

VETech toolkit

VETech – Digital skills for tomorrow's SMEs | 2024-2-HU01-KA210-VET-000295830

WORKSHEET

Tool name: Online collaboration
Specific tool: Google services (Google account)
Level: Beginner

Target group: Small and medium enterprises (SMEs)

Tasks:

1. Create a Google account or sign in to your existing account.
2. Organize, conduct, and follow up on an online client meeting.

a) Preparing a meeting using Google Form for choosing date and time:

- Create a form titled *Internal meeting availability survey* with a short introductory text explaining the purpose of the meeting.
- Include 4 selectable time slots with date, time, and duration.
- Make answering mandatory.
- Write a confirmation message that will appear to the respondent after submitting the form.
- Choose the form's color, font style, and size.
- Share the form with the colleagues and have everyone vote for the time slot that works best for them.
- Check the summary of responses (in chart form) under the *Responses* tab.

b) Google calendar entry

- Based on the winning time slot, create a new event in Google Calendar.
- Enter the title (*Internal meeting*), date, and duration.
- Add any relevant description of the meeting topic.
- Invite the participants.
- Check the responses of the invitees (Yes, Maybe, No).



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c) Have an online meeting in Google Meet.

- Start a Google Meet session 5 minutes before the scheduled time.
- Check your camera and microphone settings.
- Write a welcome message in the chat.
- Admit the meeting participants.
- Share your screen with the participants.

3. Create a questionnaire with sections, dividing respondents into three target groups.

- Open a new form in Google Forms.
- Set the form title to *Survey on habits of using digital solutions*.
- In the short description, write: *This questionnaire examines how different user groups (entrepreneurs, teachers, students) use digital devices.*
- Choose a font style, size, and color for the form.
- Write a confirmation message that will appear to the respondent after submitting the form.

First question – (multiple choice)

Who are you?

- SME
- Trainer
- Student

Set the “Go to section based on answer” feature for each response option.

If *Entrepreneur* → go to the *Entrepreneurs* section.

If *Teacher* → go to the *Teachers* section.

If *Student* → go to the *Students* section.

Create three sections with one question each, tailored to the respective target group:

a) Entrepreneurs section:

Question: *How often do you use online collaboration tools (e.g., Google services, Trello)?*

Answer options:

- Daily
- Weekly
- Less often

b) Teachers section:

Question: *Do you use Google Meet for online classes or meetings?*

Answer options:

- Yes, regularly
- Only occasionally
- Never

c) Students section:

Question: *Which Google tool do you use most often for studying?*

Answer options:

- Google Docs
- Google Sheets
- Google Forms

Final section (Common closing section):

Ensure that each target group section (Entrepreneurs, Teachers, Students) directs respondents to this closing section after completing their group-specific question.

Question: *Would you like to participate in future training sessions to learn about new online tools?*

Answer options:

- a) Yes
- b) No

After that:

1. Make the questionnaire accessible to everyone.
2. Open the form preview.
3. Fill out three times, once for each target group (Entrepreneur, Teacher, Student), and check that the correct section appears in each case.
4. Share the form with others and have everyone select the time slot that works best for them.
5. Check the *Responses* tab to see how the data accumulates.