

Teachers

- Create a folder inside Student Work folder for class
- Create a TitanPad for each student/group or guide students through creating individual TitanPad
 - If using as group Jigsaw, enter headings or assign a line number to begin on
 - Move links into Student Work class folder
 - Rename each link by student's name and project (recommend for easier access)
- Determine writing objective, prompt, & topic
- Design writing task
 - setting (social or academic)
 - audience
 - tasks/roles/procedures for peer editing
- Be aware of clear color coding
- When task is complete, export document in desired format

Students

- Access Student Work folder and assigned TitanPad
- Type in name on assigned TitanPad
- Complete assigned writing task
- Access Student Work folder and assigned TitanPad for editing and revising
- Type in name on assigned TitanPad for review
- Use the "Chat" to offer feedback