Group Exercise Activity: Collaborative Platforms Using Google Drive or Dropbox

---

Objective:

The goal of this activity is for participants to practice **real-time collaboration** using cloud-based platforms like **Google Drive** or **Dropbox**. Participants will experience firsthand how to share, edit, and comment on documents, as well as manage access control within a team environment.

Duration:

30-45 minutes

Materials Needed:

1. **Laptops or Tablets** for each participant (with access to Google Drive or Dropbox).

2. **Internet Access** to collaborate in real-time.

3. **Pre-prepared template document** for each group to work on (optional).

Instructions:

1. **Form Groups**:

   o Divide participants into groups of **3-5**.

   o Assign each group to either **Google Drive** or **Dropbox** (or let them choose).

2. **Group Task**:
   Each group will perform the following tasks using their assigned platform:

Step 1: Create a Shared Document or File:

   o One participant should create a document or file in Google Drive or Dropbox and share it with the rest of the group members by adjusting the sharing permissions to "edit" or "comment."

Step 2: Collaborative Editing:

- o As a group, each participant should add their input or contributions to the shared document in real-time.

- o They should practice commenting, making edits, and resolving feedback within the document.

Step 3: Role Assignment (Optional):

- o Assign roles such as Editor, Reviewer, and Commenter. Each participant will focus on different aspects of the document (e.g., writing, editing, and leaving feedback).

3. **Content Creation Example** (Optional):
   The group can collaborate on:

   - o Writing a short blog post.

   - o Creating a presentation slide.

   - o Editing a shared spreadsheet.

4. **Observe Real-Time Collaboration**:

   - o Watch how changes are made in real-time, how feedback is provided, and how multiple people can work on the same document simultaneously.

   - o Practice version control if needed by restoring a previous version of the document (optional step).

Discussion & Key Takeaways (15-20 minutes):

After the group exercise, reconvene and have a **group discussion**. Ask participants to reflect on the following questions:

1. **Challenges**:

   - o What difficulties did you face in sharing and collaborating on the document?

   - o Were there any technical issues in managing permissions or syncing files?

2. **Benefits**:

   - o How did real-time collaboration improve the efficiency of your work?

     o   How easy was it to give and receive feedback using the commenting and editing features?

3. **Application**:

     o   How can you apply cloud-based collaboration in your current or future projects?

Key Takeaways for the Group:

1. **Real-Time Updates**:
   Teams can collaborate efficiently without waiting for version updates or email exchanges.

2. **Remote Access**:
   Cloud platforms allow for seamless collaboration regardless of team members' geographic locations.

3. **Version Control**:
   Cloud-based tools track changes and allow users to restore previous versions, ensuring data integrity.

Expected Outcomes:

- Participants will gain hands-on experience using **Google Drive** or **Dropbox** for team collaboration.

- They will better understand how cloud-based tools facilitate efficient communication and file management.

- Participants will reflect on the benefits and challenges of using collaborative platforms in their own professional settings.