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Dr. Jayashree Shinde Director, Teaching Learning Centre Department of Educational Technology SNDT Women's University, Mumbai jshinde@det.sndt.ac.in



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Select option 'Folder' to create a new folder for your work.

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Write some relevant name for the folder, which you will easily remember later.



This Google Folder will be visible in 'My Drive'. My drive contains all files and folders created by you.

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Shard with me' contains all files and folders shared by others.



Double-click c	on your new	folder and it will	open like thi	is.
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Now we are ready to create our Google Drawing inside this folder.

Click on new. A drop-down menu will appear. Click on 'More'. Some options will appear. Scroll down and select 'Google Drawing' option.

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Type relevant name of the topic to label this file.

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You can zoom in and zoom out your Google Drawing as per need.



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See the increased size.

You can go on increasing it vertically and horizontally as your drawing needs more and more space.



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Tools for drawing...





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And you are ready to draw ...



Pick up a circle or any other shape and start drawing...







Google Drawing

Type text... format it as per the need...





Google Drawing

Change font, font-size, colour, alignment as per the need...





Click on 'Share' and insert eMail IDs of your students.

If there are many students, make copies of your file and share each file with different groups of students. Rename filenames accordingly by adding Group 1, Group 2, etc.

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Click on the pencil icon to see their rights. You need to give them 'edit' rights till they need to work in this file.



This is one single file in which all these 5-8 students will work, either simultaneously or else at different times. Each one do not need to create a separate file. Even nobody needs to share this file again.



Type message for students. It will reach them in their eMails.

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You can even click on this 'Link' icon to get a shaerable link, but if students pass on the link to their friends, all those who have link can join.



Once your students complete the collaborative concept-map, you can change their rights from 'edit' to 'view' so that nobody can make changes thereafter.

They will be able to see their work.

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This is one single file in which all these 5-8 students will work, either simultaneously or else at different times. Each one do not need to create a separate file. Even nobody needs to share this file again.



Google Drawing



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Never click on 'Restore this version' as it will remove all the next versions of the collaborative work. This option is useful when somebody deletes some work by mistake.									



You can download students' collaborative work as pdf, jpeg image or else png image.



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You can select any language for work.

