The background is a light blue grid. A large, irregular yellow blob is in the center. Several pencils are scattered around: a red one at the top left, a teal one at the top center, a pink one on the left, an orange one at the bottom left, and a dark red one at the bottom right. There are also several paper clips: a pink one, a red one, a teal one, and an orange one. A pair of glasses is in the top right corner.

Utilizing Collaborative Documents for Online Breakout Groups

Dr. Jaime Zurheide
Department of Education




Agenda

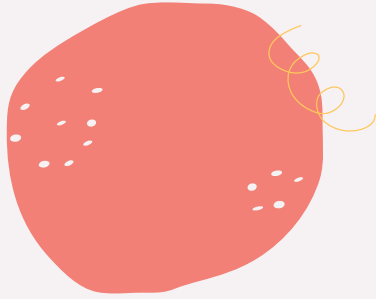
- Background and Need
- Benefits to using online collaborative documents
- Tools and examples
- Tips
- Questions



Background and Need

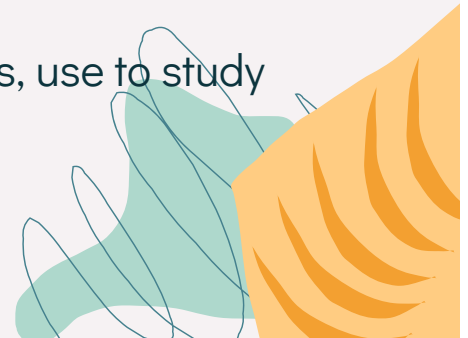
My experience in Fall 2020:

- 1-3 hour online courses using Zoom
 - Frequent use of breakout groups for discussions and activities
 - Difficulties monitoring student progress on activities and deciding when to end breakout groups
 - Zoom does not have full chat available during groups which made checking-in difficult
 - Need for structured way for groups to present their work to the whole class
- 



Benefits to Using Online Collaborative Documents

- All group members can see and contribute. No need to screen share.
- Document can be shared with entire class for presentations
- Instructor can monitor student progress to determine if groups need assistance and to decide when to end group work
- Documents can be saved by students to add to their notes, use to study for exams, etc.
- Students can access document as part of their class prep/asynchronous work prior to or after class.



Tools and Examples

Google Slides

[Example from SPE 434](#)

Google Docs

[Example from SPE 434](#)

IdeaBoardz

<https://ideaboardz.com/>

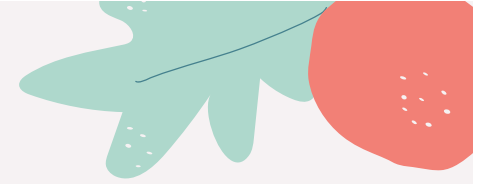
[Example from SPE 442](#)

Padlet

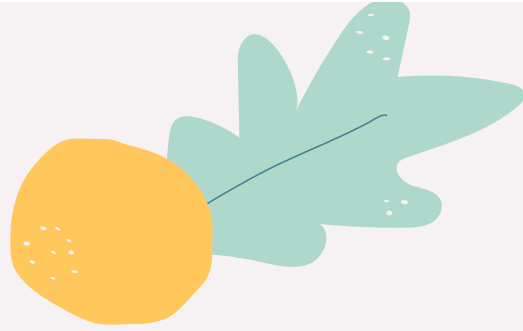
<https://padlet.com>

[Example from SPE 435](#)

Tips



- Be sure to set permissions so students can edit (on Google - “anyone with link can edit”)
- Include directions on the collaborative document since students won’t be able to see class ppt presentation when in groups
- On Google - instructor can add comments to documents to give students suggestions or correct errors (can be easier than joining group)
- If it is important to know which groups/individuals contributed which content (e.g. with IdeaBoards), remind groups to label their posts with their group name/number



Questions?

jaime.zurheide@elmhurst.edu

