

## Work Collaboratively

1. See other viewers by looking at top right corner of document
2. See where they are writing by looking for their insertion cursor
3. Hover over cursor to see the name of the editor

The screenshot shows a web-based document editor interface. At the top right, a blue status bar displays '1. jeff and 1 other are viewing'. The document content includes a title 'Name of Lesson: Outbreak', 'Grade Level: 10', and 'Subject: Social Studies'. Under the heading 'Overview and Purpose:', there is a paragraph of text: 'As the world confronts global health problems such as epidemics or pandemics, involve your students in an authentic lesson that will increase their understanding of health related issues and give them the tools to make informed decisions about their own health and the health of their schools and communities.' Two red arrows point to the text: one points to the word 'understanding' (labeled '3.') and the other points to the end of the sentence (labeled '2.'). The interface also features a menu bar with 'Insert', 'Format', 'Tools', 'Table', and 'Help', and a toolbar with various editing icons.