

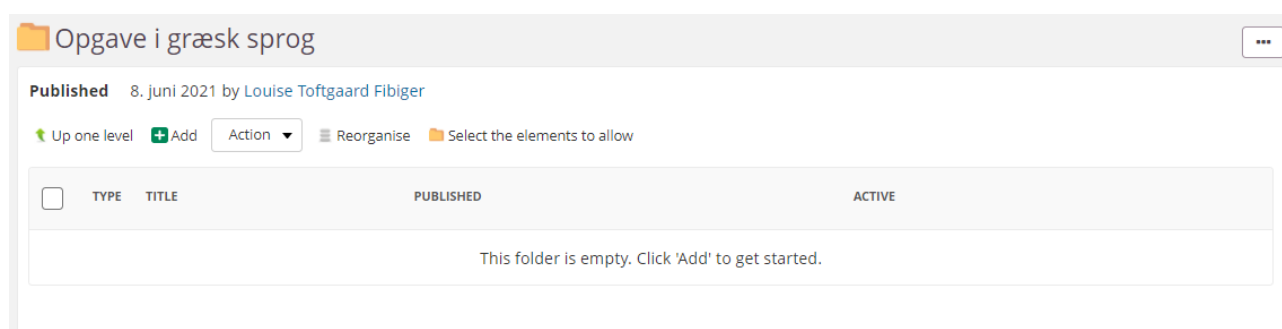
# Collaboration on documents

Target group: Students

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

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.

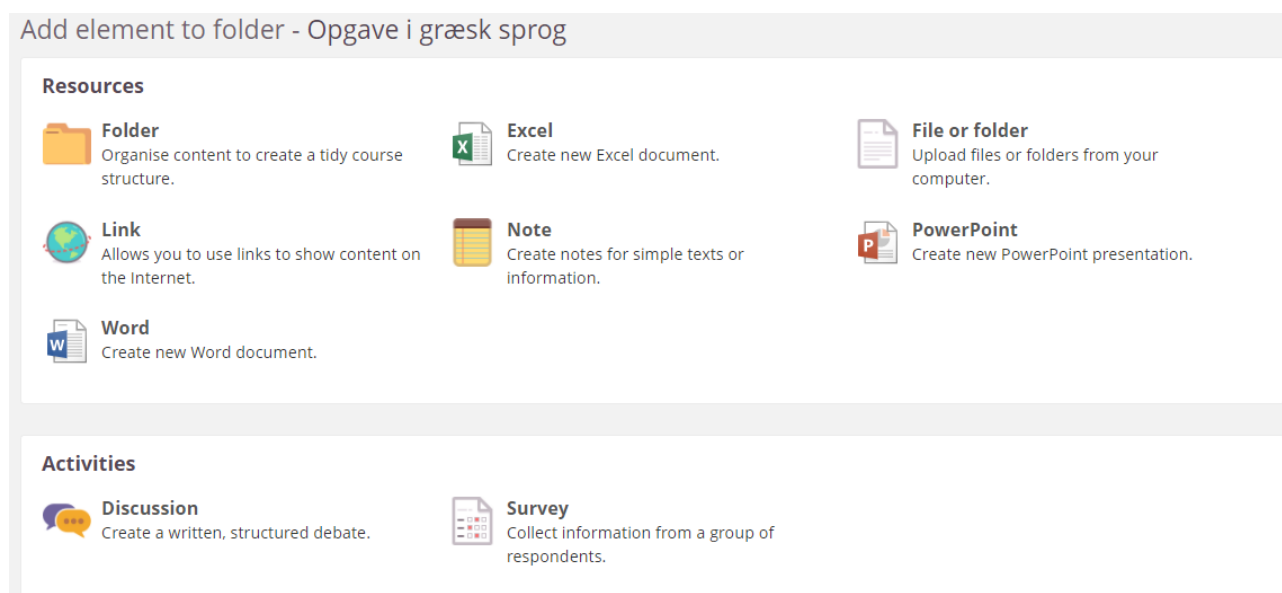
1. Click the tab *Resources* and choose the folder in which you want to create a document. Choose *Add*.



2. 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.

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



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



4. Click *Create*.

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