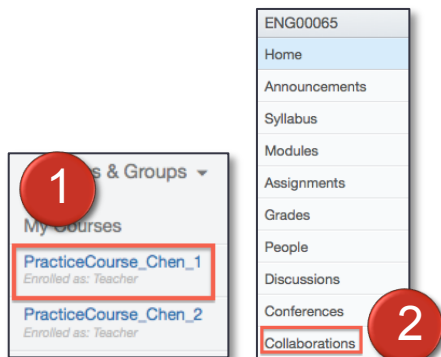


Collaborations: Start a Collaboration I

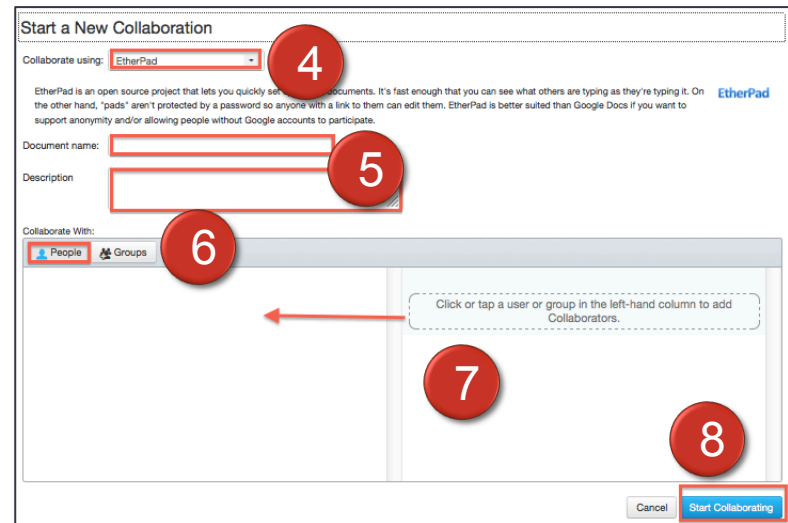
- In Collaborations, group members can work together with EtherPad and/or Google Doc at the same time. Especially, students don't need to set up an account with EtherPad, they are still able to view the document
- Step 1: Select the **Course** in the global navigation menu
- Step 2: Click on the **Collaborations** tab in the left navigation menu



- Step 3: Click on **Start a New Collaboration** button to start a collaboration

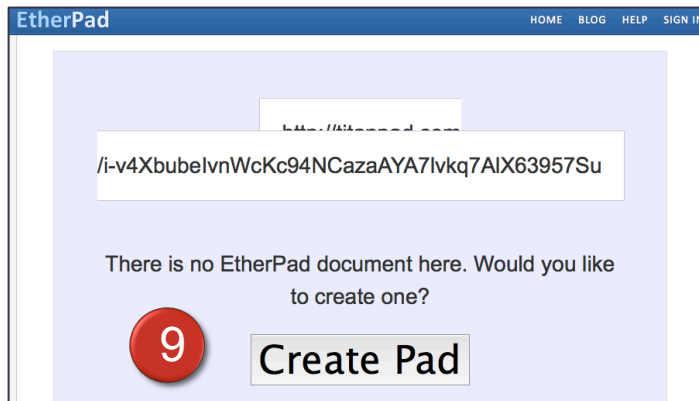


- Step 4: Choose the EtherPad to collaborate
- Step 5: Enter the description
- Step 6: Click on the **People** button to add the students as collaborators
- Step 7: Click on the student's name in the left-hand column, the student's name will be moved to the right-hand column as collaborators
- Step 8: Click on the **Start a Collaborating** button, and it will bring you to the **Create Pad** page



Collaboration: Start a Collaboration II

- Step 9: Click on the **Create Pad** button, the public pad will open



- Step 10: Now you can edit the **EtherPad Collaboration** with your group members

