TECH TOOLS



Google Docs

Google Docs is an online word processor within Google Drive that can be used to create handouts and resources for your students. It is easy to integrate into Google Classroom lessons.

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GOOGLE DOCS

Summary

Google Docs enables the user to create and edit documents online while collaborating with other users in real-time.

Procedure

1. Sign into your existing Google account.
2. Select the waffle of applications next to your image to access the Google Drive.
3. You can open a Google Doc right from the waffle, or access it by selecting the "Google Drive" icon.
4. From inside the Google Drive, select "NEW" and select "GOOGLE DOCS."
5. Select whether you would like a blank document or choose from a template.
6. Give the document a title.
7. Begin adding your content!

Google docs. (n.d.) Google Docs. Retrieved February 14, 2023, from https://docs.google.com/