Instructions for your Writing Commons Google Session

*Hello! These easy instructions will show you how to use your KSU Google account in a Writing Commons session. We will cover **uploading** a file to KSU google drive, **opening** a file as a google document, and **sharing** a document with your tutor. We recommend you read through this guide before your session, especially if you have not used your KSU google drive yet.*

Important Note: Your tutor will be chatting with you from his or her individual Writing Commons employee e-mail address that includes "**_stu@kent.edu**" or "**_gst@kent.edu**". **Note: This is not the writing@kent.edu email address.**

For the detailed instructions please scroll down

How to Upload a File to KSU Google Drive

1 **Click on the apps menu** located next to your account name at the top-right of the screen and select "Drive."
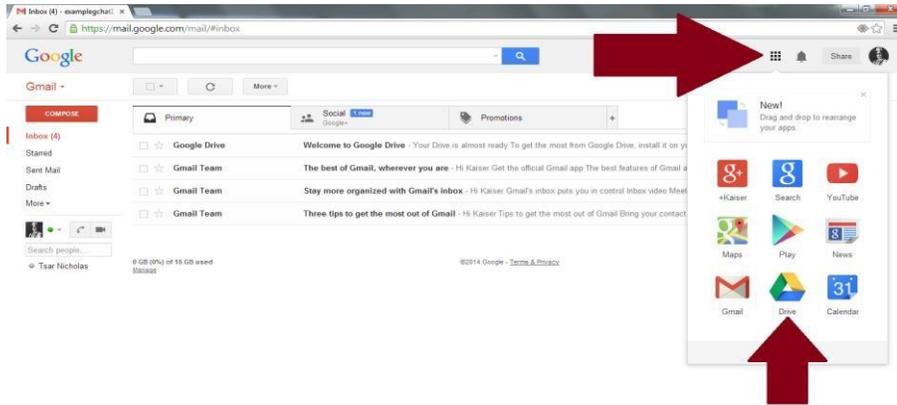
Google Drive will open in a new tab.

2 **Click the "upload" button** as shown in the figure below.

The upload button is a red box showing an upward- pointing arrow and is located next to the "Create" button, which is located near the top left of your screen.
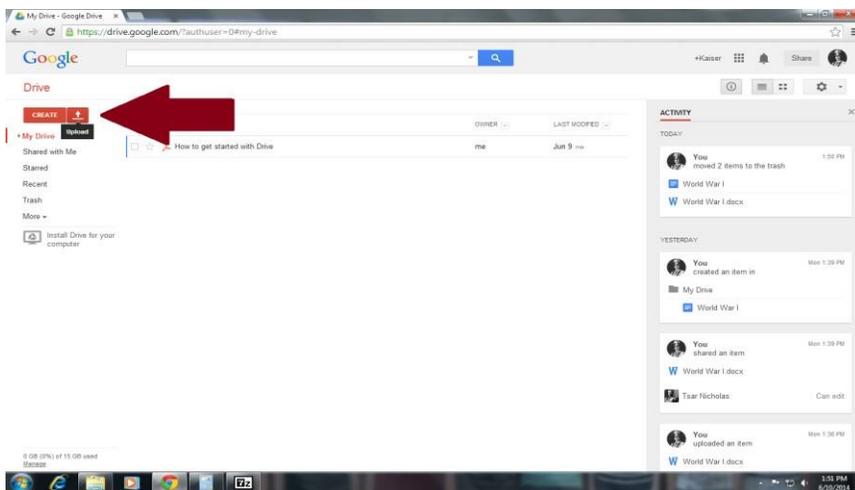
3 **Browse** for the file you wish to share with us, and **double-click to open** it.

How to Open a File as a Google Document

Files that are Google documents have icons that look like this.

Your file may have a different icon. For example, if your file is in Microsoft Word format, it will have an icon that looks like this:

In order for you and your tutor work together in your file, the file must be in Google doc format.

1 **Right click on the file**.

A context menu will open, offering you choices.

2 **Hover** the cursor over **"Open with"** in the context menu.

A new context menu will open, offering more choices.

3 **Select "Google Docs"** in the context menu, as shown below.
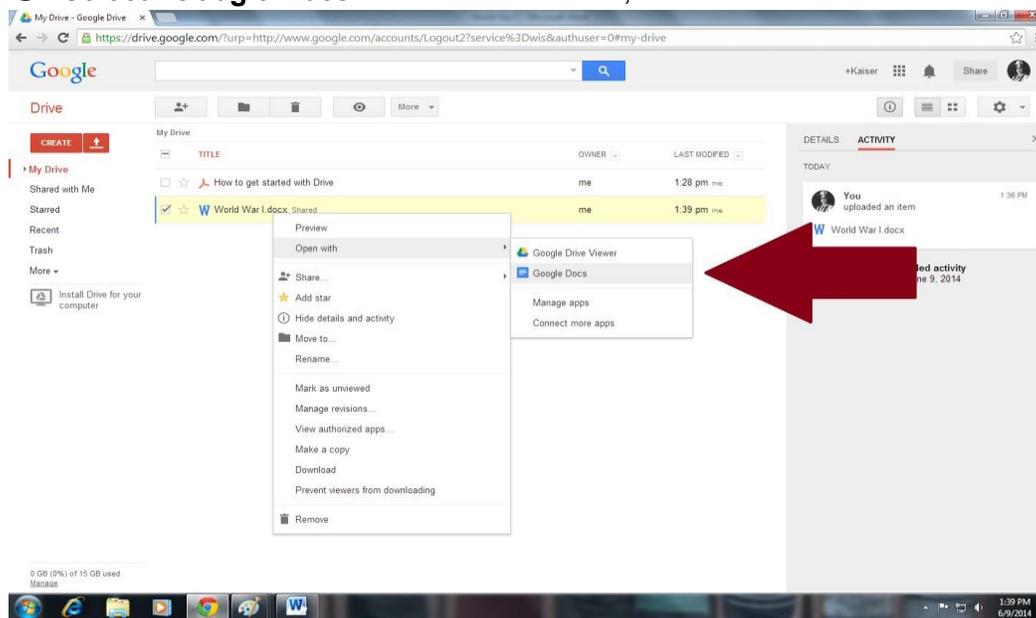

Figure 5, opening the file as a google doc.

The file will open in Google doc format.

Important Note: Opening a document as a Google doc creates a new, separate version of your file, distinct from your original, and the formatting may change in that new version. Check your new google doc to make sure your work appears as you intended it to before you share it with your tutor.
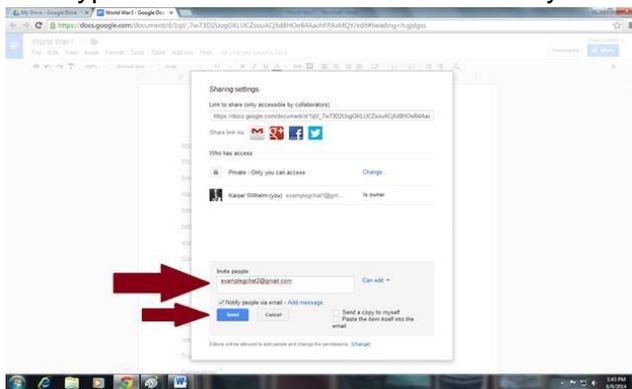
How to Share your Google Doc File with your Tutor

1 **Click** the blue **"Share"** box, located in the upper right corner of your screen, as shown below.

The "Sharing settings" box will appear.
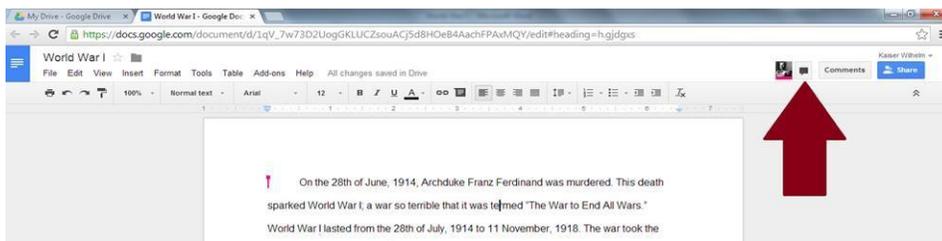
Figure 6, sharing the document.

2 Type in **the KSUWC e-mail address** your tutor provides you and **click "Send,"** as shown below.

As your tutor connects to the document, a chat box will appear near the top right of the screen.

Figure 7, adding the tutor's e-mail address, and clicking send.

3 Click the chat box to begin talking with your tutor, as shown below.

A chat dialog box will appear at the lower right of your screen

Figure 8, selecting the chat box.

From here you and your tutor can chat, comment, highlight, and type on the document at the same time. All changes are saved automatically.