

Collaboration on documents

- *students*



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This guide will give you a brief overview of, how to create a document in project rooms as well as course rooms.



1. Create document

You can create and collaborate on documents in projects as well as in courses in itslearning.

1.

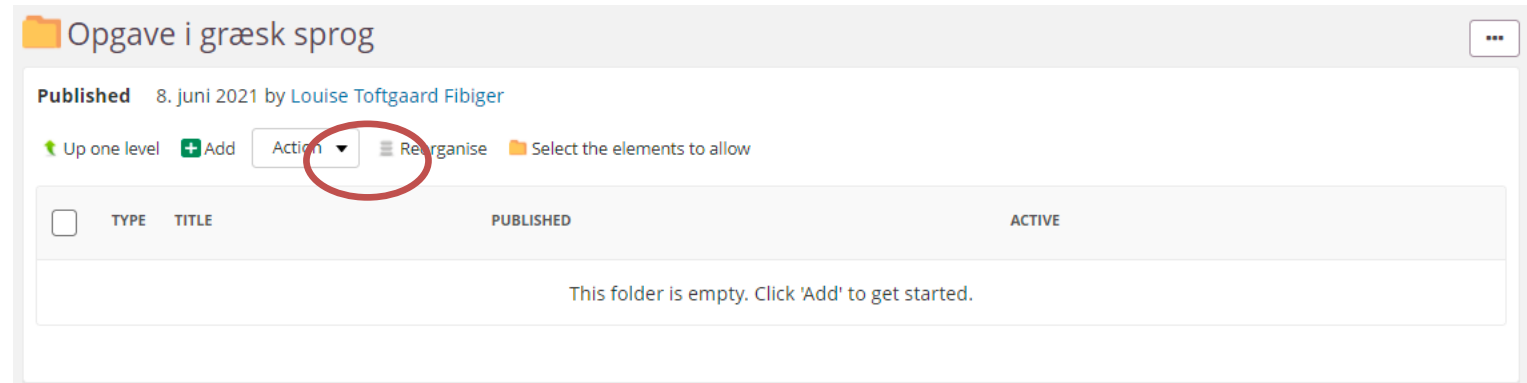
In a specific course you can create and collaborate on files in the folder 'Student files' – Collaborate (at the tab 'Resources') or in folders created by your lecturer for specific assignments and exercises.

2.

Click the tab 'Resources' and choose the folder in which you want to create a document.

3.

Choose 'Add'.



2. Types of documents

1.

In the window 'Resources' you can choose between different types of activities and documents.


If you choose Excel, Power Point or Word, the file is created using Microsoft online. This means that the file is not automatically saved on your computer, but available as an online file only, and you can collaborate on the file with your fellow students. This is the perfect alternative to eg. Google Docs and Dropbox because all of your fellow students and your lecturers can join.


2.


Choose the kind of document you want to create (you can create 'Discussions' and 'Surveys' as well).


Add element to folder - Opgave i græsk sprog


Resources


 **Folder**
Organise content to create a tidy course structure.


 **Excel**
Create new Excel document.

 **File or folder**
Upload files or folders from your computer.


 **Link**
Allows you to use links to show content on the Internet.


 **Note**
Create notes for simple texts or information.

 **PowerPoint**
Create new PowerPoint presentation.

 **Word**
Create new Word document.

Activities

 **Discussion**
Create a written, structured debate.

 **Survey**
Collect information from a group of respondents.

3. A title on the document

1. When creating a document, you must set a title.

2. Click 'Create'.

3. Now you can edit the document at the same time as your fellow students and you can provide feedback using the comment feature.

