Collaborations: Start a Collaboration

- 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 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.

![Diagram of the Collaborations process](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