the ONE project

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The ONE Meeting Project

Virtual **TOOLKIT**

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IMPRINT

Attribution
Content contained herein should be attributed as follows:

IO1

Duart, J., Lopez L., & Febrer, N. (2021). The Business Case for ONE Meeting Projects in Europe. (Research Report IO1, Version 1.1). Barcelona: The ONE Meeting Project. https://www.theprojectone.eu/

IO2

Uotinen, V., Kananen, P., Hamill, C., & Kelly, K. (2022). The ONE Meeting Project. Virtual Toolkit. (Toolkit 102, Version 1.1). Jyväskylä: The ONE Meeting Project. https://www.theprojectone.eu/

IO3

Cendon, E., MÖrth, A., Royo, C., & Wietrich, J. (2022). The All-You-Need-To-Know Guide to Running ONE Meeting Projects. Guide IO3, Version 1.1). Hagen, Barcelona: The ONE Meeting Project. https://www.theprojectone.eu/

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Introduction to the ONE Meeting Project

To date, face-to-face transnational partner meetings have been a key component of EU project collaboration in Higher Education. Yet as the scale of the climate crisis becomes evident and EU and national governments adopt more ambitious environmental goals towards a climate neutral EU by 2050, we can no longer ignore the environmental impact of our European project work. We need to find alternatives for face-to-face meetings by utilizing digital collaboration technologies.

The objective of the ONE Meeting Project is to support Higher Education Institutions and other project partners in transitioning to a new model of cooperation that hinges on meeting face-to-face just once during the lifetime of a project. We acknowledge the benefits of face-to-face meetings, but our aim is to strengthen the ability of Project Managers and Staff to engage in productive virtual collaboration, so as to reduce the travel and related environmental impact.

The ONE Meeting Methodology favours a more dynamic and digital form of collaboration which is real-time and teamwork oriented. By making the most of existing digital collaborative tools, we strive to increase the levels of inclusion, knowledge exchange and institutional capacity-building that transnational education projects can achieve.

ONE Meeting project outputs are designed to enrich virtual collaboration:

1.   The Business Case for ONE-meeting projects

A high profile report with supporting materials that explore the environmental issues relating to transnational travel and present the significant reduction of CO_2 as a result of introducing more virtual/remote meetings

2.   ONE Virtual Toolkit

An easy-to-use collection of virtual tools categorized according to needs of transnational projects.

3.   All-you-need-to-know Guide to Running ONE-meeting projects

A practical guide presenting a step-by-step strategy for converting projects into an "ONE meeting only" format.

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WHO IS THE VIRTUAL TOOLKIT FOR?

- European Project Managers
- European Project Officers
- European Project Administrators
- Higher Education Institutions leadership – Heads of Department, Faculty Heads, Deans
- Higher Education Stakeholders at national level – Erasmus+ national agencies
- European Commission (EC) departments, European education associations etc.

The six tool categories of the Virtual Toolkit

Virtual Toolkit features 23 digital tools and practical guidance on how to use them. The selection of tools is described in Methodological Note. Other tools are available in each of the categories, but the ones we have selected represent an excellent starting point for any project manager interested in improving their own digital competency.

01 Project Management Tools

These are digital aids to assist an individual or team to effectively organize work and manage projects and tasks.

02 Collaboration and File Sharing Tools

These tools enable people involved in a common task to collaborate, share and co-author digital files through cloud computing.

03 Research Tools

These tools can be used for collecting, analysing, sharing and collaborating on research-based tasks.

04 Meeting and Webinar Tools

These include tools for digital meetings and tools for running seminars or training events online.

05 Polling, Presentation and Animating Tools

These tools use the power of visual storytelling to present and animate ideas and concepts incorporating text, video and graphics.

06 Digital Content Creation Tools

These tools enable users to simply and quickly create digital content for the needs of the project.

HOW TO USE OUR VIRTUAL TOOLKIT

Our toolkit is designed to help you learn any of our top 23 tools in less than 1 hour.

Virtual Toolkit follows a simple 4 step approach...

STEP 01

"IN A NUTSHELL"

At a glance, decide if this tool sounds right for you.

STEP 02

LEARNING FROM OTHERS

Sometimes the best way to learn is to see a practical example. We have collated some of the best online case studies to help you to get a good flavour of how other Project Managers and Educators are using the tool.

STEP 03

ADVANTAGES + DISADVANTAGES

Outlining the pros and cons of any tool is important. We have collated feedback from project experts who have helped us by their insight into how effective they feel these tools are.

STEP 04

GETTING STARTED

Register online and get started with whichever tool you feel best suits your needs!

> *What are you waiting for?*
> *Go ahead and pick your*
> *first tool to learn...*

01 | PROJECT MANAGEMENT TOOLS

monday.com

monday.com is a visual and intuitive tool offering multiple project management features to boost collaboration:

- **Project monitoring**: monday.com allows task allocation and time tracking in the format before listing formats, Gantt charts, or Kanban boards – giving you a global overview of your project's progress.
- **Communication and interactions**: you can comment tasks and mention your teammates, but also upload and attach any files they may need.
- **monday.com** can be complemented with integration of other project management apps offering new features such as Slack, Google Drive, Gmail, Google Calendar, Jira, GitHub, Trello, Dropbox, Typeform, etc.

Monday.com is highly customisable and let you adapt your boards to your preferences and favoured project methodology. You can create as many boards as you wish and choose the level of detail you want to work with.

LEARN FROM OTHERS

Watch this video to learn how to use **monday.com** for project management. Interesting, motivational and only 4 minutes watch time!

CLICK TO WATCH & LEARN

General Data Protection Regulation
GDPR
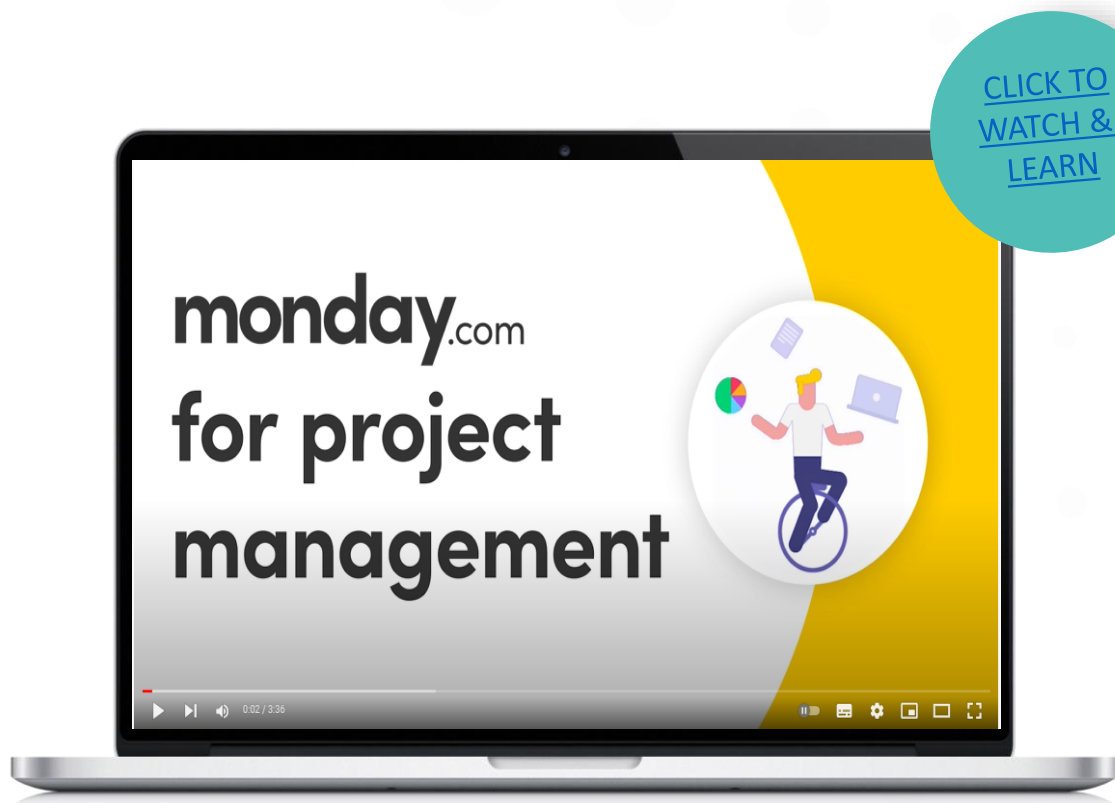
ADVANTAGES

- **monday.com** is intuitive and easy to use
- Visual tool is very useful for project monitoring
- Templates built into the system
- Highly customisable
- Many additional features are available through integration

DISADVANTAGES

- Paid plan to access necessary main features
- No chat or online meeting possibilities
- No file storage options

> "
> *I used Monday.com to monitor my work in projects. It is very easy to use and highly customisable. It includes all functionalities you may expect from a project management tool. Even though Monday.com is not free, it offers discounts to NGOs and educational institutions, which is valuable!*
> *Julie Wietrich, project officer, eucen*
> "

GETTING STARTED WITH MONDAY

Now that you have had a good introduction to **monday.com** – why not test it out for yourself?

https://monday.com/

CLICK TO SIGN UP & START
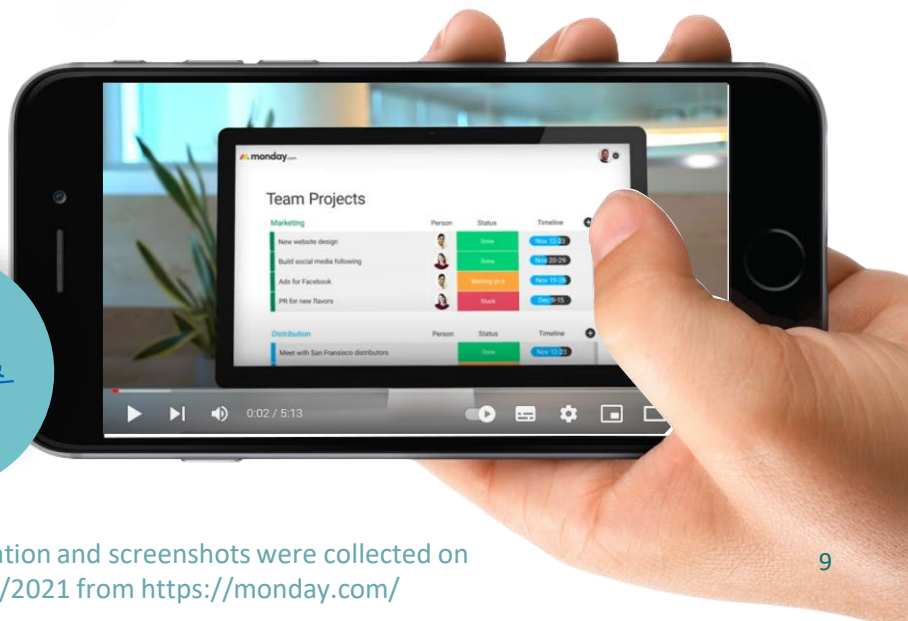
MICROSOFT TEAMS

Microsoft Teams offers several communication features such as videoconferencing, private chat, conversation threads and mentions, document storage or collaborative writing, and can therefore replace numerous project management and communication tools. Microsoft Teams also offers a task monitoring and time tracking tool, which can be particularly useful for project management. The platform allows you to organise your work by creating different Teams for each project, each of them being subdivided into channels.

Thanks to these many features, Microsoft Teams facilitates remote working and online collaboration and can be easily used to replace a variety of tools.

Microsoft Teams comes with two different plans: a free version and a paid one included in the Microsoft 365 suite. The free version is comprising most of the features mentioned above such as unlimited chat messages, and audio and video calls. However, it has a maximum users limit up to 300 and the file storage is limited.

Microsoft Teams belongs to the larger product family of Microsoft 365. Microsoft 365 provides users with the basic productivity applications necessary to get work done in the modern enterprise. It includes applications like Word, Excel, Outlook, PowerPoint, OneNote, and OneDrive, just to name a few. To learn more about Microsoft 365, click here!

LEARN FROM OTHERS

We collected and created some case study videos that will give you further insight into Microsoft Teams and how it can be utilised. Click below to watch and learn.

Microsoft Teams is for everyone

Whether it's chat, calls, or video, anyone can engage at any time, bringing everyone closer.

Your docs, photos, videos, chat history, and meeting notes are always there, so it's easier to work together.

Set up your team's space with all the apps you need so you can stay in just one place instead of jumping around.

Home >

Work >

School >

CLICK TO WATCH & LEARN

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ADVANTAGES

- Many functionalities: **Microsoft teams** can replace a variety of tools
- Rich communication features
- Good for online collaboration and remote working
- Easy to use
- Free plan including many functionalities
- Currently many organisations use this system already

DISADVANTAGES

- Limited monitoring possibilities – task and time tracking is not very intuitive
- Limited customisation possibilities

> *For me Teams is an extremely useful tool. I use it everyday as a means to organise the communication with my colleagues. The features I mostly use are the individual and working groups chats and (video)calls as well as some integrations, such as with my favourite to-dos application.*
> **Gemma Valls, Financial Manager, eucen**

GETTING STARTED WITH MICROSOFT TEAMS

Now that you have had a good introduction into Microsoft Teams – why not test it out for yourself?

CLICK TO SIGN UP & START

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The information and screenshots were collected on 09/07/2021 from https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software

Nextcloud

Nextcloud is a free and open-source collaboration platform. It is also a self-hosted platform, which means that the data is stored on a server managed by the cloud owner, therefore ensuring security and compliance.

Nextcloud hub integrates the three key Nextcloud products: Files, Talk and Groupware into a single platform facilitating online collaboration:

- Nextcloud Files is a file storage and file sharing tool, which also allows communication through comments or collaborative writing. Files can be accessed on desktop, mobile or web.

- Nextcloud Talk is a communication tool offering calls, chats and videoconferencing features via web or mobile interfaces.

- Nextcloud Groupware includes a calendar, task monitoring and time tracking tool (in list view or Kanban).

- Nextcloud also allows the creation of polls and forms that can be shared without limitations. The data collected is kept on Nextcloud and can be analysed easily in the form of graphs.

Nextcloud could also be considered a Collaboration and File Sharing Tool

LEARN FROM OTHERS

Watch this video to learn more about **Nextcloud**'s functionalities.

CLICK TO WATCH & LEARN

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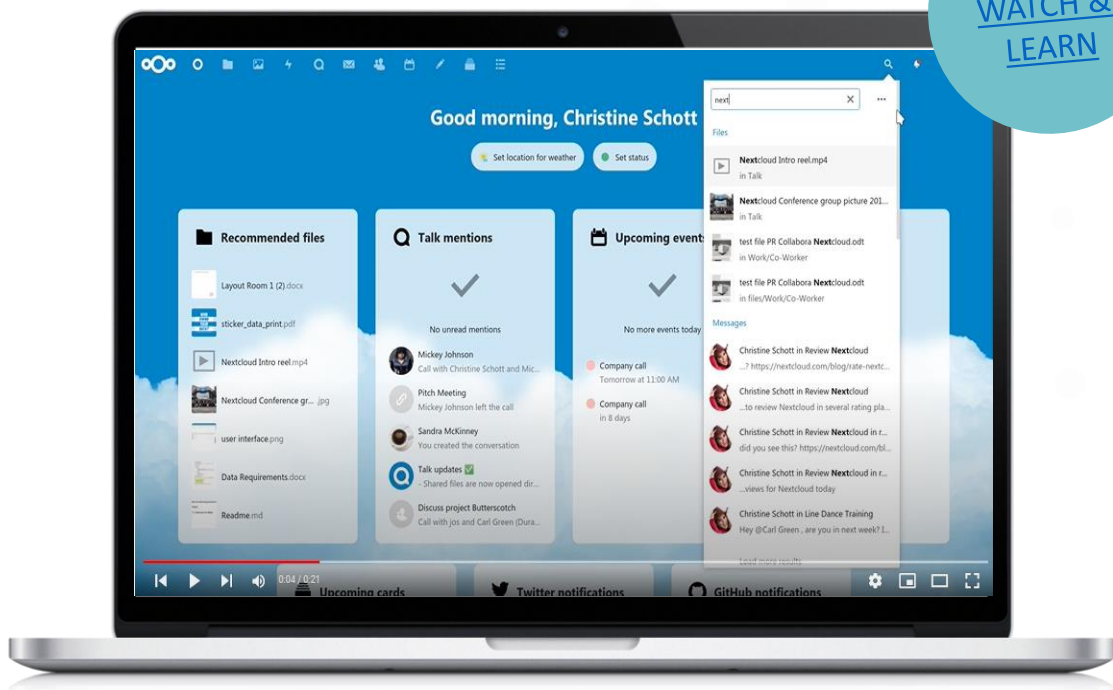
ADVANTAGES

- Nextcloud is a free and open source
- Self-hosted tool
- Focus on privacy and security
- Includes many functionalities
- Offers a desktop app for file storage
- Highly customisable
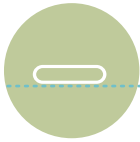
DISADVANTAGES

- Need technical skills to be set up
- Not very intuitive or easy to use
- Not the management platform mainly used by organisations

> *Nextcloud is a versatile tool that can be useful in project management and also in other fields, thanks to its rich plugin ecosystem. The fact that it can be self hosted and expanded at will makes it really interesting and worth your while, especially if you want control over your data.*
> **Andrea Mangiatordi, Researcher, Università degli Studi di Milano Bicocca**

GETTING STARTED WITH NEXTCLOUD

Now that you have had a good introduction to **Nextcloud** – why not test it out for yourself?

https://nextcloud.com/signup/

CLICK TO
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02

COLLABORATION AND FILE SHARING TOOLS

Google Drive

Google Drive is a cloud storage service that integrates a powerful, real-time office automation suite (previously called Google Docs). Files can be uploaded to Drive via the web interface or through dedicated mobile apps. A desktop app exists, which has changed name and functions more than once in the past. At the present day, it is possible to sync all Google Drive files on a Desktop computer, using the "File Stream" mode: documents stay on the cloud until they are opened. At that point, they get automatically downloaded and synced. Google Drive allows collaboration in real time on different types of documents (text, spreadsheets, presentations) and allows the creation of forms.

Google Drive can be used for free alongside a Gmail account (with a total 15GB allotment). Paid plans are available, varying from increased storage space to collaboration options like the one provided by Google Workspace plans.

Google Drive could also be considered a Project Management Tool.

LEARN FROM OTHERS

In this video you can learn a lot about Google Drive features and how to utilise them. The tutorial provides a handy chapters list you can use to explore specific functions.

[CLICK TO WATCH & LEARN]

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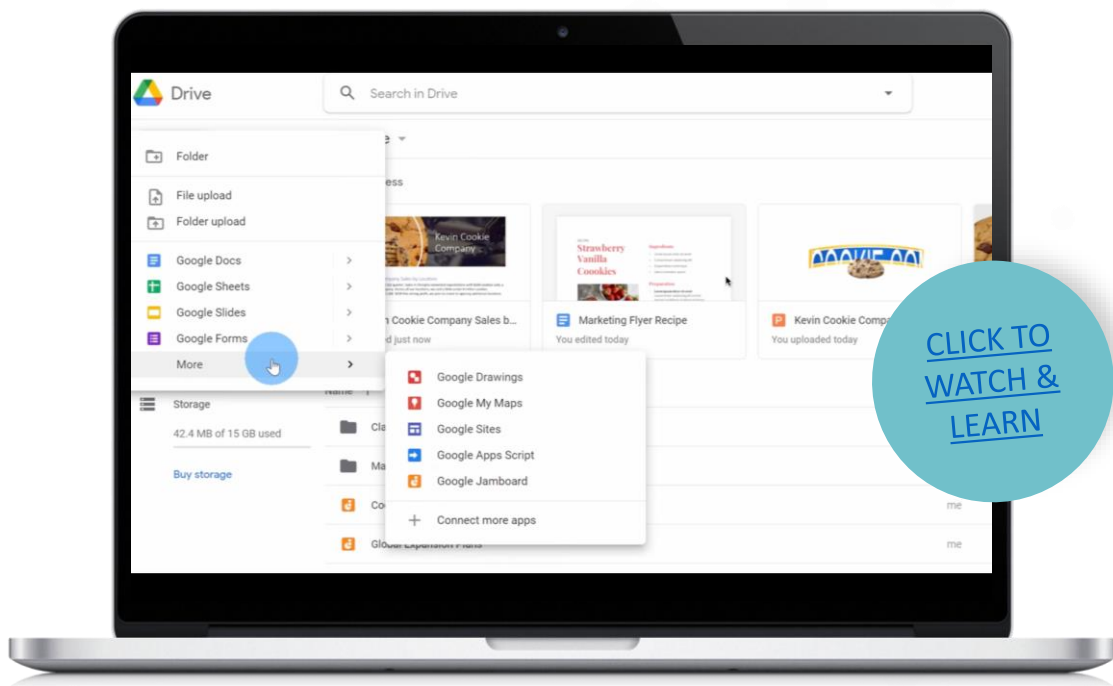
ADVANTAGES

- Google Drive is a very powerful and versatile tool
- It relates to several applications and services provided by Google Workspace (such as Google Keep, Google Jamboard, Google Classroom, etc.)
- It has some nice "hidden features", like OCR for document images or dictation for text documents
- Ad hoc collaboration spaces (shared drives) can be created

DISADVANTAGES

- Desktop apps are not very well known and pure web interaction can be less than optimal

> "We save 10% of a person's time on a weekly basis
> and the comfort level of being able to do that with security is awesome."
>
> *Bill Lutzen, VP – Business Operations, Journal Communications Inc.*

GETTING STARTED WITH GOOGLE DRIVE

Now that you have had a good introduction into Google Drive – why not test it out for yourself?

https://drive.google.com/

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& START

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The information and screenshots were collected on 01/11/2021 from https://drive.google.com/

PADLET

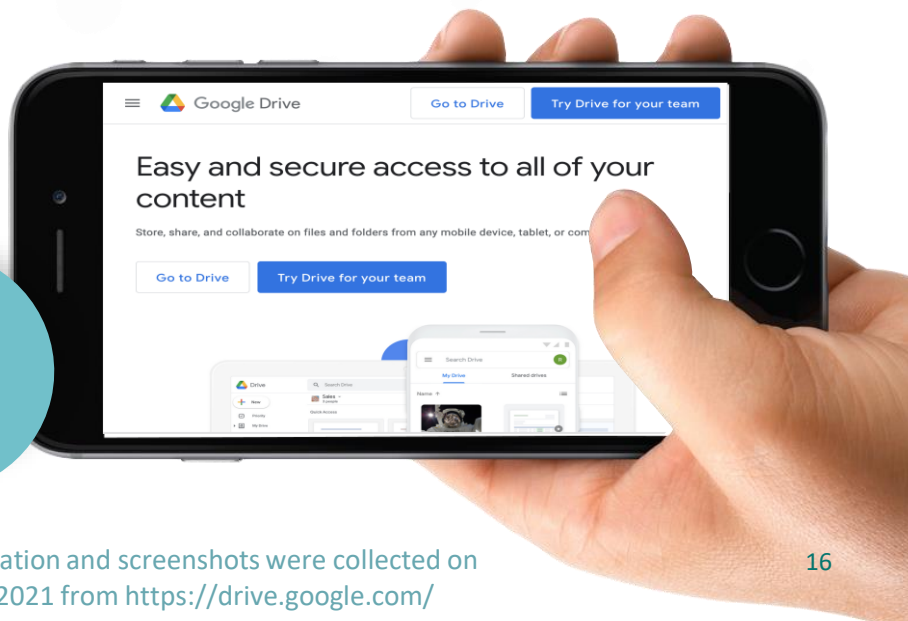**Padlet** is an online noticeboard tool that enables you to create and share online boards to support virtual brainstorming, curation of resources, and collaboration. It is a useful tool for remote project management and implementation. It is essentially a virtual bulletin board in which collaborators can simultaneously create and organize posts of any content type, whether it be text, documents, images, videos, audio, or links.

Padlet is a great tool to use for collaborative group projects, as it eliminates the need to schedule time in advance for the group members to meet face-to-face. Project partners can work freely on their group assignments at their own convenience while still observing every change or contribution made by group members as soon as they are made. Padlet is an extremely easy tool to learn and use which makes it a valuable tool for inclusion in this toolkit.

LEARN FROM OTHERS

Russell Stannard is the founder of teacher training videos, was formerly a principal teaching fellow at the University of Westminster and at the University of Warwick. In this video, he introduces Padlet as a powerful online collaboration tool sharing some of his top tips.

CLICK TO WATCH & LEARN

A complete introduction to Padlet 2019

www.teachertrainingvideos.com

0:05 / 15:01

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GDPR

ADVANTAGES

- Padlet is extremely easy to use
- The customizable interface is intuitive
- Great support and guidelines
- Can be used in a variety of settings - academia, remote work and project development
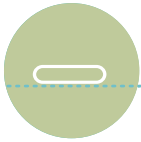
DISADVANTAGES

- Some find the functions too simplistic
- You have no control of what others type or post
- May need to moderate submissions

> "
> *The uncluttered layout and overall aesthetic of Padlet makes it very attractive tool to work with in such a variety of ways. Padlet has become my mapping tool and an essential part of my pedagogic planning and design process.*
> *Julie Raby, Senior Lecturer, York St John University*
> "

GETTING STARTED WITH PADLET

Now that you have had a good introduction into Padlet – why not test it out for yourself? Log into www.padlet.com.

CLICK TO WATCH & LEARN

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The information and screenshots were collected on 01/11/2021 from www.padlet.com

Dropbox

Dropbox is a cloud storage service that allows to sync data between different computers and access it from mobile devices and web browsers. It allows to share single files and folders in different ways, with other Dropbox users or publicly, via links that can be used in email or in websites. A shared folder allows multiple users to stay up-to-date on a project without the risk to overwrite or loose data.

It also provides the possibility to create "file requests", so that users can receive documents from other people (even non-Dropbox-users) in a hassle-free way. Plans basically vary based on the available cloud space: they start at 2GB for free and go up to 2TB for personal account to unlimited space for business accounts. All plans include the "Dropbox paper" app, which allows real time and async collaboration on a document-like page that can be edited by multiple users.

Dropbox could also be considered a Project Management Tool.

LEARN FROM OTHERS

Learn how to use Dropbox in the tutorial below. You can also jump from one section of the video to another.

CLICK TO
WATCH &
LEARN

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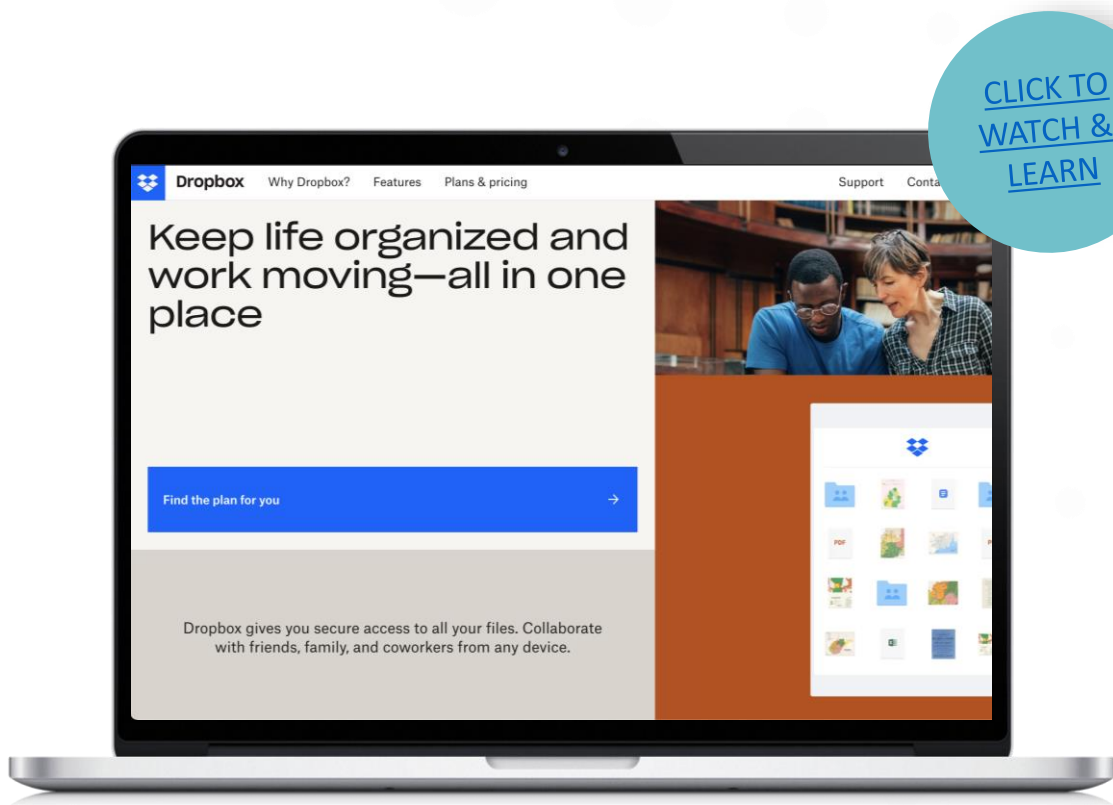
ADVANTAGES

- Dropbox is very easy to use, especially for those who prefer actual folders over web-based interfaces
- Integrates seamlessly with desktop operating systems, included GNU/Linux
- Automatically creates duplicated copies of documents in case of conflicts
- Integrates into Microsoft Office to notify conflicting changes
- Provides a web version of Microsoft Office to edit documents online

DISADVANTAGES

- Actual real-time collaboration is not possible on regular documents (but is provided by Dropbox Papers)
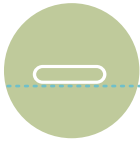- Free space is quite limited

> *We're a small team that operates on the same level as a company that has a couple hundred employees because we're using the right technology and the right platforms...I collaborate with hundreds of content creators, and without Dropbox, collaborating would not be nearly as efficient or easy.*
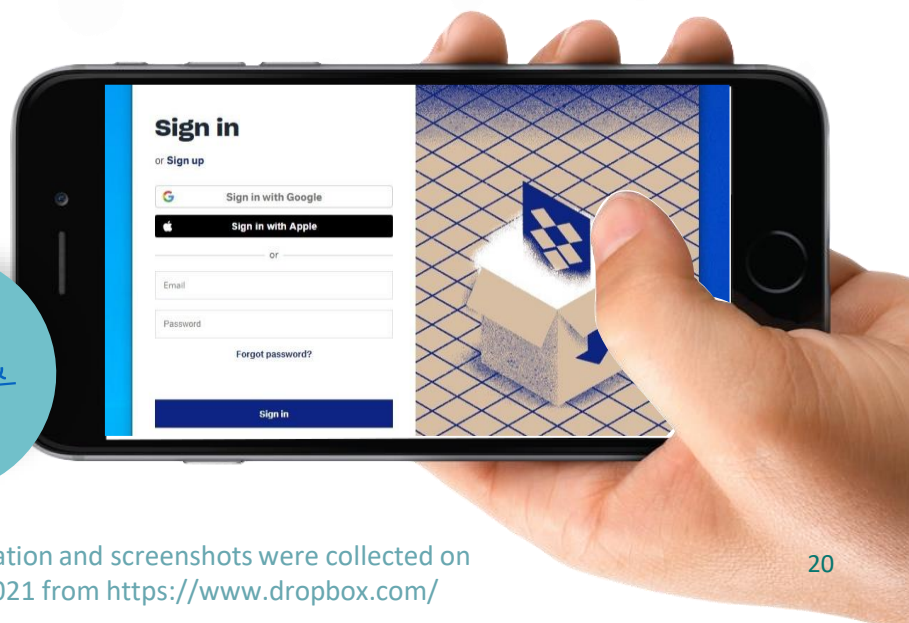>
> *Bri Lobato, Content Strategist, MVMT*

GETTING STARTED WITH DROPBOX

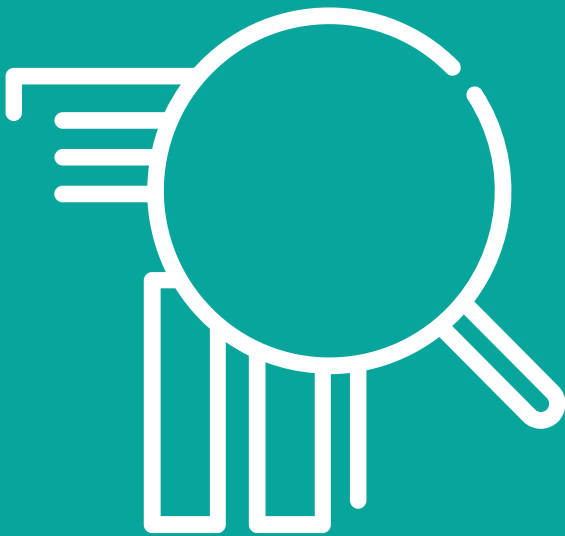Now that you have had a good introduction to Dropbox – why not test it out for yourself?

https://www.dropbox.com/

CLICK TO SIGN UP & START

The information and screenshots were collected on 01/11/2021 from https://www.dropbox.com/

03

RESEARCH TOOLS

PEARLTREES

Pearltrees is a visual and collaborative curation tool that allows users to organize, explore and share any URL they find online as well as to upload personal photos, files and notes. It is also referred to as social bookmarking. It has two valuable and unique features. Firstly, research and information can be structured in a tree like hierarchy so that it flows enabling users to progress and dig deeper to another level. Secondly, it is a very visual tools which aids comprehension. From organizing research topics, to presenting research findings, Pearltrees collaborative organizational system enables the user to digitalise all their project research with unparalleled ease and consistency.

Pearltrees enables project managers and educators to direct their audience more efficiently through a topic or research by guiding them through different sites laid out on each pearl of the tree. Create private collections to prepare before meetings or in order to enhance a lesson.

LEARN FROM OTHERS

Digital Consultant, Mark Dickson describes how Pearltrees can be used to guide Construction Students' research. Interesting, motivational and well worth the watch!

CLICK TO WATCH & LEARN

MARK DICKSON
THE DIGITAL CONSULTANT

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ADVANTAGES

- Pearltrees is a great free tool
- Drag and Drop facility is very useful for collecting online data and links from various quarters
- Great resource for project managers
- Great support for French Speakers
- Pearltrees Education is available with comprehensive technical and scholastic support
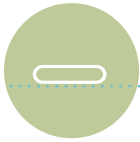
DISADVANTAGES

- Support mainly provided in French

"
There are many Pearltree features I really like, it's very intuitive so its quick to learn. The way it presents information visually definitely helps to aid understanding. The networking and team up facility works well as does the access to other's research and collections.

Canice Hamill, Managing Director, European E-learning Institute
"

GETTING STARTED WITH PEARLTREES

Now that you have had a good introduction to Pearltrees – why not test it out for yourself?

https://www.pearltrees.com/

CLICK TO
SIGN UP &
START

DIIGO

Diigo is a social bookmarking website that allows users to bookmark, organize, annotate, collaborate, and share resources they find online. Additionally, it allows users to highlight any part of a webpage and attach sticky notes to specific highlights or to a whole page. These annotations can be kept private, shared with a group within Diigo, or be forwarded to an external person.

The sharing functionality allows you to highlight key text and images, gather pages into thematic groups, and encourage online conversations about the materials. In addition, by using collaborative groups you can gather and annotate your own resources.

LEARN FROM OTHERS

Watch these introduction videos to see Diigo being used by trainers and educators for research purposes, the 2 videos are well worth the time to get to know the tool!

[CLICK TO WATCH & LEARN]

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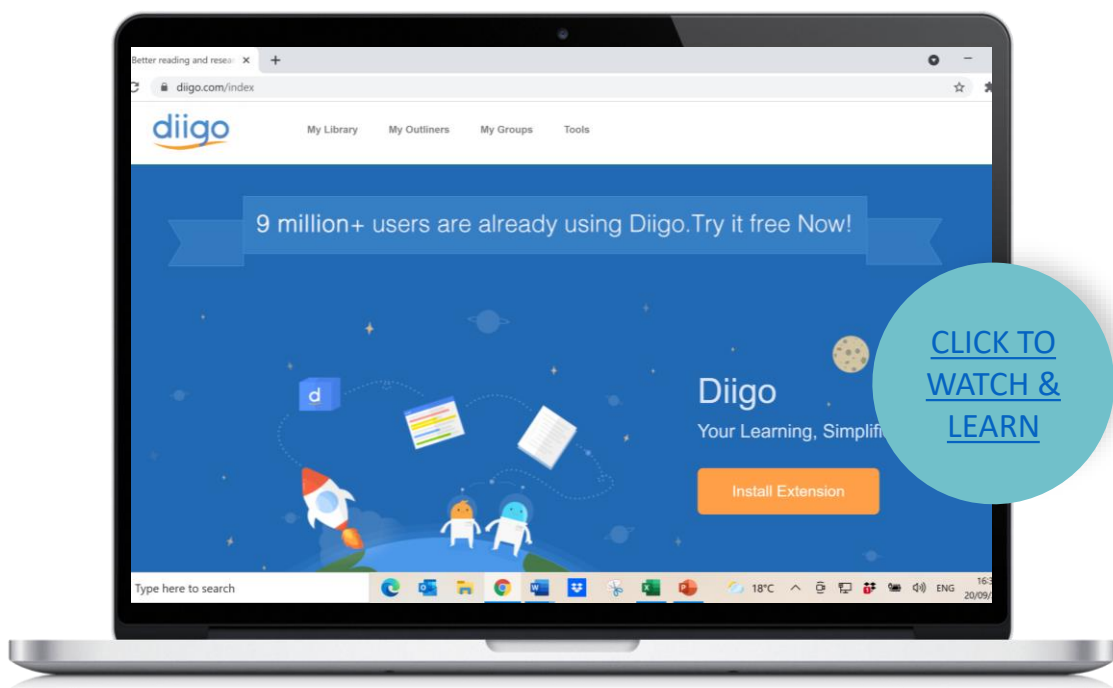
ADVANTAGES

- Diigo is a very easy to use and access. It can be added to Google Chrome to allow for users to easily bookmark the relevant articles
- It can be logged into from any computer using the individual log in details
- The feature allowing for groups to be set up is very convenient as it makes sharing articles and lists of articles very time efficient and effective
- User friendly App for mobile-phone usage
- Very useful extension add on to Google Chrome and Mozilla Firefox browsers

DISADVANTAGES

- Diigo can be intrusive to some users, as it adds a toolbar to the top of your browser page and includes a new method for organising bookmarks
- Not enough users. Simply put, the community isn't large enough and many people aren't using all Diigo's features. As a result, there are often little to no annotations or sticky notes on websites
- Install process. This includes signing up to Diigo, setting up an account, getting to grips with the new interface, and then installing webslides as well

> *"Diigo is the ultimate research tool for project-based learning. It provides a safe way for learners to collect information and collaborate through functionalities such as web highlighting, screen shots, tagging, and more."*
>
> *Ann-Maire McSorley, Managing Director, Veri Ltd.*

GETTING STARTED WITH DIIGO

Now that you have had a good introduction into Diigo – why not test it out for yourself?

https://www.diigo.com/index

CLICK TO SIGN UP & START
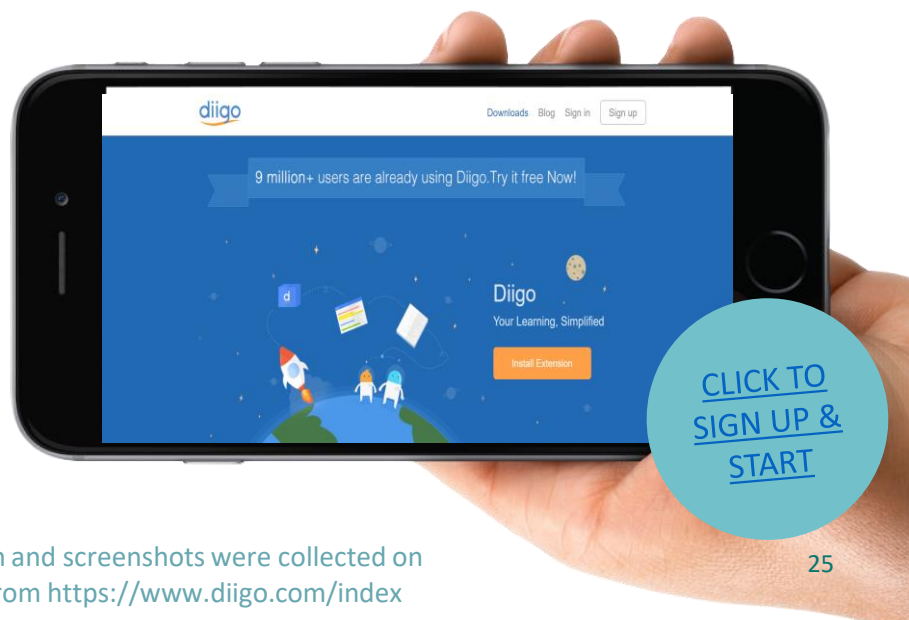
Google Forms is a free online tool from Google which allows users to create forms, research surveys, and quizzes as well as to collaboratively edit and share the forms with other people. Furthermore, Google Forms can be used to give feedback to and receive feedback.

You can use many pre-designed templates, or you can select the blank template and design your own template. There are many types of questions you can include such as: short answer, paragraph response, multiple choice, checkboxes, dropdown, linear scale, and multiple-choice grid.

LEARN FROM OTHERS

Strategic Partner Development Manager at Google, Scott Friesen, shows us everything we need to know about Google Forms and how it can be used to create user friendly forms, surveys and participant feedback. Interesting, motivational and well worth the watch!

[CLICK TO WATCH & LEARN](#)

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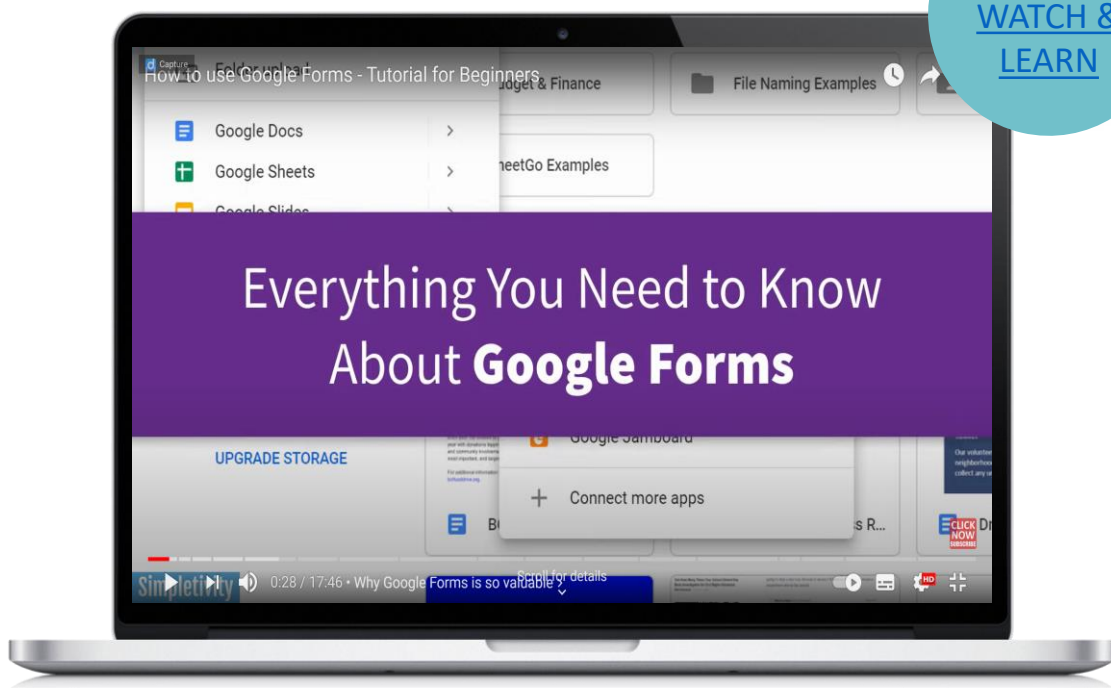
ADVANTAGES

- Google Forms let you run as many free polls as you'd like, with as many questions as you like
- You can share a form, along with the results of that form in a spreadsheet, with as many people as you'd like
- Its mobile friendly and customisable
- Its free version has full functionality
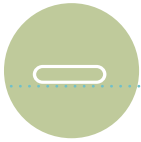
DISADVANTAGES

- The design customization is somewhat limited

Google Forms helps to gather feedback from a wide range of people. One big attribute is that it is easy to use and easy for students and other academic users to distribute.

Joshua Welsh, Associate Professor, National Institute of Health

GETTING STARTED WITH GOOGLE FORMS

Now that you have had a good introduction to Google Forms – why not test it out for yourself?
https://docs.google.com/forms/u/0/

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The information and screenshots were collected on 28/11/2021 from https://docs.google.com/forms/u/0/

04

MEETING AND WEBINAR TOOLS

BigBlueButton

BigBlueButton is an open-source video conferencing tool, created by teachers aiming to improve online learning. It includes features that are common in virtual meeting tools such as screen sharing, breakout rooms, chat, and recording (limited to 60 minutes in the online version). Although oriented to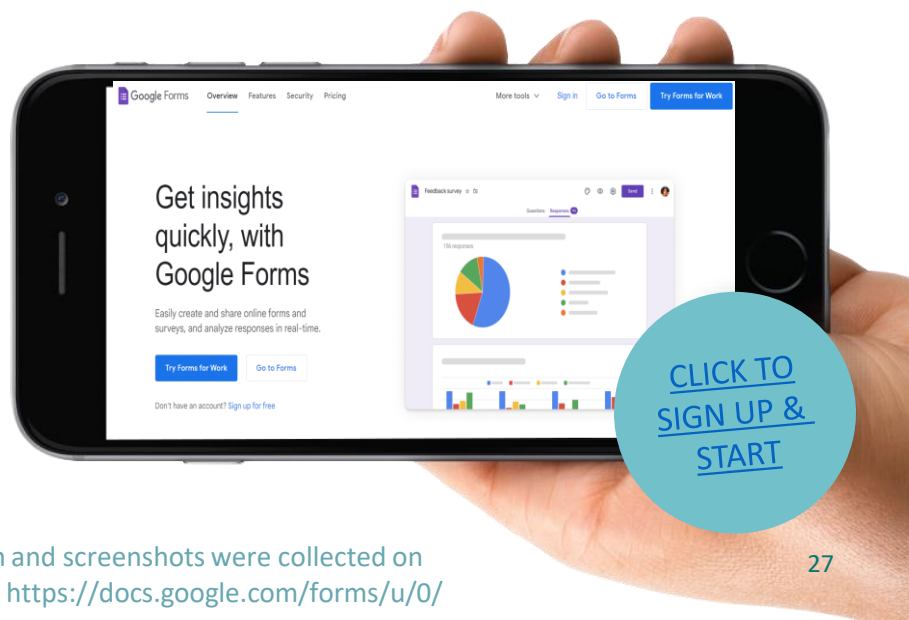wards its teaching purpose, the tool includes features that can be very useful for project meetings including a document upload option, polls, shared notes, reaction features, a virtual multi-user whiteboard, and video options.

In addition, the document upload function can be very useful if you do not want to share your screen. The status of participants can be changed to moderators during the meeting, or regular users can be pre-set to join as moderators. BigBlueButton can either be used directly on their website via their Greenlight web application (after registration and with limited functions) or installed and hosted on your own server.

LEARN FROM OTHERS

The below playlist features 3 very informative and insightful tutorials on how to get started with BigBlueButton and the ways to utilize its unique features!

CLICK TO WATCH & LEARN

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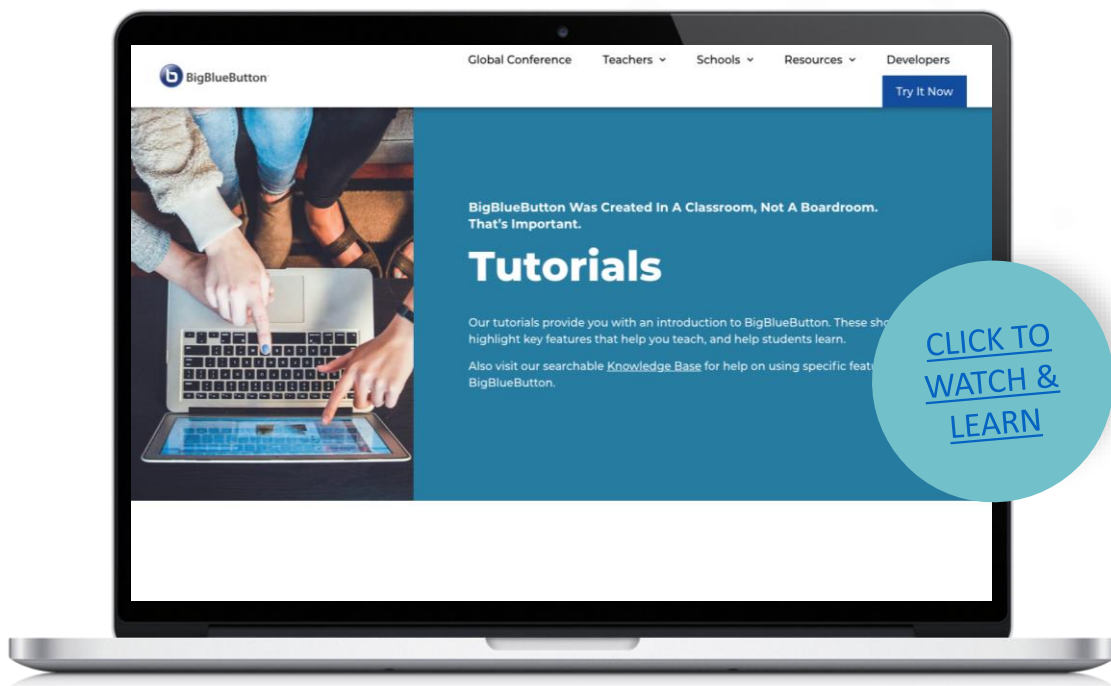
➕ ADVANTAGES

- BigBlueButton ranks high in usability and universal design
- Free open-source software
- Developer friendly and therefore customisable and integrable into other tools
- Various collaborative functions as well as document upload
- General Data Protection Regulation (GDPR) compliant (according to self-disclosure)

➖ DISADVANTAGES

- Possibly slightly complex for digital newbies
- Video is not available in breakout rooms
- Limited functions if you don't use it on your own server

> 66
>
> *The biggest benefits for project managers are the tool's GDPR compliancy and that it includes interesting easy -to-use features for project meetings.*
>
> ***Eva Cendon, Professor, FernUniversität in Hagen***

⏻ GETTING STARTED WITH BIGBLUEBUTTON

Now that you have had a good introduction into BigBlueButton – why not test it out for yourself?

https://bigbluebutton.org/

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SMART | GREEN | SUSTAINABLE

The information and screenshots were collected on 10/09/2021 from https://bigbluebutton.org/
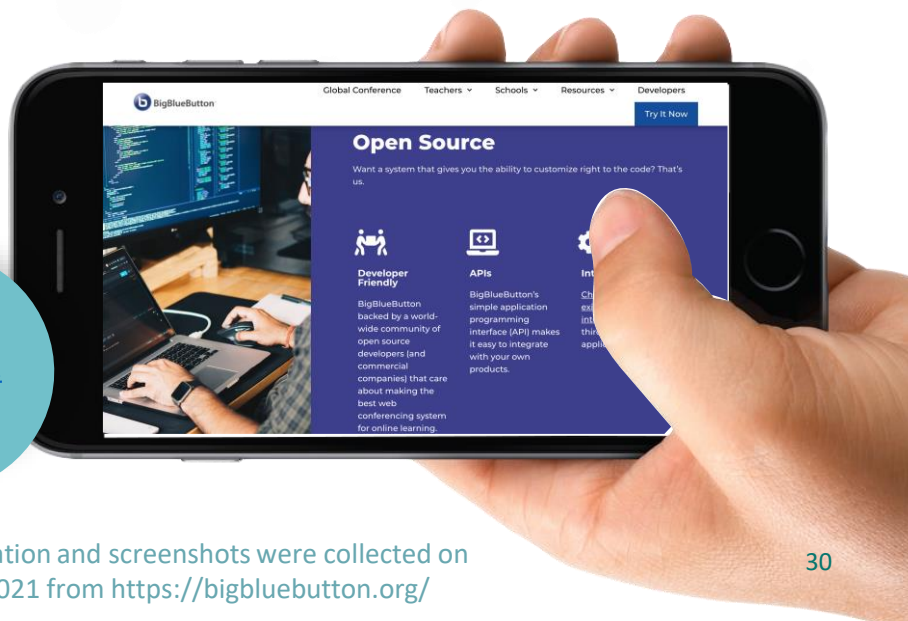
WEBEX

Webex is a video conferencing platform by Cisco that is used for audio and/or video conferencing and messaging across any device. You can use it with a free Webex account to hold meetings with up to 100 participants and up to 50 minutes. Paid memberships provide additional features such as more participants, longer meetings, recordings, and user right management.

Next to the common collaborative and messaging functions, Webex meeting provides some outstanding and helpful features for project managers like recording transcriptions and real time translation. Furthermore, unlike many other US companies, Cisco supports the GDPR.

LEARN FROM OTHERS

The following playlist encompasses 4 great introduction videos to help get you started with Webex, outlining it's best, most useful features and how to use them!

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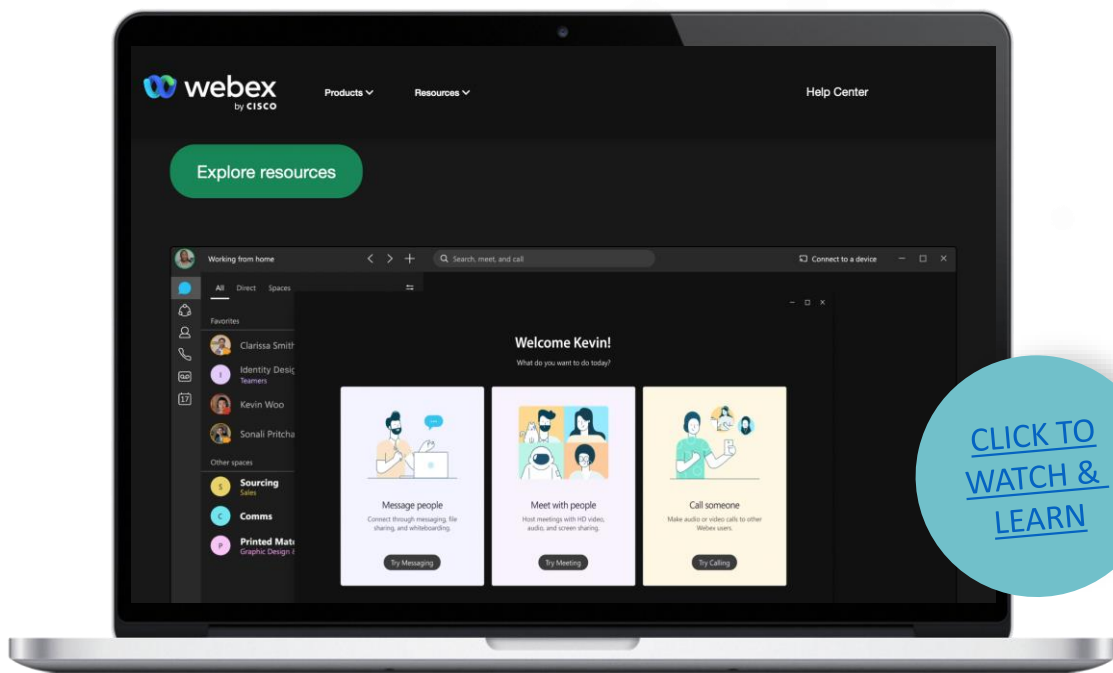
ADVANTAGES

- Webex ranks high in usability and universal design
- Free version available (though with limited features)
- GDPR compliant (according to self-disclosure)
- Provides real time translation
- Detects your reactions and highlights decisions made within a meeting
- Can be integrated into other tools

DISADVANTAGES

- Free plans have limited functions
- You must install the desktop app to join a meeting

Webex's ability to detect your reaction and highlight decisions made within the meeting is extremely helpful for project teams. This way you can extract all decisions without the necessity to recap the whole meeting.

Rahel Hutgens, Director International Office, FernUniversität in Hagen

GETTING STARTED WITH WEBEX

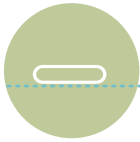Now that you have had a good introduction into Webex – why not test it out for yourself?

https://www.webex.com/

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webex
by CISCO

One app for everything. And everyone.

Calling, meetings, messaging, and ev
the cloud for teams of all sizes.

SMART | GREEN | SUSTAINABLE

The information and screenshots were collected on
10/09/2021 from https://www.webex.com/

GOOGLE MEET

Google Meet is a video conferencing service within the Google product family that is used for audio and/or video conferencing and messaging across any device. With a free google account you can make meetings with up to 100 participants and up to 60 minutes. Participants of a meeting need to have a google account unless you organise the meeting as a fee-based workspace user. Workspace memberships are extendable up to enterprise licenses which allow you to host up to 250 participants, create breakout rooms, record your meetings and save them within google drive. There are also educational plans available, starting from a free version that provides basic functions only. To access features like polling, Q&A, break out rooms or attendance tracking, you need to upgrade to the teaching and learning plan. Prices for the educational plans are upon request only.

LEARN FROM OTHERS

The following playlist contains 4 videos that introduces how to utilize the most important features of Google Meets and how it can work for your team!

CLICK TO WATCH & LEARN

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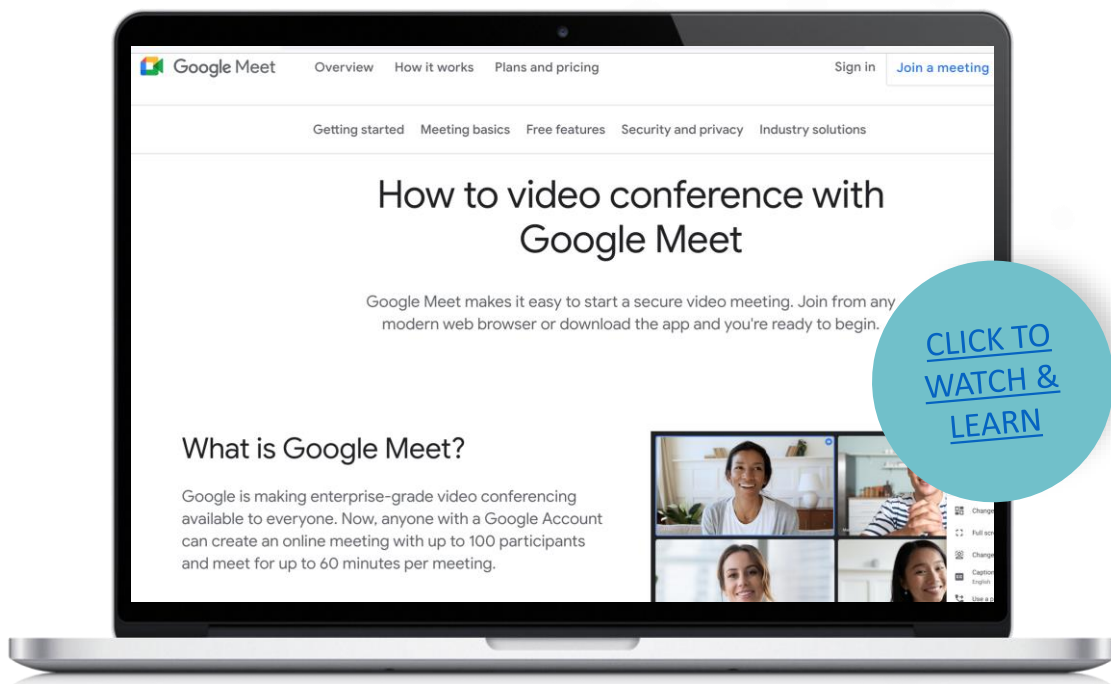
ADVANTAGES

- Google Meet's functions are all relevant for online meetings without being too cluttered
- Intuitive and easy to use
- Similar to and integrable into other google products
- Provides accessibility features (live captions, screen readers & magnifiers)
- GDPR compliant (according to self-disclosure)

DISADVANTAGES

- Free versions have limited features
- In the free version all participants need to have a google account
- Prices for educational plans are upon request only

> *One feature of Google Meet that is very handy when you work with international teams is the live captions. It really adds to a better understanding and smoother communication.*
>
> **Georgios Damdalis, Service for External Research Funding, FernUniversität in Hagen**

GETTING STARTED WITH GOOGLE MEET

Now that you have had a good introduction into Google Meet – why not test it out for yourself?

https://apps.google.com/intl/en-GB/meet/

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The information and screenshots were collected on 10/09/2021 from https://apps.google.com/intl/en-GB/meet/
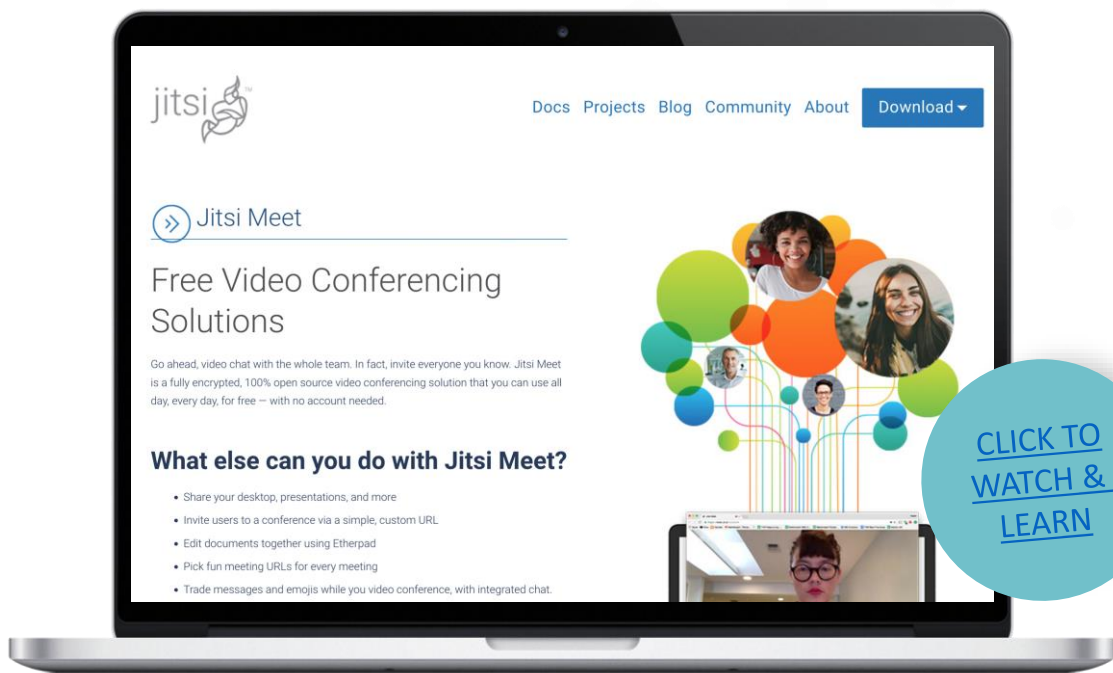
JITSI

Jitsi is an open source, free and data secure video conferencing solution that is easy to use and easy to self-host. Various desktop and mobile browsers support it, and it can either be used directly on the website without the need to create a user account (as instant meeting or by creating a link for a later meeting) or you can install it on your own server.

Jitsi provides all common features of conferencing tools like screen sharing, chat, and polls. You can create different room names for different meetings and set up a password for each room. Recording of meetings is possible but must be supported by other software or services, which can be seen as an advantage as it allows you to select your preferred recording tool.
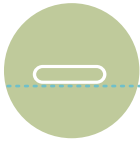
LEARN FROM OTHERS

We collected and created some case study videos that will give you further insight into Jitsi and how it can be utilised within your team! Click below to watch and learn.

CLICK TO WATCH & LEARN

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ADVANTAGES

- Jitsi ranks high in usability and universal design
- Easy access – no account necessary
- Open source, free for everyone
- Developer friendly and therefore customisable
- GDPR compliant (according to self-disclosure)

DISADVANTAGES

- Starting a meeting looks complicated, but its so simple. You only need to enter a room name to start a meeting. To invite guests the meeting, all you need to do is send them a code, the code is the meeting URL.

> "
>
> *The combination of high-quality meetings, open source, privacy settings, and the fact that you're not required to create a user account is unique.*
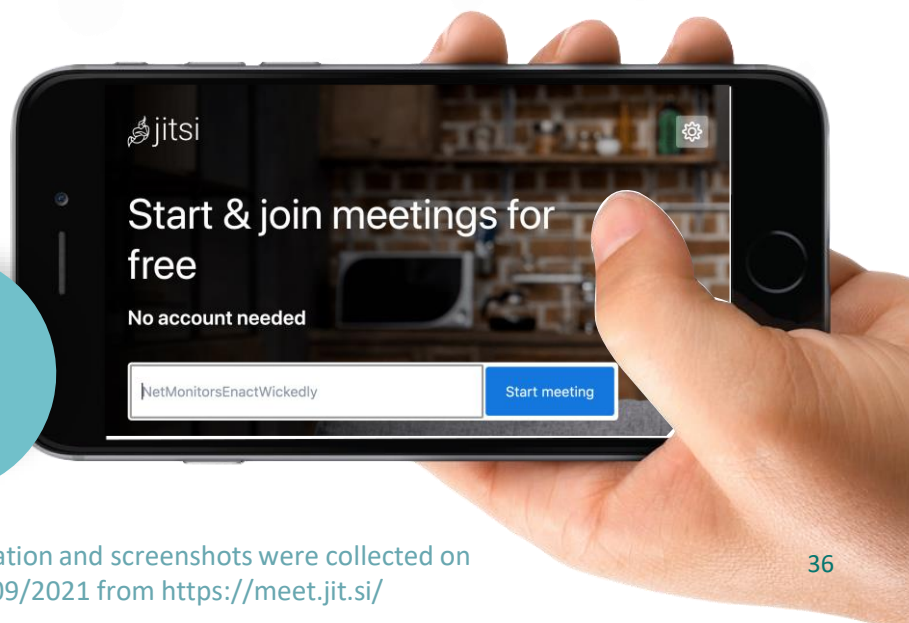>
> ***Dorothée Schulte, Project Manager, FernUniversität in Hagen***
>
> "

GETTING STARTED WITH JITSI

Now that you have had a good introduction to Jitsi Meet – why not test it out for yourself?

https://meet.jit.si/

CLICK TO
SIGN UP
& START

SMART | GREEN | SUSTAINABLE

The information and screenshots were collected on
10/09/2021 from https://meet.jit.si/

ZOOM

Zoom is a tool for audio and/or video conferencing and messaging across any device. With a free account you can make your own calls with up to 100 participants and up to 40 minutes, paid versions are available for small teams and are extendable up to large enterprise-ready licenses which allow you to host up to 1,000 participants.

Within the basic (free) version you will find all the common features of conferencing tools like breakout rooms, private and group chatting, whiteboarding, screen sharing and an optional waiting room. Paid plans offers polls, co-hosting, live and recording transcription, language interpretation, different recording settings and other features. Especially the live caption and language interpretation can be beneficial for international teams.

LEARN FROM OTHERS

The following playlist is full of short videos with tips and tutorials to help you and your team be successful in Zoom. Click below to get learning!

CLICK TO WATCH & LEARN

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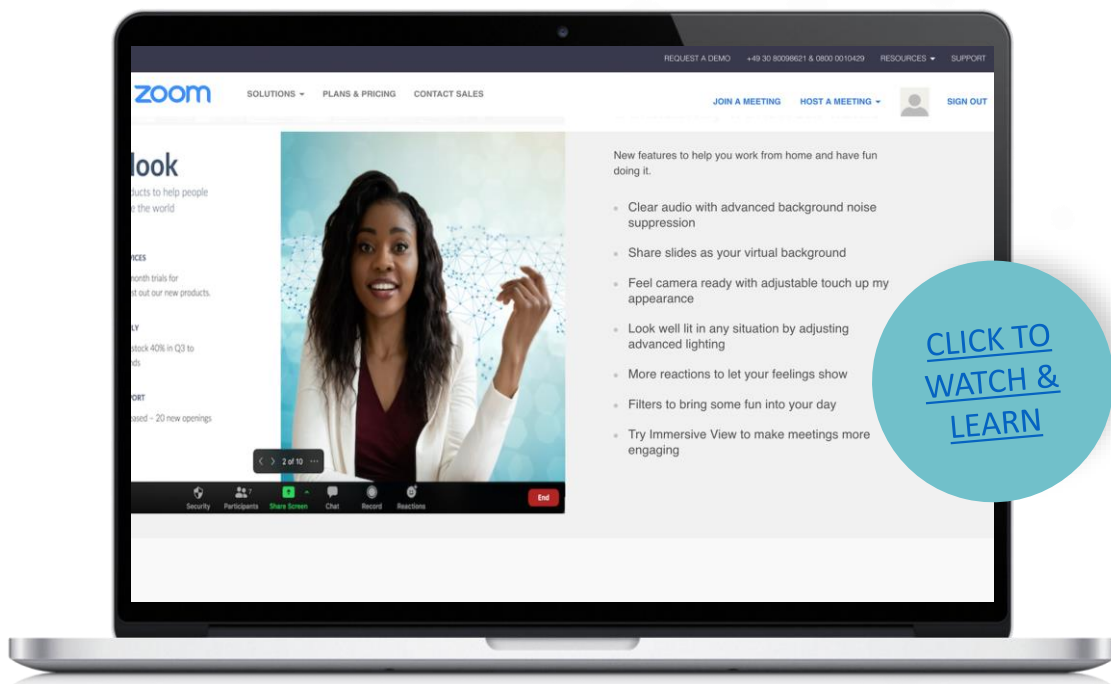
➕ ADVANTAGES

- Zoom is intuitive and easy to use
- Inclusive implementations like live caption
- Private and team chat with file sharing
- Several recording and transcripts settings
- GDPR compliant (according to self-disclosure)

➖ DISADVANTAGES

- Free version has limitations

> 66
>
> *Zoom is an easy-to-use tool, which provides all the functions a team needs without being too confusing.* 99
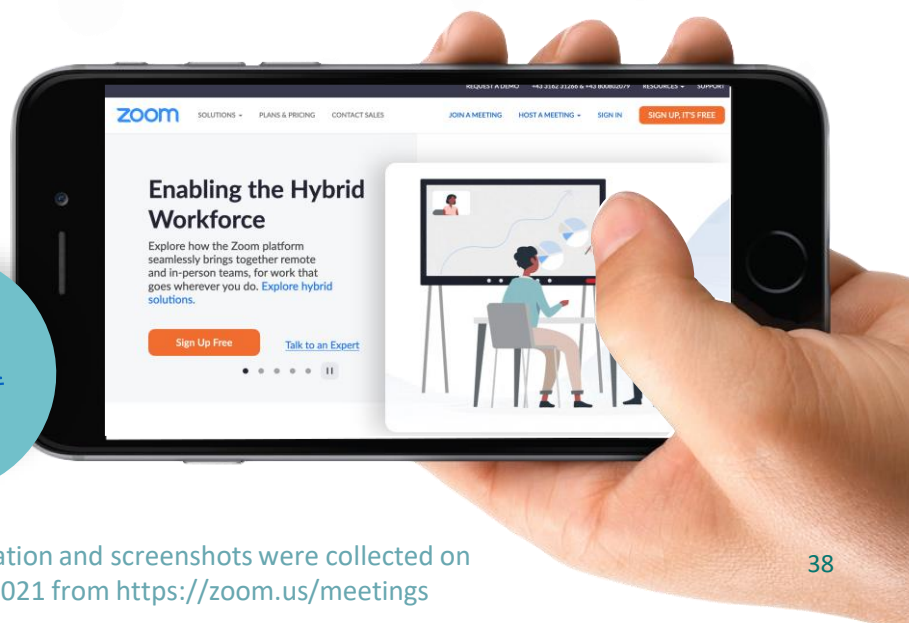>
> **Magda Zarebski, Researcher, FernUniversität in Hagen**

⏻ GETTING STARTED WITH ZOOM

Now that you have had a good introduction into Zoom – why not test it out for yourself?

https://zoom.us/meetings

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05

## POLLING, PRESENTATION AND ANIMATING TOOLS

NEARPOD

Nearpod is a platform, that captivates your audience with interactive activities, connecting them through collaborative discussions. You can utilize formative assessments of Nearpod. Project managers can build upon content they already have invested hours into developing by using the import feature of a PDF saved from any PowerPoint, KeyNote or SMART Notebook as the basis for a Nearpod presentation.

Receive immediate feedback on what your audience have learnt by the Poll, Quiz or Open-ended question feature. You can add audio & video directly from BBC Worldwide Video, your storage drive (Dropbox, Google Drive, etc.), from your computer, or use the built-in YouTube search.

LEARN FROM OTHERS

We collected and created some case study videos that will give you further insight into Nearpod and how it can be utilised within your team! Click below to watch and learn.

CLICK TO WATCH & LEARN

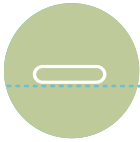General Data Protection Regulation
GDPR
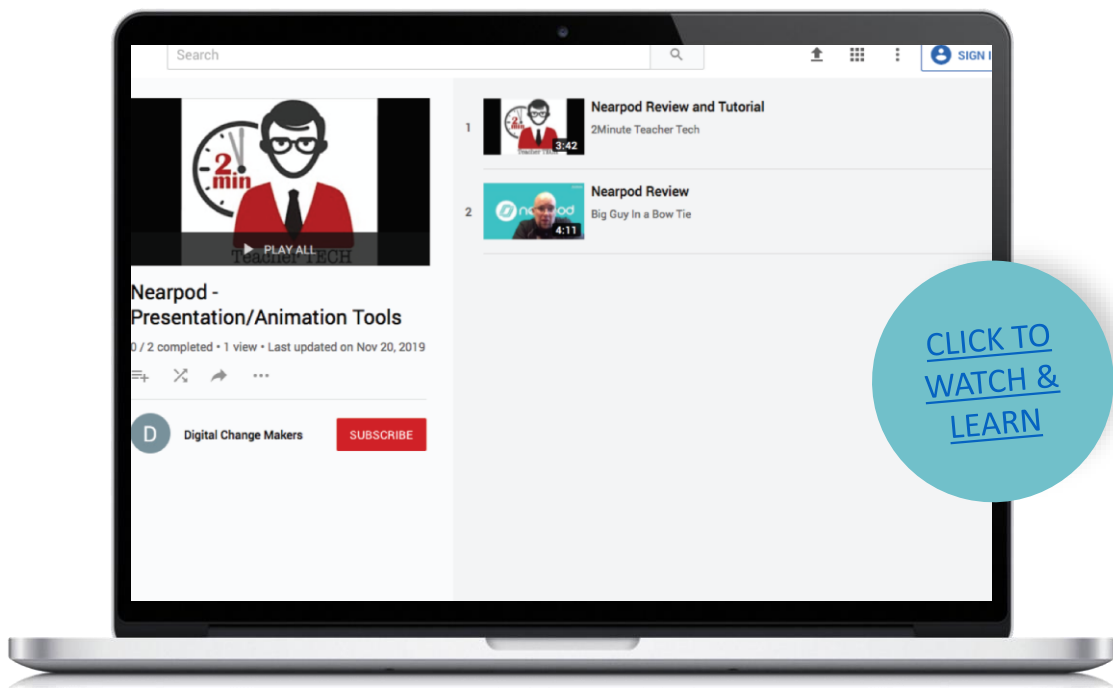
ADVANTAGES

- Nearpod has great multimedia functionalities for presentations
- Great variety of ready-made professional templates
- Seamless integrates polling and surveys into presentations

DISADVANTAGES

- Paid for version can be expensive
- Many of the available resources currently are more tailored to a US audience
- Some limitations on free version

> *I really love having access to all the lessons that are already made*
> *- it makes planning super easy! But it also easy to create your own, as well.*
> *My favourite part is that many functions require every individual to respond*
> *in some way, whether it is a poll, drawing, short answer response, or quiz.*
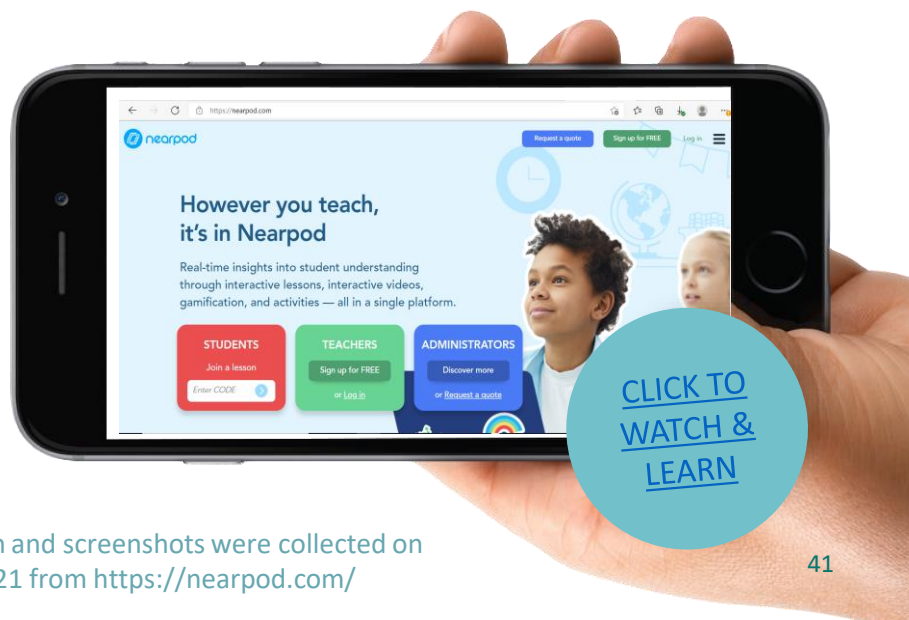>
> **Rachel Mullen, Trainer, The Learning Hub**

GETTING STARTED WITH NEARPOD

Now that you have had a good introduction into Nearpod – why not test it out for yourself?

https://nearpod.com/signup/?oc=SignUpTopNav

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CANVA

Canva is an impressive suite of graphic design tools available on the web as well as Android and iOS. You can use it to create visual stories that can be delivered in several ways for example via social media posts, video, newsletters and more. We particularly like Canva because it is easy for beginners to grasp. The Canva Design School has lots of learning resources to help you make the most of this tool.

One interesting tool in Canva's suite is its Storyboard Creator. A storyboard is a written or graphical representation of the elements that will be included in a digital story. Canva can be used not only as a tool to create digital stories (such as videos) or elements that form a key part of your digital story (images/graphics), but you can also use Canva to plan your Digital Stories.

LEARN FROM OTHERS

Canva Certified Creative, Diana Munoz, is an expert who shares simple and best practice approaches to create engaging Canva presentations, animations and videos.

[CLICK TO WATCH & LEARN](#)

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ADVANTAGES

- Canva is very simple to use and user friendly
- It is budget friendly
- The site offers a variety of templates
- Templates can be altered if needed

DISADVANTAGES

- Export settings are limited
- Free version is limited
- Intellectual property belongs to Canva – you do not own anything but have a usage license

> *Canva is a fantastic tool for presentation, animation and communication. Its diverse templates, thousands of free images, graphics and audios, and the easy ways to edit pictures professionally make it one of the best tools out there.*
>
> **Grace Roche, Head of EU Projects, Momentum Educate + Innovate**

GETTING STARTED WITH CANVA

You can get started using Canva in minutes on your desktop, you don't even need to login in or create an account to get started. Creating a Canva account allows you to save your designs though so having one is advisable. You can also install Canva App (for free) on your mobile from either Play Store or App Store respectively for Android or iOS. To start using the app, you will need an account.

https://www.canva.com/

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Sure I use Canva, I mean it's free!

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THINGLINK

ThingLink is an award-winning technology platform that makes it easy to enrich images, videos, and virtual tours with additional information and links. The media-embedding process involves uploading an image or video and linking it to other resources on the Web. Links can lead users to informational web pages, audio recordings, and videos.

The educational version of the platform - designed just for students and teachers - features the addition of "channels" that can be used for projects and are only accessible by members of the registered group.

LEARN FROM OTHERS

YouTube Content Creator, Frank Bergdoll, is passionate about leveraging technology for self-development, education, and the goal of making yourself and the world better. In this videos, he explains why we need to think "Beyond PowerPoint" with ThingLink.

[CLICK TO WATCH & LEARN](#)

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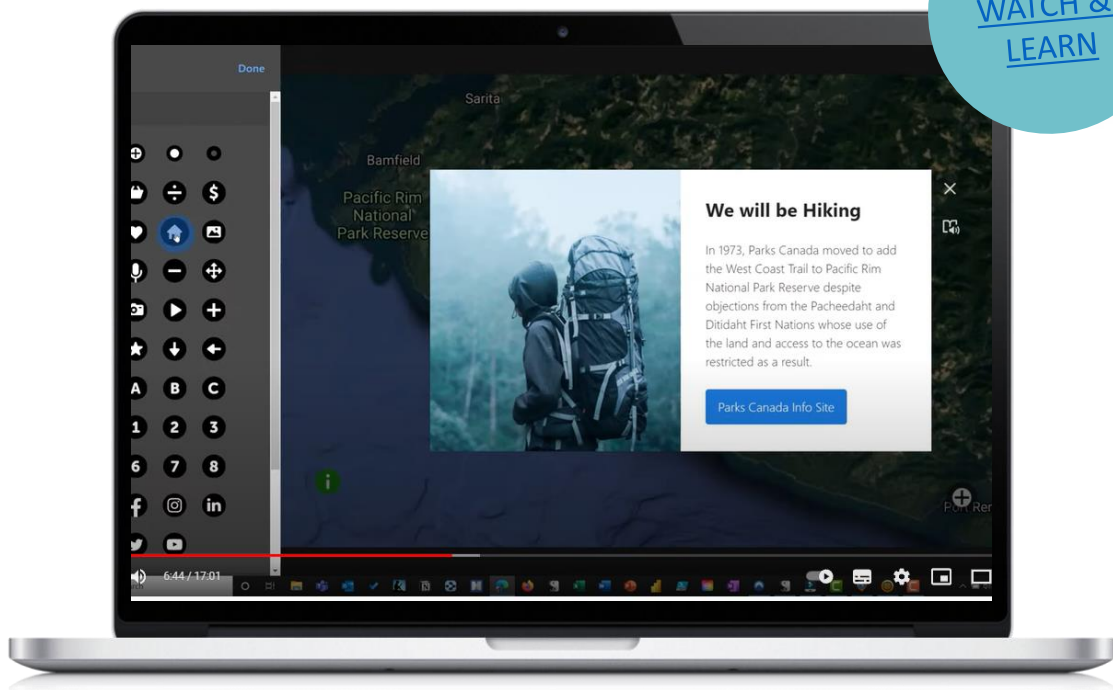
ADVANTAGES

- ThingLink provides great options for interactive content creation
- ThingLinks are easy to share, embed and present
- Very simple to understand and use, and the website has a range of 'how to' videos and articles to help you to get started
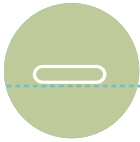
DISADVANTAGES

- You must be registered to use ThingLink
- There is no real tracking feature on ThingLink
- Free version is limited

> *I love that you can create a self-guided tour for your participants. It is interactive, and the features you have available make it easy for the end user.*
>
> *Trudy Locke, Doctoral Student/ Education Consultant*

GETTING STARTED WITH THINGLINK

Head to https://www.thinglink.com. Go to PRICING in the right corner. Choose CLASSROOM LEARNING. Choose a free plan or one of other available plans. Sign up with Email or other account. Fill in the form and click GET STARTED. Click CREATE and upload image or video to start creating. SHARE your work (don't forget to change the visibility settings).

CLICK TO WATCH & LEARN
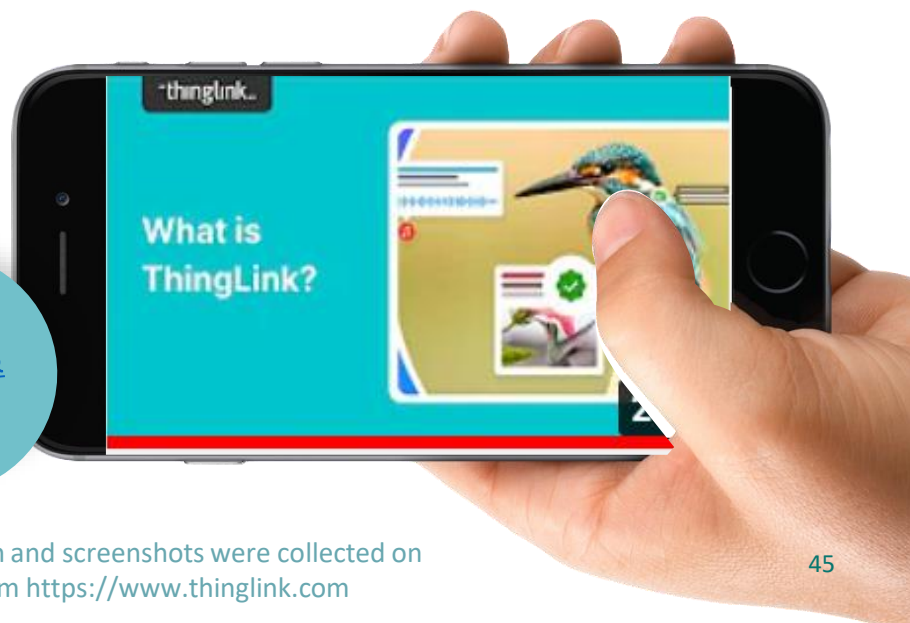
KAHOOT!

Kahoot! provides a platform to help gamify your meetings. As kids we learn by playing games. Tapping into this kidlike feeling at work will help your team to create bonds and help everyone feel a little happier. Kahoot! solutions are used at school, at work, and at home, and games can be hosted in live sessions, self-paced, and used for remote training, events, presentations.

Some benefits of Kahoot! include:
- Connect with colleagues – no matter their location – with interactive presentations
- Host kahoots via any video conferencing platform and build a remote/blended workplace where everyone feels involved
- Gamify your meetings to keep audiences energized throughout
- Strengthen team building through social learning experiences

LEARN FROM OTHERS

Dr. Nellie Deutsch (Ed.D) is an experienced educator (over 40 years) and Moodle admin and teacher (18 years). She combines content, activities, peer team learning, and learner autonomy supportive teaching with technology and mindfulness in fully online, blended (hybrid) and face-to-face courses, webinars, MOOCs, and online conferences. We love her idea of using a Kahoot! to introduce herself, take a look.

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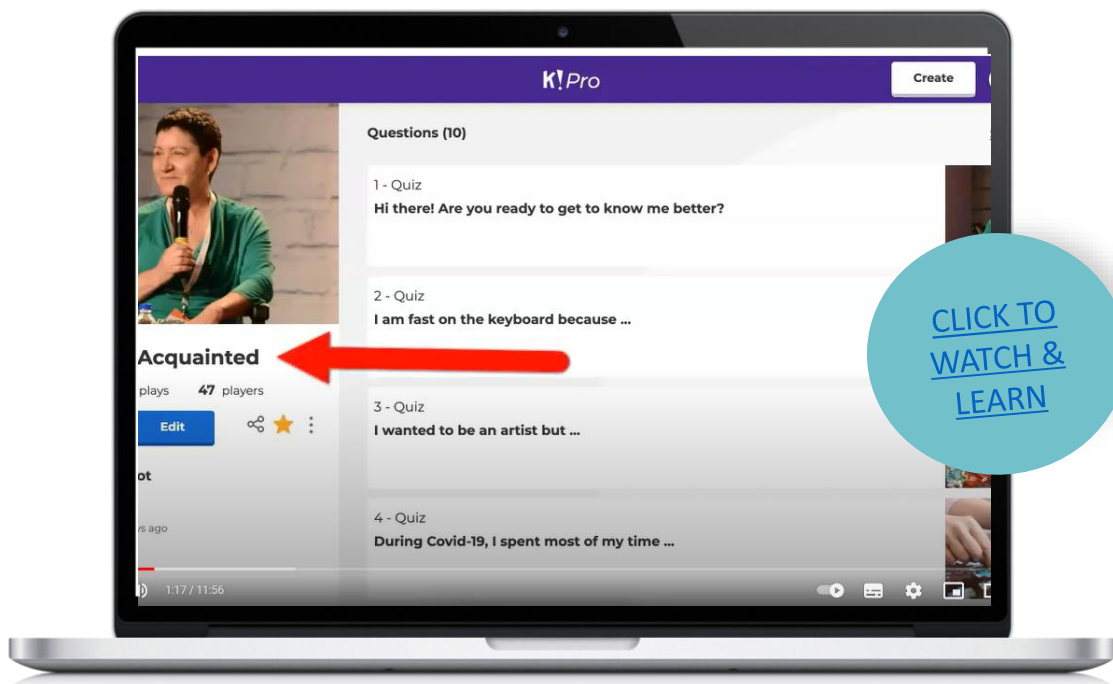
ADVANTAGES

- Kahoot! is user friendly for the participants and person leading it
- Reinforce knowledge in an accessible, fun way
- Easy to use – you can challenge learners to make their own Kahoot!

DISADVANTAGES

- Free version is limited, but its still pretty good
- Due to the "game-style" nature of this tool some adults may be reluctant to get involved
- Internet connection plays an important role in the results. The punctuation system of Kahoot! is time-based
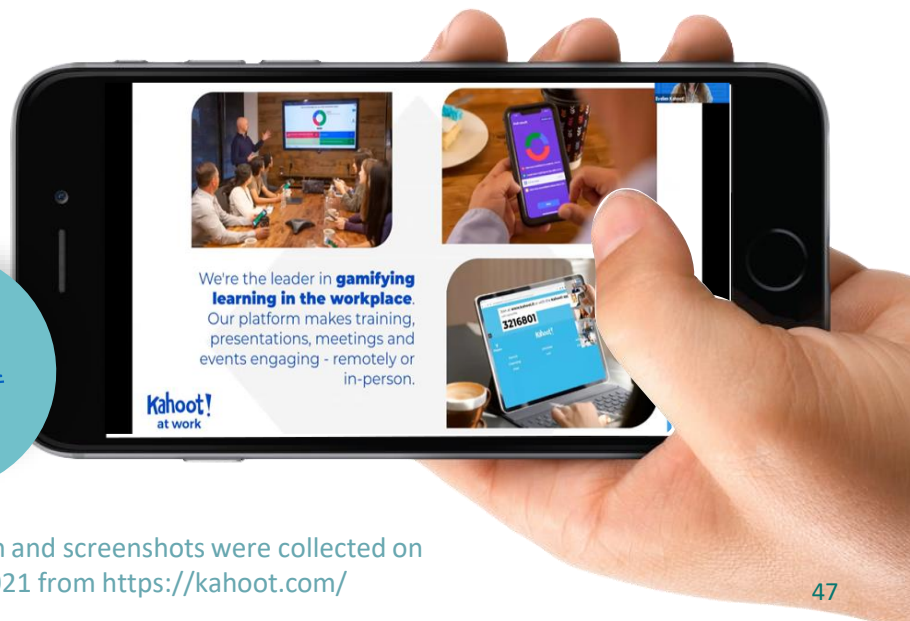
> *By using Kahoot! in staff meetings and classrooms, we can increase the engagement and retainment of information by participants. Kahoot! adds that layer of fun needed to energize meetings, training, and the daily grind.*
>
> *Dervla Mullin, Managing Director, Fiontar Training Service Ltd.*

GETTING STARTED WITH KAHOOT!

Go to https://create.kahoot.it/auth/register. Choose the Teacher option (or other suitable).

Choose the option School (or other suitable). Sign up using Email, Google or Microsoft account.

Choose your plan (the Basic one is free). Choose Create Kahoot option. Create new or use existing templates.

CLICK TO WATCH & LEARN

We're the leader in **gamifying learning in the workplace**. Our platform makes training, presentations, meetings and events engaging - remotely or in-person.

Kahoot!
at work

The information and screenshots were collected on 15/11/2021 from https://kahoot.com/

Slido

Slido allows you to create real-time polls, Q&As or Quizzes to be included in online meetings and live video sessions. One of its main points of strength is the possibility to integrate it with popular collaboration and presentation apps, like Webex, Microsoft Teams, PowerPoint or Google Slides. Like other similar services, it is designed to be usable from a mobile phone while attending a conference or meeting, so that people can interact in both in-presence and remote scenarios.

Plans are available on a per-event or annual subscription, ranging from free plans (with a limited number of possible participants and polls per event) to a premium plan for hosting polls in huge events (5000 participants). The paid plans add privacy, moderation and collaboration functions.
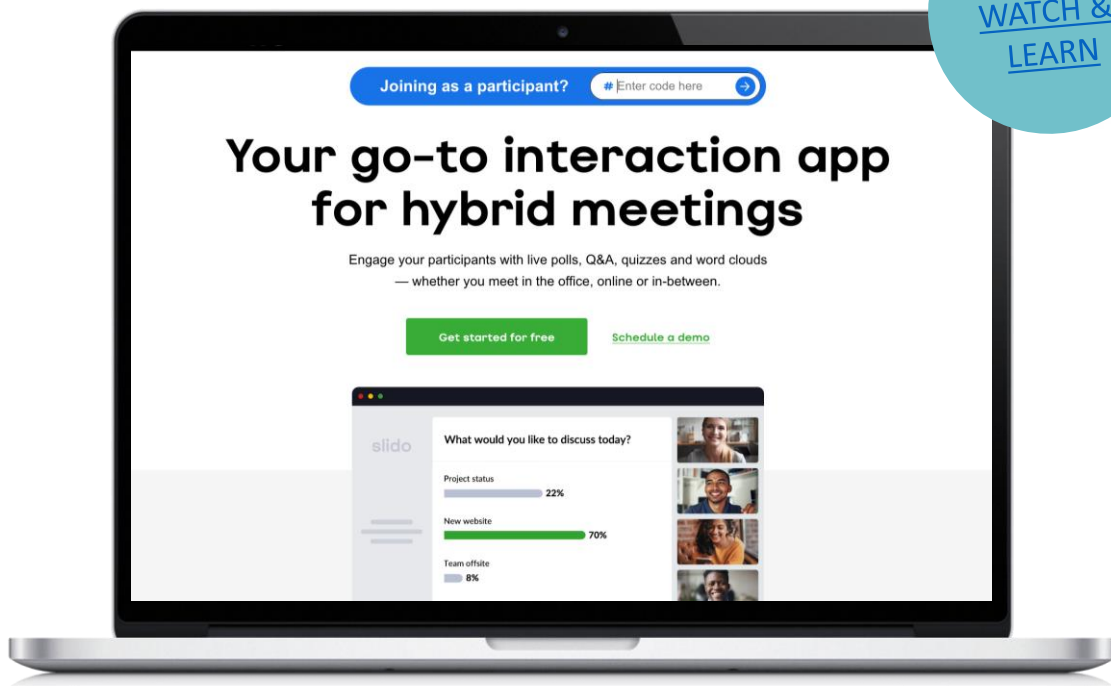
Slido could also be considered a Collaboration and File Sharing Tool.

LEARN FROM OTHERS

Watch this tutorial so you can find a walkthrough of the main functions available in Slido and how it can be useful for collaboration and communication within your team!
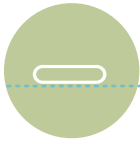
[CLICK TO WATCH & LEARN](#)

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➕ ADVANTAGES

- Slido is well integrated in many widely-used tools
- Easy to learn and to use
- Provides useful analytics during or after online events
- Provides an app for Windows and Mac to make switching between Slido and a presentation easier
- Allows Single Sign On based on Google or Webex accounts

➖ DISADVANTAGES

- Integration with other popular meeting platforms is missing
- Poll types are quite limited

> 66
>
> *Slido is my secret weapon. It helps us keep the feeling of accessibility and transparency alive, even as we've grown to a global, 2800+ employee company.*
>
> **Hannah Lawrence, Senior IC Manager, Zendesk**
>
> 99

⏻ GETTING STARTED WITH SLIDO

Now that you have had a good introduction to Slido – why not test it out for yourself?

https://www.sli.do/

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slido

What would you like to discuss today?

Project status 22%
New website 70%
Team offsite 8%

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The information and screenshots were collected on
01/11/2021 from https://www.sli.do/

# 06
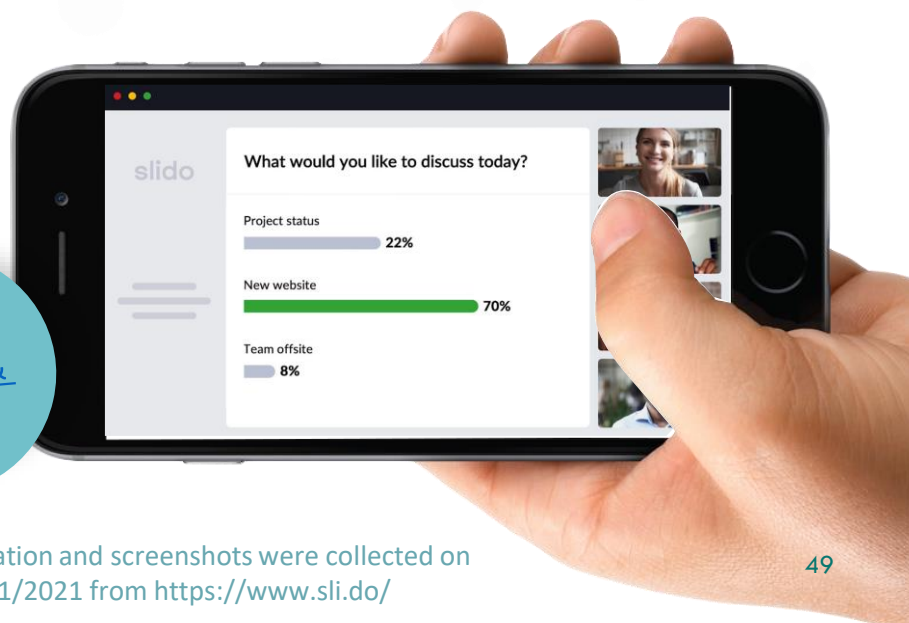
DIGITAL CONTENT CREATION TOOLS

EVERNOTE

Evernote is one of the most well-known apps to collect and classify information. This note-taking app can help you store text, images, videos, and even audio recordings. It is very useful when you are creating or developing a project. You can have hundreds of ideas, things you found interesting online, or a recording of a particular conference you want to use in the future. Thanks to Evernote you can create Notebooks containing all of this. Also, there's the possibility to organize all information by using tags.

Another great feature of this app is Evernote Web Clipper, this browser extension can copy any kind of information from a website. For example: text, images, or the page itself. Once you've chosen what you are interested you can save it into your Notebook.
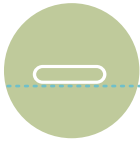
LEARN FROM OTHERS

Guide by Evernote on how to use the tool to clip web pages as you browse, keep them in Evernote and sync them with all your devices.

[CLICK TO WATCH & LEARN](#)

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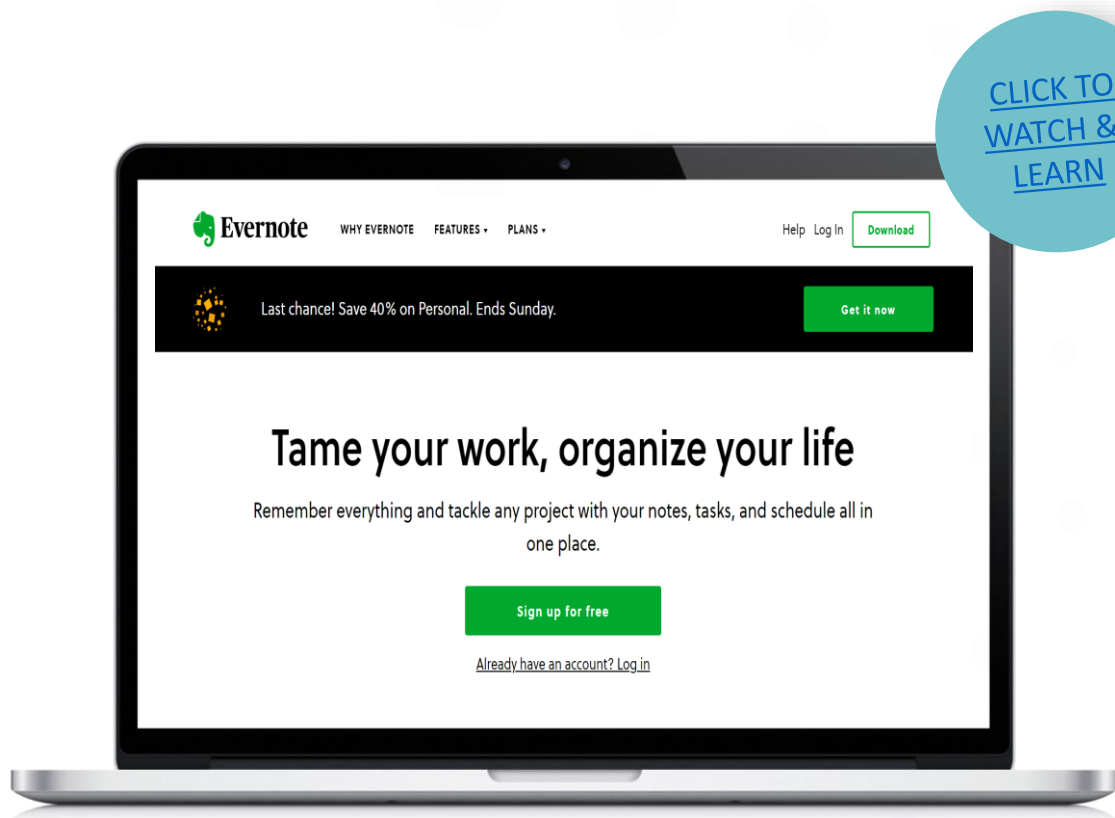
ADVANTAGES

- Evernote's search functionality is very accurate and finds any keyword or tag in your Notebooks
- The Web Clipper is effective and easy to use
- When taking notes there are lots of options to edit and organize them, you can also share and discuss notes
- The whole program stands out by its simplicity

DISADVANTAGES

- You need to subscribe and pay for a plan to have access to bigger storage
- Sometimes exporting data to other applications can be difficult
- The layout and structure of the homepage can seem too static or rigid

> *Evernote is very user-friendly, allowing to collect notes on different platforms with an accurate system to find keywords. In addition, it enables the user to organize the information in a very efficient manner.*
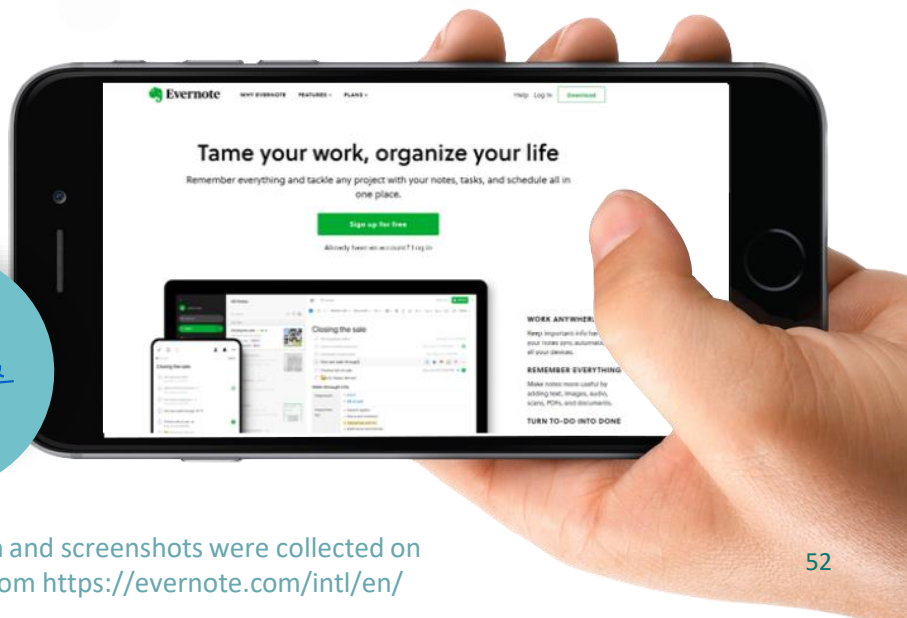>
> *Núria Febrer, Universitat Oberta de Catalunya (UOC), Spain*

GETTING STARTED WITH EVERNOTE

Now that you have had a good introduction to Evernote – why not test it out for yourself?

https://evernote.com/intl/en/

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The information and screenshots were collected on 16/09/2021 from https://evernote.com/intl/en/
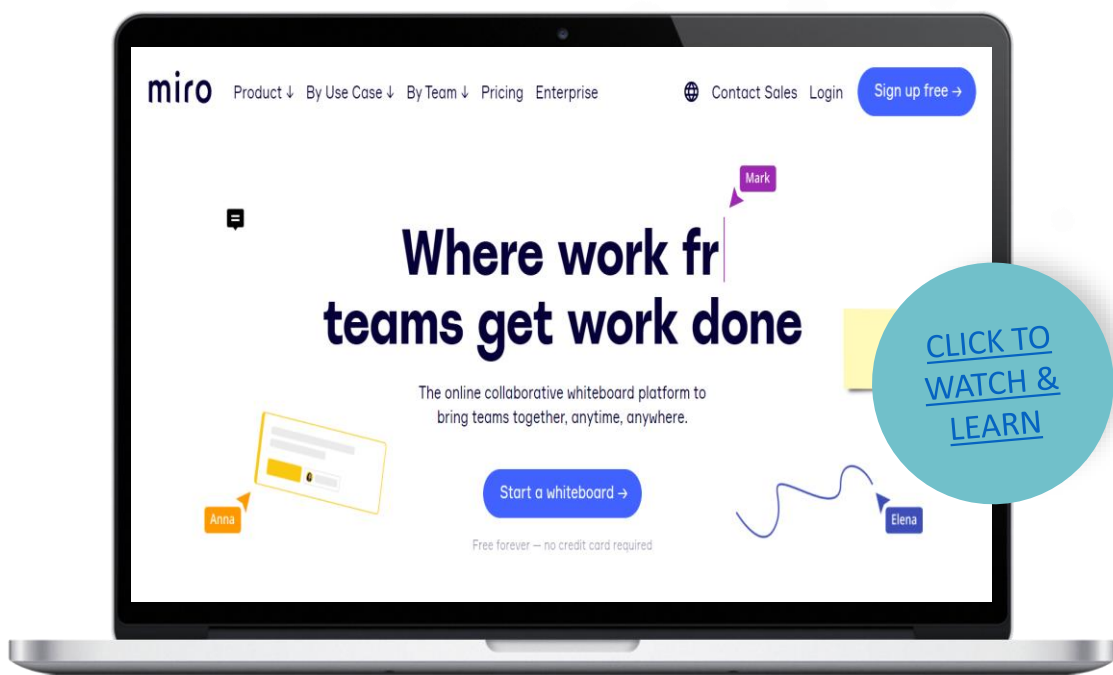
MIRO

Miro is a tool to create mind maps, diagrams and flowcharts. It's very easy to use and quite intuitive. You can develop and structure your ideas using the multiple features that are available. It's also a nice app to do collaborative work, share your creation with others and even call them while you are editing simultaneously. The interface is smooth, and a lot of editing options are already available in the free version.

Miro is a great tool to be considered for meetings and workshops, making it very simple to establish proper group dynamics. Using the free version of Miro, you can create three different boards. There's the chance to upgrade your account to a version that includes unlimited editable boards, remote meetings toolkit or advanced attention management, plus many more interesting features.

LEARN FROM OTHERS

The video below will guide you on how to navigate around a Miro Board and it's uses, it is a great introduction to the Tool!

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➕ ADVANTAGES

- Miro is quite intuitive and user-friendly
- The application encourages collaborative work with great features and tools
- Clean and appropriate layouts with many templates to choose from
- Many ways to add new content from other apps

➖ DISADVANTAGES

- The free version only allows you to work with a maximum of 3 boards
- There are very few offline functionalities
- All that's written in a shape must be in the same font size. There's no possibility to change it

> *Miro renders online collaboration easier! The interactive whiteboards allow me to work with colleagues in an efficient and simultaneous manner although we are not in the same room physically.*
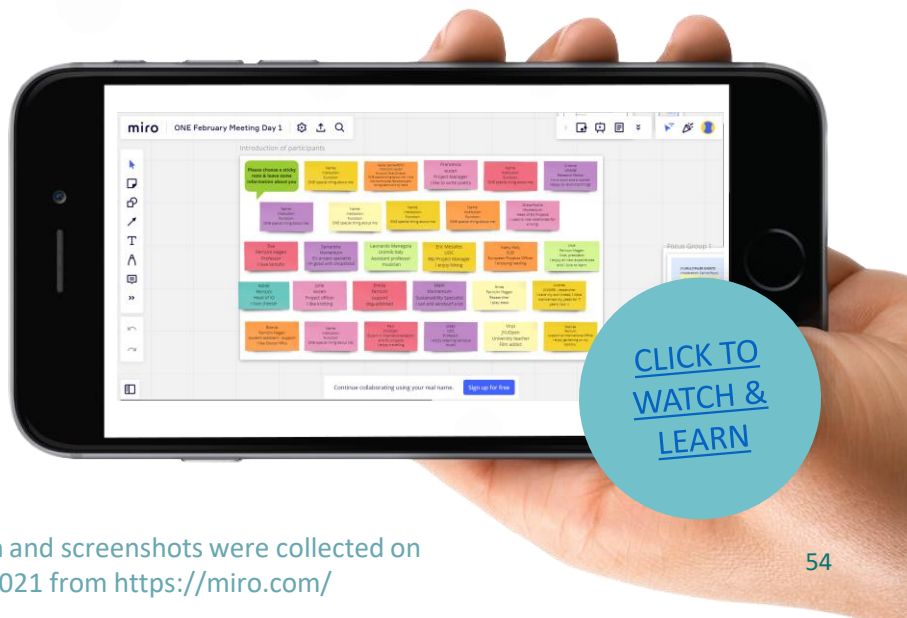>
> *Francisco Lupiáñez-Villanueva, Universitat Oberta de Catalunya (UOC), Spain*

⏻ GETTING STARTED WITH MIRO

Now that you have had a good introduction into Miro – why not test it out for yourself?

https://miro.com/signup/

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PowerPoint

PowerPoint is used by millions of people around the world. It is probably the first option that comes to mind when we think about creating a presentation of a project. It has a very straightforward interface with many templates and editing options like inserting images, videos or hyperlinks. Each slide is completely customizable. Also, there's the possibility of recording your presentation and even adding a narration to it.

PowerPoint has a lot of functionalities: some of them are extremely useful and can save you some valuable time, like Design Ideas or Slide Master. It is always a good idea to explore the countless possibilities that this program has so you can make your presentation unique.
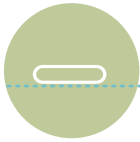
LEARN FROM OTHERS

Founder XelPlus and Microsoft MVP, Leila Gharani, explains several hacks that augment the functionality of PowerPoint, well with a watch to get you started with PowerPoint!

CLICK TO
WATCH &
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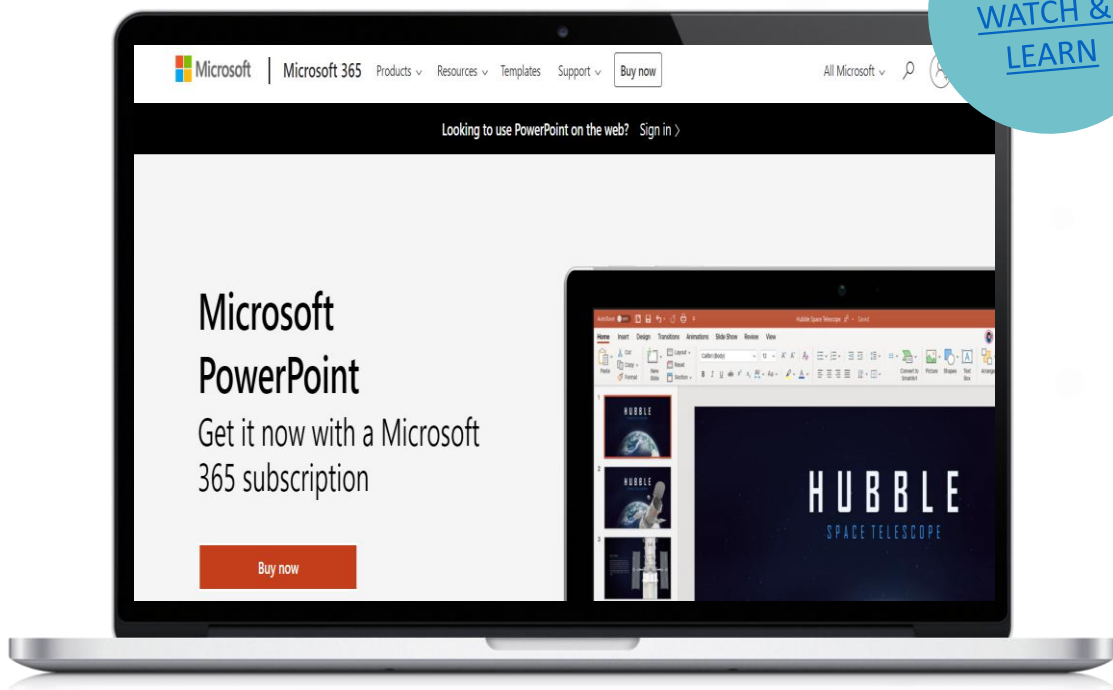
ADVANTAGES

- PowerPoint has an easy-to-use interface and functionalities
- You can record your presentation and edit it
- Possibility to customize every slide integrating other graphics, images, videos or audio.
- This program has a great global community that can help you discover new tips for your presentations

DISADVANTAGES

- There are no collaborative options to edit or share, unless you use Cloud services
- PowerPoint Online still must be improved
- Need to update templates, animations, and other features to adapt to new customers and their requirements

> " *While PowerPoint is an extensively used software, few people are aware of all the functionalities that the application offers to prepare presentations. The online global community helps in taking advantage of all these functions.* "
>
> *Josep M. Duart, Universitat Oberta de Catalunya, Spain*

GETTING STARTED WITH POWERPOINT

Now that you have had a good introduction to PowerPoint – why not test it out for yourself?

https://www.microsoft.com/en-us/microsoft-365/powerpoint

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What Is Nearpod?

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The information and screenshots were collected on 18/09/2021 from https://www.microsoft.com/en-us/microsoft-365/powerpoint
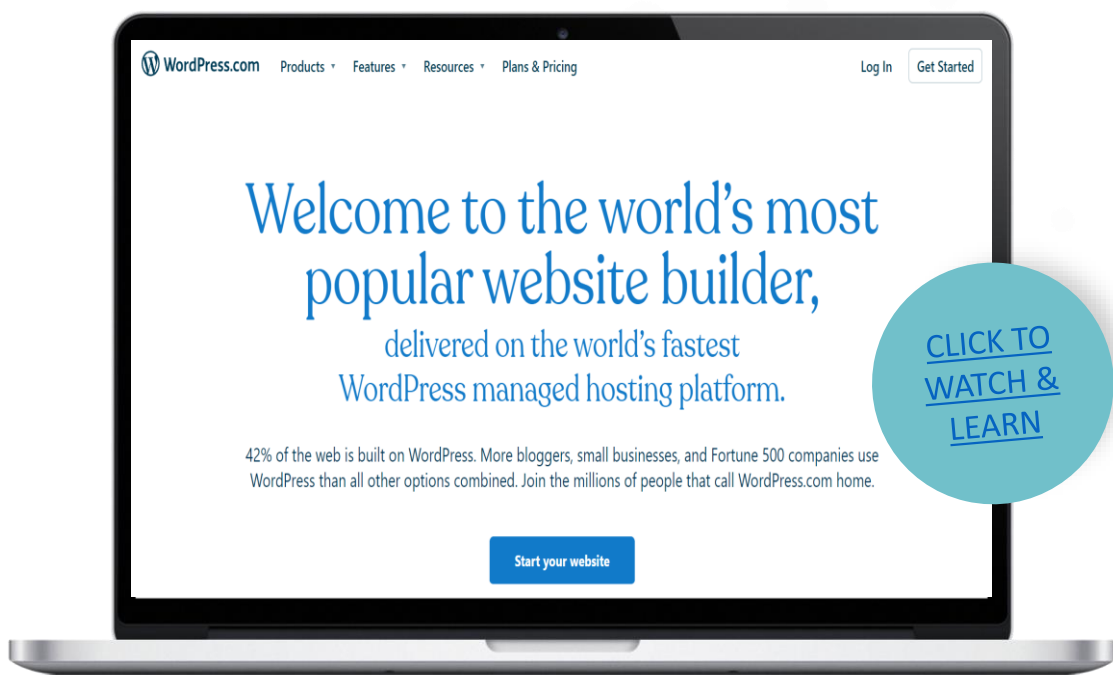
WordPress is a very popular website builder that can be used to create a blog, an online store, a business website and almost any other type of website you can imagine. It's a great tool to create a site to promote and present your project to the world. Very flexible and easy to use to make most of the updates you need in your webpage. You can choose from various templates or themes and then add content using the block editor.

The functionalities of WordPress can be improved by using add-ons or the so-called plugins. This is a simple and fast way to add new features and functionalities to your website. Currently more than 60,000 plugins can be used in any WordPress site. It's also very simple to configure WordPress to show your posts on your social media accounts.

LEARN FROM OTHERS

WordPress offers different themes for you to create your site. The video below provides a great introduction to the fundamentals of the tool!

WordPress.com   Products ▾   Features ▾   Resources ▾   Plans & Pricing   Log In   Get Started

Welcome to the world's most popular website builder,

delivered on the world's fastest
WordPress managed hosting platform.

42% of the web is built on WordPress. More bloggers, small businesses, and Fortune 500 companies use WordPress than all other options combined. Join the millions of people that call WordPress.com home.

Start your website

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➕ ADVANTAGES

- WordPress offers thousands of plugins to customize your site
- Flexible and responsive in any device
- A lot of templates and designs are available
- There is a big international community that can help you find new techniques and functionalities to improve your site

➖ DISADVANTAGES

- If you are a beginner, navigating through the dashboard can be difficult, lacks a user-friendly layout
- Some plugins or features are not offered for free
- To make certain updates you need to have a previous coding knowledge

> " *Once you learn how to use it, WordPress is an amazing tool to personalize and create web content. The great amount of templates available helps you to find the right format you had in mind for your website.* "
>
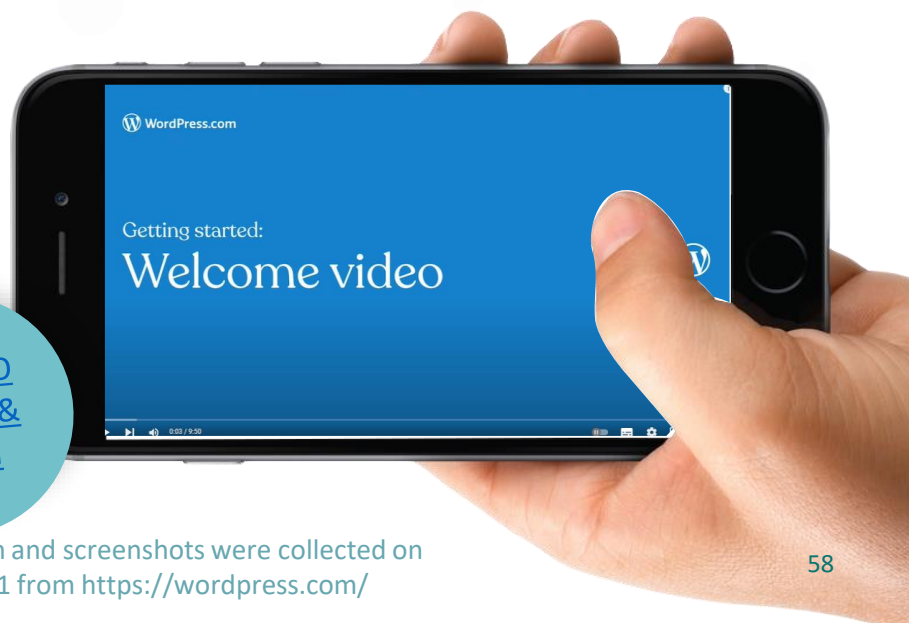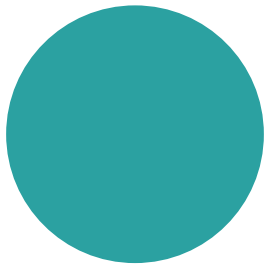> **Laura López, Universitat Oberta de Catalunya, Spain**

⏻ GETTING STARTED WITH WORDPRESS

Now that you have had a good introduction into WordPress – why not test it out for yourself?

https://wordpress.com/

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Methodological Note

The Virtual Toolkit presents a selection of usable virtual tools for project staff within EU projects. The target group of this project being higher education professionals who work in cross-national projects in management, administration, research or technical support, defined the virtual tool selection and their division into categories. University of Jyväskylä (JYU) co-lead the development of the Virtual Toolkit working closely with Canice Consulting Limited (CCL) whose expertise was integrated using their earlier work on a Virtual Toolkit as a starting point. All partners in the ONE Meeting project had a significant role in the development of the Virtual toolkit.

The creation of the Virtual Toolkit included several phases. In the first phase, the interview data that was gathered during the consultation of EU project professionals (N = 38) from 18 countries was used for the creation of a longlist of virtual tools. This list was then complemented by all partners through adding their favourite tools. In the second phase, JYU and CCL defined six categories for these tools based on needs of transnational projects in higher education: (1) Project management tools, (2) Collaboration and file sharing tools, (3) Research tools, (4) Meeting and webinar tools, (5) Polling, presentation and animation tools, and (6) Digital content creation tools. In the third phase, JYU designed a survey for partners to rate the usability, aspects of universal design and price of each tool. In the fourth phase, all partners carried out initial testing of the longlist of tools and, agreed on the final list of 23 tools based on the given criteria. In the fifth phase, partners wrote the descriptions for each selected tool based on a template created by CCL. In the sixth phase, JYU and CCL asked internal feedback from all partners and provided a revised version of the Virtual Toolkit. This procedure was repeated before the Virtual Toolkit was distributed for pilot testing. In the seventh phase Virtual Toolkit and a Feedback Survey were delivered for 48 pilot testers that presented the target groups and were located in different European countries. The final version of the Virtual Toolkit was edited based on this feedback. CCL was responsible of finalizing the graphic design of the Virtual Toolkit. Finally, the published Virtual Toolkit was localised by translating it to Spanish, Italian and German.

the
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