

VETech

Digital Skills for Tomorrow's SMEs
2024-2-HU01-KA210-VET-000295830

Small-scale partnerships
in vocational education and training
(KA210-VET)



TOOLKIT
FOR VET TRAINERS
Level: Beginner

ONLINE COLLABORATION
- Use of Google account and services -



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The goal of the VETech toolkit:

The development of digital skills of students and teachers participating in vocational education, and the support of the digital transformation of small and medium-sized enterprises (SMEs) with free-of-charge digitally accessible learning materials that promote the development of the stakeholders' digital skills, thereby ensuring that the digital skills acquired in vocational education are aligned with the needs of market players.

The Online Collaboration - Use of Google account and services by VET Trainers – learning material's aim:

This online learning material provides guidance to help VET trainers consciously and effectively integrate **the basic use of online collaboration tools** (for example, using a Google account and services) into their everyday workflows.

Online collaboration tools make it possible for VET trainers and students—regardless of their geographic location or time zone—to work together on documents, projects, or tasks, either in real time or asynchronously.



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Please note that GOOGLE, as the developer of Google Account and Google services, continuously updates the platforms. Therefore, some features may appear in different locations on the interface, or the latest functions may not yet be included in the learning material at the time you study it.

At the same time, this material provides an excellent opportunity to become familiar with **the basic use** of several applications available with Google Account.

Date of preparation: September 2025



The toolkit targets three groups, which are:

Students in vocational education

Trainers in vocational education

SMEs

All 3 target groups find dedicated learning materials in the following three areas:

Artificial intelligence (AI)

Online collaboration

Digital content creation

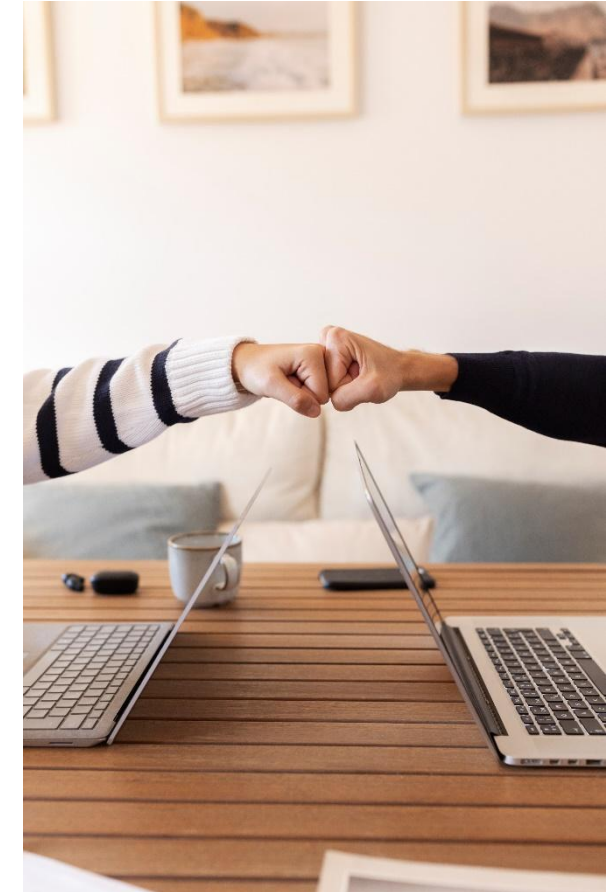
The structure of each learning material is as follows:

1. Introduction sheet (general summary of the tool)
2. PowerPoint presentation with the detailed learning material
3. Worksheet to support the practical application of the learning material (hands-on exercise)
4. Questionnaire for review (test)

What is the online collaboration?

Online collaboration refers to a form of digital cooperation in which participants—regardless of their geographic location or time zone—work together on documents, projects, or tasks, either in real time or asynchronously.

This is most commonly made possible through cloud-based solutions such as Google Account/Workspace, Microsoft 365 Copilot, or other similar platforms.



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DEFINITION – Online collaboration

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Online collaboration can take various forms:

1. The simplest tools include email and **chat applications**, which are suitable for quick information exchange.
2. More complex solutions are **video conferencing tools**, which allow participants to communicate face-to-face, share presentations, and discuss topics together.
3. **Cloud-based document management** systems enable multiple users to work simultaneously on text files, spreadsheets, or presentations. These provide real-time co-editing capabilities, significantly speeding up teamwork.
4. **Project management and task-tracking tools** are becoming increasingly widespread, helping teams work in a structured way (such as process and deadline tracking applications or platforms).
5. **Shared calendars, note-taking applications**, and survey editors are also becoming indispensable parts of everyday collaboration.



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- ✓ **Flexibility:** Participants can access the necessary information from anywhere and on any device, without the need for physical presence. This saves time and costs and enables efficient work even for international teams.
- ✓ **Real-time editing and communication:** All changes are visible immediately, allowing for faster decision-making and more effective problem-solving.
- ✓ **Cost efficiency:** There are free platforms available, as well as subscription-based systems. The latter offer more advanced features, and subscriptions make expenses more predictable.
- ✓ **Reliability:** Major service providers apply high-level security and data protection standards.
- ✓ **Storage savings:** Content does not occupy the users' device storage, as it is stored in the cloud. This reduces the load on computers while ensuring that materials are accessible from anywhere and any device.
- ✓ **Scalability:** Whether for a small group or a larger organization, the tools can be easily adjusted to fit the team's size and needs.



- ✓ **Reliable, fast internet connection:** Collaboration may be disrupted if the network connection is weak.
- ✓ **Tool updates and changes:** Online collaboration tools are continuously developed by service providers. Their use requires ongoing learning and adaptation, and some participants may resist changes.
- ✓ **Data security:** Although providers offer strong protection, user errors—such as weak passwords or incorrectly set permissions—can pose serious risks.
- ✓ **Lack of personal interaction:** It is more difficult to maintain direct human connections in an online environment.



The online collaboration tools offer more flexible, collaborative, and learner-centred training.



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- ✓ Digital collaboration enables VET trainers to overcome geographical and time constraints working either in real time or asynchronously.
- ✓ Online collaboration tools (e.g., shared document editing, task-tracking systems, shared calendars) support efficient teamwork. Through online collaboration, educational processes become more transparent.
- ✓ It enables real-time, rapid information flow. Trainers can respond more quickly to students' needs.
- ✓ It reduces time for training content preparation, as trainers can share resources and support each other easily— all information is available in cloud-based storage and quick online communication is possible at any time from anywhere.

FOR SUPPORTING VET TRAINERS

Email and chat applications:

- ✓ **Gmail** – A widely used email service that allows VET trainers to communicate efficiently with students, colleagues, and company mentors. It is possible to organise messages by training group or course and share learning materials quickly.
- ✓ **Outlook** – An email and communication tool often used in training institutions, enabling trainers to manage professional correspondence and integrate email with calendars and tasks.
- ✓ **Google Chat** – Supports quick text-based communication and group discussions linked to Google account, useful for coordinating training activities and providing short instructions or feedback.
- ✓ **Microsoft Teams Chat** – Integrated with Microsoft 365, allowing trainers to communicate with learners within training groups, share files, and coordinate tasks in one single environment.
- ✓ **Slack** – A channel-based chat tool suitable for project-based VET training, enabling structured communication within learner teams and collaboration with external partners.



FOR SUPPORTING VET TRAINERS

Video conferencing solutions:

- **Google Meet** – A browser-based video conferencing tool that allows VET trainers to deliver online or hybrid lessons, organise meetings with learners and employers, and share screens and presentations without complex setup.
- **Microsoft Teams** – Combines video conferencing with chat and file sharing, making it suitable for virtual classrooms, staff meetings, and collaboration with training organisations.
- **Zoom** – A popular platform for online training sessions and workshops, offering features such as breakout rooms for group work, screen sharing, and session recording.
- **Webex** – A secure video conferencing solution often used by institutions, suitable for formal online meetings, assessments, and collaboration with external stakeholders.



FOR SUPPORTING VET TRAINERS

Cloud-based document management systems

- **Google Drive** – A cloud storage service that allows VET trainers and learners to store, share, and co-edit training materials, assignments, and assessment documents in real time.
- **Microsoft OneDrive** – Integrated with Microsoft 365, enabling trainers to manage and share documents securely within their organisation and with learners.
- **Dropbox** – A straightforward file-sharing solution suitable for distributing large training files or resources and collaborating on shared folders.



FOR SUPPORTING VET TRAINERS

Online office applications

- **Google Docs, Sheets, and Slides** – Online tools for creating and collaboratively editing text documents, spreadsheets, and presentations, allowing trainers to give real-time feedback and support group work.
- **Microsoft Word Online and Excel Online** – Web-based versions of Microsoft Office tools that support collaborative document editing and are often already familiar to trainers and learners.



FOR SUPPORTING VET TRAINERS

Project management and task-tracking tools

- **Trello** – A visual, board-based tool that helps VET trainers organise training projects, group assignments, and learning tasks with clear steps and deadlines.
- **Asana** – A structured project management tool suitable for more complex training projects, enabling trainers to track learner progress and responsibilities.
- **Microsoft Planner** – Integrated into Microsoft 365, allowing trainers to assign tasks, monitor progress, and support teamwork within training groups.
- **ClickUp** – A flexible task management platform that can be adapted to different training formats, from short courses to long-term VET projects.



FOR SUPPORTING VET TRAINERS

Shared calendars and scheduling tools

- **Google Calendar** – Enables VET trainers to plan training sessions, examinations, meetings, and work-based learning activities, and share schedules with learners and colleagues.
- **Outlook Calendar** – Often used in institutional settings, supporting coordinated scheduling across training staff and learners.



Survey and feedback tools

- **Google Forms** – A simple tool for creating surveys, quizzes, and feedback forms, useful for collecting learners' feedback and evaluating training outcomes.
- **Microsoft Forms** – Integrated with Microsoft 365, allowing trainers to design quick assessments, polls, and evaluations within the institutional digital environment.



WHAT IS GOOGLE WORKSPACE?

Google Workspace is a cloud-based online collaboration and productivity platform developed by Google for businesses.

Its goal is to provide, within a single integrated ecosystem, all the tools a team or organization may need for effective collaboration, communication, and work.

WHAT IS GOOGLE ACCOUNT?

A **Google Account** is a free user account for Google services that provides access to all of Google's core services.

MOST FREQUENTLY APPLIED GOOGLE SERVICES:



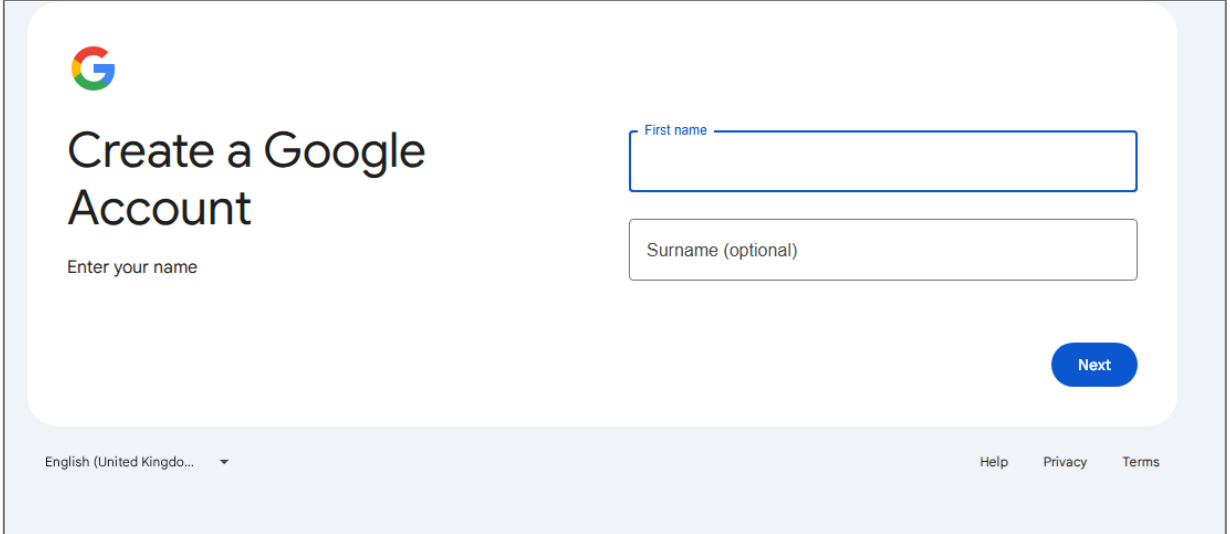
In Google Workspace and in Google account the same applications are available (e.g., Drive, Meet, Chat, Calendar, etc.). The difference is not in the applications themselves, but in the fact that the Google Workspace version offers extra features, administrative options and storage for businesses.

AREAS OF USE OF GOOGLE SERVICES (EXAMPLES) IN THE LIFE OF VET TRAINERS

-  ✓ **Gmail:** Communicate professionally with learners, colleagues, and company mentors.
-  ✓ **Google Calendar:** Schedule training sessions, assessments, and meetings.
-  ✓ **Google Drive:** Store and share training materials and learner documents securely.
-  ✓ **Google Docs:** Co-create learning materials and give real-time feedback.
-  ✓ **Google Sheets:** Track attendance, progress, and assessment results.
-  ✓ **Google Slides:** Create and share training presentations and learning content.
-  ✓ **Google Meet:** Deliver online or hybrid training and virtual consultations.
-  ✓ **Google Chat:** Enable quick communication within training groups.
-  ✓ **Google Keep:** Organise notes, reminders, and training ideas.
-  ✓ **Google Forms:** Create quizzes, surveys, and feedback forms for assessment.

Free, for personal use or for small teams.

1. Open the <https://accounts.google.com/signup> page!
2. Enter your personal information!
3. Click the *Next* button!
4. Provide recovery information (optional)!
5. Enter your date of birth and gender!
(This helps Google personalize the services for you.)
6. Verify your phone number! (if provided)
7. Read and accept the terms and conditions!
8. Click the *I agree* button!
9. You can now access all Google applications.



The screenshot shows the 'Create a Google Account' page. At the top left is the Google 'G' logo. Below it, the text 'Create a Google Account' is displayed. Underneath that, it says 'Enter your name'. To the right, there are two input fields: 'First name' and 'Surname (optional)'. A blue 'Next' button is located at the bottom right of the form area. At the bottom left of the page, there is a language dropdown menu set to 'English (United Kingdo...'. At the bottom right, there are links for 'Help', 'Privacy', and 'Terms'.

THE FOLLOWING DEMONSTRATES THE BASIC USE OF THE THREE GOOGLE SERVICES LISTED BELOW



Google Calendar: Editing calendar entries.



Google Meet: Organizing and conducting online meetings with remote participants.

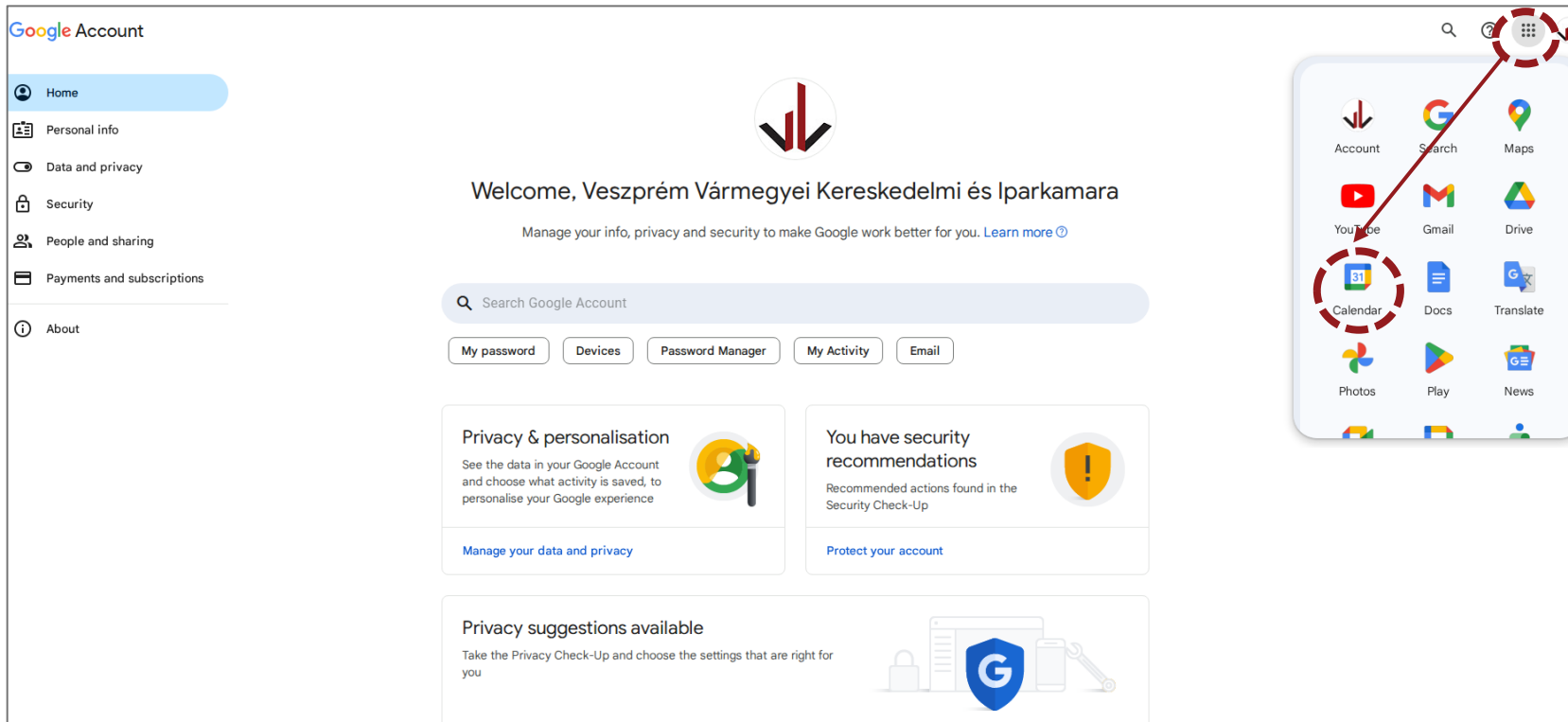


Google Forms: Form creation to design surveys, questionnaires, and tests and to track the results.



Google Calendar:

- Online calendar that can be synced on computers and mobile devices.
- Helps keep track of appointments, meetings, and events.
- Free to use with a Google account.



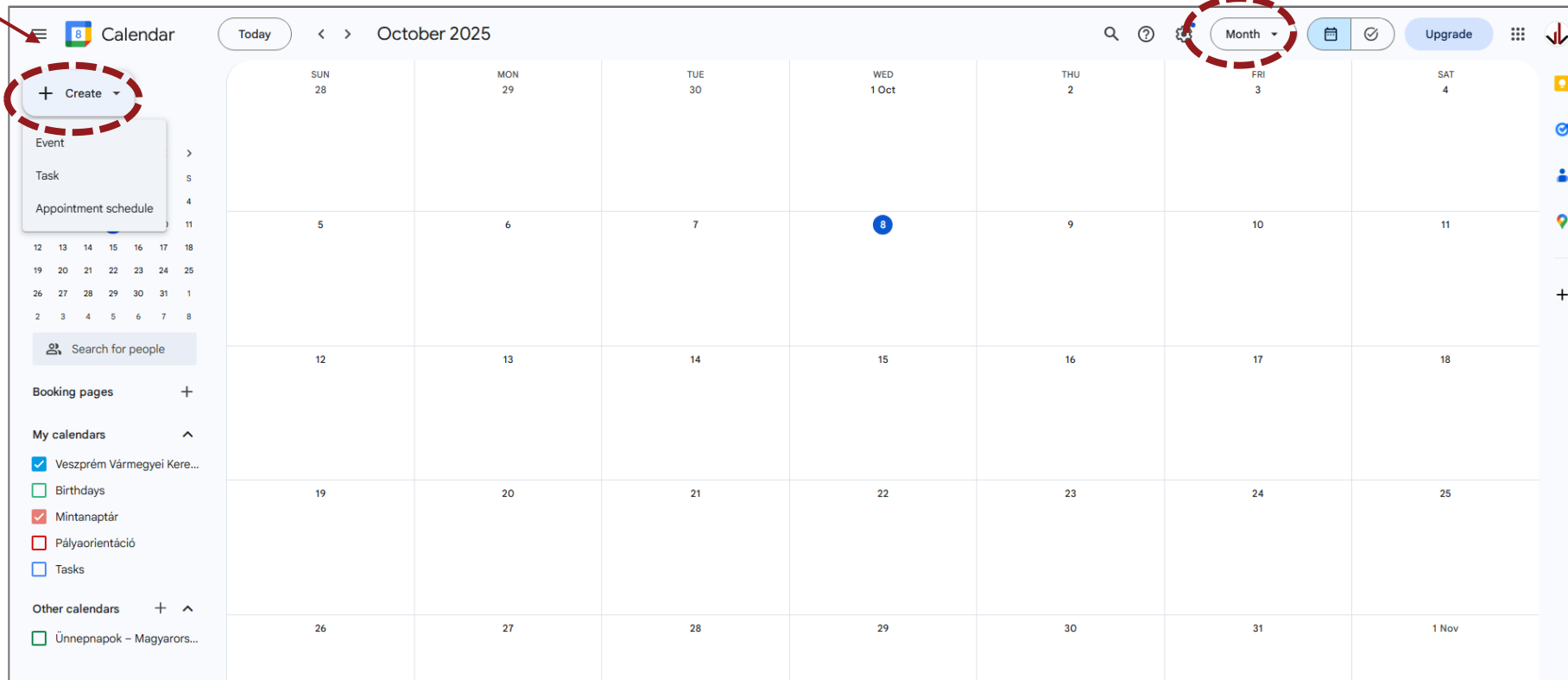
Google services
in the Google account



Google Calendar

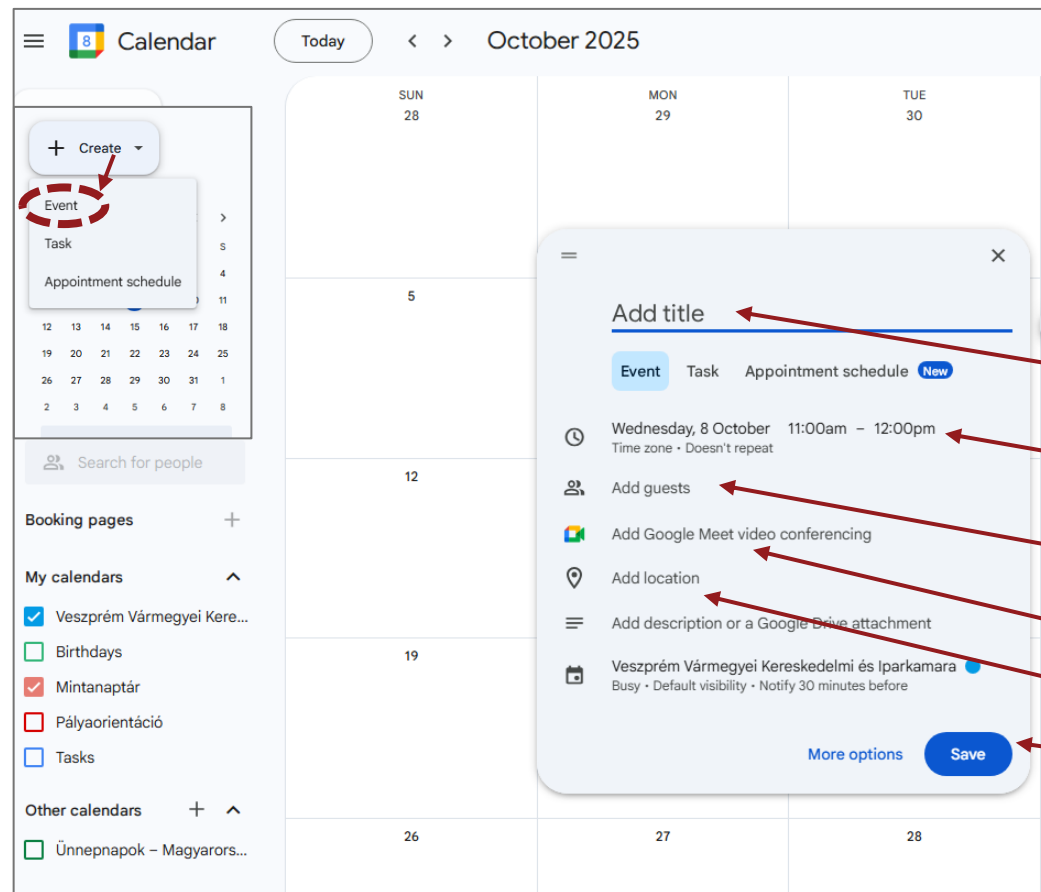
Creating a new calendar entry, which can be for an event, task, or meeting.

Switching views by time periods





Google Calendar



Creating event:

1. Click on the desired day/time (or click *Create* in the top-right corner)!
2. Enter the event details!
3. You can invite others by entering their email addresses.

Give a title of the event!

Mark the date and duration!

Add an invitee (in this case, the interface will offer to send the invitation via email to the recipient)!

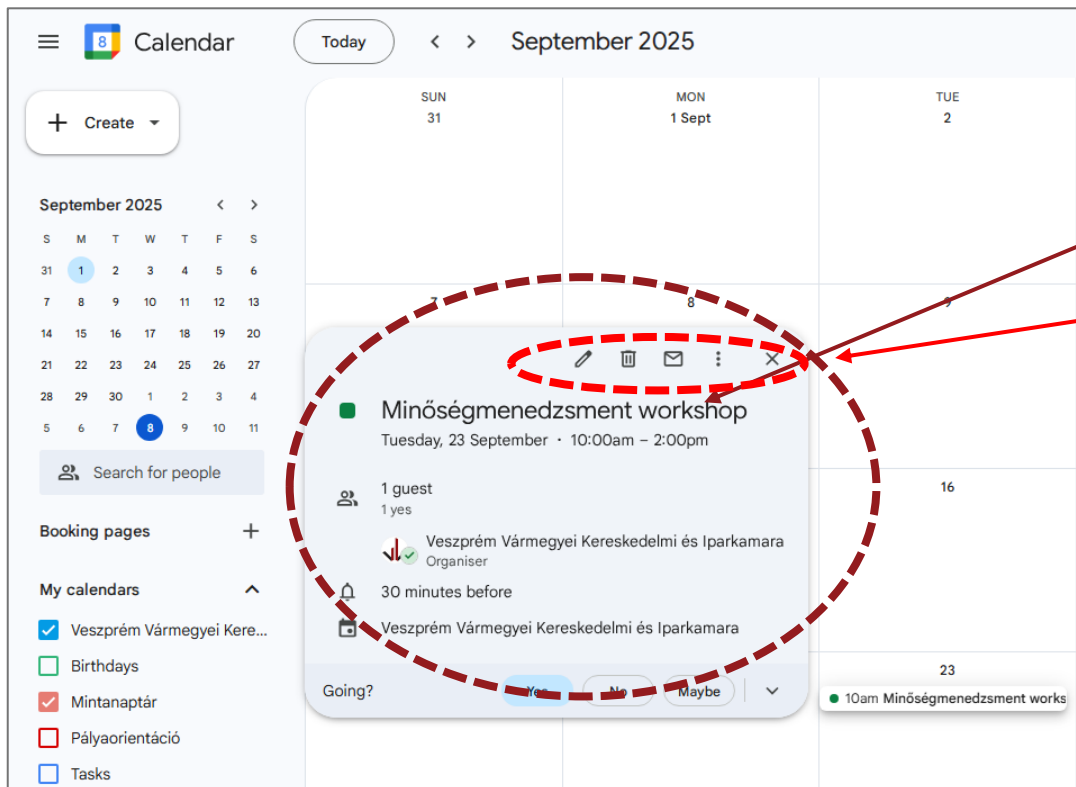
Add a Google videoconference (google meet) (optional)!

Add the venue!

Save the event!



Google Calendar



View the created event in the calendar!

Details displayed when clicking on the scheduled event.

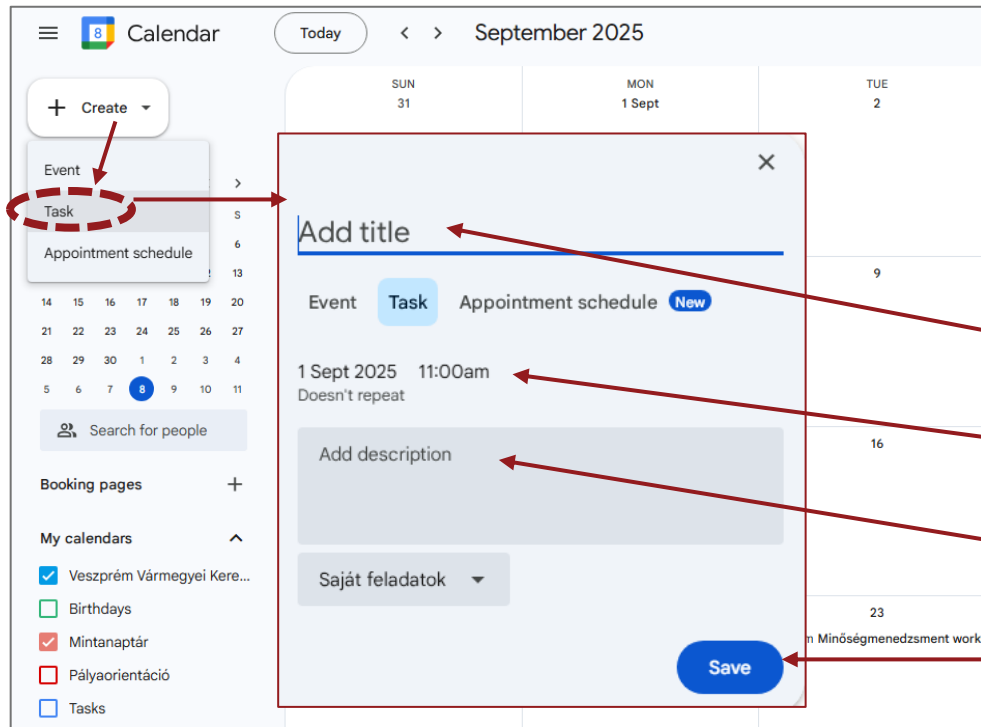
More options:

- Edit
- Delete
- Send event via e-mail
- „:” (more): print, copy etc.
- X: close

The event registered in the calendar for September 23.



Google Calendar



Creating task

1. In the sidebar, select *Tasks*!
2. Name the task!
3. You can set a due date and repetition.
4. Once completed, it can be checked off, and the task will disappear from the list.

Add the title of the task!

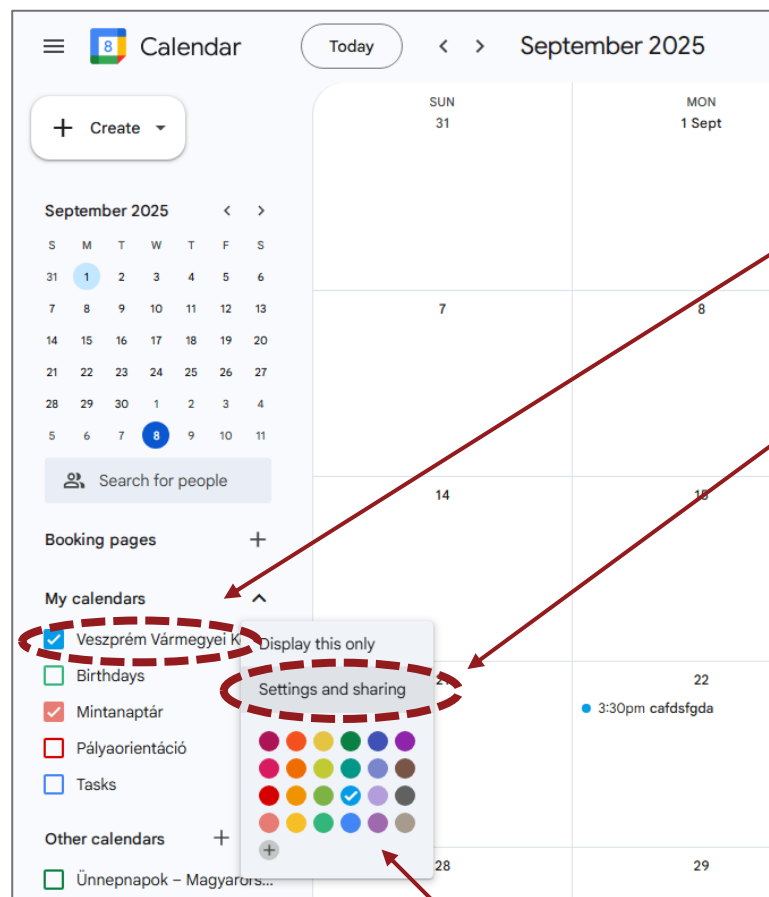
Mark the date and time of the task! Repetition can also be set depending on the task

Describe the task!

Save the task!



Google Calendar – share and collaborate

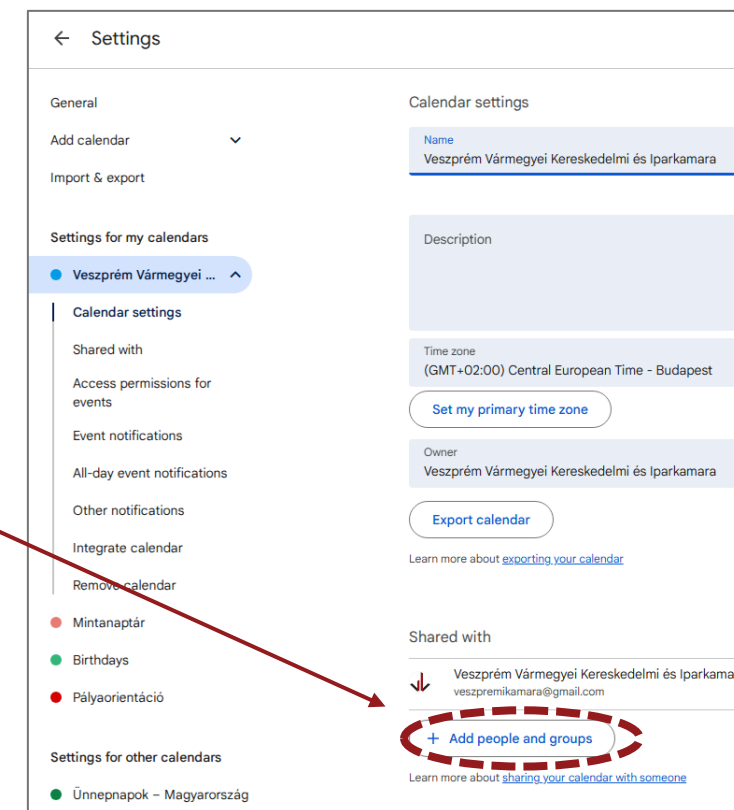


Option to change the color of the calendar (and calendar entries).

Sharing the entire calendar:

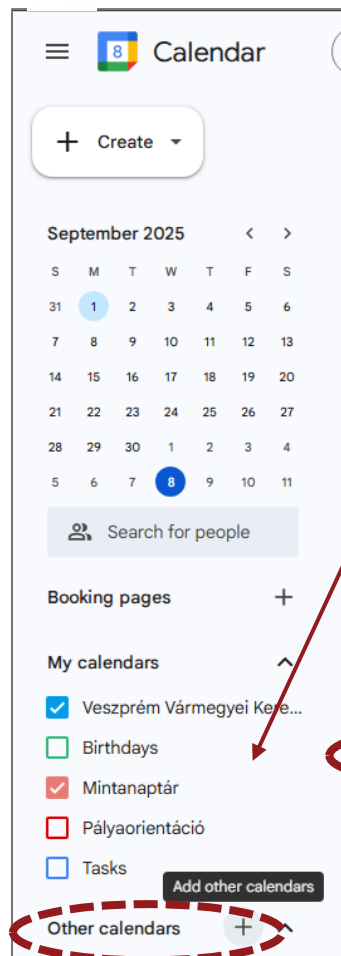
1. In the left sidebar, select the calendar you want to share!
2. Hover over it → click the : (three dots) icon → *Settings and sharing*.

3. On the screen that appears based on step 2, you can share the entire calendar by selecting the *Add people and groups* option.



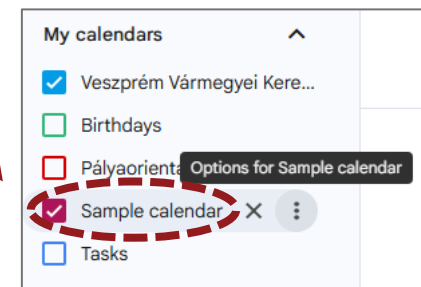
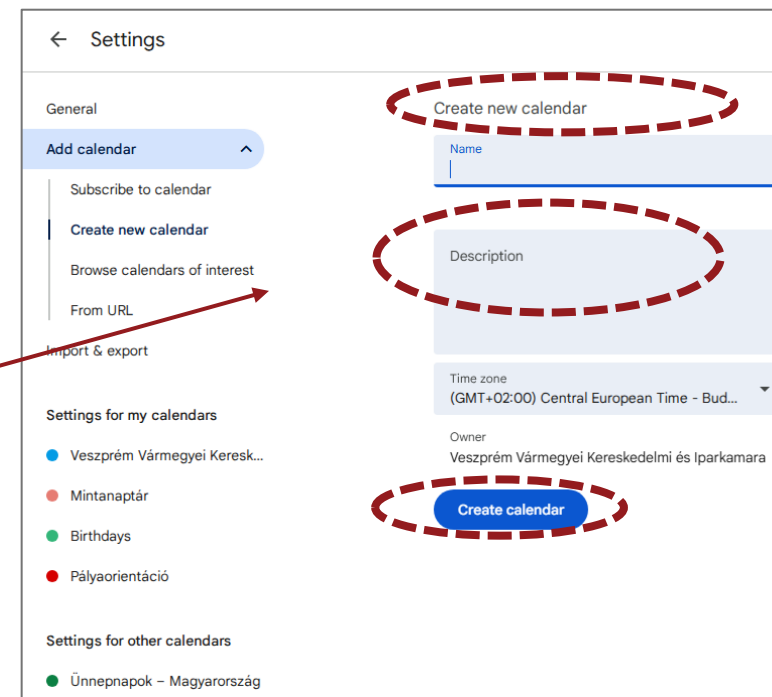
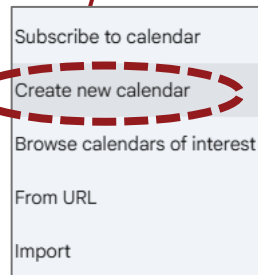


Google Calendar



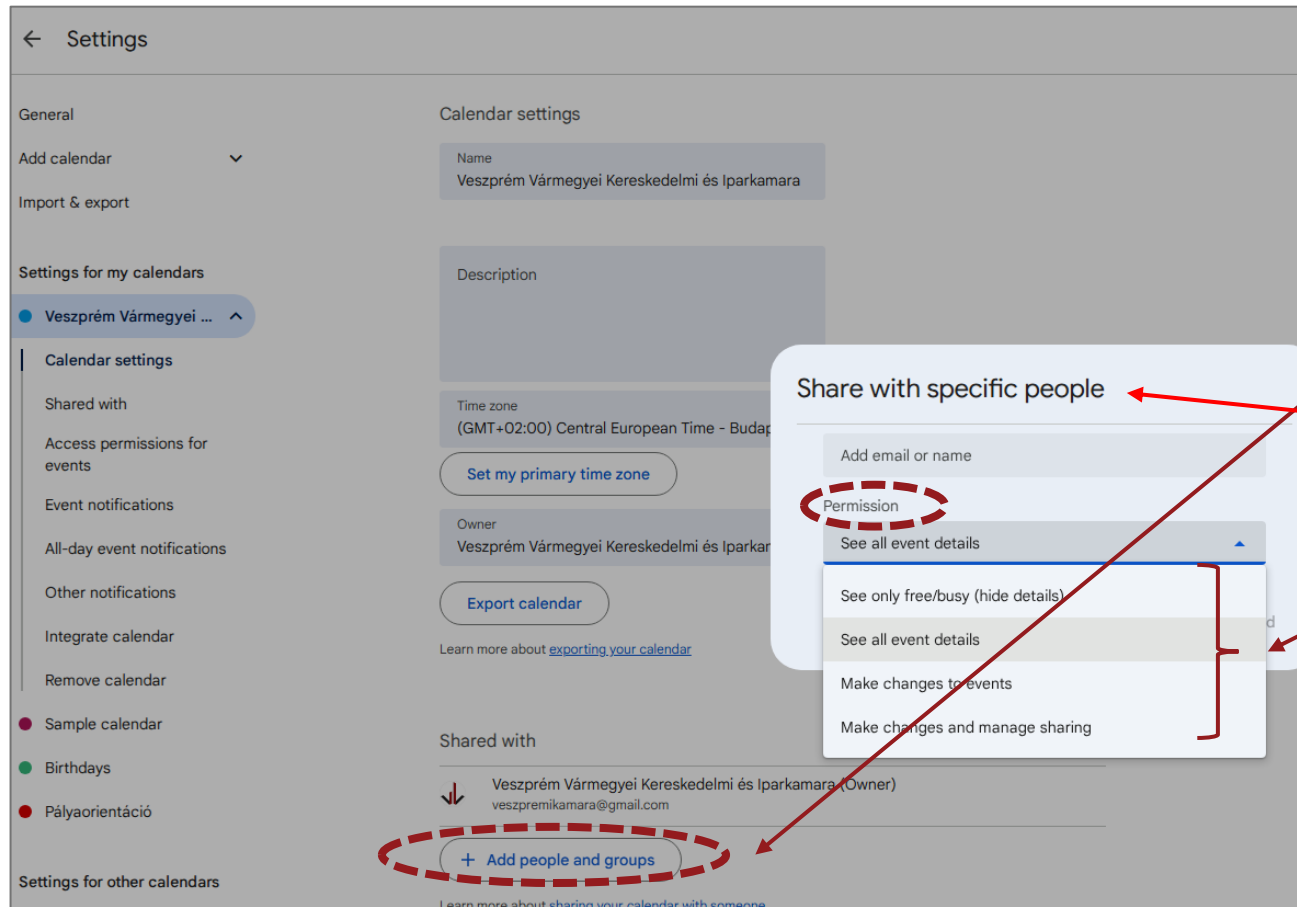
Creating a shared calendar:

1. At the bottom of the left sidebar, under *Other calendars*, click the + icon!
2. In the window that appears, click *Create new calendar*!
3. Give it a name and description, then confirm by selecting *Create calendar*!
4. The newly created calendar will appear under *Your calendars* in the left sidebar. You can then click the : (three dots) icon next to the new calendar to set up sharing.





Google Calendar

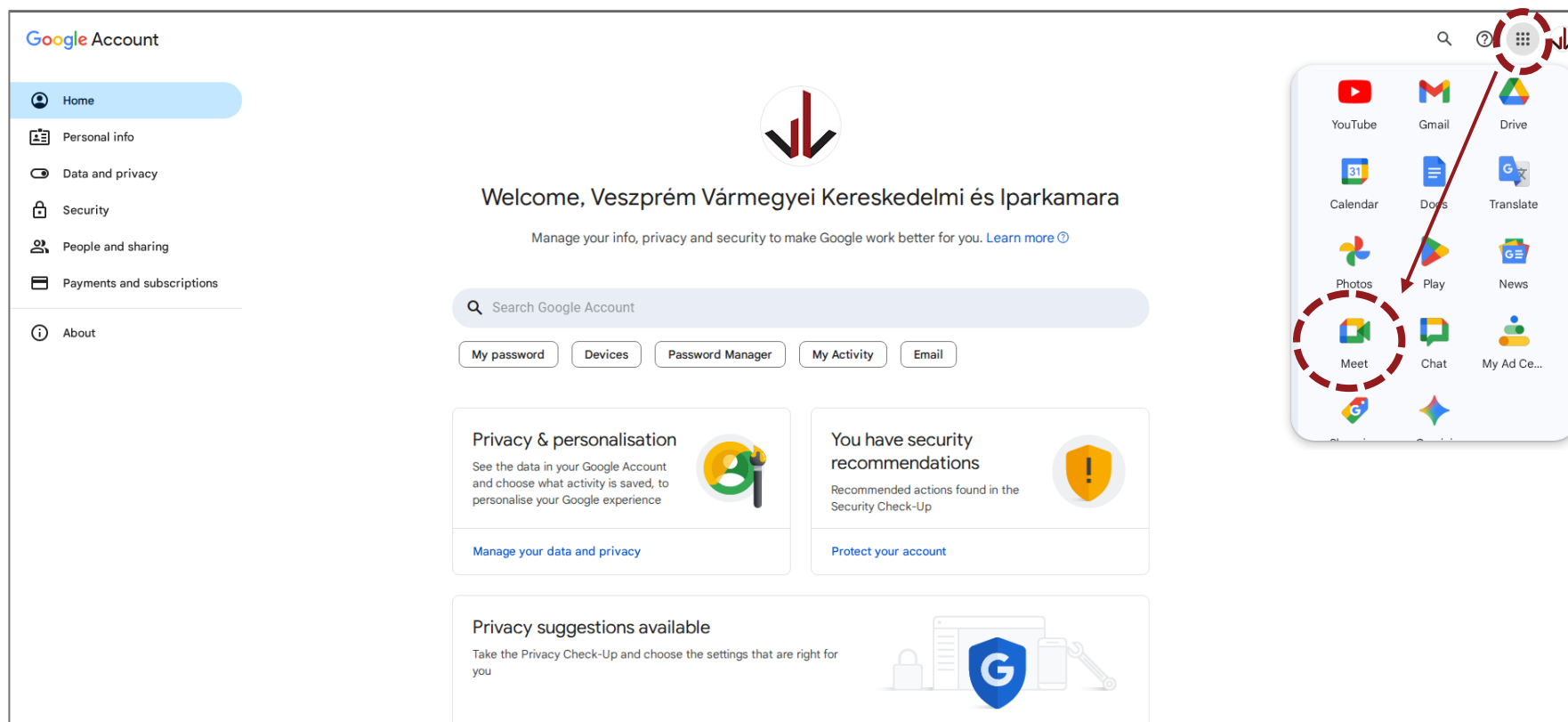


Assign calendar permissions

1. In the familiar left sidebar, click the ⋮ (three dots) icon next to the desired calendar. The calendar settings interface will appear;
2. Click the *Add people and groups* icon.
3. A *Share with specific people* window will appear, where you can enter the email address of the person you want to share the calendar with.
4. In the *Permissions* dropdown menu, select the appropriate permission level.

Google Meet

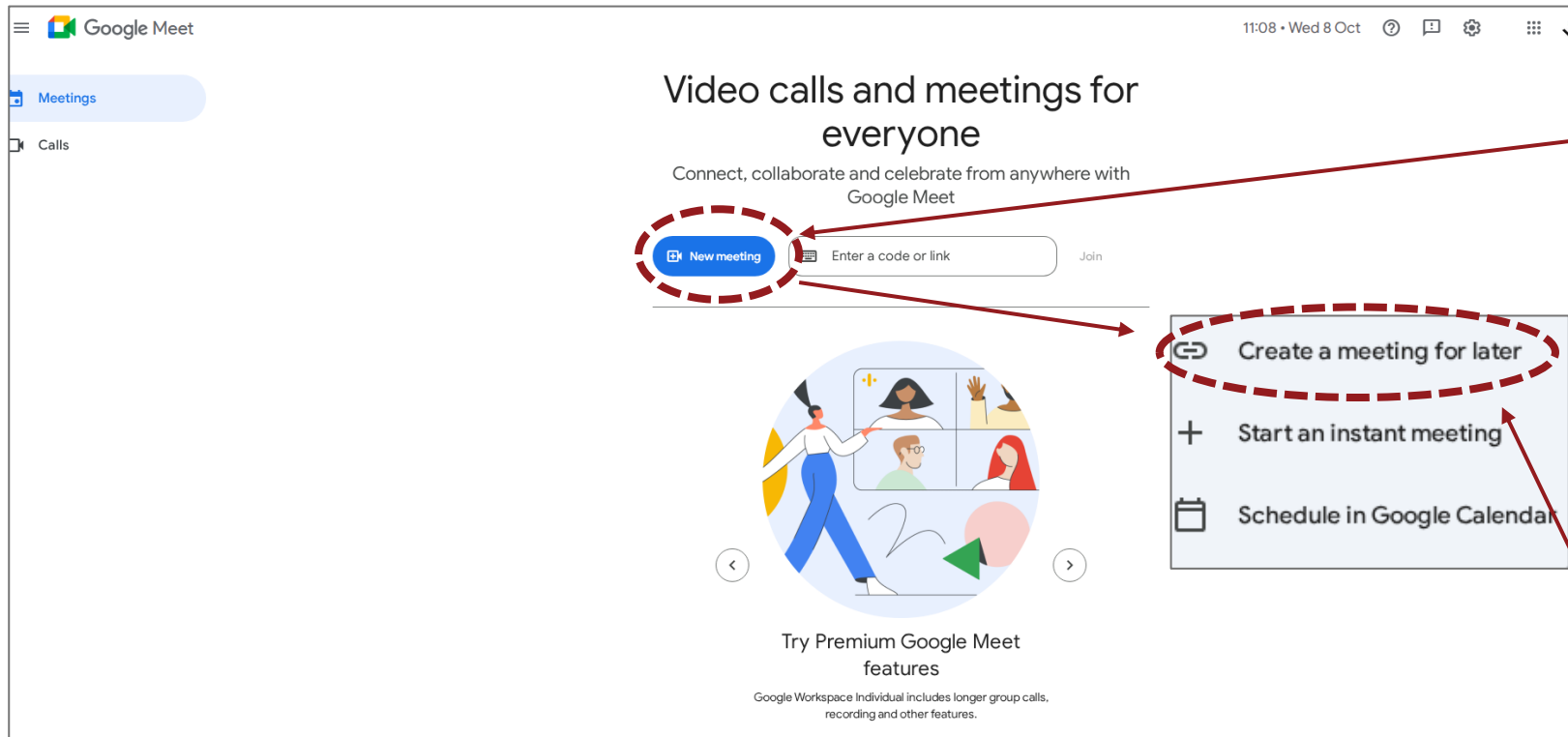
- Video conferencing from anywhere: easy to use, accessible via browser or mobile.
- Screen sharing and chat available."



Google services
in the Google account



Google Meet home screen – **CREATE A MEETING FOR LATER**



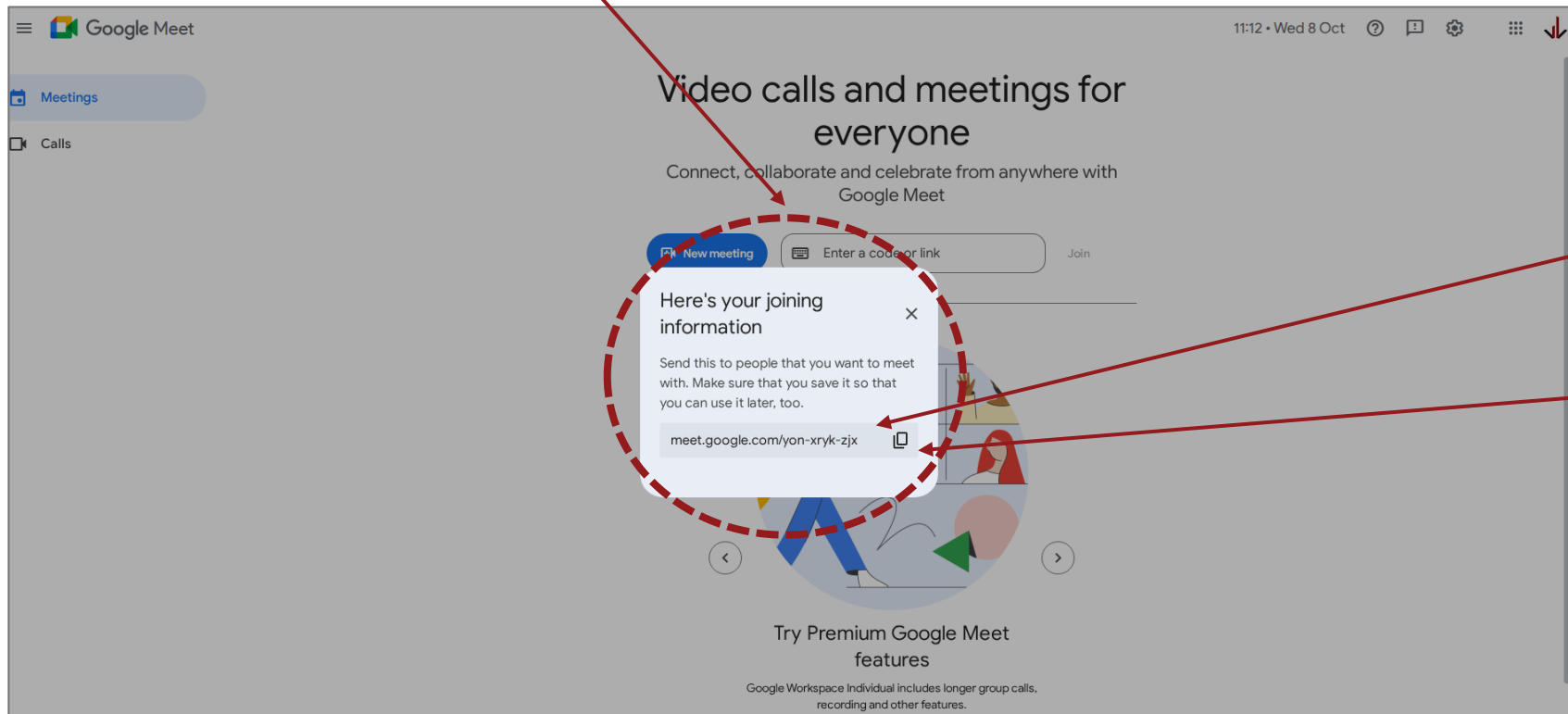
1. Click the *New meeting* icon to start a video call!

2. Choose from 3 options!

3. Choose *Creating a meeting for later*!



1. The window that appears will display the meeting link.
2. Copy it and send it via email, including the scheduled time, to those you want to join the conversation at a later time.



Meeting link

Quick copy of the meeting link



1. At the scheduled meeting time, open the link to start the conversation!
2. The following window will appear.

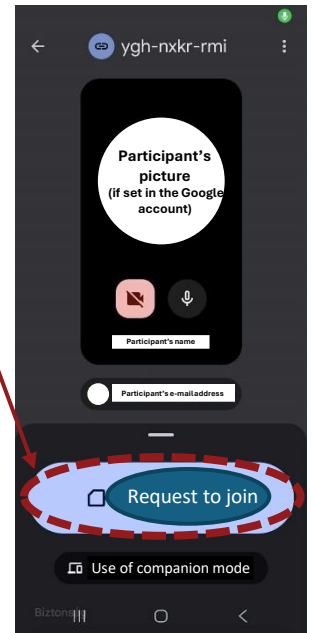
3. Once you have opened the meeting, other participants can also join by opening the link and clicking the *Request to join* icon in the window that appears for them (image of mobile login).

If someone was not previously invited or a participant requests the link again, you can easily resend it by clicking *Add people* and selecting the email addresses.

4. Participants' join requests appear in the left sidebar.

5a. Clicking *Admit* let you admit the waiting participant into the meeting.

5b. If more people try to join at the same time, their names will appear in a list. Clicking *Admit all* will allow everyone to enter the meeting at once."



USE OF GOOGLE MEET

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The video picture of the participant
(if there are multiple participants, each picture will appear smaller).

The screenshot shows the Google Meet interface. The main area displays a large white box labeled "Video picture of the participant (if the camera is on)". Above it, a smaller box says "No one else is in this meeting". To the right, a "People" sidebar shows a list of participants, with one labeled "Veszprém Vármegye... (You) Meeting host". Below the main area, a bottom menu bar contains icons for: Turn on/off microphone, Video settings, Share screen, Turn on captions, Raise hand (for question), Send a reaction (like etc.), and Leave call. A red bracket on the right side of the interface groups the "List of participants" and "More options" (which includes Adjust view, Full screen, Open picture-in-picture mode, Backgrounds and effects, Report a problem, Report abuse, Troubleshooting and help, and Settings). A label "Number of participants" points to the icon in the bottom menu bar.

Video picture of the participant
(if the camera is on)

No one else is in this meeting

People

Add people

Search for people

IN THE MEETING

Contributors 1

Veszprém Vármegye... (You)
Meeting host

List of participants

More options

Adjust view

Full screen

Open picture-in-picture mode

Backgrounds and effects

Report a problem

Report abuse

Troubleshooting and help

Settings

Bottom menu bar:

Turn on/off microphone

Video settings

Share screen

Turn on captions

Raise hand (for question)

Send a reaction (like etc.)

Leave call

Number of participants

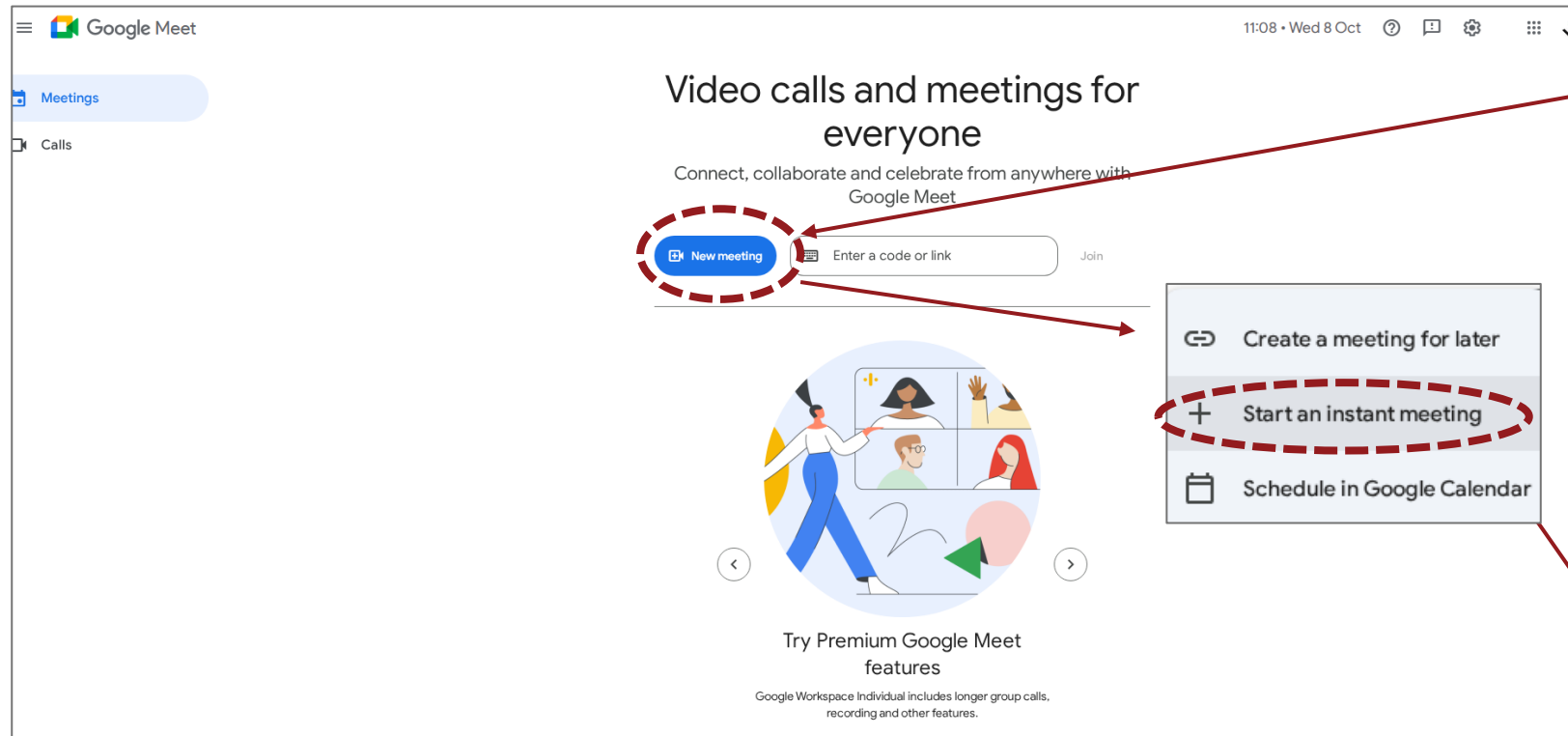


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Google Meet home screen – **START AN INSTANT MEETING**



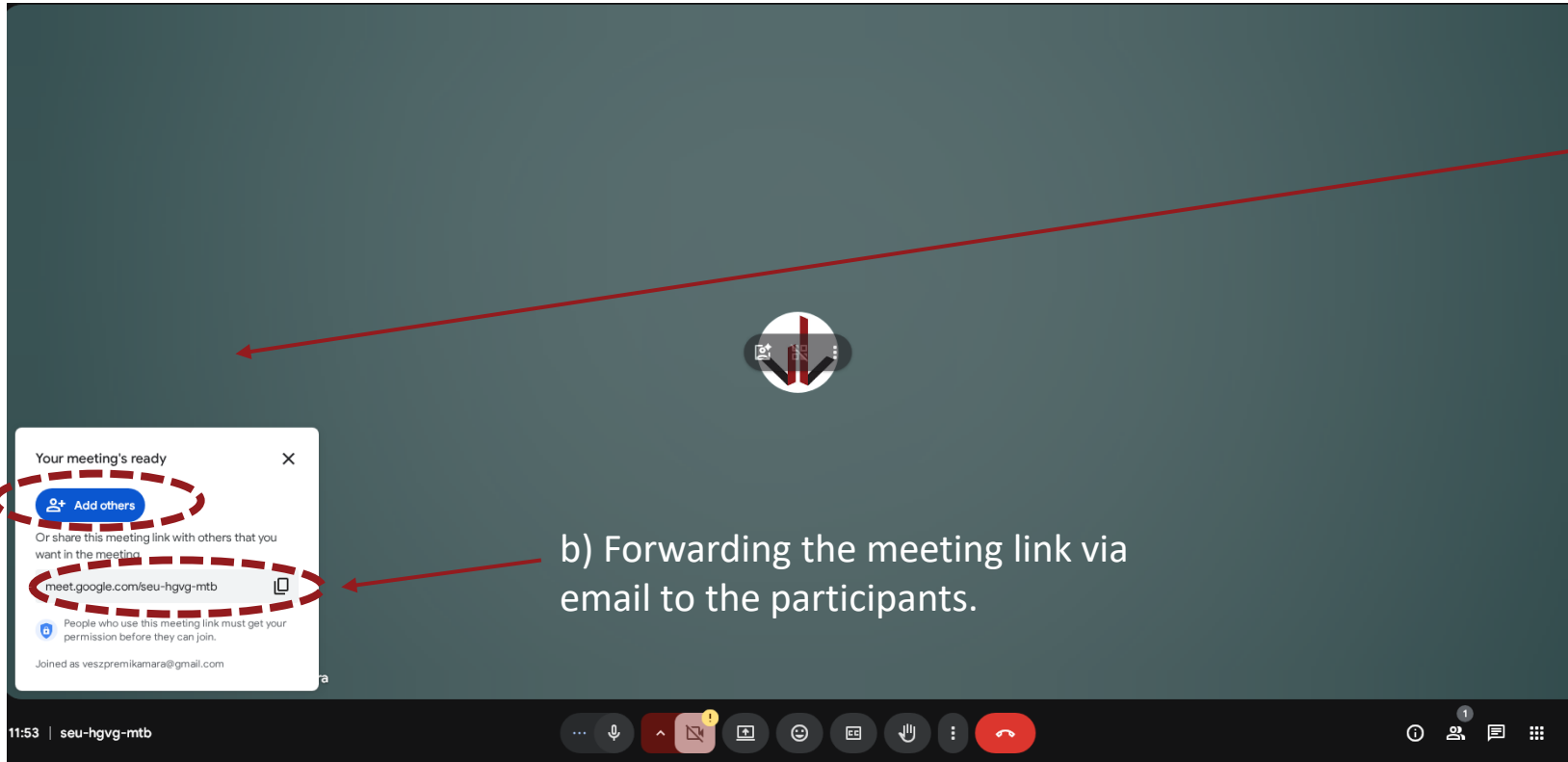
1. Click the *New meeting* icon to start a video call!

2. Now choose *Start an instant meeting*!

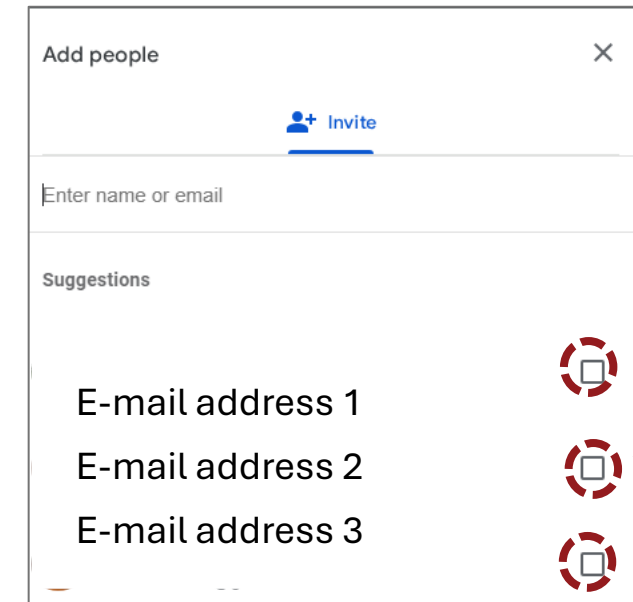
Google Meet – START AN INSTANT MEETING

On the screen, there are two options for inviting participants:

a) Click *Add others*, then select the participants' email addresses on the screen that appears.

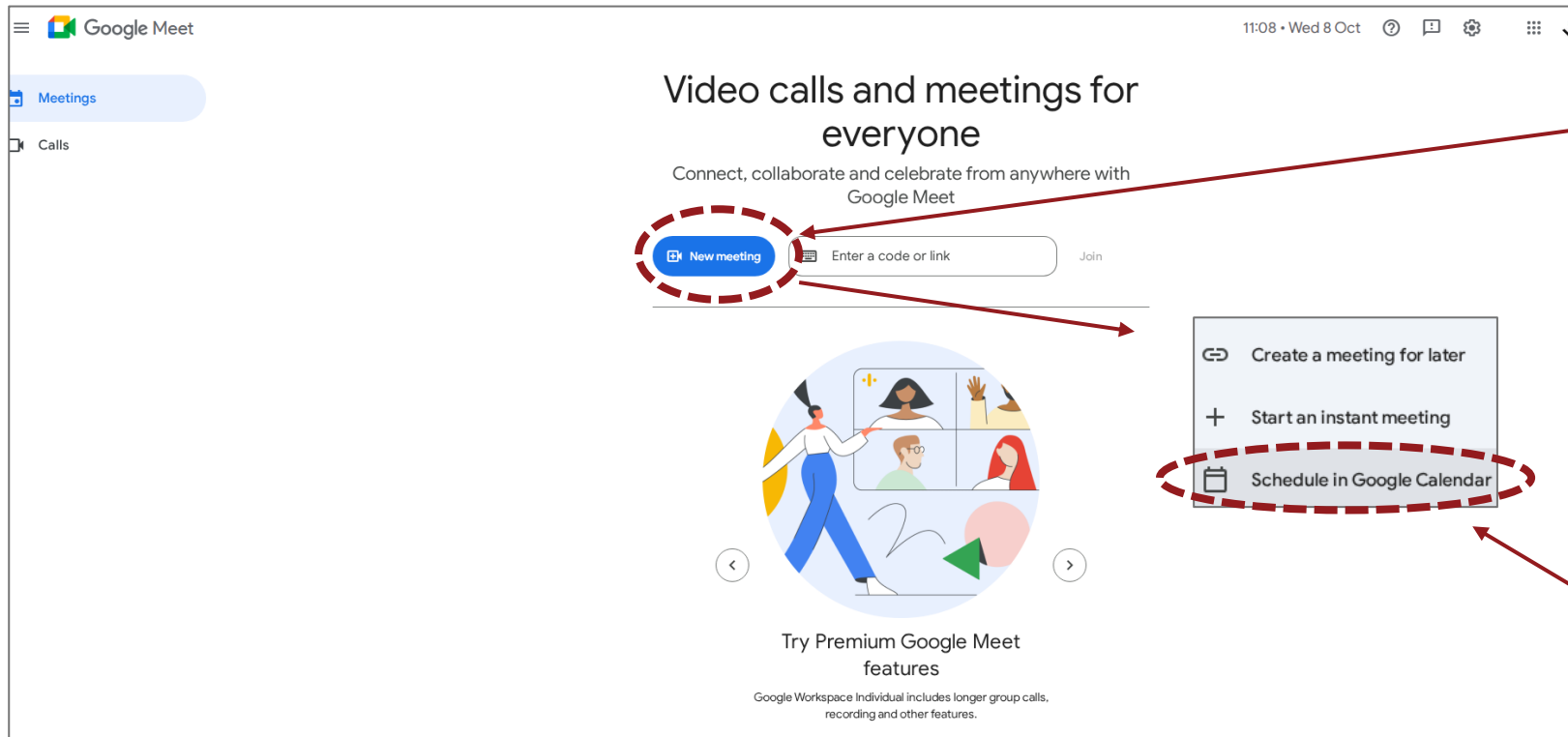


b) Forwarding the meeting link via email to the participants.



Conducting the meeting is the same as when participants are invited for a later time.

Google Meet home screen – **SCHEDULE IN GOOGLE CALENDAR**



1. Click the *New meeting* icon to start a video call!

2. Now choose *Schedule in Google Calendar*!



Google Meet home screen – SCHEDULE IN GOOGLE CALENDAR

1. Add the title of the meeting!

2. Add the date, time and duration of the meeting!

3. Selection of the invitees.

4. Link of the meeting (available any time)

5. Setting of event reminder(s)

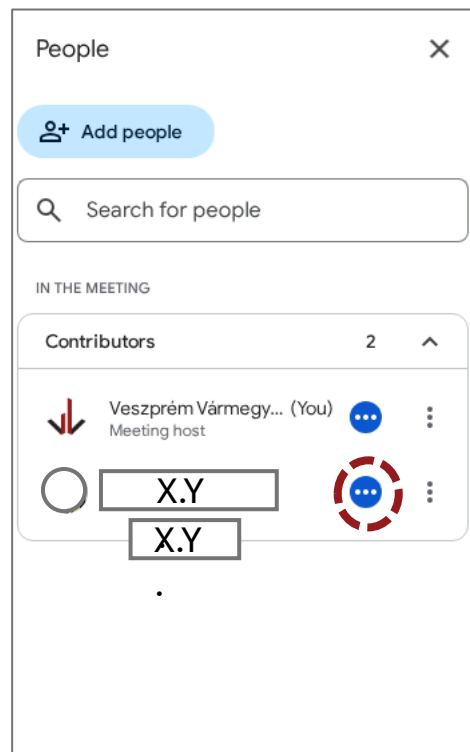
6. Description of the meeting

7. Save the scheduled meeting! After that Google Calendar will appear with the updated meeting entry.

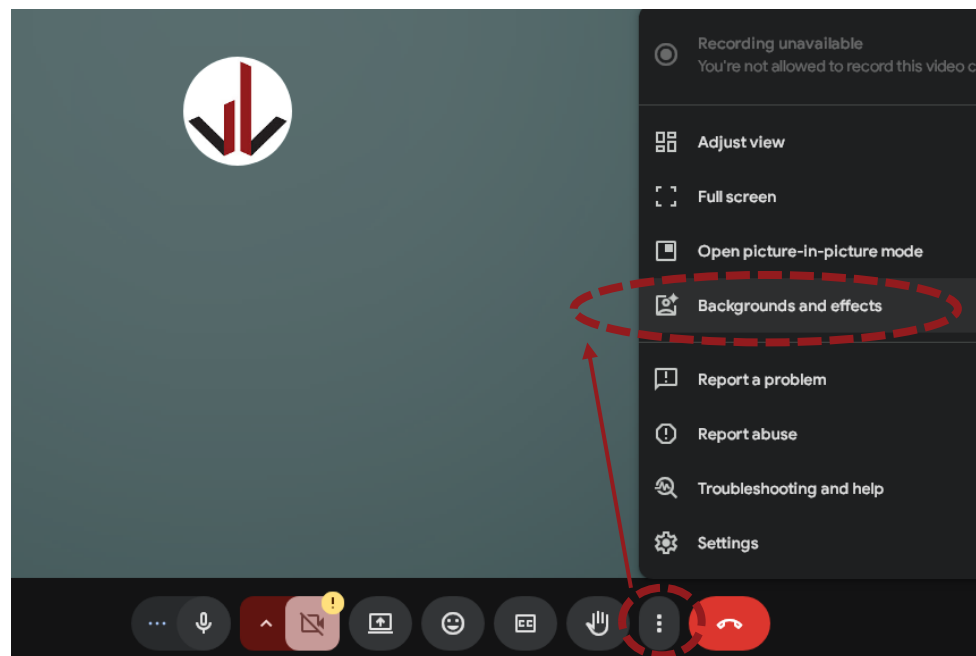
The screenshot shows the Google Meet scheduling interface. At the top, there's a 'Save' button. Below it, the date and time are set to 8 Oct 2025, 12:00pm to 1:00pm. The meeting title is 'Add title'. The meeting link is 'meet.google.com/wxn-fbci-chm'. The notification is set to 30 minutes. The description field is empty. The 'Add guests' field is also empty. The 'Save' button is highlighted with a red dashed circle.

Google Meet – USEFUL FUNCTIONS ON THE SCREEN

1. Mute the participants



2. Set or blur the meeting background (three dots : in the bottom menu bar)



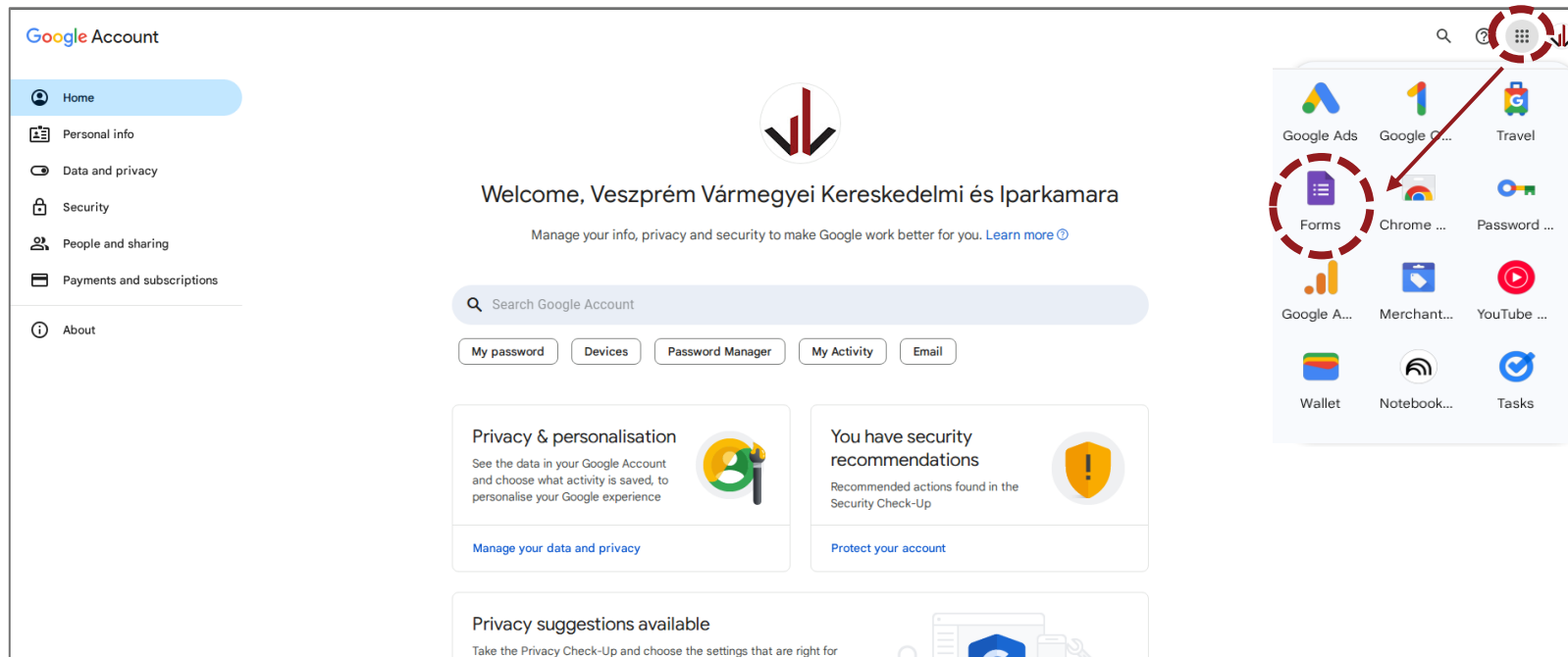
3. Chat during the meeting (right corner)





Google Forms:

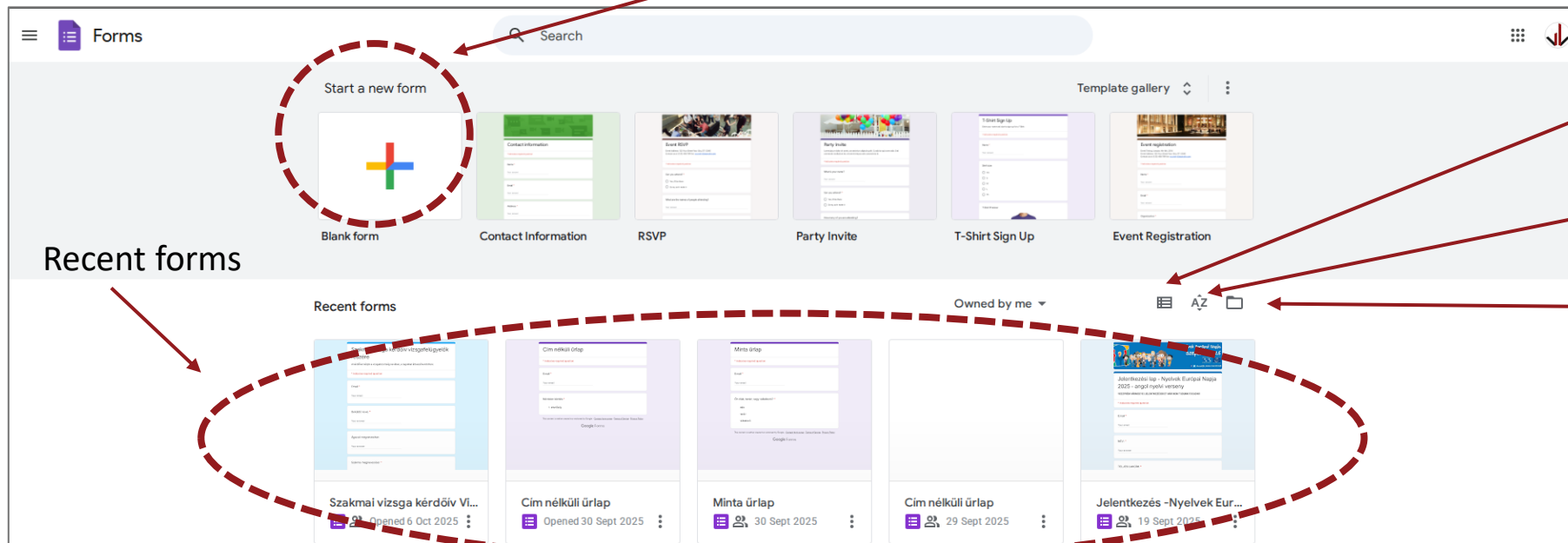
- Enables the quick and easy creation of questionnaires, surveys, registration forms, and tests with various question types (e.g., multiple choice, short answer).
- Response collection and analysis: After the form is filled out, the responses are automatically collected and can be analyzed in a tabular format (in Google Sheets).
- Free and easily shareable: Can be used for free with a Google account, and the created forms can be easily shared via email or link.



Google services
in the Google account

Google Forms: HOME SCREEN

Click on *Start a new form!*



List view

Sort options (A-Z etc.)

Open file picker

Google Forms- CREATING QUESTIONS AND ANSWERS

Title of the form

The form content can be edited across three tabs, with the current tab highlighted:
Questions, Responses, Settings.

Title of the form

Untitled form

Form description

Email *

Valid email address

This form is collecting email addresses. [Change settings](#)

Select the question type

Untitled Question

Option 1

Add option or [Add "Other"](#)

Insert a picture to the question

Multiple choice

Required

Duplicate the question

Delete

Response is required

Add question

Import questions (e.g. from word document)

Add title and description

Add image

Add video

Add section: feature that lets you divide your form into multiple sections or pages. Each section can have its own set of questions, and respondents will move from one section to the next, either automatically or based on their answers.

Add a question

Add the response options

A few sentences to inform the respondent about what he/she will be filling out.



Google Forms- CREATING QUESTIONS AND ANSWERS

Add-ons that provide extra features to the basic form.
For example: automatic grading, timing, email notifications, etc.

Preview of the form

Publishing the form, making it public and accessible.

When you click it, the following screen appears with two options:"

Undo and redo action

Copy responder link
(just after publishing)

Share the form with others

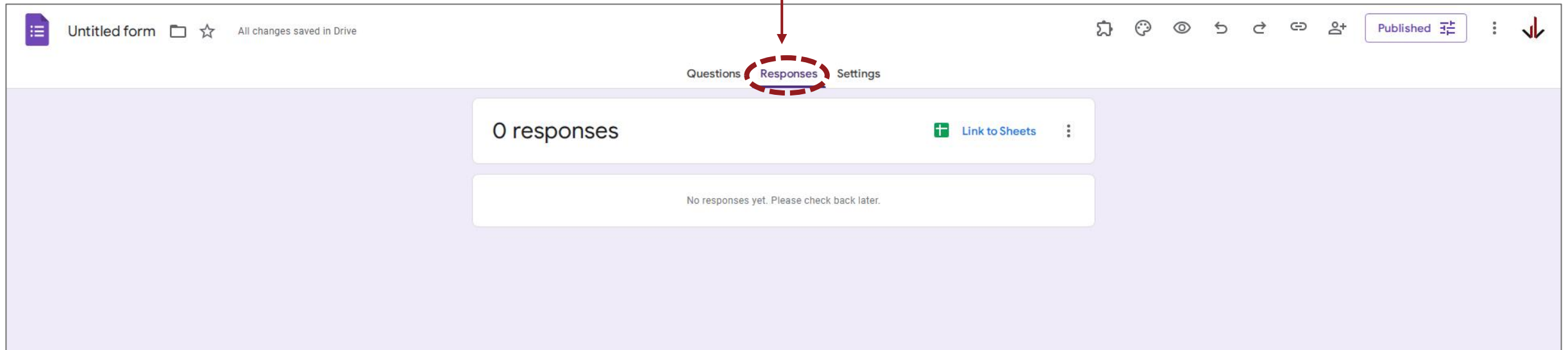
You can choose the
form's color, insert an
image in the header,
and adjust the font,
size, etc.

In this case, a link will appear, which can
be copied, shortened, and shared.

In this case, the recipients'
email addresses can be
entered or selected from a
list.

Google Forms – **RESPONSES**

Click from the current *Questions* tab to the *Responses* tab!



The screenshot shows the Google Forms interface for an "Untitled form". At the top, there are tabs for "Questions", "Responses", and "Settings". The "Responses" tab is selected and highlighted with a red dashed circle. A red arrow points from the text above to this tab. Below the tabs, the main content area shows "0 responses" and a "Link to Sheets" button. A message below states "No responses yet. Please check back later."

Google Forms – RESPONSES

Number of responses



The screenshot shows the Google Forms 'Responses' tab for an 'Untitled form'. At the top, a red dashed circle highlights the 'Responses' tab with the annotation 'Number of responses'. Below this, a red dashed circle highlights the '1 response' count and the 'Link to Sheets' button, with the annotation 'Import responses to a spreadsheet'. Another red dashed circle highlights the 'Summary' tab, with the annotation 'On the Responses tab, you can switch between three pages; this slide shows the Summary tab (the current tab is underlined)'. A red dashed circle highlights the email address 'csitei.timea@veszpremikamara.hu' under 'Who has responded?', with the annotation 'E-mail addresses of respondents'. A red dashed circle highlights the 'fdasfdsa' response under 'Who has responded?', with the annotation 'Chosen respond (now based on pre-defined answer options)'. A red dashed circle highlights a pie chart showing '100%' for 'fdasfdsa', with the annotation 'Distribution of respondents' answers displayed in a chart (generated by Google)'. A red dashed circle highlights the 'Copy chart' button, with the annotation 'The chart can be copied if, for example, you need to visually present the survey results in a presentation.'.

1 response

Link to Sheets

Summary Question Individual

Who has responded?

Email

csitei.timea@veszpremikamara.hu

fdasfdsa

1 response

Copy chart

100%

Import responses to a spreadsheet

On the *Responses* tab, you can switch between three pages; this slide shows the *Summary* tab (the current tab is underlined).

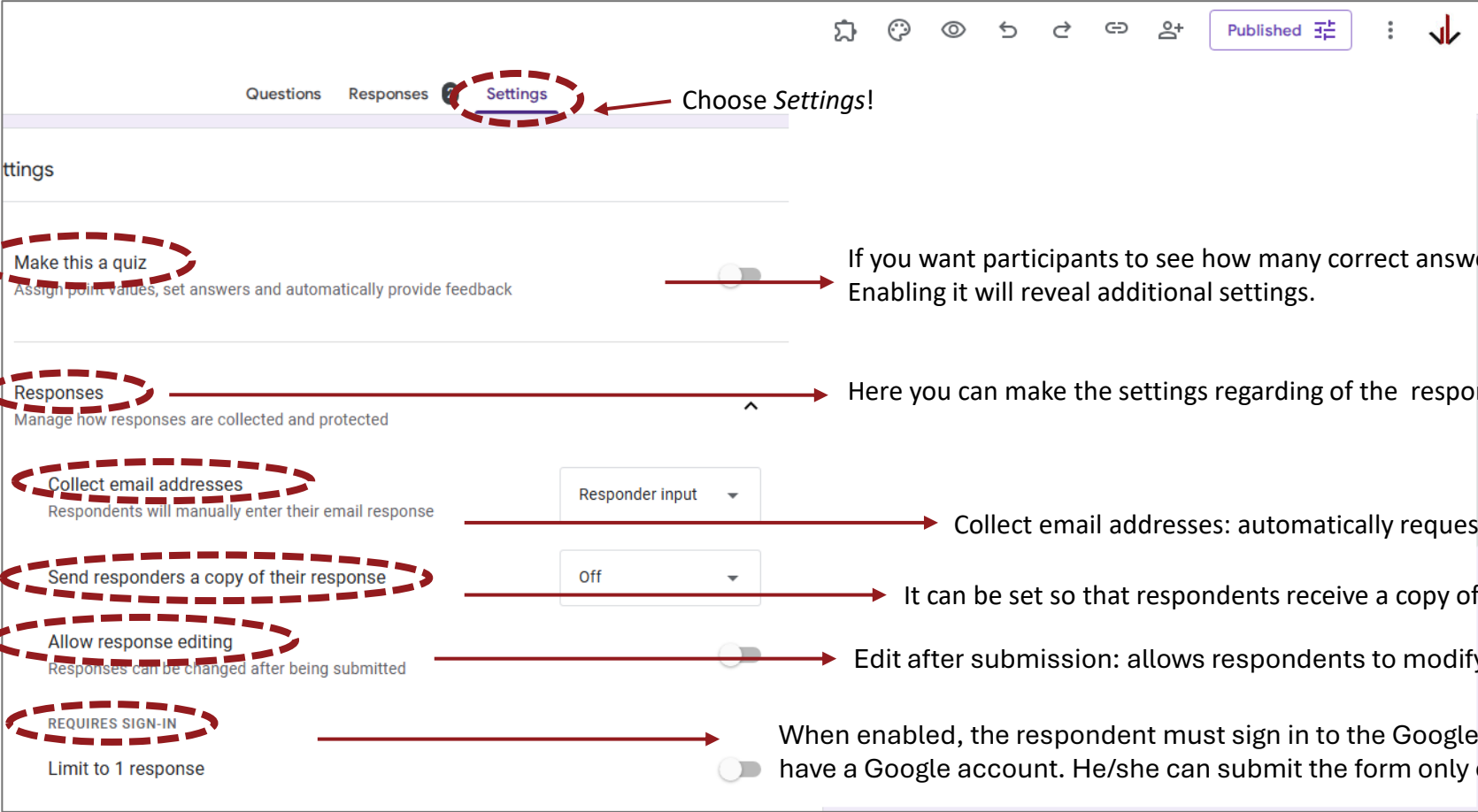
E-mail addresses of respondents

Chosen respond (now based on pre-defined answer options)

Distribution of respondents' answers displayed in a chart (generated by Google)

The chart can be copied if, for example, you need to visually present the survey results in a presentation.

Google Forms – SETTINGS I.



The screenshot shows the Google Forms 'Settings' tab. The 'Settings' tab is selected and circled in red, with an arrow pointing to it and the text 'Choose Settings!'. Below the tab, the 'Settings' section is visible. The 'Make this a quiz' option is circled in red, with an arrow pointing to it and the text 'If you want participants to see how many correct answers they gave, this option should be enabled. Enabling it will reveal additional settings.' The 'Responses' section is circled in red, with an arrow pointing to it and the text 'Here you can make the settings regarding of the responses'. Within the 'Responses' section, the 'Collect email addresses' option is circled in red, with an arrow pointing to it and the text 'Collect email addresses: automatically requests the respondent's email address.' The 'Send responders a copy of their response' option is circled in red, with an arrow pointing to it and the text 'It can be set so that respondents receive a copy of their own responses (either always or upon request)'. The 'Allow response editing' option is circled in red, with an arrow pointing to it and the text 'Edit after submission: allows respondents to modify their submitted answers.' The 'REQUIRES SIGN-IN' option is circled in red, with an arrow pointing to it and the text 'When enabled, the respondent must sign in to the Google account, meaning he/she need to have a Google account. He/she can submit the form only once.'

Questions Responses **Settings** Choose *Settings!*

Settings

Make this a quiz
Assign point values, set answers and automatically provide feedback

If you want participants to see how many correct answers they gave, this option should be enabled. Enabling it will reveal additional settings.

Responses
Manage how responses are collected and protected

Here you can make the settings regarding of the responses

Collect email addresses
Respondents will manually enter their email response

Collect email addresses: automatically requests the respondent's email address.

Send responders a copy of their response

It can be set so that respondents receive a copy of their own responses (either always or upon request).

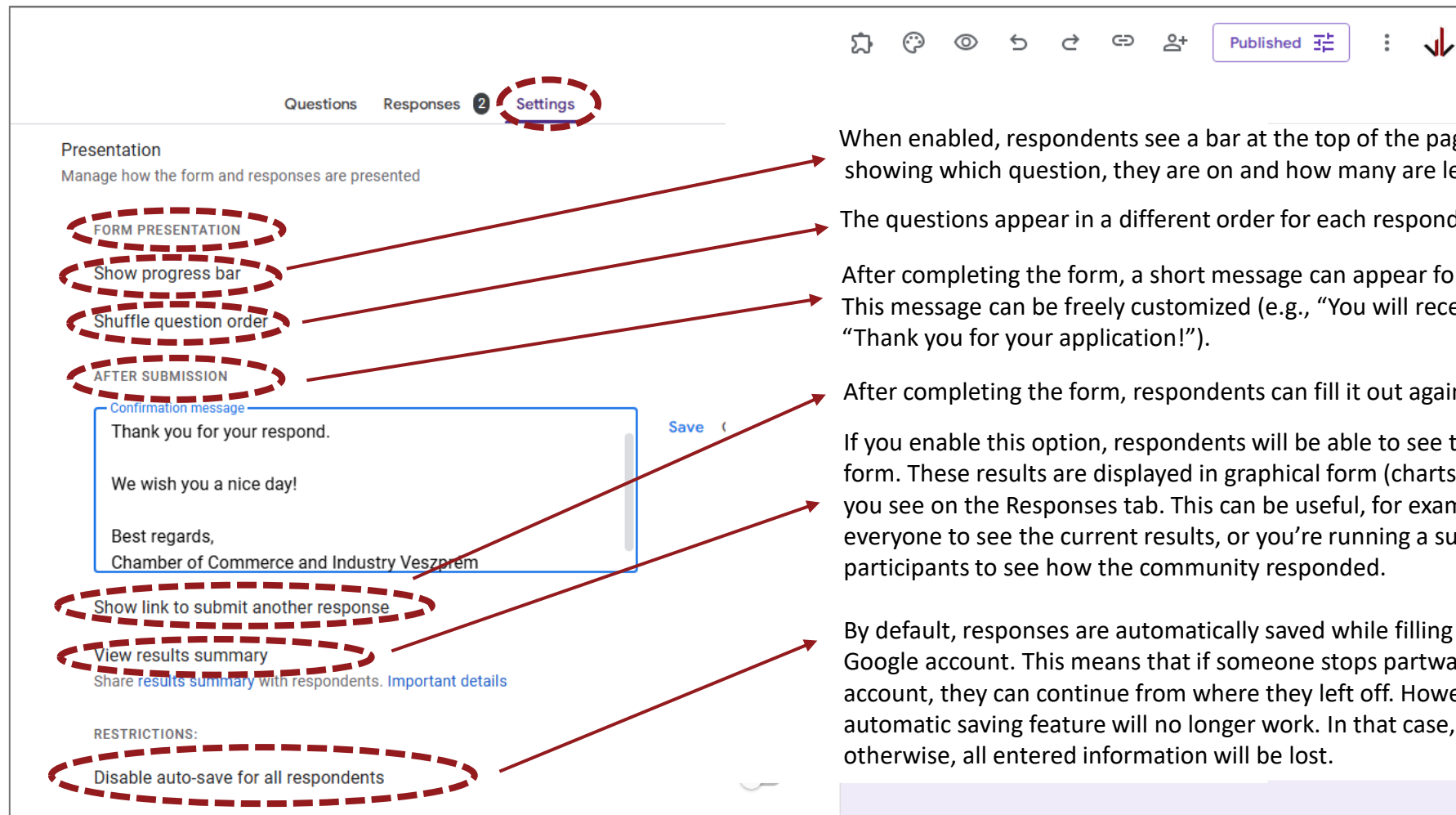
Allow response editing
Responses can be changed after being submitted

Edit after submission: allows respondents to modify their submitted answers.

REQUIRES SIGN-IN
Limit to 1 response

When enabled, the respondent must sign in to the Google account, meaning he/she need to have a Google account. He/she can submit the form only once.

Google Forms – SETTINGS II.



The screenshot shows the 'Settings' tab of a Google Form. The 'Presentation' section is active, with sub-sections 'FORM PRESENTATION' and 'AFTER SUBMISSION'. Red dashed circles and arrows highlight specific settings: 'Show progress bar', 'Shuffle question order', 'Confirmation message' (with a text area containing 'Thank you for your respond.', 'We wish you a nice day!', and 'Best regards, Chamber of Commerce and Industry Veszprem'), 'Show link to submit another response', 'View results summary', and 'Disable auto-save for all respondents'. A 'Save' button is visible next to the confirmation message text area.

Questions Responses **Settings**

Presentation
Manage how the form and responses are presented

FORM PRESENTATION

Show progress bar

Shuffle question order

AFTER SUBMISSION

Confirmation message
Thank you for your respond.
We wish you a nice day!
Best regards,
Chamber of Commerce and Industry Veszprem

Save

Show link to submit another response

View results summary
Share results summary with respondents. Important details

RESTRICTIONS:

Disable auto-save for all respondents

When enabled, respondents see a bar at the top of the page showing which question, they are on and how many are left.

The questions appear in a different order for each respondent.

After completing the form, a short message can appear for the respondent. This message can be freely customized (e.g., "You will receive an email soon," "Thank you for your application!").

After completing the form, respondents can fill it out again (the option will appear) if this feature is enabled.

If you enable this option, respondents will be able to see the aggregated results after completing the form. These results are displayed in graphical form (charts, bar graphs, pie charts) — similar to what you see on the Responses tab. This can be useful, for example, if: you're creating a poll and want everyone to see the current results, or you're running a survey and it might be interesting for participants to see how the community responded.

By default, responses are automatically saved while filling out the form if the respondent is signed in to their Google account. This means that if someone stops partway through and later returns using the same account, they can continue from where they left off. However, if you enable the *disable* option, the automatic saving feature will no longer work. In that case, respondents must complete the form in one go; otherwise, all entered information will be lost.



Google Forms –SECTIONING

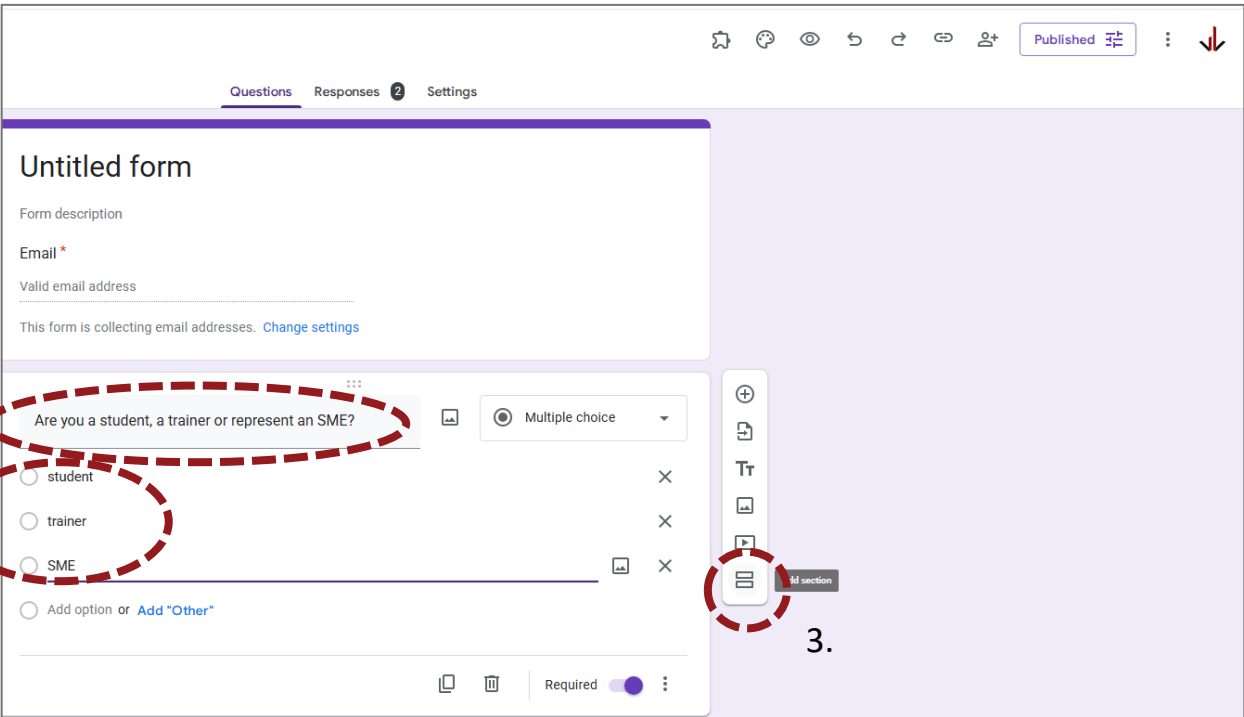
Sectioning (branching, or “jumping” based on answers) makes the form and the filling process more flexible and personalized.

Advantages:

- Different paths within a single form: allows you to create completely different sets of questions within the same form. For example, you can have separate questions for entrepreneurs and separate ones for students or teachers. The first question determines in what capacity the respondent is filling out the form, and based on the answer, they are directed to the relevant set of questions (e.g., those for teachers).
- Personalized questions: not every question is relevant to every respondent. For instance, if someone does not own a car, they don't need to go through questions like “How often do you refuel?” or “Where do you usually park?”
- Time-saving: respondents finish faster because they only see the questions that apply to them. This also reduces the likelihood of drop-off.
- More professional appearance: The questionnaire appears more logical and well thought-out, which increases respondents' trust.

Google Forms – CREATING SECTIONS I.

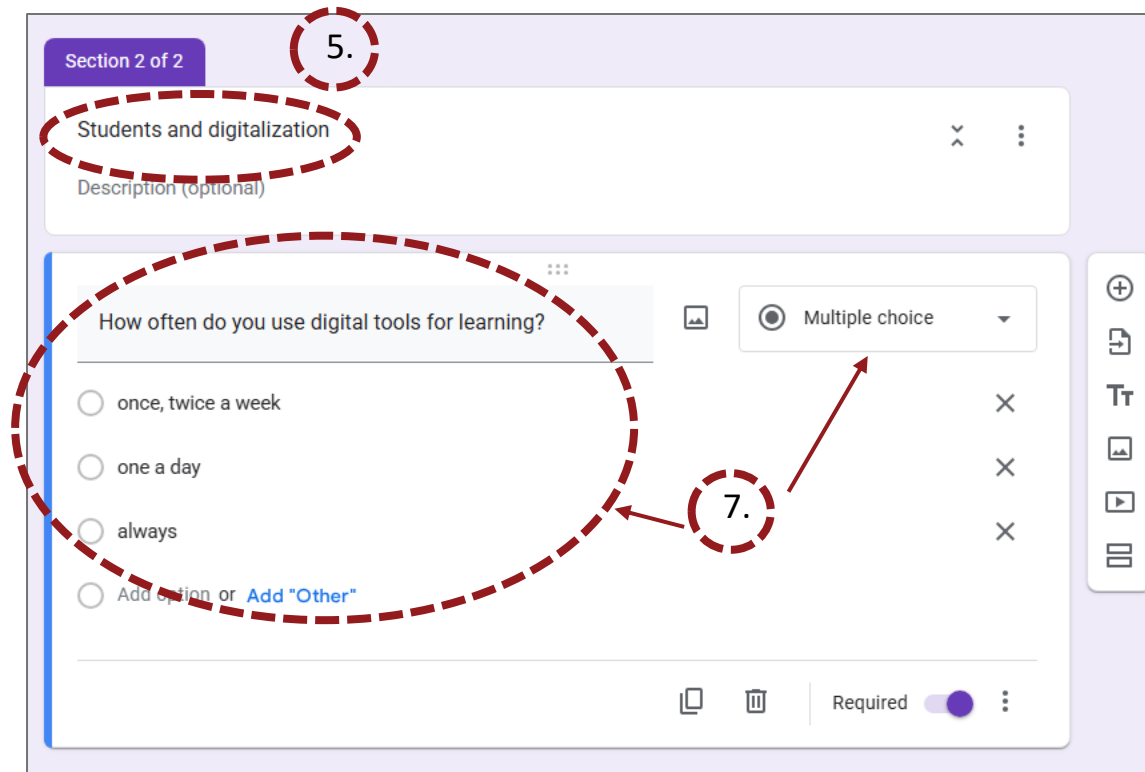
1. Open a new form.
2. Enter the first question and the answer options. (The respondent's next questions will depend on the selected answer.)
3. Click the *Add section* icon.



The screenshot shows the Google Forms editor interface. At the top, there are tabs for 'Questions', 'Responses' (with a count of 2), and 'Settings'. Below the tabs, the form is titled 'Untitled form'. There is a 'Form description' field and an 'Email' field with a red asterisk, indicating it is required. The email field has a placeholder text 'Valid email address' and a note 'This form is collecting email addresses. [Change settings](#)'. Below the email field, there is a question: 'Are you a student, a trainer or represent an SME?'. The question is set to 'Multiple choice' type. There are three radio button options: 'student', 'trainer', and 'SME'. Below these options, there is a link to 'Add option or [Add "Other"](#)'. To the right of the question, there is a vertical toolbar with icons for adding questions, sections, and other elements. The 'Add section' icon, which is a document with a plus sign, is circled in red and labeled with a red '3.'. The question and its options are also circled in red and labeled with a red '2.'. The 'Required' toggle is at the bottom right of the question area.

Google Forms – CREATING SECTIONS II.

4. A new section will appear below the question.
5. Name the section.
6. Copy (duplicate) the first question and drag and drop it under the section.
7. Edit the question and the answer options
(You can also select a different question type from the dropdown menu.)

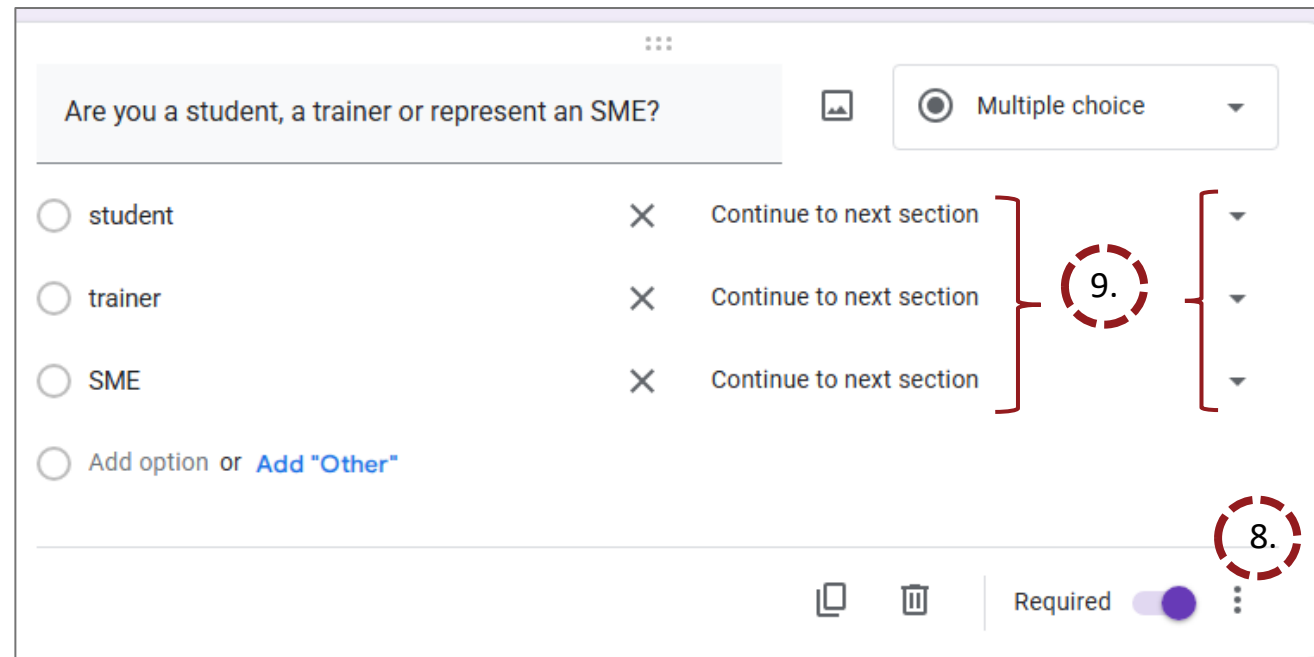
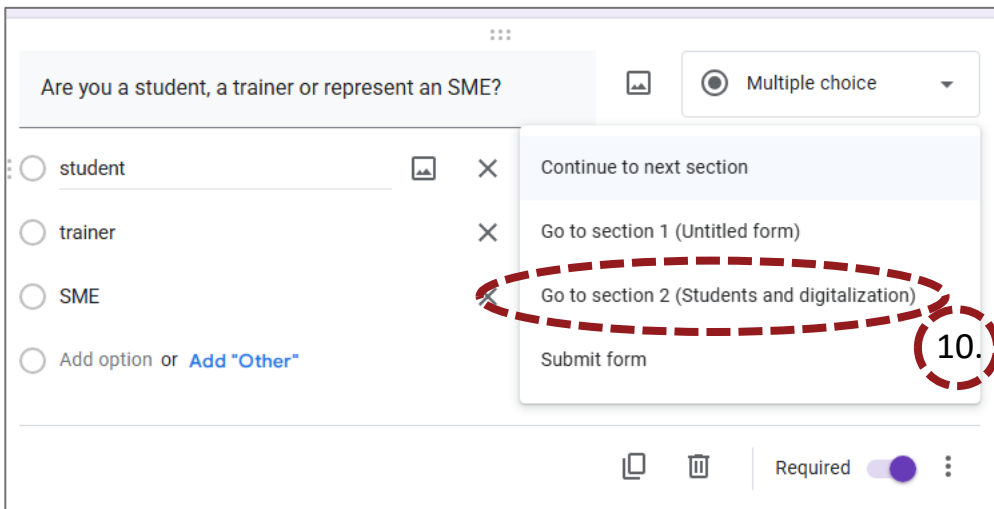


Google Forms – CREATING SECTIONS III.

8. The question you want to branch from, click the three dots (:) and select *Go to section based on answer*.

9. The text *Go to next section* will appear next to each answer option, along with a downward-facing arrow at the end of each row.

10. Click the arrow to choose the appropriate option.
For example: for *Student* select *Go to section: 2 (Students and Digitalization)*.



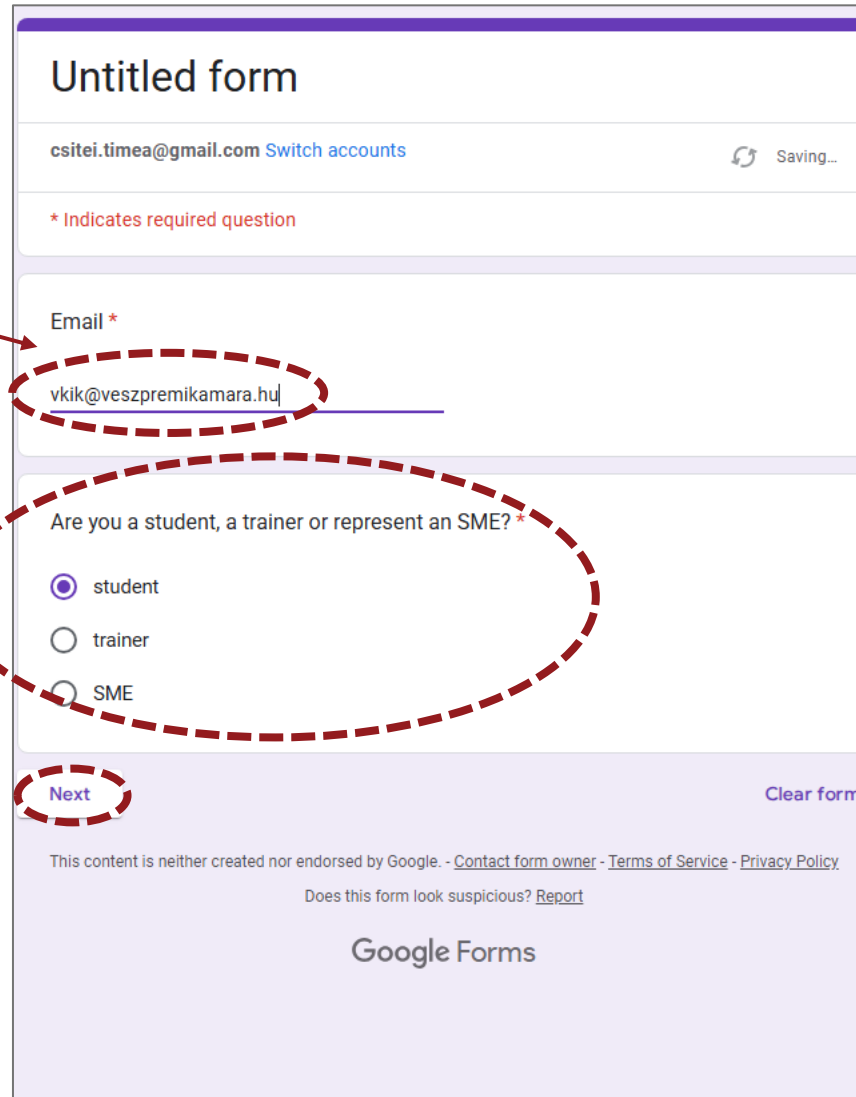
11. The setup has been completed.
If a student fills out the form, they will answer the 'How often do you use...?' question after the first question

Google Forms – SCREEN DURING FILLING OF THE FORM

Respondent add the e-mail address.

Respondent chooses the respond.
(now: student)

Click on the *Next* text and the
respondent gets only the questions
tailored to the students.



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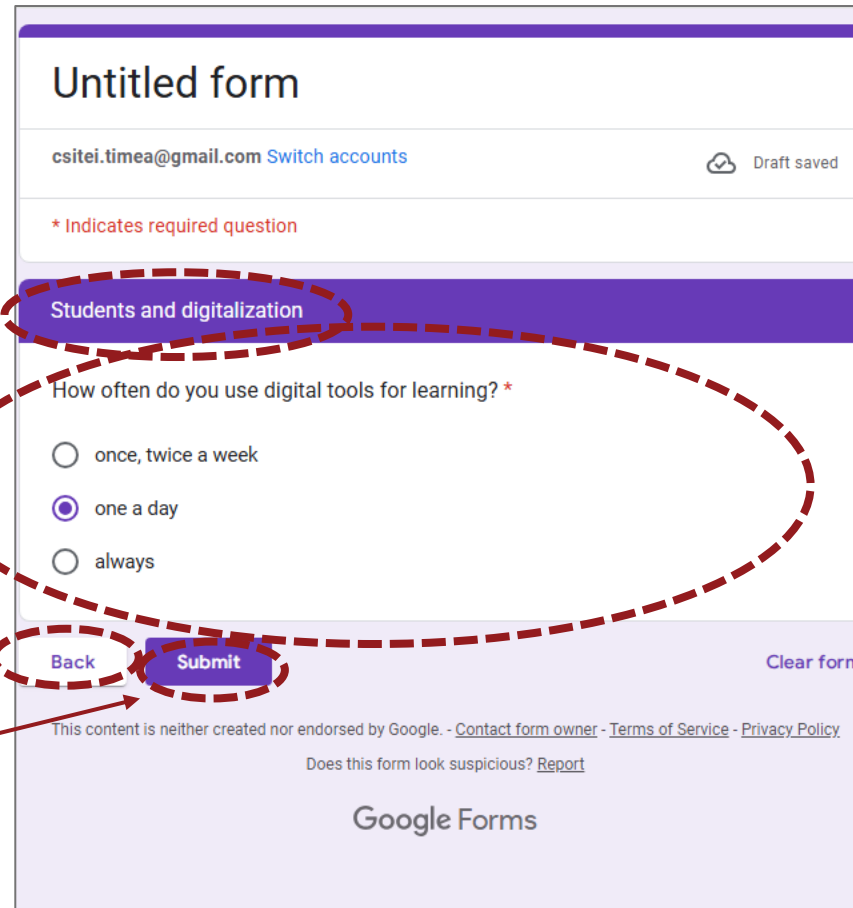
Google Forms – SCREEN DURING FILLING OF THE FORM

Respondent gets only the questions tailored to the students.

Question and options

If the respondent wants to change the answer, he/she can go back to the previous question.

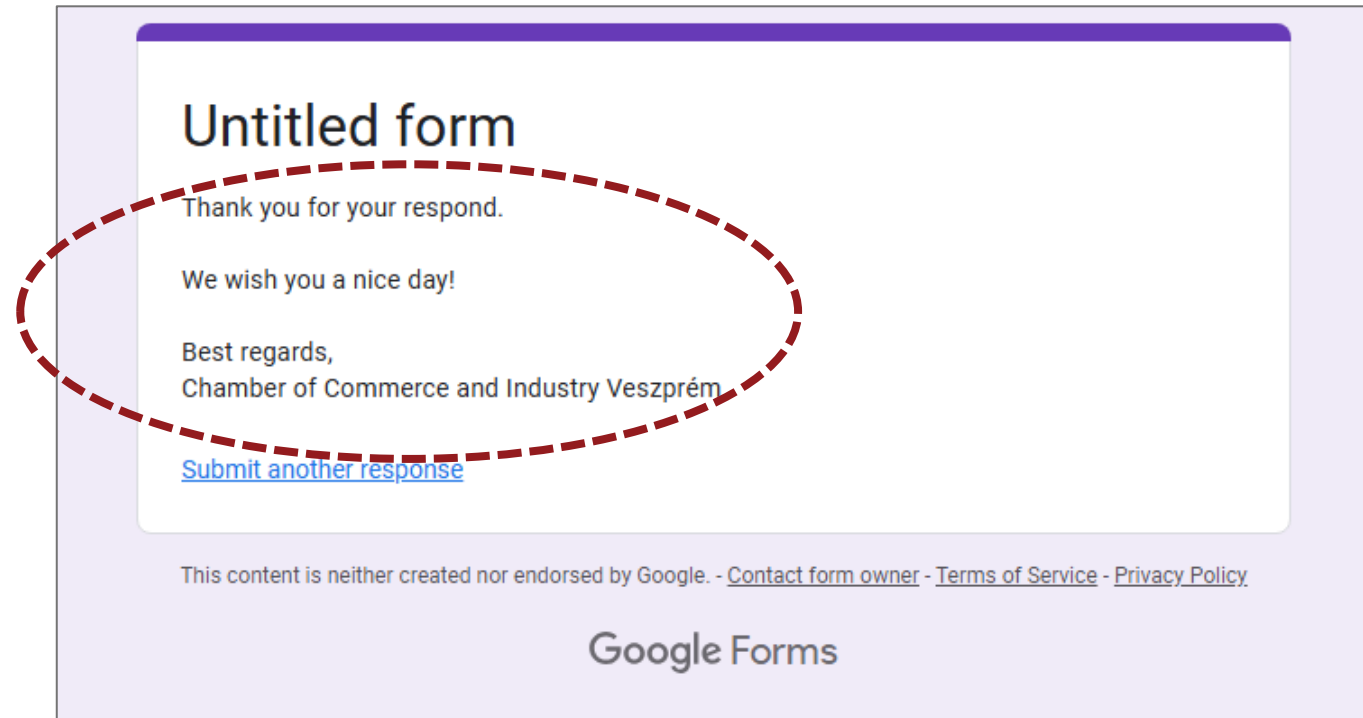
If there are no more questions, the text *Submit* will appear, which can be clicked to submit the form.



The screenshot shows a Google Form titled "Untitled form" with the email "csitei.timea@gmail.com" and a "Switch accounts" link. A "Draft saved" indicator is present. A red asterisk indicates a required question. The question is "How often do you use digital tools for learning? *". The options are radio buttons: "once, twice a week", "one a day" (selected), and "always". At the bottom, there are "Back", "Submit", and "Clear form" buttons. A dashed red oval highlights the question and options area. Red arrows point from the text on the left to the "Students and digitalization" header, the question area, and the "Submit" button.

Google Forms – SCREEN AFTER SUBMISSION OF THE FORM

After submitting the responses, the confirmation message set by the form creator appears on the screen.



Untitled form

Thank you for your respond.

We wish you a nice day!

Best regards,
Chamber of Commerce and Industry Veszprém

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Google Forms



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and have a great progress in learning.**

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