Step 1: Create a Gmail Account

\*Skip to step 2 if you already have an email address that ends with “@gmail.com.”

* Go to [www.gmail.com](http://www.gmail.com)
* Click on “create an account”
* Enter all of the information and click “next step”
* It will ask you to enter additional information, which is unnecessary

Step 2: Access Google Docs

* Go to [www.gmail.com](http://www.gmail.com)
* Sign in using the new username and password you created
* In the top right corner, you will see your email address. Click the four boxes to the left of this
* Click more and select “docs”
* Click the “take a tour” button and read about the features

Step 3: Practice Creating/Sharing a document

* One group member should hit the “+” button to create a new document
* Click the share button on the top right
* Title your document “Strengths and Areas of Need”
* Type the email addresses of each of your group members and be sure that the option “can edit” is selected
* Group members: go back into your gmail account and open the email your group member sent you
* Select “Open in Docs”

Exit Slip (10 **assessment** points per group member)

**Each group member** will now be able to work on the document **separately**. To earn your **10 points** for today, type your name with a colon, followed by a **paragraph** answer to the following question into the shared document:

**What strengths do you have that will help you effectively contribute to your group’s research paper? What areas of need can your group members can help you address so that you can all be successful?**

Grading Criteria:

* 6 pts for using a google document correctly & sharing with me (group pts)
* 2 pts for using complete sentences (individual)
* 2 pts for providing at least 4-5 sentences (individual)
* Click the share button again, but this time, share with me ([mrswebersct@gmail.com](mailto:mrswebersct@gmail.com)) and select “can comment.” Click “done.”