

## VETech toolkit

# WORKSHEET

**Tool name:** Online collaboration

**Specific tool:** Google services (Google account)

**Target group:** VET students

**Level:** Beginner

### Tasks:

#### Task 1 – Create a collaborative project report

##### Objective:

Strengthen students' ability to work in teams and produce structured digital documents.

##### Instructions:

Form a group of 3–4 students. Select a topic related to your specific topic (e.g. a production process, service procedure, safety regulation, or technical project). Use Google Drive to collect, organize, and share your project materials. Collaborate with your group using shared files and online communication tools to prepare a structured project report.

Your report must include:

- A clear title and logical structure
- Contributions from all group members
- Evidence of collaborative work through shared files and comments
- Proper formatting and professional language

Share the final report with your teacher for evaluation.

##### Expected Learning Outcome:

You will improve collaborative writing, digital organization, and professional communication skills.

## Task 2 – Plan and manage a group project digitally

### Objective:

Develop time management and digital planning competencies.

### Instructions:

Using Google Calendar, create a shared schedule for your group project.

The schedule should include:

- Project milestones and deadlines
- Online or face-to-face meetings
- Individual responsibilities
- Submission dates

Invite all group members and your teacher to the calendar and update it regularly. Use clear event titles and avoid sharing unnecessary personal information.

### Expected Learning Outcome:

You will strengthen your ability to organize tasks, manage time, and coordinate teamwork.

## Task 3 – Conduct an online project meeting

### Objective:

Enhance digital presentation, communication, and reflective learning skills.

### Instructions:

Organize an online meeting through Google Meet to present and discuss any of your work with classmates and your teacher with the help of a shared presentation.

Your activity must include:

- A presentation (introduction, main points, conclusion) (edited by any programme you know)
- Create a new event in Google Calendar:
  - Enter any title, date, and duration.
  - Add a description of the meeting topic.
  - Invite the participants.
- Have the meeting in Google Meet:
  - Start a Google Meet session 5 minutes before the scheduled time.

- Check your camera and microphone settings. Make sure your display name and profile settings are appropriate for an educational environment.
- Write a welcome message in the chat.
- Admit the meeting participants.
- Share your screen with the participants.
- Close the meeting

After the presentation, collect feedback from participants and reflect on possible improvements.

**Expected Learning Outcome:**

You will develop confidence in online communication, improve presentation skills, and strengthen reflective learning and self-evaluation skills.