SOLE & Google Classroom

Using Google Docs to manage SOLE groupwork

Using Google Docs in conjunction with Google Classroom is a great way SOLE with your class while keeping things organized, quiet, focused, and best of all… TEACHING 21st century skills!

Procedure

- Create a Google Classroom for your students (if you already have one great, if not - here is a guide to get started.

- Create a Google Document for you students to use during the SOLE process. You will need a separate Google Doc for EACH group. I name them "SOLE#1 Group 1", "SOLE#1 Group 2",…. I create one, and then use the Copy feature within Google Drive. I include the areas: Group Members, The Big Question, What we already know, What we would like to know, What we learned.

- Once your Google Docs are created, create an assignment for each group.
  - Choose "Create Assignment"
  - Title your assignment
  - Give the directions
  - In the "Student" drop-down, select ONLY the students for THAT GROUP (4-5 students per group)
  - Attach the SOLE Google Doc for that particular group, and select "Students can edit file"
  - Assign

- Repeat this process for each of your groups.

- When students open their Google Classroom, they will only see THEIR group SOLE project. When they open it, all the students in that group are working IN REAL TIME on the same document together.

- The document is color coded. When students type it shows where their cursor is, who is typing and what modifications they have made. As a teacher, you can open each of their documents on your screen and see their progress in live time. Keep them open in separate tabs on your screen to switch between quickly.

- Under "File" you can also choose "See Revision History." Then choose "See more details" You can see, color coded, who typed or deleted what and when. I use this to see if students are acting responsibly and to hold them accountable. I tell students I am looking for at least ONE contribution from each team member.

- I also let me older students use the "Chat" feature. At the top of the screen, all the group members icon and color appear. Next to the names is a chat bubble. Clicking on the chat bubble allows them to "text" with one another. This is for communication about the project that may not need to be typed on the document. I can also see these conversations in live time and I am able to monitor their conversations, and print them out if necessary.

- For the presentation, I have their document, in revision mode so it is color coded, on my projector screen. They come up and are able to present their ideas to the class!!