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

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![Collaborations Steps Diagram](image-url)
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