SHARING DOCUMENTS AND COLLABORATING ONLINE

Google Docs
Google Apps for Education – "free web-based email, calendar & documents for collaborative study anytime, anywhere."

"Create and Share Your Work Online"
From the website: "Google Docs is an online word processor that lets you create and format text documents and collaborate with other people in real time. Here's what you can do with Google Docs:

- Upload a Word document and convert it to a Google document
- Add flair and formatting to your documents by adjusting margins, spacing, fonts, and colors — all that fun stuff
- Invite other people to collaborate on a document with you, giving them edit, comment or view access
- Collaborate online in real time and chat with other collaborators — right from inside the document
- View your document's revision history and roll back to any previous version
- Download a Google document to your desktop as a Word, OpenOffice, RTF, PDF, HTML or zip file
- Translate a document to a different language
- Email your documents to other people as attachments

To learn more about Google Docs, check out the Google Docs getting started guide."
https://support.google.com/drive/answer/143206?ref_topic=21008&rd=1

NOTE: There are also Google Sheets AND Google Slides.
"**Google Sheets** is an online spreadsheet app that lets you create and format spreadsheets and simultaneously work with other people. Here's what you can do with Google Sheets:

- Import and convert Excel, .csv, .txt and .ods formatted data to a Google spreadsheet
- Export Excel, .csv, .txt and .ods formatted data, as well as PDF and HTML files
- Use formula editing to perform calculations on your data, and use formatting make it look the way you'd like
- Chat in real time with others who are editing your spreadsheet

- Create charts with your data
- Embed a spreadsheet — or individual sheets of your spreadsheet — on your blog or website

For more information about Google spreadsheets, check out the [Google Sheets getting started guide.](#)"
https://support.google.com/drive/answer/140784?ref_topic=20322&rd=1

"***Google Slides*** is an online presentations app that allows you to show off your work in a visual way. Here's what you can do with Google Slides:
- Create and edit presentations
- Edit a presentation with friends or coworkers, and share it with others effortlessly
- Import .pptx and .pps files and convert them to Google presentations
- Download your presentations as a PDF, a PPT, or a .txt file
- Insert images and videos into your presentation
- Publish and embed your presentations in a website

For more information about Google presentations, check out the [Google Slides getting started guide.](#)"
https://support.google.com/drive/answer/126127?ref_topic=19431&rd=1

Google docs is free with a Google account.
Google Docs now syncs up with Google+ Hangouts so teams can video conference while editing documents. The screen can be shared both with the video call and a shared document.

Evernote

http://www.evernote.com
"Remember Everything: Evernote apps and products make modern life manageable, by letting you easily collect and find everything that matters."

Cost: Free for individuals. Premium subscription at $45 per year gives you more file storage and the ability to allow others to edit your notes, an important feature in collaboration.

EduClipper
"Clip anything, share everything"
Pinterest and Learnist are for general public use, but eduClipper takes the best of both of those tools and puts them together for educators and their students. Make your clipboards public or private. Post videos, documents, links, or upload files. Get great ideas by browsing existing clipboards with no registration, or save those searches and create subject specific clipboards by registering for free.

NOTE: IN THE CLASSROOM**:** The real difference about eduClipper for educators is the ability to create classes. This makes it easy to create small groups for investigations and have the students post for each other their findings and suggestions. Brainstorming with the entire class with eduClipper allows everyone to contribute and view the brainstorm even when they are not in class.
http://www.educlipper.net

Crocodoc
http://www.personal.crocodoc.com
View PDFs, Office Docs & Images
"Review a word document, fill out a PDF form, mark up an image, and more. …All with Crocodoc, all online, all for free. "
Add comments, text boxes, highlights, drawings, and other markups to documents and images
Share and Embed Anywhere – Invite others to collaborate in real-time or embed documents on your website or blog. Upload documents, mark them up online, and share with others. Upload a document and use the easy tools to mark up the document. Comment by creating a point, marking an area, or highlighting text and then adding your comment. Draw using the pen tool with your choice of colors. View annotations along the right side that show document changes. Invite collaborators, share, or download easily. Click on my documents to find your document list quickly and easily. NOTE: This site includes advertising.

> IN THE CLASSROOM   Several teacher sites suggest monitoring student use. Require students to invite you as a collaborator in order to monitor use in the group. Check district policy about sharing student information including email addresses.
>
> Anything students can do on a single computer, they can do collaboratively using Crocodoc, accessing their work from any online computer. Have students collaborate on revisions and editing exercises using their own writing or drafts you share with them. Share a poem for literature students to analyze and annotate together or a text passage for students to mark key terms and generate a main idea statement as part of reading comprehension exercises in small groups. Have student groups collaborate on sample open-ended test responses for high stakes tests, then compare the group responses on your interactive

whiteboard or projector. Even better, re-share results with other groups jigsaw-style for multi-layer collaboration.

SpiderScribe   spiderscribe.net
A way to brainstorm online
With SpiderScribe, you can create private and public maps. Connect ideas, share documents, pictures, notes, and maps all on the same high-tech white board. This is a great tool for the visual learners and projects that are dealing with more than just numbers on a spreadsheet.

If you were planning a presentation, this would be a great tool to map the flow of the presentation and allow others to edit and comment on the development.

Cost: Free for individuals. 30-day free trial for professional and business users followed by a $5 monthly fee for professionals of $25 monthly fee for businesses, which allows you unlimited users and a larger file sharing space.

Easy to sign up; easy to use; includes video tutorials.

Titan Pad
Lets people work on one document simultaneously.
TitanPad is one of the easiest online collaboration tools out there.
Cost: Free   Use for real time word processing, editing text, or free flow of ideas.

Sources: multiple, including online article, "20 Collaboration Tools for College Students" from ScholarshipExperts.com, interviews with and recommendations from teachers, online search for collaboration tools, etc.