

You can distribute a shared document to the entire class or separate documents to each table so that learners can work collaboratively within the Engageli classroom. Learners will be able to see and edit documents directly on the Engageli screen. This is great for brainstorming sessions, in-class group assignments, worksheets, or presentation preparation.

Note: This feature is best used for files that you want learners to edit together in class. You must set the sharing permissions to “Anyone can edit”. If you wish to simply share notes, presentations, or other files with the class, it is best to upload the file in the Chat or a whiteboard.

Class Document and Table Documents

You can distribute two kinds of documents in Engageli: a class document or table documents.

- A **class document** opens one file for the entire class to view and edit directly on the Engageli screen.
- A **table document** opens individual documents for each table. You can have the same file open or different files for different tables.

For either a class document or separate table documents, you can share the following types of files:

- Google Documents, Sheets, and Slides
- Microsoft 365 Word, Excel, and Powerpoint

Note: Microsoft 365 files open within Engageli in view-only mode. For editing, the files will open in a new tab.

Distribute Documents in Class

You can distribute documents in class without any prior setup.

1. Start your class.
2. When you are ready to distribute the documents, click the Present button at the bottom of the screen (Browser).
3. Select either Distribute Doc from Classroom activities if you are distributing one document to the whole class or Distribute Docs from Table activities if you are distributing individual documents to each table.

4. For a classroom doc, paste the link to the file you want to share and then click the Share button.
5. For table documents, select the set of files you want to share if you added them to the Admin Portal before class, or click the plus sign to add the links.

Note: You must add links for each table, even if it’s the same file for each table.

Pro tip! Save time by adding table document links to the Admin Portal before class. Add them in the Table Documents section.

6. Learners will then see the document you have shared and be able to edit directly on the documents.

You can change the links to be shared at any point during the class.

When you are ready to collect the documents, click Stop or Collect Docs. After clicking, learners will no longer be able to see or edit the document.

