

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.			robert. Comments	l.com ▼ â Share	
			<u> </u>	✔ Editing	* *	
II.	When you are ready to export the docum Share in the upper right corner	ent, sele	ect			

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:

Share with others	Get shareable link 💬
Link sharing on	
Anyone with the link can view	

And select Anyone with the link can edit

Sha	are with others	Get shareable link 💬	
Link	sharing on		
Ar	nyone with the link can edit -		
	OFF - only specific people can access	s	
~	Anyone with the link can edit	n comment	
	Anyone with the link can comment		
	Anyone with the link can view		

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



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

Build Content 🗸	Assessments ~	Tools 🗸	Partner Content 🗸
Create Item File	New Page Content Folde Module Page	if.	
Image Video Web Link Learning Module Lesson Plan	Flickr Photo SlideShare Pr YouTube Vide xpLor Content	esentation eo t	
Content Package (SCO Document Package	RM)		

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

Web Link Information Name Google Document



±