

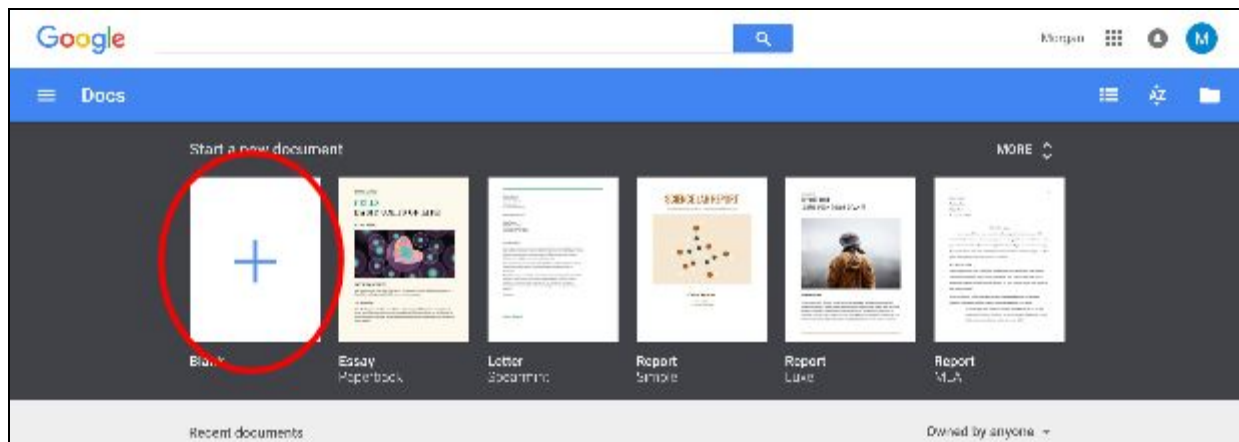
Google Documents Tutorial

We will be using Google Docs throughout the capstone for various tasks. To access Google Docs, you are going to need a Google account. If you do not already have a Google account, please sign up for one now.

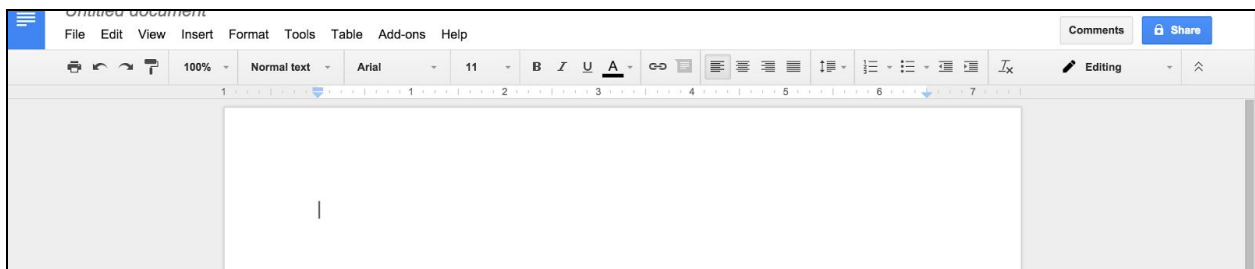
We ask that you go through this entire tutorial, even if you have used Google Docs before. We will be covering some important steps that will be necessary for submitting your assignments.

Once you have created a Google account, go to [this link](#).

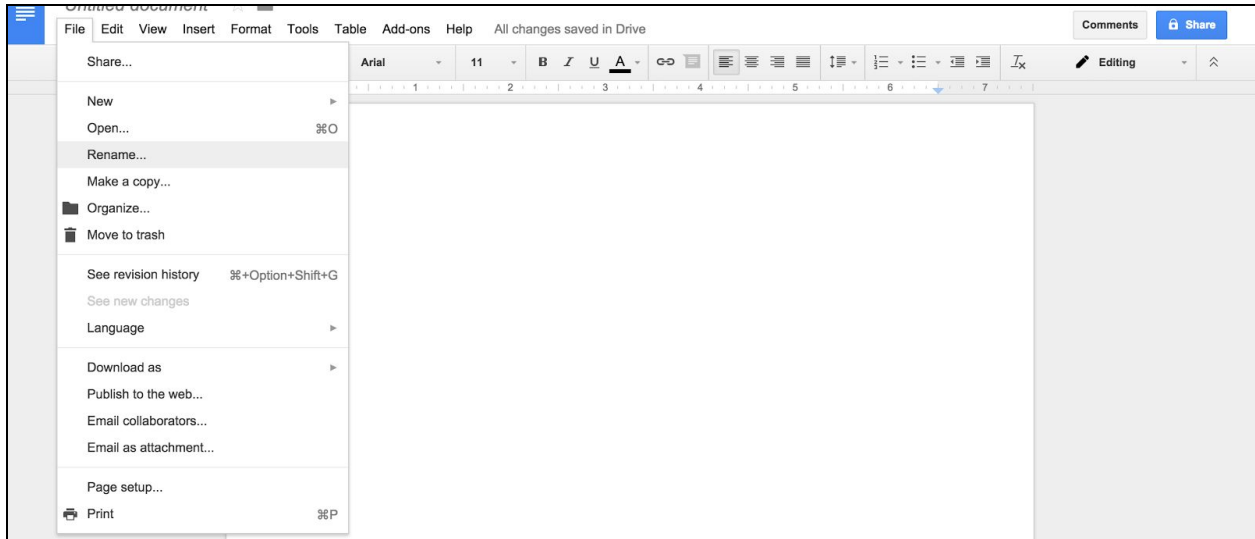
You are then going to create a blank document, by clicking the option for a Blank Document:



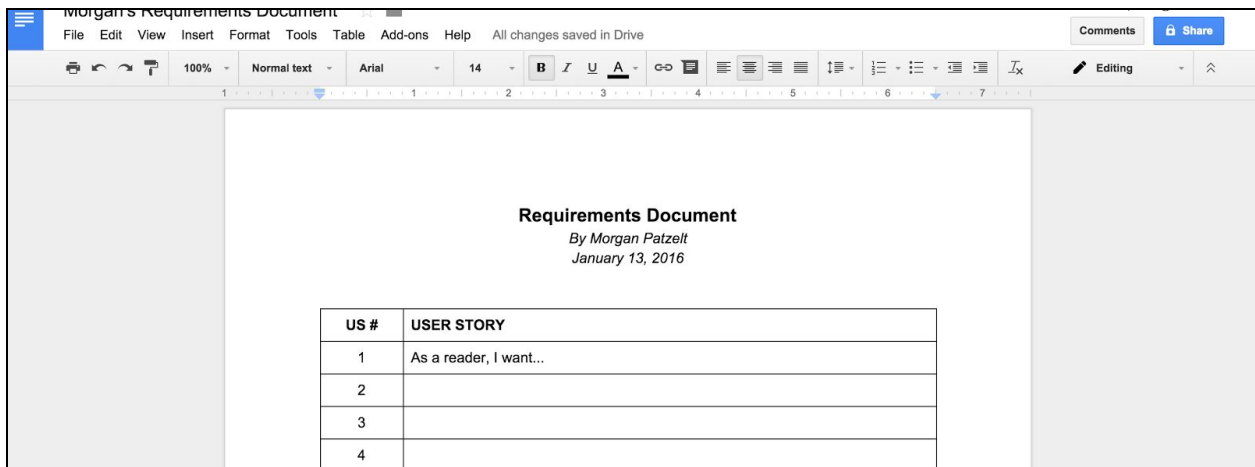
Here is the page that it should take you to:



The first thing that you should do is title your document. The first task that you will do on Google Docs is your Requirements Document, so name it appropriately. To rename your document you can click on where it says “*Untitled document*”. Or go to the *File* menu and choose *Rename*.



Now, you can start creating your Requirements Document based on the information that you have elicited from the interactions with your client and the expert.



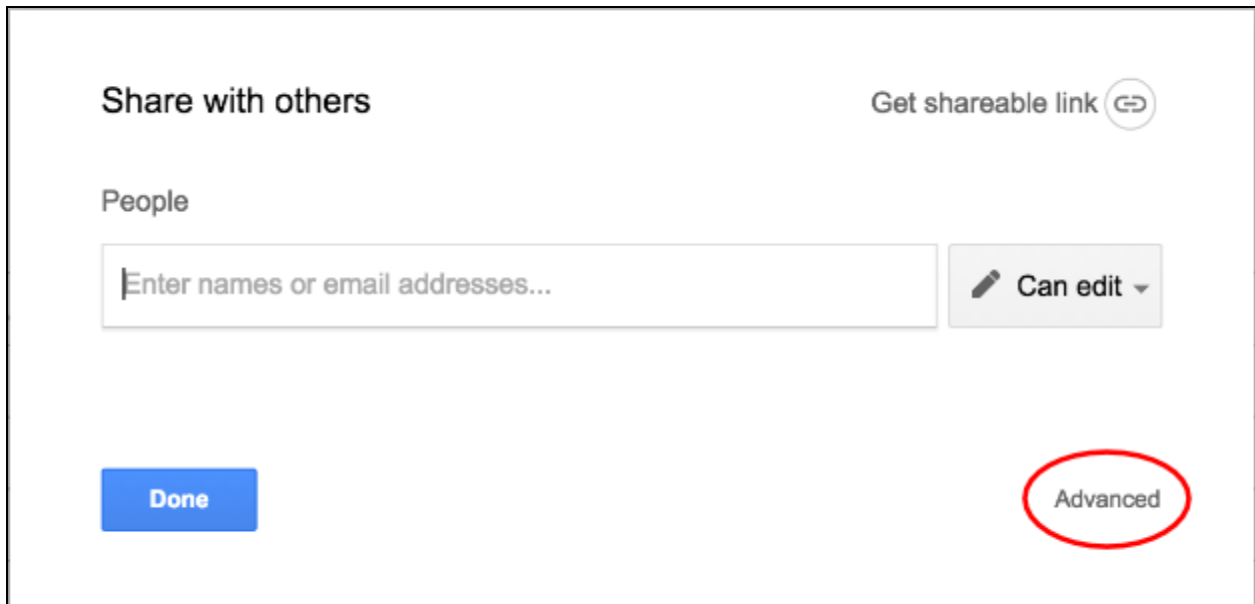
THIS NEXT STEP IS VERY IMPORTANT!!

Your work is saved automatically on Google Docs but we are going to need to be able to *share* our work with our peers. We don't want your peers to change your work but we do want them to be able to make suggestions (since they will be conducting the Requirements Technical Review on this document).

To share your work, go to the Share button in the top right hand corner of your screen.



This pop-up will appear, select Advanced:





This is the pop-up that you will see:

Sharing settings

Link to share (only accessible by collaborators)


document/d/1DLZKb87IXiWkaJROlizeNF2NUsIGKV76yxsRO5k-CzY/edit?usp=sharing

Who has access

	Private - Only you can access	Change...
	Morgan Patzelt (you)	Is owner

Invite people:

Enter names or email addresses...

 Can edit ▾


Owner settings [Learn more](#)


- ☐ Prevent editors from changing access and adding new people
- ☐ Disable options to download, print, and copy for commenters and viewers


Done


You're going to want to select **Change**.


Link sharing

☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

☒  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

☐  **On - University of Alberta**
Anyone at University of Alberta can find and access.

☐  **On - Anyone at University of Alberta with the link**
Anyone at University of Alberta who has the link can access.

☐  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) [Can view ▾](#)


Note: Items with any link sharing option can still be published to the web. [Learn more](#)


[Save](#) [Cancel](#) [Learn more about link sharing](#)


You're going to want to select "On - Anyone with the link". Note that your pop-up might look different than mine because my Google account is hosted by the University of Alberta.


This is important! You are going to change where it says **Can view** to **Can comment**.


Link sharing

☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.

☒  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.

☐  **On - University of Alberta**
Anyone at University of Alberta can find and access.

☐  **On - Anyone at University of Alberta with the link**
Anyone at University of Alberta who has the link can access.

☐  **Off - Specific people**
Shared with specific people.






Access: Anyone (no sign-in required) [Can view ▾](#)

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

Your pop-up should look like this:

Link sharing

- ☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☒  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☐  **On - University of Alberta**
Anyone at University of Alberta can find and access.
- ☐  **On - Anyone at University of Alberta with the link**
Anyone at University of Alberta who has the link can access.
- ☐  **Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) [Can comment ▼](#)

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)

If it does, press Save.



Double check that this page says that “Anyone who has the link can **comment**”

Sharing settings

Link to share

<https://docs.google.com/document/d/1DLZKb87X/WksJROizeNF2NUsIGkV76yxsRC>

Who has access

	Anyone who has the link can comment	Change...
	Morgan Patzelt (you)	Is owner

Invite people:

Enter name or email addresses...

[Can edit](#)

Owner settings: [Learn more](#)

☐ Prevent editors from changing access and adding new people

☐ Disable options to download, print, and copy for commenters and viewers

[Done](#)



You are going to use this link to submit your assignment.

Sharing settings

Link to share

<https://docs.google.com/document/d/1DLZKb87X/WksJROizeNF2NUsIGkV76yxsRC>

Who has access

	Anyone who has the link can comment	Change...
	Morgan Patzelt (you)	Is owner

Invite people:

Enter name or email addresses...

[Can edit](#)

Owner settings: [Learn more](#)

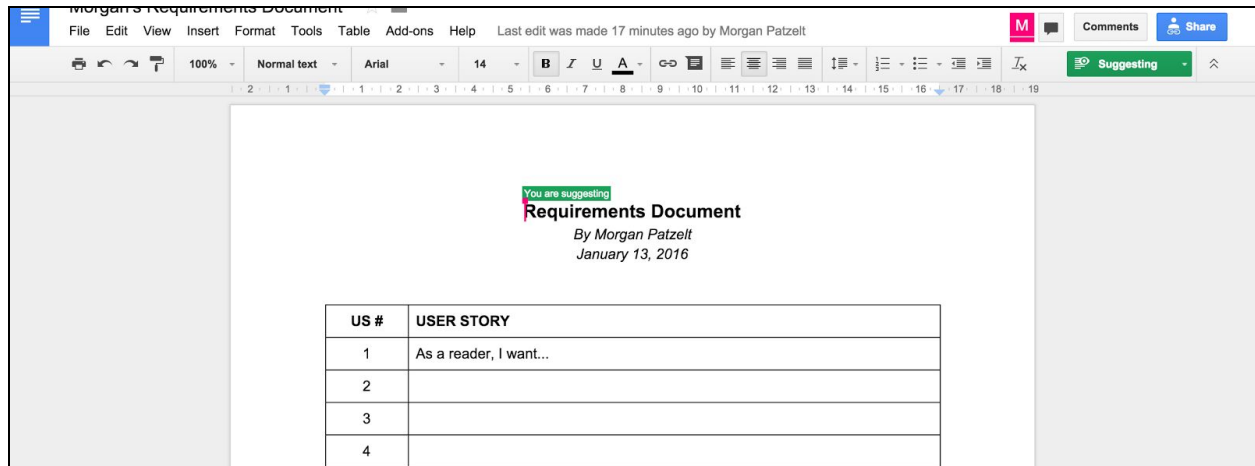
☐ Prevent editors from changing access and adding new people

☐ Disable options to download, print, and copy for commenters and viewers

[Done](#)

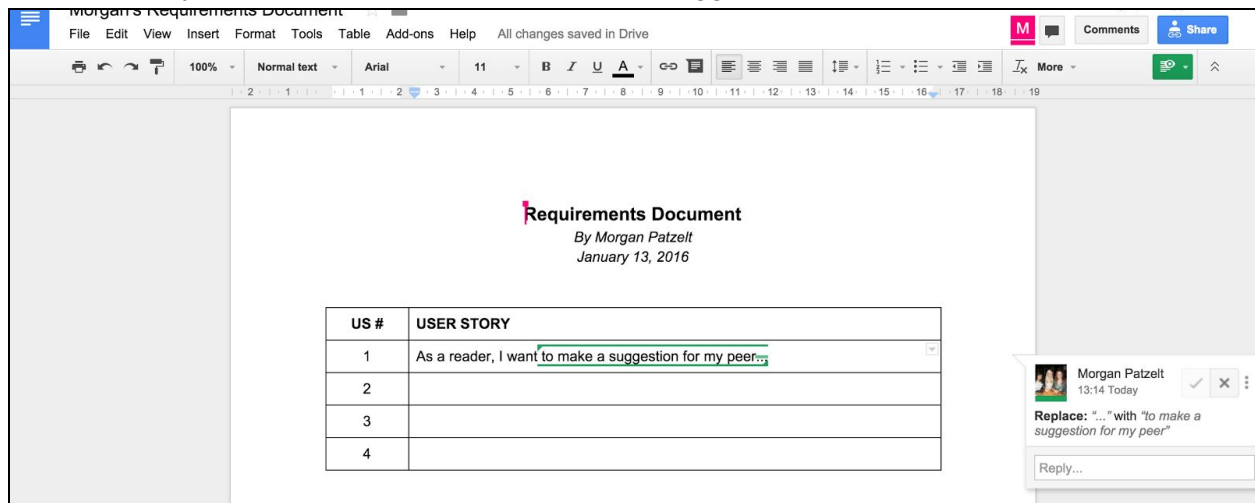
Now, when your peer reviewer accesses your assignment via the Assignment page on Coursera, they will be able to add suggestions and comments. Let's go through how to do that now.

This is what it looks like when I access the link using a different gmail account.

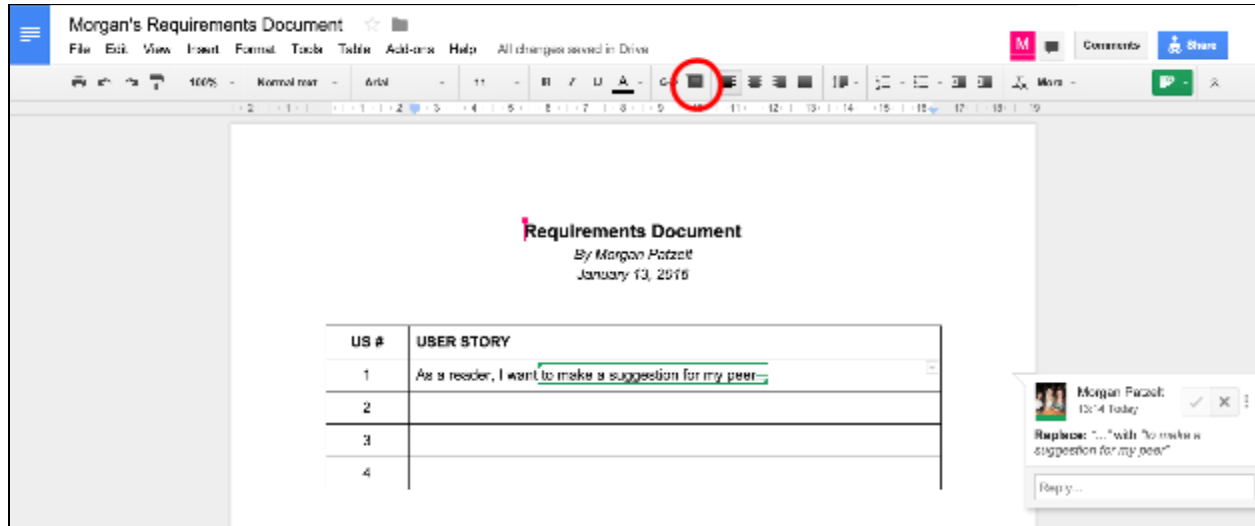


You'll notice the green Suggesting box.

Now, when I type in the document, it appears as a suggestion.



You can also make comments by highlighting the text that you want to comment and then press the Comment button, found here:



Morgan's Requirements Document

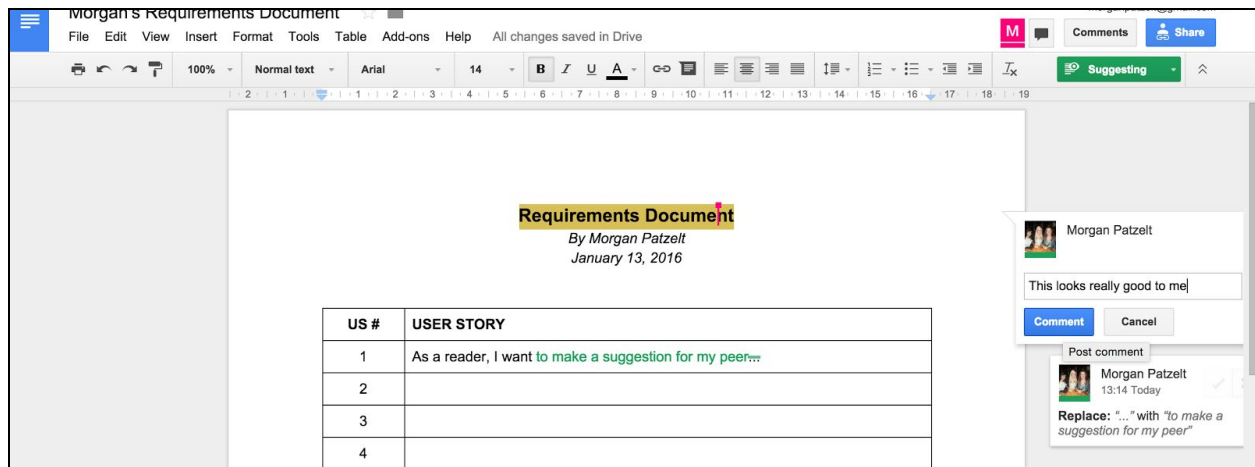
File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100% Normal text Arial 14 B I U A Suggesting

Requirements Document
By Morgan Patzelt
January 13, 2016

US #	USER STORY
1	As a reader, I want to make a suggestion for my peer
2	
3	
4	

Morgan Patzelt
13:14 Today
Replace: "..." with "to make a suggestion for my peer"



Morgan's Requirements Document

File Edit View Insert Format Tools Table Add-ons Help All changes saved in Drive

100% Normal text Arial 14 B I U A Suggesting

Requirements Document
By Morgan Patzelt
January 13, 2016

US #	USER STORY
1	As a reader, I want to make a suggestion for my peer
2	
3	
4	

Morgan Patzelt
13:14 Today
This looks really good to me
Comment Cancel
Post comment

After you have completed your peer review on one of your peer's assignments, take some screenshots of your work. You are going to need these to pass the Requirements Technical Review assignment in Week 2.

Please do not Resolve, Accept, or Delete suggestions made by your peers on your assignment until after the completion of the capstone.