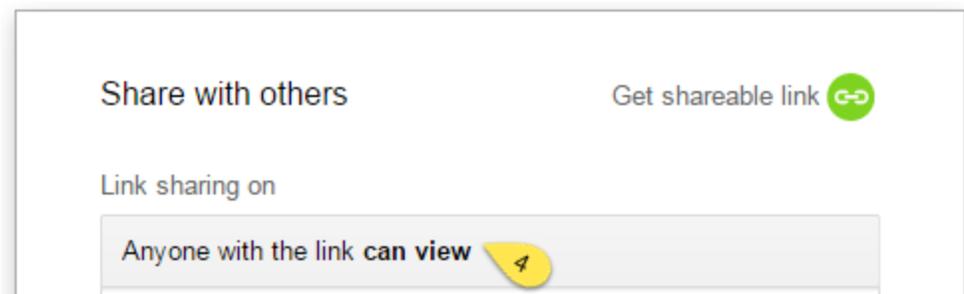


IV. Next we need to obtain **a. link to share** and **b. give students permission to edit the link**

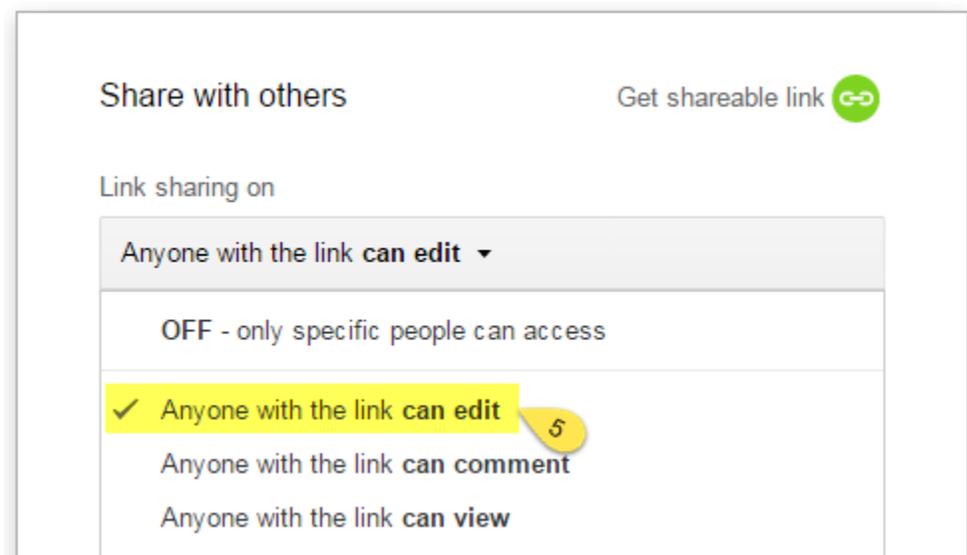
a. the same interface select **Get shareable link**:



b. Next select the open **Anyone with link can view**:

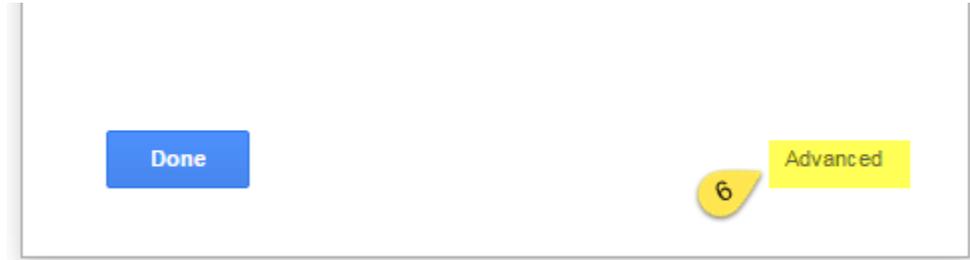


And select **Anyone with the link can edit**

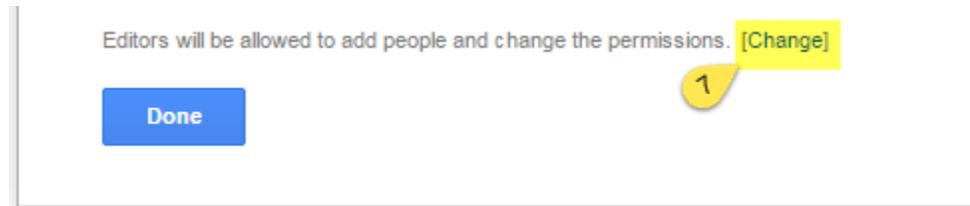


V. Now we need to edit the permissions to allow the instructor – and no one else – the ability to change the document *settings* (as opposed to the document itself).

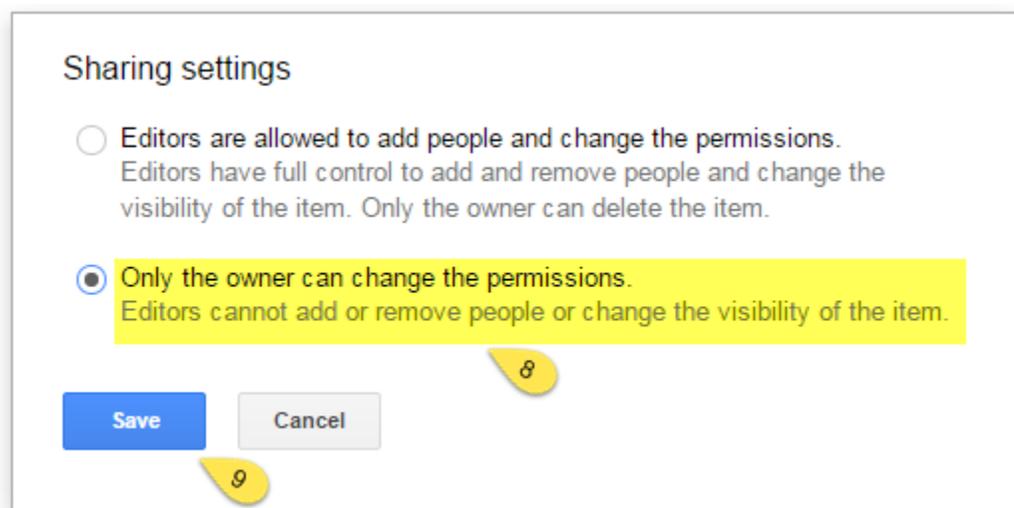
At the bottom of the interface click on **Advanced**



The interface reads *Editors will be allowed to add people and change permissions*, options most instructors don't want! Select **Change**:



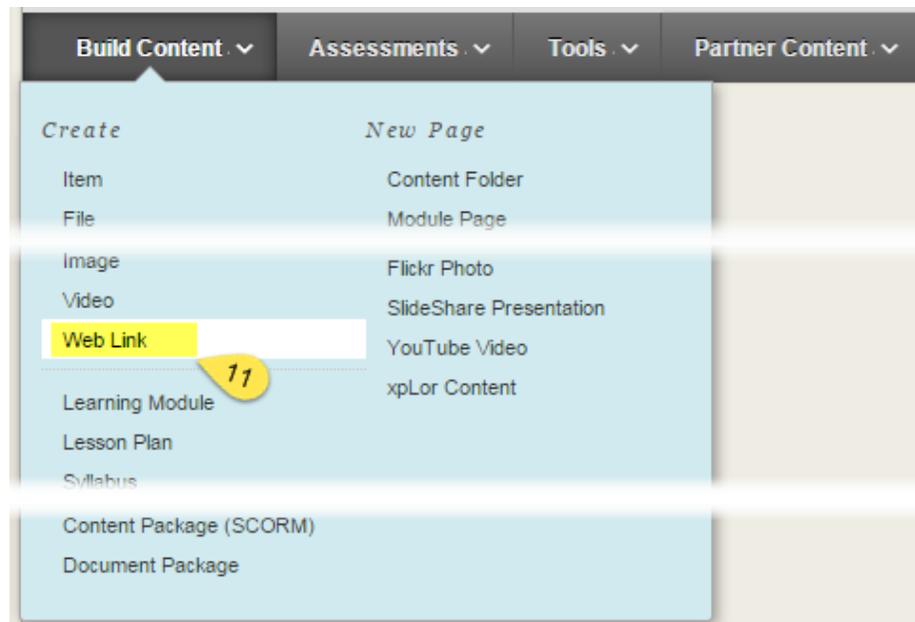
Finally, select: **Only the owner can change the permissions**, then **Save**



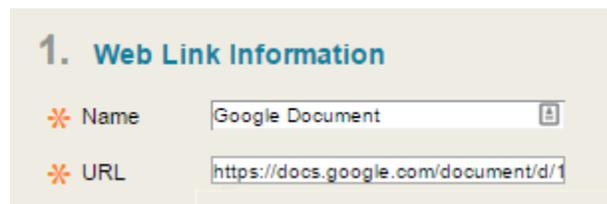
- VI. The last two steps are to copy the link and paste it into your Blackboard Course Shell



Open Blackboard, navigate to your course and paste the Google Docs link into the Bb as a **Web Link**



Give the link a name and paste the URL into the appropriate text area



The resulting link will be available to students for editing while ownership permissions remain with the instructor

