



Canvas Collaborations

The **Canvas Collaborations** enables **integration with Google Workspace** for collaborative work between instructors and students. Participants can contribute synchronously or asynchronously, making it easy to share ideas and complete group assignments.

Collaborations allow:

- Multiple users to work simultaneously on a shared Google document, spreadsheet, or presentation
- Real-time saving of changes, ensuring that updates made by any participant are instantly visible to all
- Instructors and students can create collaborations at both the course and group levels

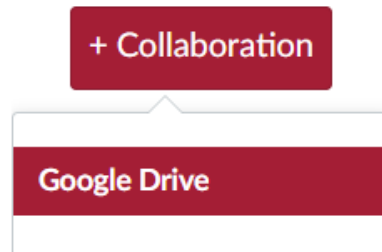
Collaboration ideas:

- Share bulleted lists or agendas to prepare students for upcoming class sessions
- Use a shared document as a text-based whiteboard for collaborative brainstorming and ongoing reference
- Assign group projects that allow students to work together in real time
- Track student progress and provide feedback as collaborative work evolves

Collaborations in Canvas:

1. First, check if authorization is accessible to the Google Account
2. Select **Collaborations** on Course Navigation

3. On the top right of the page, click the **+ Collaboration** button, then **Google Drive** on the down-drop menu



Next, select the Kind (A) drop-down menu and select the file type

4. In the **Name (B)** field, type in the assignment name
5. Under **Description (C)**, select People or Group
6. Select the **Submit (D)** button to complete

A screenshot of the Google Drive collaboration form. The form has a "Kind" dropdown menu set to "Document", a "Name" field with the text "Google Assignment #1", a "Description" section with "PEOPLE" and "GROUPS" tabs, and a "SUBMIT" button. Annotations A, B, C, and D are placed on the form: A points to the "Kind" dropdown, B points to the "Name" field, C points to the "Description" section, and D points to the "SUBMIT" button. A list of collaborators is shown on the right, including Shard Bishop, Sally Blevins, Jessica Doe, and Null Forae.

[Select here to learn more about collaborations](#)

[Type here]

DEPARTMENT OF
ONLINE AND DIGITAL LEARNING

FOX SCHOOL OF BUSINESS