# EDR 605 Fall 2015: Docs Instructions
How to Write Collaboratively in the CUNY Academic Commons group

CUNY Academic Commons groups have several activity areas to support collaborative work (conversations, group projects, file sharing, group calendar, and more). In this course, you will be using the **Docs** area to post and comment on your writing assignments.
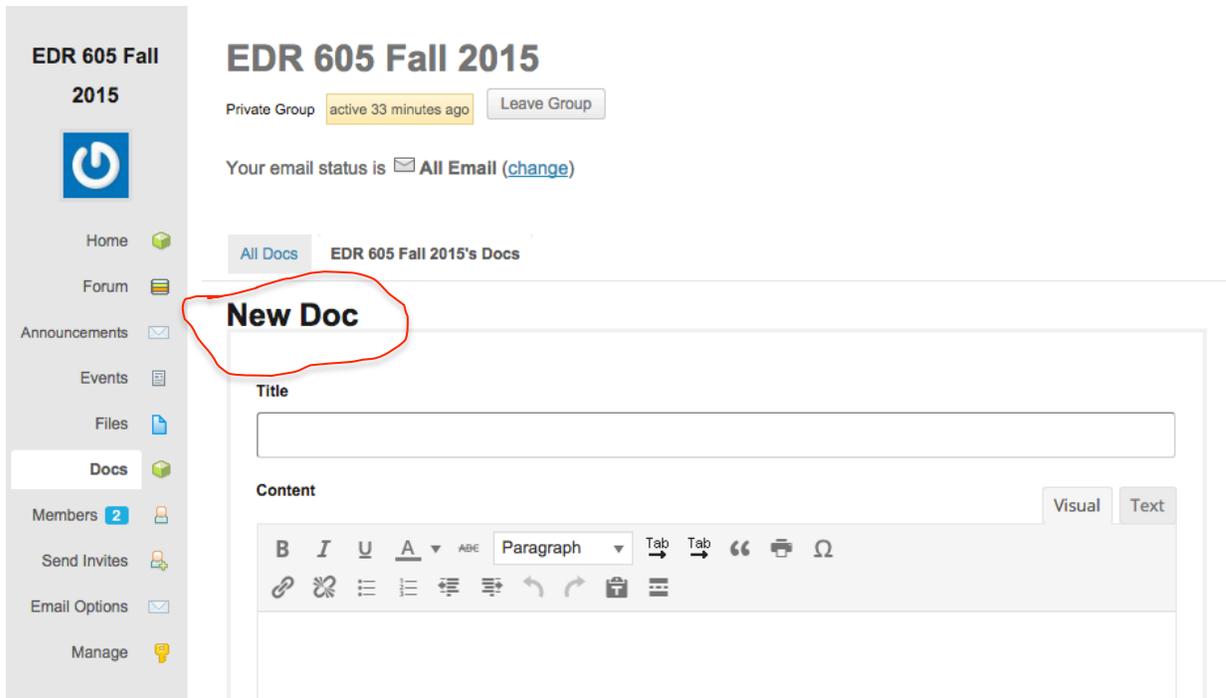
Docs can be found on the left hand side of the group home page in the menu (between **Files** and **Members**). **Docs** is an abbreviation of "documents." Click on **Docs**, and you will see a page with the title **Docs List**.
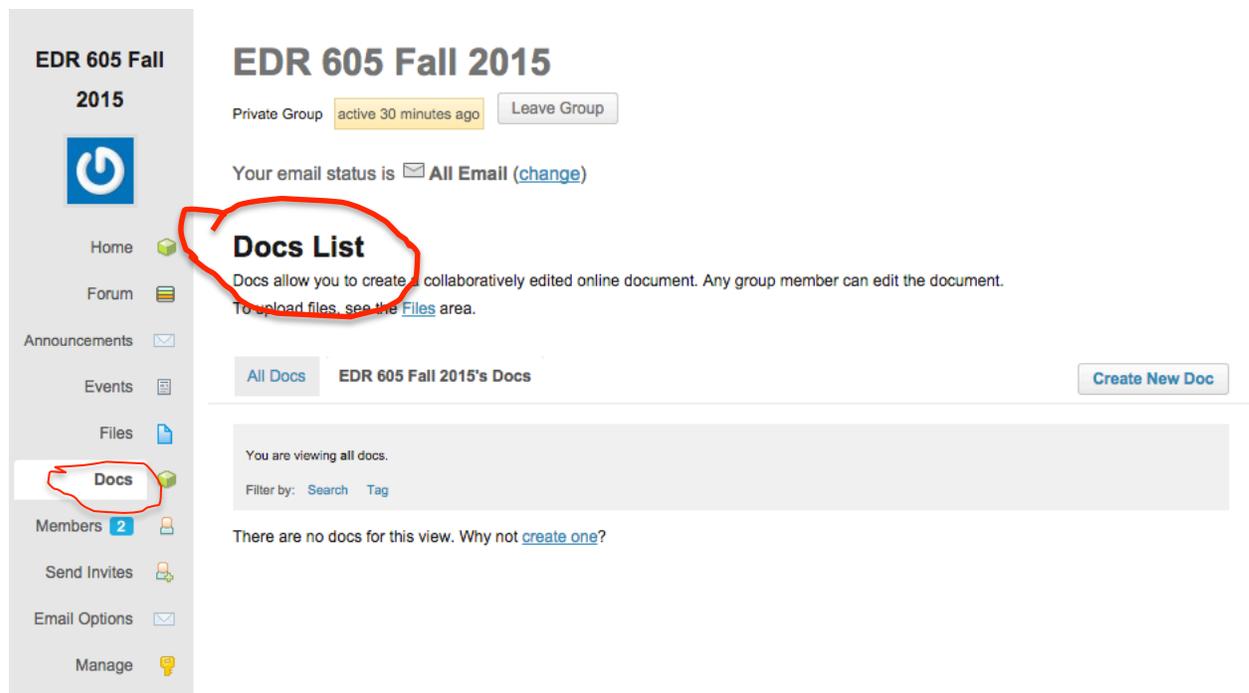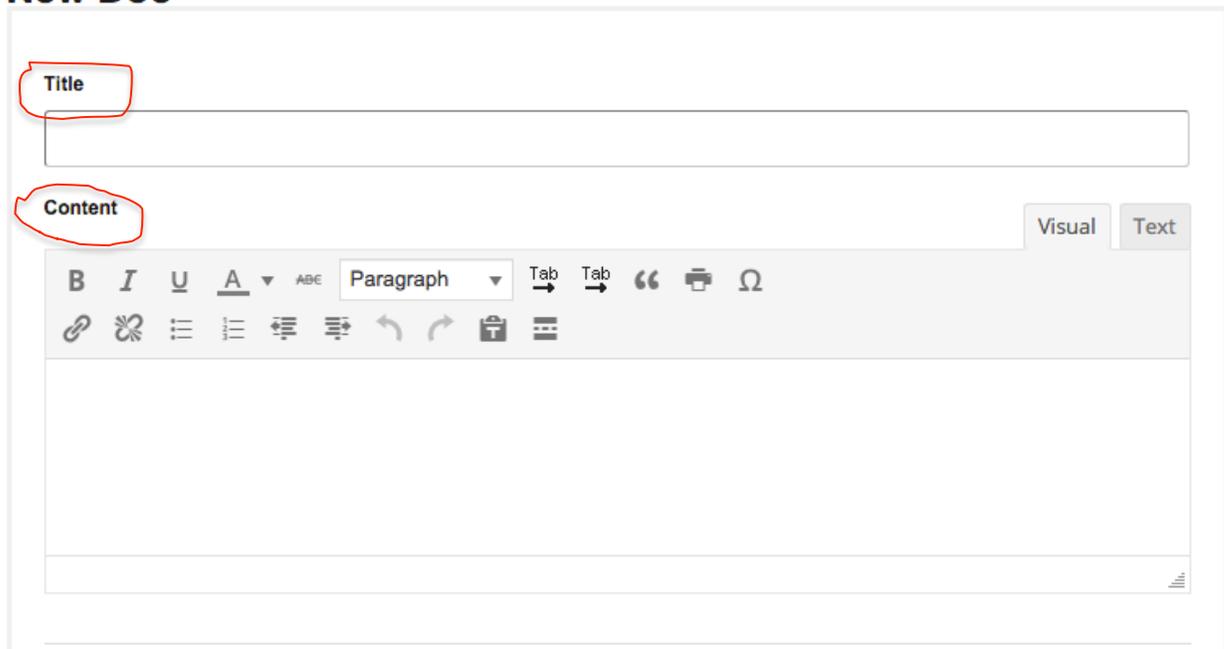

To submit your paper for peer comments:

1. Click the button on the right hand side: **Create New Doc**. The new page should be titled **New Doc**.

2. Type or cut and paste your paper title into the empty bar under **Title**.

3. Cut and paste the text of your paper into the larger box below **Content**.

4. You can use the icons on the dashboard (the images that look similar to what you see when you write in Word or another word processing application) to

change the appearance of your text. Experiment with this the first time you post your document: try bold, italic, and underline; try changing text colors, creating bulleted and numbered lists, and even the style (where you see "Paragraph," there is a drop down menu to change the size and formatting of headers and subtitles).
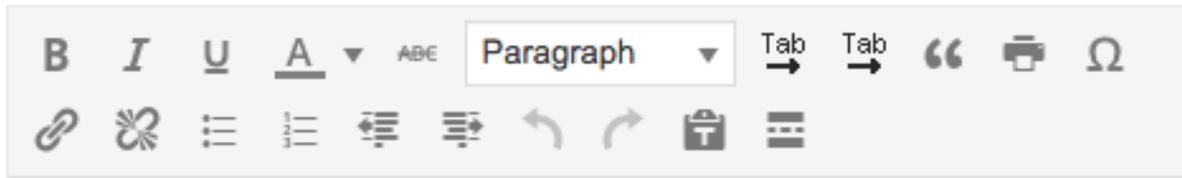
5. Now, move down the page to the next set of options. Where you see **Tags**, enter the following information, separated by commas, in the box: 1) *assignment name* (What If, for example); 2) *assignment type* (Narrative, for example); 3) *your last or family name*. Tags are a sorting tool; supplying the tags above will help you and your classmates find each other's documents more easily as the term progresses and the number of assignments increases.

6. You DO NOT HAVE TO ENTER anything for the **Parent** area. This is a feature that is used to link several documents together and show hierarchies.

7. Last two steps: Click on the little box next to "This is a minor edit (notifications will not be sent to subscribed group members)": this keeps you and your classmates from receiving multiple emails each time a change to the group is made.

☐ This is a minor edit (notifications will not be sent to subscribed group members)

8. Then, Click the **Save** button at the bottom of the page.

To comment on a classmate's paper:

1. Click on **Docs**, and you will see a page with the title **Docs List**. Further down the page, you will see a list of the assignments that your classmates have posted.
(the illustration shows a Docs List from Spring 2014: yours will be labeled differently)

Docs List

Docs allow you to create a collaboratively edited online document. Any group member can edit the document.
To upload files, see the Files area.

| All Docs | EDR 605 2014 Spring's Docs | | | | Create New Doc |

You are viewing all docs.
Filter by: Search   Tag

| Title	Author	Created	▽ Last Edited	Tags

2. Look for your assigned partner's name under **Author** (you can click on the underlined Author to see the assignments organized alphabetically by the author's last name. You can click on the author's name to see a list of assignments submitted by that author only). You can click on any of the list headers (**Title, Author, Created, Last Edited**) to reorganize the list for that category. Use the **Tags** column by clicking on any tag you see that reflects what you want to find. The list should reorganize to show assignments with that tag.

3. Click on the paper title so that you can read the assignment and begin to make comments.

4. Under the title, you will see three tabs: **Read**, **Edit**, and **History**. The **Read** tab lets you read the paper without changing the text. The **Edit** tab lets you edit (yes, something logical!) so that you or the author can make changes to the document. The **History** tab will show a list of the assignment versions by date. The **Restore** option on the right hand side will return the document to that version (be careful with this if you aren't sure you want to revert/go back to that form of the document).

Read   Edit   History
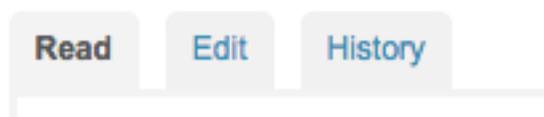
5. Click **Edit** and move down the page until you see **Content**. You can read the author's paper in the box below. You must insert your cursor into the box to scroll down; then you can use arrow keys, a touch pad, or a mouse to continue reading.

Content

6. When you are ready to make comments, insert your cursor at the point you want to start writing. Write your comment, and then highlight it and use the A option on the dashboard (you will see B, *I*, U, and then the A) to change the text color so that your comment can be seen as separate from the author's text.

Content
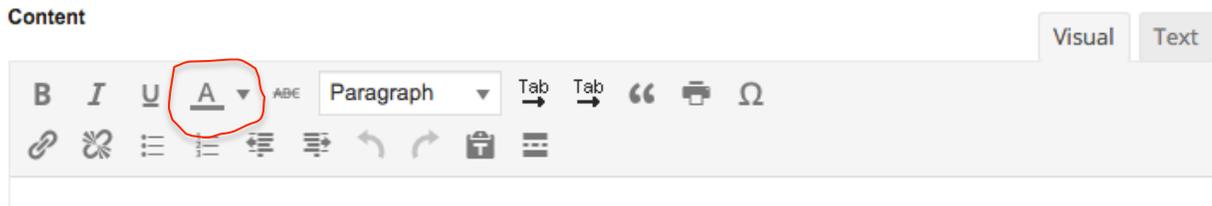
7. Follow Dr. Pinhasi-Vittorio's instructions on providing comments.

8. Last two steps: Click on the little box next to "This is a minor edit (notifications will not be sent to subscribed group members)": this keeps you and your classmates from receiving multiple emails each time a change to the group is made.

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9. When you are finished, click on the **Save** button at the bottom of the page.