The creation and editing of tools and resources is used to generate documents and to use the learning activity in instrumental or research purposes, such as guides, questionnaires, activity texts, overviews, presentation, reports, etc. It also facilitates collaborative work and dual or shared use of resources between students and teachers.

It can entail the use of the following tools:

- Text documents, used in writing or writing texts on specific purposes, with different roles and structures and with different objectives, such as writing projects, performing assignments, guiding guidelines or producing research reports, producing articles, etc.
- Graphics and images resources, such as image graphs and other graphic resources with different structers, such as submitting an assignment or project, drawing a process, creating a diagram, etc.
- Learning Processes Team eLearn Center
- Learning Processes Team eLearn Center
- Google Suite
- Google Sites Spreadsheets Forms

How do we do it?

5. Define the tool or resource that we will use to create or edit.
6. Choose the most suitable application and create the document.
7. Select users who will talk to the editing and review.
8. Assign permissions. editing or administration permits for the participants.
9. Edit the document, performing the tasks corresponding to their role.
10. Add and answer comments about the edited content.

Remember that...

Both students and teachers can create cloud documents in Google Docs or Google Sheets, which is how to create them become their own resource and are responsible for them.

By enabling the options to share or make a document public, we, or the owner of the document's content, can share it with people who do not need to have a Google account to view it. This can also happen if you send a file to someone via e-mail and you lose the link. This can reach unrelated people with whom we did not intend to share this information. This can also happen if you share a document with someone who does not have a Google account or if you share a document with someone who does not have a Google account.

If a document is being edited collaboratively, assigning roles permits for this.

The documents that we do not want to be identifiable by everyone who has access to them. Accordingly, it would be useful to include information in the file names such as the course code, a concise title that refers to the content, and identifying each document by the name of the author who has created it and who is responsible for them.

If documents are shared with people who do not have an e-mail address with the UOC domain, it is important to check whether the content we are preparing can be made public outside of the University's work environment.

If documents are shared with people who do not have access to G Suite or do not have an email address with the UOC domain, it is important to check whether the content we are preparing can be made public outside of the University's work environment.

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Information of G Suite for the affiliated teaching staff, such as creating assessment activities, developing questionnaires to direct previous knowledge, identifying pertinent content or creating documents for specific groups within the university community, etc.

1. How do we define it?
2. How do we use it?
3. How do we do it?

Things that we can do

To test documents, we will create or write texts that refer to specific purposes, with different roles and structures with different objectives, such as writing projects, performing assignments, guiding guidelines or producing a research report, producing articles, etc.

- Graphics and images resources, such as image graphs and other graphic resources with different structures, such as submitting an assignment or project, drawing a process, creating a diagram, etc.
- Learning Processes Team eLearn Center
- Learning Processes Team eLearn Center
- Google Suite
- Google Sites Spreadsheets Forms

How do we use it?

- Choose the most suitable application and create the document.
- Select users who will talk to the editing and review.
- Assign permissions. editing or administration permits for the participants.
- Edit the document, performing the tasks corresponding to their role.
- Add and answer comments about the edited content.