

# Collaborations in Canvas

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## Overview

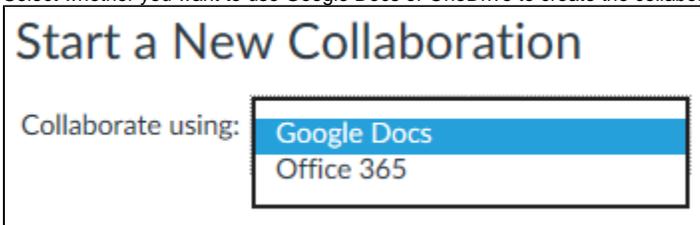
Canvas' collaborations tab allows teachers and students to invite each other to edit shared documents, either through Google Docs or OneDrive. Collaborations can be used to facilitate group projects, create study guides, or brainstorm ideas.

## Setting up a Collaboration

1. From the Collaborations tab of your course, select 'Start a New Collaboration'.



2. Select whether you want to use Google Docs or OneDrive to create the collaboration.

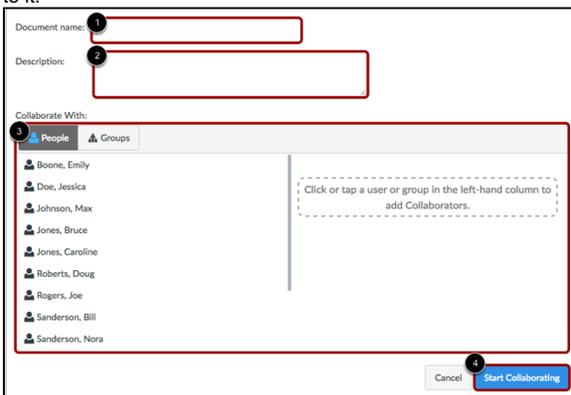


## Google Docs

Each collaborator will need to have a Google account and authorize Canvas to access this account before they are able to collaborate.

It is possible to **create a Google Docs collaboration** as an instructor. Below we will go over the basics.

1. Name the document, write a description, and add collaborators to it.



2. The new collaborative document will appear in a new window.

## OneDrive

Each collaborator will need to have a OneDrive account before they are able to collaborate. However, all students will an institutional email address (@spu.edu) should already have an account.

It is possible to **create a OneDrive collaboration** as an instructor. Below we will go over the key points.

1. Name the document and write a description.
2. You will be redirected to the People tab. Select the names (or groups) you want to collaborate on the document.



3. Hit Save.
4. View your collaboration and begin editing the document.

## Additional Resources

- [Canvas Groups](#)
- [Canvas Profile Pictures](#)
- [Canvas Quiz Logs](#)
- [Collaborations in Canvas](#)

- [Contact Students through Canvas](#)
- [Discussions in Canvas](#)
- [Enrolling Users in a Course](#)
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