How to encourage learner collaboration using Google docs

Make a collaborative and peer-correction template. Follow the instructions below.

INSTRUCTIONS
1. Open a new document in https://docs.google.com/document/u/0/
2. Give your document a title, e.g. **Writing and Peer Correction Template**
3. Next, write the subtitle "**For writing tasks:**" and copy and paste the instructions from the chat onto your google document.
4. Now, create another subtitle "**For peer correction:**" and copy and paste the next set of instructions from the chat.
5. Now click on '**insert**' → '**table**' and highlight 2 columns and the number of rows that you need to be able to insert the number of students you have in your class, i.e. 2x15 for a class of 30 students PLUS one title row.
6. Highlight the top row, right click with the mouse, scroll down the options and click on '**merge cells**'. Give this row a title, i.e. Study Buddy chart!
7. Now insert the names of your students. For this example, I have simply used Student 1, Student 2, etc.
8. Now place the cursor below the table. To insert extra pages, press **CTRL** and **ENTER** together.
9. For each page you create, add a student's name. This will become their personal writing space. Once you have written the student's name, highlight it, click on **insert →bookmark**. Repeat this process until you have a page for each student.
10. Now return to the initial page of your document, where you have the table. Highlight the name in the first row, right click and choose '**link**' or highlight and use the shortcut **CTRL**+**K**. Choose the corresponding name from the menu. Repeat this process for all your students.
11. If you want to facilitate students returning to the homepage of the document you can bookmark the title in the table on the homepage and then create a footnote starting at the bottom of the second page with the text 'Return to the Study Buddy page' and link the footnote to the title.