THE ROLE OF TEACHER AND STUDENT COOPERATION IN THE MODERN EDUCATIONAL PROCESS OF GOOGLE DOCS

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Annotation

Google Docs is one of the strongest tools for collaboration between teachers and students. Traditionally, collaboration can be achieved by attaching documents to emails or messengers sending them to partners. But with Google Docs, only one copy of the document will be available, which is automatically saved online. To collaborate, you must create a Google Document and invite teachers and students as partners. The owner of the document, that is, the teacher, must distribute the assignments to the students so that each student knows which part of the document they must contribute. This article aims to present Google Docs as a useful collaboration tool and what role it plays in organizing collaboration between teachers and students in modern learning.

Keywords: Google docs, e-learning, online collaboration, online writing, online meeting.

Introduction

Online collaboration is one of the options available for teachers and students to do their jobs. Its importance is highlighted by Prince (2011), Dekeyser, Watson (2006), Broin and Raftery (2011), Yang (2010), Ahmad Zamri Mansor (2011), Fawzi Fayez Ishtaiwaa, Ibtehal Mahmoud Aburezeq (2015), Kalianne L. Neumanna, Theodore Discussed by researchers such as J. Kopcha (2019), Murad Abdu Saeed Mohammed a, Musheer Abdulwahid AL-Jaberi (2021). There are many tools available for online collaboration, such as Google Docs, Zoho, Window Live, and more. In this article, I want to discuss what Google Docs can offer for teacher-student collaboration in the modern educational process.

Traditionally, collaborative work involving several authors is carried out via e-mail, platforms, messengers.

The traditional or online directions used in the learning process are serial and task distribution directions. I was very skeptical about the quality of online education and its impact on students. However, for good learning, students need to be in a collaborative environment where they can interact with their peers and teachers. Online education allows students and teachers to form a community.

Online education allows students to interact with their peers and teachers during periods of change, such as during the Covid 19 pandemic, when most countries closed their schools or higher education institutions and made it easier for students or teachers to study. allows communication without being ready to prepare the solution step-by-step. Often, teachers expected their students to be given assignments over the weekend. Students had to learn everything independently from one moment to the next, however, in the past, no attention was paid to self-management in school and higher education. There was little or no contact with students. Not surprisingly, students who experienced this approach were left alone and began to become depressed from the learning experience [2].

The problem with tradition is that students have to wait until the main author, i.e. the teacher, edits the material. The main author then had to wait until everyone had done their part, one doing the work and passing it on to the other. Online looks better because each co-author makes his or her contribution at the same time. The main author then combines the parts into a single document. The problem with this approach is that partners had to wait before they could see what others were doing.

Collaborate with Google's free services

The first question is, why Google Docs? The use of Google Docs is recommended by researchers such as Dekeyser and Watson (2006) because it does not require any configuration on the author's computer, supports simultaneous editing and multiple editors [1]. Broin and Raftery (2011) used Google Docs to support project-based learning. Yang (2010) used Google Docs to facilitate collaborative writing in English classroom practice. According to Wurzer (nd), Google Docs offers a unique feature where multiple authors can collaborate while writing, which is a real-time merger, meaning partners don't have to wait for others to finish their parts first. [1]

In Google docs, the document owner is the document creator. He may invite students to see the document. He or she can also work with students to invite them to edit the document.

Methods

The Google Docs program will be considered to explore how it can be used collaboratively by teachers and students [1]. Five methods were used to investigate the use of Google Docs:

a) Review the instructions provided by Google Docs,

b) Review training videos on working with Google Docs,

c) Review of literature and articles on how Google Docs is used by teachers and students,

d) View from Google Docs as a communication tool,

e) Experience using Google Docs.

When considering collaboration between teacher and students, two questions were raised, (1) the steps required to get started, and (2) the limitations that exist in Google Docs.

The following are the steps to start a teacher-student collaboration

To use Google Docs, one of the Google services, you need to have a Google account (email). That is:

Step 1. Create a Google Docs account

To create a Google account https://www.google.com/ we write to the browser. In the resulting browser window, select the following (Figure 1). And fill in the resulting registration form. However, it is better to create a Gmail mail account to use all Google tools, as this will automatically allow you to use Google Docs and other Google tools as well. The login and registration page is done as shown in Figure 2 below.
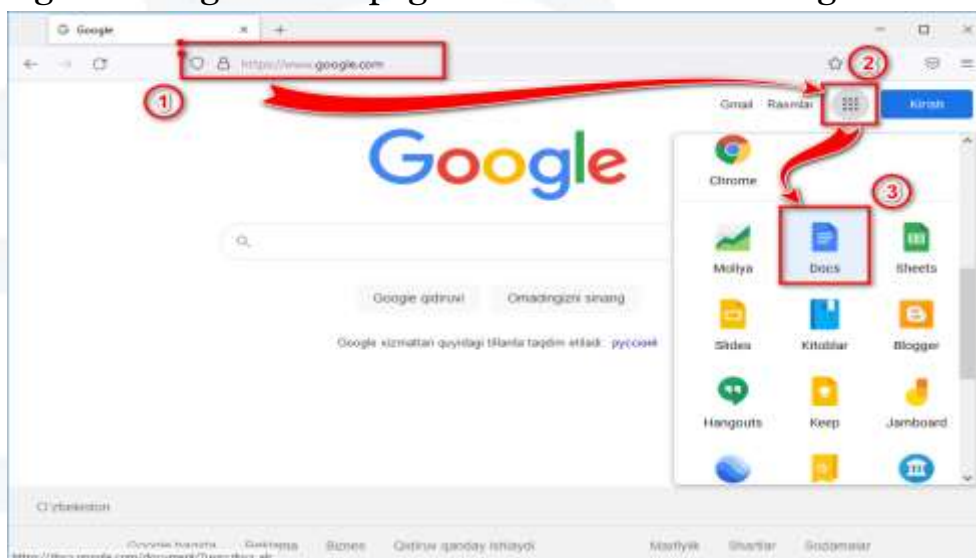
Figure 1. Google services.① browser https://www.google.com/ type and press the ENTER key on the keyboard. ② ⠿ - select this icon and from the generated context window ③ We choose Docs.
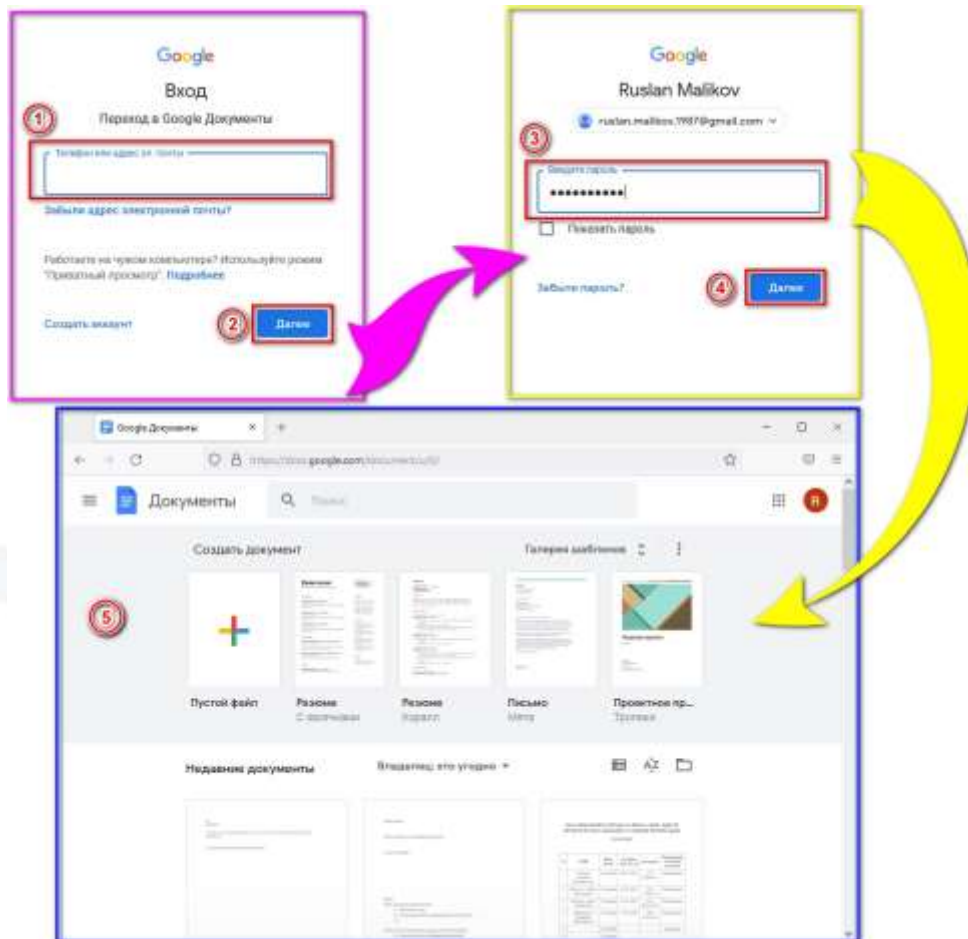

Figure 2. Google docs document. ① - enter Gmail, ② press the button, ③- enter the Gmail mail password, ④ press the button, ⑤ - Let's go to the mirror.

The homepage has hyperlinks that allow the user to view each of the Google Docs tools in more detail or watch videos. www.youtube.com can be learned by watching the site.

Step 2. Create your Google Docs document

From Figure 3 to create a document ① from the document creation section, ② select a blank file document, ③ The next step will open the resulting Google document window.
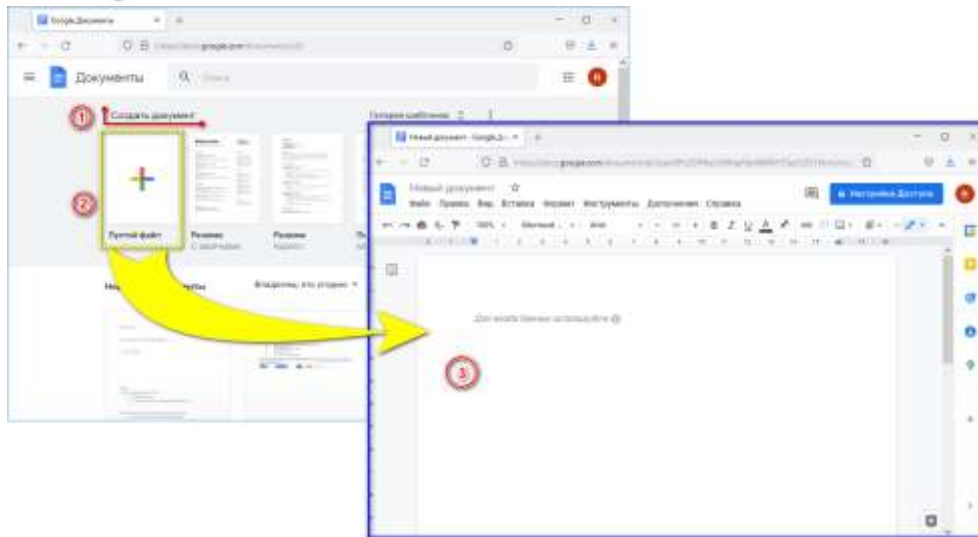
Figure 3. The process of creating a Google document file

An anonymous document appears when you select a document in the popup menu. An anonymous document in Figure 4 ① Move the mouse pointer to the section named Новый документ, left-click and give it a new name. The next step is to start writing. Since this collaboration involves multiple editors, it is recommended that a task be organized for them. How to organize a writing task? The question arises. To do this, first, create a table for your document.
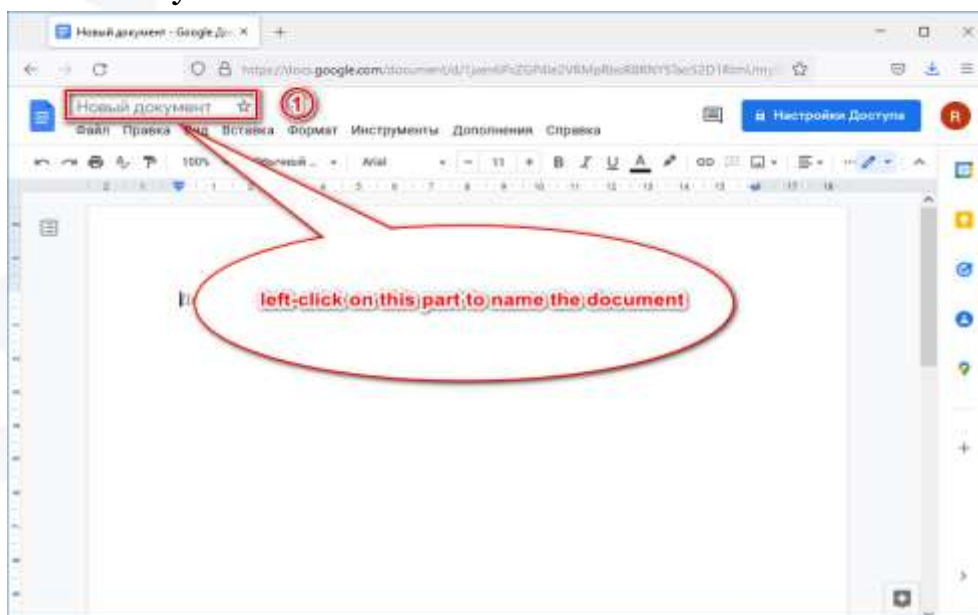

Figure 4. Name the Google document.

Create a table title in the following view:Table 1

№	Student's picture	Student's full name	Year of birth of the student	The direction you choose	Group	Residence address
1.						
2.						
3.						

After scheduling the schedule and assigning each editor an assignment, the document can look like this:
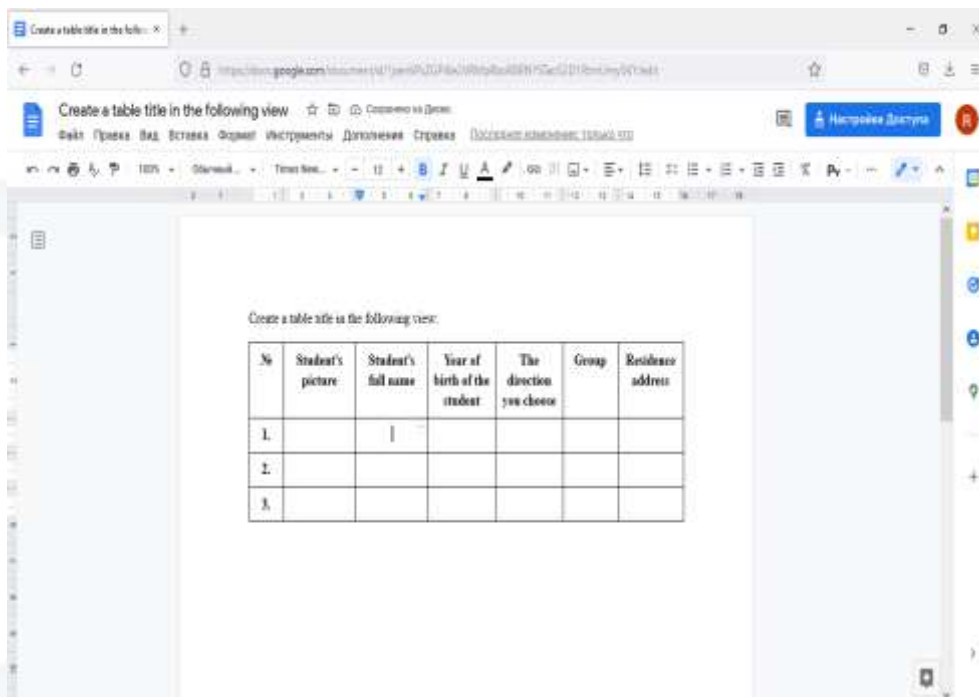

Figure 5. A Google document has been prepared

Step 3. Allow students to collaborate with the teacher

This step is to give students access to the document. In Figure 6 below ① Select the Настройки доступа button, ② the following window will open as a result. From this window, you can cooperate by sending an address to e-mail and other messengers.
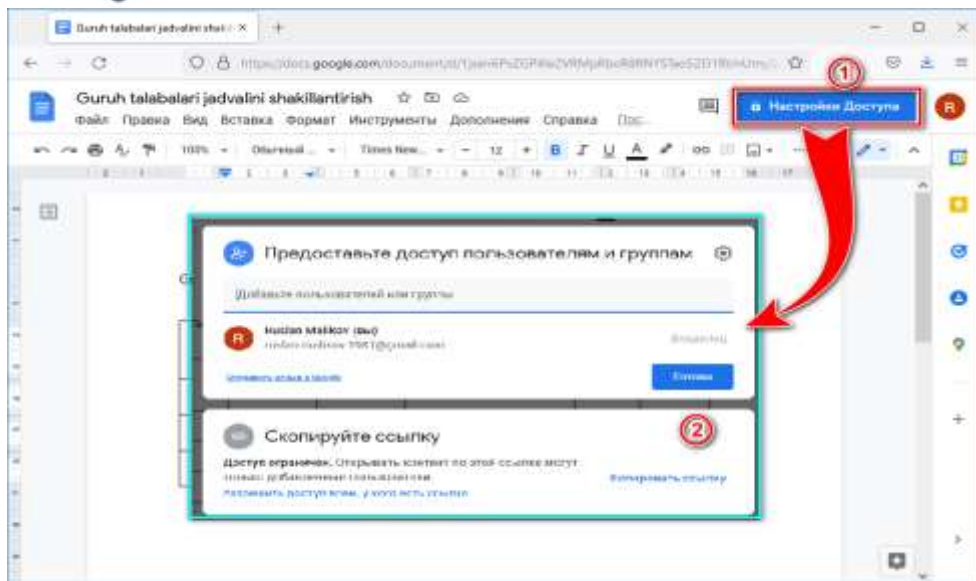
Figure 6. Allow window for partners

The first option requires you to write multiple emails to establish a collaboration using email. That is in Figure 7 ① left-click on the section, ② a list of emails appears and a group is created by selecting the desired email. Then, the edit section is selected.
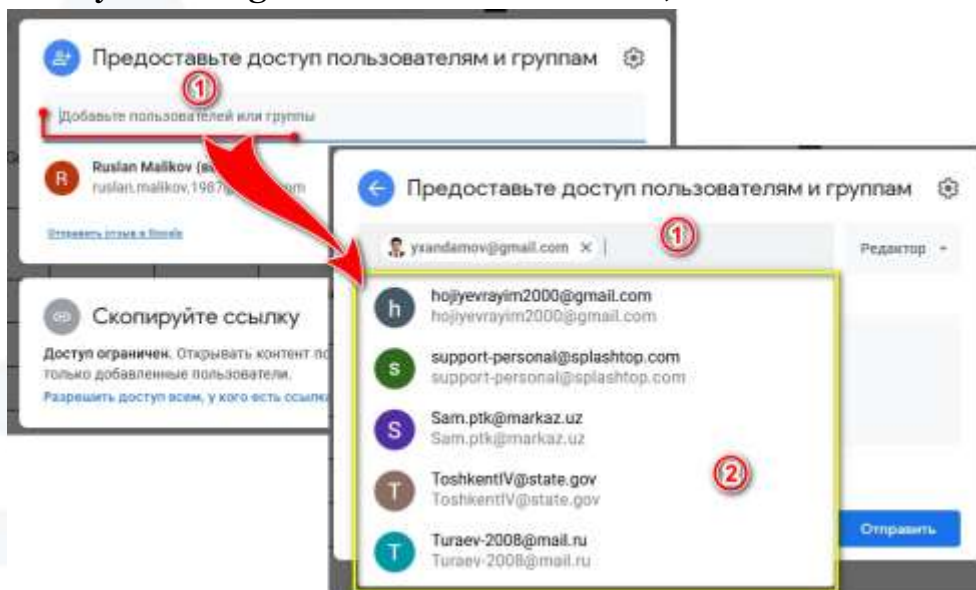

Figure 7. Add emails

The second option is done by dropping the address to the groups on the messengers. It is shown in Figure 8 below ① Разрешить доступ всем, у кого есть ссылка select the item, ② we choose Edit Редактор for all and ③ We can copy from the address by selecting the ③ Копировать ссылку. And we open one of the messengers and drop the address (Figure 9).
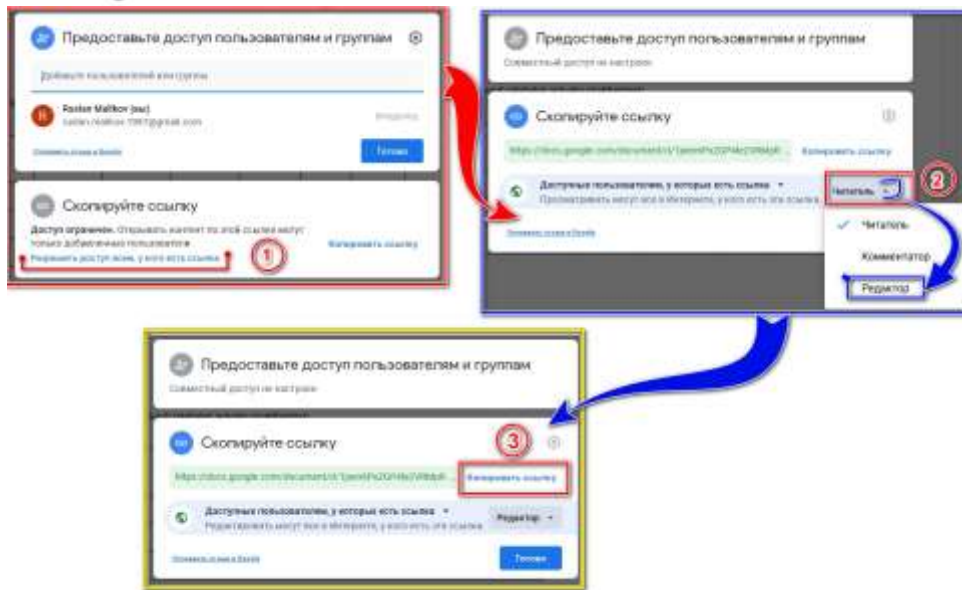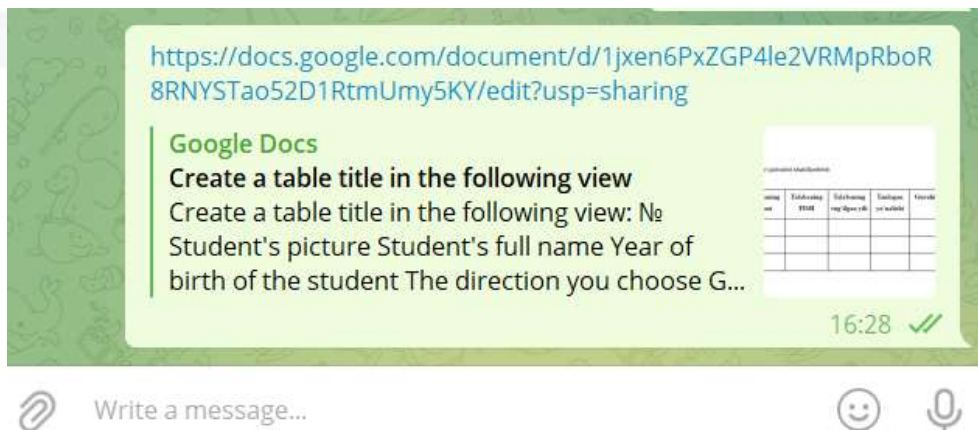
Figure 8. Allow groups

Figure 9. Throw the address to the group in the telegram.

The next step is to invite others. You can share them or collaborate with them. Collaboration means allowing students to edit a document.

Make sure each of the partners knows which section of the document the students should contribute to. Partners can edit the document anytime and anywhere as long as there is an internet connection. If partners are editing at the same time, you can easily see what they are writing. Each of the partners is identified by a colored flag as shown in Figure 10 below.
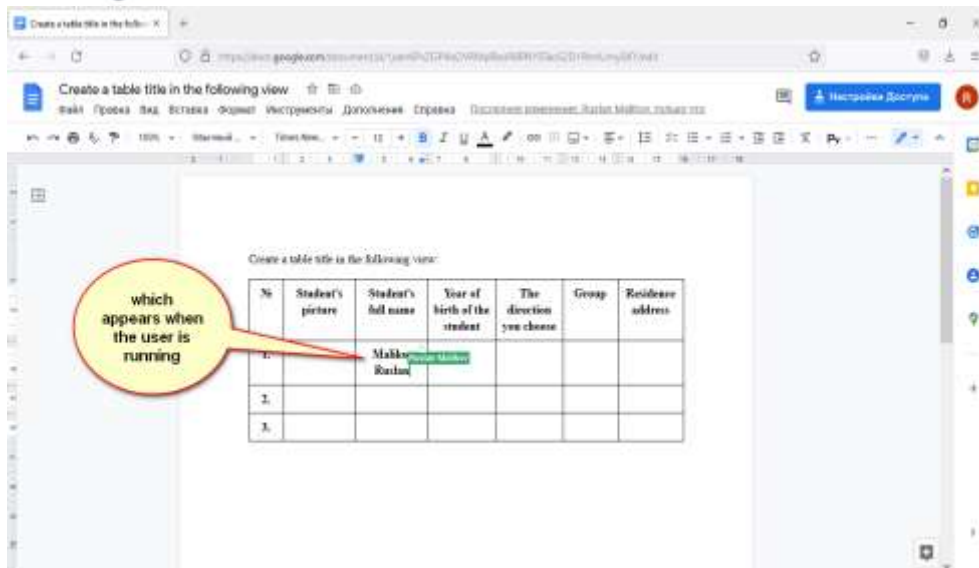
Figure 10. You can see who writes in the Google document.

As you write, you can collaborate with other students by clicking the arrow in the upper right. There is a chat room where you can ask questions or give feedback to other partners who are writing. This allows all teachers and students to work together, and multiple users can edit a single document at the same time.

The document can be downloaded in pdf, Word, Html and other formats as shown in the following figure:

Figure 11. Download the document.
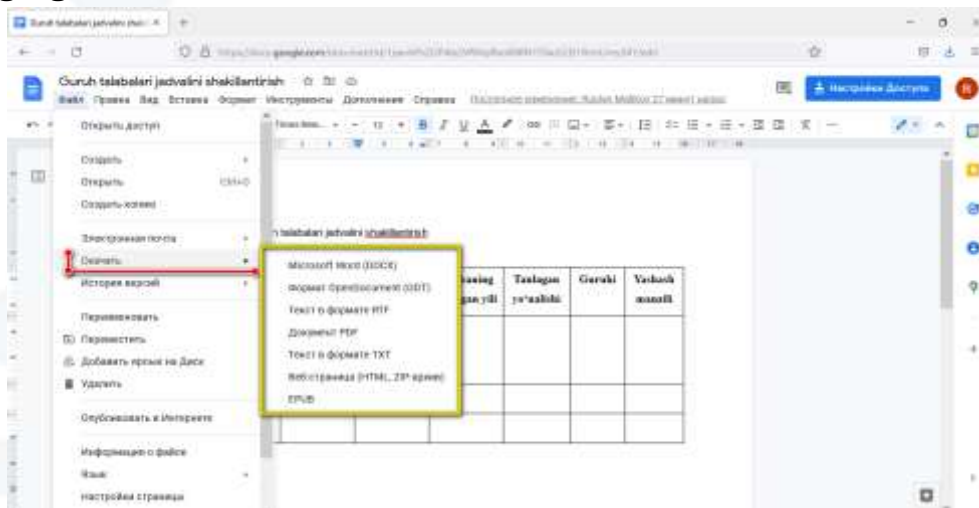
If you decide to save the document on your PC, download options are available. If the document is in Word format, you can now attach the document to your email and send it for publication.

If you want to share a document with others, it's best to invite them as a viewer. To do this, you just need to click on the blue "Allow" button and enter their emails in the "read" mode field.

Conclusion

To develop students' creative abilities, to encourage them to make non-standard solutions along with ready-made standard solutions to problems, to reveal students' inner feelings and encourage them to think logically, to compare them, to teach private analytical thinking, to form students' intellectual and intellectual qualities. Google docs are used to further develop the direction.

The advantage of using Google Docs is that you can edit, save and create documents through your web browser, even if you are not connected to the Internet. This can help you if you need to do any work while traveling. The changes you make will be saved and synchronized when you return online.

Google Docs is a useful collaboration tool that teachers and students can use. It offers a more effective means of collaboration through email and messengers. In addition to collaborating in writing multi-author papers, teachers can use Google Docs to monitor student research papers. To do this, you need to create a Google Docs document for each student, that is, for each group. Alternatively, you can ask your students to invite you to share a document to see how the recording goes.

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