

How to Access, Edit, and Share Google Documents

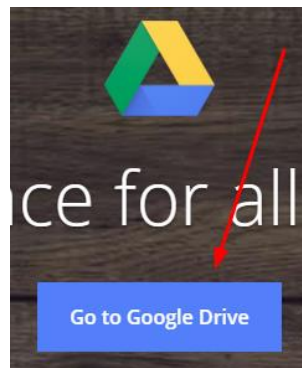
This exercise will showcase methods for accessing and sharing CTP project documents with your team.

Accessing, Editing, and Sharing a Google Doc

Google Docs is a free word processing program that links to your Google Account. Google Drive is a file storage and synchronization service that also comes free with your Google Account. Google Drive works seamlessly with Google Docs. By using Google Docs, you and your teammate(s) will be able to share various project documents (e.g., spreadsheets, products made in Google Docs or Google Slides) that you both can work on simultaneously from different locations. The first documents that you will work on for your project are the **Brainstorming Team Conservation Projects Worksheet** and the **Project Plan & Timeline Worksheet**. You will need to access these worksheets from Google Docs and add it to your Google Drive so it can be edited and then shared with your team.

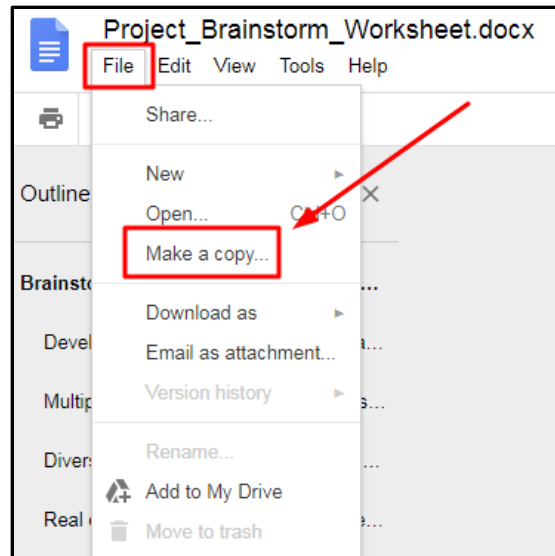
Accessing a Google Document

1. To begin, go to <https://www.google.com/drive/>
2. Click on **Go to Google Drive** and login in with your credentials.



3. Go to <http://nrca.uconn.edu/students-adults/materials.htm> to access the **Brainstorming Team Conservation Projects Worksheet**. Click on the document link, which will open it in Google Docs.

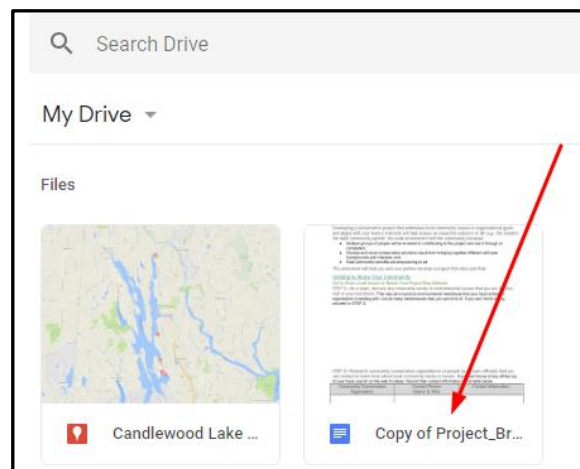
- Click on **File** in the top left of the Google Docs page, then select **Make a copy**.




- Keep the auto default **Name** and **Folder** that appears.
- Repeat the same steps for the **Project Plan & Timeline Worksheet**. Go back <http://nrca.uconn.edu/students-adults/materials.htm> to access this document.

Editing a Google Document

- Go to <https://drive.google.com/drive/u/0/my-drive>
- The copy of the Brainstorming Team Conservation Projects Worksheet will appear under your **Files** in **My Drive**. Double click on the form to open it in Google Docs.



9. Fill out both CTP worksheets. Google Docs will auto save your form, so you do not need to.



Brainstorming Team Conservation Projects

Developing a conservation project that addresses local community issues or organizational goals and aligns with your team's interests will help ensure an impactful outcome to all (e.g., the student, the adult community partner, the local environment and the community) because:

- Multiple groups of people will be invested in contributing to the project and see it through to completion.
- Diverse and novel conservation solutions result from bringing together different skill sets, backgrounds and interests; and
- Real community benefits are empowering to all.

This worksheet will help you and your partner develop a project that does just that.


Getting to Know Your Community

Get to Know Local Issues or Needs Your Project May Address:

STEP 1—As a team, discuss any community needs or environmental issues that you are familiar with in your hometown. This may be a social or environmental need/issue that your local school or organization is dealing with. List as many needs/issues that you can think of. If you can't think of any, proceed to STEP 2.

STEP 2—Research community/conservation organizations or people (e.g., town officials) that you can contact to learn more about local community needs or issues. If you don't know of any off the top of your head, search on the web for ideas. Record their contact information in the table below.

Community/Conservation Organization	Contact Person (Name & Title)	Contact Information



Project Plan & Timeline Worksheet

Based on your brainstorm, choose one idea that you and your partner would like to pursue, and complete this worksheet using that idea. Save the other ideas as back-up ideas, in case your #1 idea does not work out. Note: this is a "living" document in which your team can modify as the project progresses. Attempt to complete as much of this worksheet as possible as it will help your team have a clear plan in place for the project, but if you are unable to complete everything, make sure to return to it later on.

Project Plan

STEP 1—Outline your project plan and, if applicable, break it into components and number them based on importance of completing. If you run out of time, you can always ditch some of the components and still have an impact. It's better to complete one aspect of the project and do it well, than take on too much and not complete any of the project.

Potential Project Title:

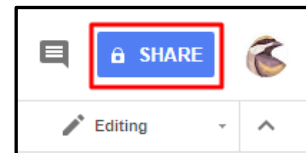
Project Purpose: What local community need/environmental issue are you addressing?

Objective(s): Explain explicitly what the project will accomplish. What are the goals of the project?

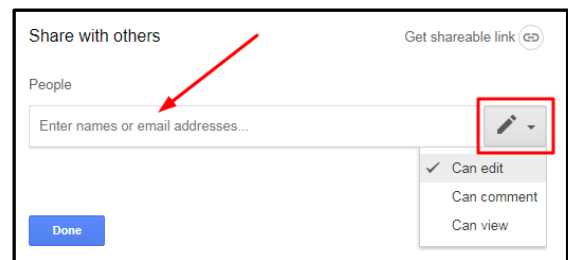
Component(s): If possible, list the multiple components or aspects of the project such that if you had to only accomplish one aspect of the project, it would still help address the local community need or environmental issue.

Sharing a Google Document

10. Your file will be set to private. To change the settings click **SHARE** on the top right of the Google Docs page.



11. Click on the pencil icon and make sure the **Can edit** option is checked.



12. In the **People** dialogue box, type in your partners email address. In addition, please share with it with us at ctpaisl@gmail.com and uconnnrcacademy@gmail.com so that we can follow along with your project and provide support along the way. Click **Send** when finished.

13. Repeat the same steps for the **Project Plan & Timeline Worksheet**.

Congratulations, you are now finished with this exercise!

