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# Cloud work space



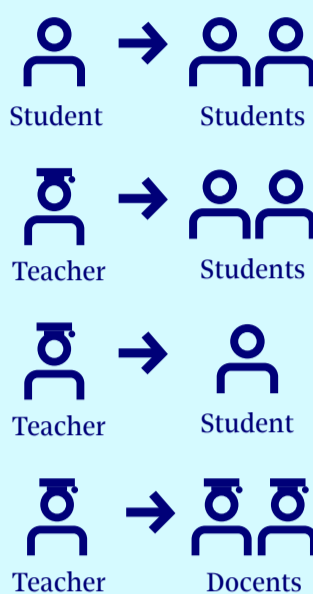
This is a cloud computing environment that enables different types of folders and documents (texts, presentations, images, spreadsheets, etc) to be created and shared among several users. The associated office automation applications enable documents to be edited both individually and simultaneously among several users. Users can also share comments, track versions and export the documents to other formats (PDF, Word, PPT, etc). The person who creates the space owns it and can invite other users and assign them viewing, editing or administration permits. They can even generate a link to the folders or documents so that they can be accessed via internet and assigned their privileges.

The cloud work space fosters participation and contributes to developing teamwork abilities, joint decision-making and collaborative knowledge building between students and teachers.

It can entail use of the following tools:



## Who do we use it with?



## How do we do it?



1. Defines or decides the purpose (teaching use).
2. Creates the folder or document to be edited or shared.
3. Invites the corresponding participants to the folder or document.
4. Assigns viewing, editing or administration permits to the participants.
5. Takes part in collaborative work with the tasks that correspond to his or her role.



1. Access the shared folder or folders.
2. View, create and modify shared documents.
3. Take part in organizing the content in accordance with their role.
4. Add comments to the shared documents in accordance with their role and the permits assigned to them.

## Things that we can do

### ➤ Individual work.

Personal use consisting of both students and teachers can store and edit their own documents for different purposes within the learning activity.

### ➤ Informal group work between students.

Several students store and edit documents that are shared with other students for different purposes within the learning activity.

### ➤ Formal group work between students.

Collaborative learning experiences, allowing the work

space to be organization and have the dynamics related with different methodologies, such as PBL (project-based learning), case studies, group assignments, etc.

### ➤ Project (Final Bachelor's Degree Project and Final Master's Degree Project) and thesis supervision.

Students share different parts and versions of their thesis or final degree project with their tutor or thesis supervisor in order to obtain personalized feedback, advice and guidance in the form of comments or amendments throughout the creation process.

### ➤ Practicum management and monitoring.

The people involved in performance of a practicum

(the University's tutor, the external organization's tutor, supervisors and the student performing the internship) share the student's outputs (blogs, report versions, outputs about the student's professional activity, etc), and also methodological, educational and administrative documentation.

### ➤ Collaborative work by teaching staff.

Groups and teaching staff work together with different purposes, for example, UOC faculty with affiliated teaching staff to create new courses, research professors who generate a paper within a research group, deans and UOC faculty who work together in designing programmes, etc.



## Remember that...

- Both students and teachers can create a cloud work space at any time, but whoever creates it becomes its owner and is responsible for running it.
- Before managing access to other people's folders and files, particularly as regards the assignment of permits, detailed knowledge is required about Drive's behaviour with respect to these functions.
- By enabling the options to share or make a document public, we lose control of the document's content, which can even reach unrelated people with whom we did not intend to share this information. Remember that the privileges assigned to a folder are inherited by all the files and new folders we create inside it.
- If we give permits to the users with whom we have shared the space to invite other people, we lose control of access to its content.
- We should avoid distributing sensitive data, documentation or learning resources without appropriate permits and licences. If documents and folders are shared with people who do not have an e-mail address with the UOC domain, it is important to check first whether the information can be made public outside of the University's work environment.
- If the cloud work space is used for collaborative work, we must explicitly state the purpose for which we are carrying out this work, assign roles and tasks, share basic operating rules and organize the folders well; these are aspects that improve the work group's efficiency and functioning, particularly in the informal spaces where there is no previously stipulated organization.
- The work space must be readily identifiable by everyone who has access to it, and it must be placed in the teaching context in which it has been generated. Accordingly, information such as the course code, an acronym for its title and the semester in which the activity was begun, the name of the bachelor's degree or master's degree to which it belongs and, especially, the name that identifies the working group must be present in the folder and file structure that we create. For example: Group 1 Project M1.330 Interfaces Bachelor's Degree in Multimedia 2019-2.

## Other uses it can be combined with

- Videoconferencing
- Groups
- Creating and editing tools and resources
- Time planning and management

## More information

[Google Suite. A best practices website on the use of Google apps created for the affiliated teaching staff.](#)

[Product-driven learning. Advice, guides and other resources for using G Suite in the work place.](#)



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