

## Google Document Lab Reports

You will write a laboratory report for each of your laboratory exercises. These reports will be created and delivered through the Google Documents application (also called Google Drive), an online tool which allows you to write reports (including figures and tables), make simple drawings, and share your work with others. It is available online at the following URL.

<http://docs.google.com>

Create a free online Google Documents account for yourself for use in this course. (If you already have an account tied to an existing GMail account, you may of course use it for this purpose.)

You will obtain templates for each lab report that you write, one of two ways. You will either download a template lab report for each lab to share with your instructors, or your instructors will share each lab report with you. (If you are unsure which method your class will be using, please check with your instructors.)

### Method 1: Students download and share lab reports with instructors

Return to the GEAS project lab URL, click on the URL labeled “GoogleDoc report template” for each lab exercise, and save a copy of the report template to your own Google Documents account. This file will be stored for you remotely on a computer owned by Google, accessible through your Google Documents account from any computer with an internet connection.

For the first lab exercise this file will initially be called “Copy of Chapter01”; but go ahead and rename it for simplicity. Define a name by combining your last name and first name initial, followed by the phrase “.01” (to indicate that this is your first lab report). If your name is Cecilia Payne, for example, call your file “paynec.01,” keeping all letters lower case. This will help your instructors to keep track of your file in a sea of similar reports from other students. Double-click on the words “Copy of Chapter01” which appear in the upper-left corner of the screen to rename the file, and note that the file name listed on-screen will change accordingly.

To the right of the file name you will see a small image of a lock, and the words “private to only me.” Click on this phrase, and grant permission to your instructor(s) to both view and edit your file by typing their e-mail addresses into the text box labeled “add people” and selecting the phrase “can edit” to the right of the box. Make sure the box next to the phrase “send email notifications” is checked, so that your instructor(s) will know that you have done so. Instructors may have special e-mail addresses which they use just for this purpose (they might end in “@gmail.com”, rather than being standard university accounts), so be careful to use the exact address that they have given you for this purpose. Add their e-mail addresses now, so that they can verify that you have successfully set up your first lab report.

### Method 2: Instructors download and share lab reports with students

You will receive an email message (sent to the email address that you use when logging into Google Documents) from your instructors about a shared document. (It will usually contain

the text “I’ve shared an item with you”.) You should now be able to see and edit a new lab report template in your own Google Documents account (at docs.google.com). This file will be stored for you remotely on a computer owned by Google, accessible through your Google Documents account from any computer with an internet connection.

For the first lab exercise this file should be named by combining your last name and first name initial, followed by the phrase “\_01” (to indicate that this is your first lab report). If your name is Cecilia Payne, for example, your file should be called “paynec\_01,” keeping all letters lower case. This will help your instructors to keep track of your file in a sea of similar reports from other students.

As soon as you see a new lab report, click on its name to edit it, and replace the words “Firstname Lastname” at the top of page 1 with your own first and last name. This will tell you and your instructors that you have received and can edit the file.

You will be writing text, and adding figures and tables of data, within this lab report. As your instructor(s) are also able to read and to edit it, they will be able to respond to what you write, and to leave you comments in the file. Start working on your report early during each lab exercise, so that you have a chance to interact with your instructors about your presentation and results, and can improve them before your lab exercise receives a final grade.

One nice feature of the Google Documents system is that it saves copies of your files as they evolve, and so if you make a mistake and delete something important, you can use the built-in archival system to recover it.