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How do I create a Google Docs collaboration?

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[Version 11](#)

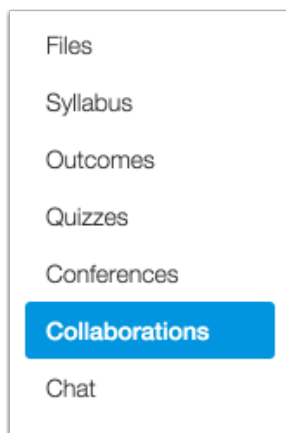
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You can start a new collaboration using Google Docs in Canvas. Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time. However, a Google file may be shared with up to 200 email addresses including viewers, commenters, and editors.

Notes:

- Each collaborator will need a Google account and will need to [connect Google Drive as a registered service in Canvas](#). If you are the owner of the collaboration, you will have to turn on the Share settings to allow people who have the link to edit the document.
- Google Apps for Education (integration with your school) works with Google Docs in Canvas. Please note, if your school email does not allow access to Google Docs, you will need to use a regular Google account (i.e. [example@gmail.com](#)).
- Email notifications for collaborations relate directly to the account used to connect to Google Drive. [Learn more about notifications](#).

Open Collaborations



In Course Navigation, click the **Collaborations** link.

Start a New Collaboration




Click the **Start a new collaboration** button.

Collaborate Using Google Docs

Start a New Collaboration

Collaborate using: Google Docs ▾

Google Docs is a great place to collaborate on a group project. It's like Microsoft Word, but lets you work together with others on the same file at the same time without having to email it around. 

Warning: you (and all your collaborators) will need a Google account in order to participate in any Google Docs collaborations.

Click the **Collaborate using** drop-down menu to use Google Docs for your new collaboration.

Note: Each collaborator will need a Google account and will need to [authorize Canvas](#) to access his or her Google account to use Google Docs to collaborate.

Create Collaboration Document

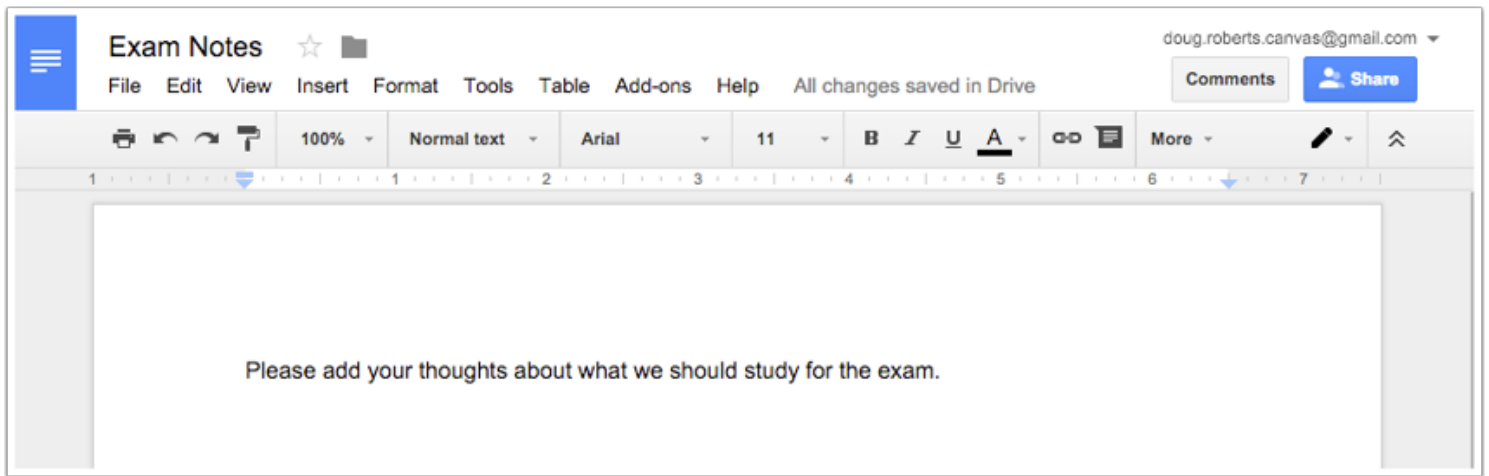
The screenshot shows the 'Collaborate With' dialog box in Google Docs. It features a 'Document name' field (1), a 'Description' field (2), and a 'Collaborate With' section (3). The 'Collaborate With' section has two tabs: 'People' and 'Groups'. Under the 'People' tab, there is a list of users: Jones, Bruce; Sanderson, Bill; Sanderson, Nora; Sanderson, Susan; and TA, Canvas. A dashed box highlights the list with the text: 'Click or tap a user or group in the left-hand column to add Collaborators.' At the bottom right, there are two buttons: 'Cancel' and 'Start Collaborating' (4).

To create a collaboration document using Google Docs, you will first need to name the document [1], create a description [2], and select collaborators [3]. By default, you can view the list of people in the course and can collaborate with individual or multiple users in the course. You can also click the Groups tab and collaborate with a group.

Click the **Start Collaborating** button [4].

Note: Google Docs allows you to add up to 50 users per collaboration, and all users can view and edit a document at the same time.

Edit Document



View the newly created document in a new browser window.

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