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generation 0101



STUDENT'S BOOK

Online Collaboration tools



Generation 0101 – Intellectual Output n.03

Project website: www.generation0101.eu – Email: info@generation0101.eu



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Introduction to the course



Training objectives

The course focuses on the advanced use of online collaboration tools which young people can implement in their working, learning and social activities processes. Special accent is on creating joint projects and sharing different files, organizing online meetings and webinars, as well as on ethical, security and copyright issues of online collaboration.



Expected results

The course aims to deepen theoretical and technical issues of online collaboration methods and tools. After completing the course, participants will:

- Know concepts of online collaboration, benefits and risks.
- Know how to set-up online collaboration tools and what settings must be considered.
- Know common online collaboration tools and their usage.
- Know how to use online collaboration tools on mobile devices.

Target group and admission requirements



Target group

All those in the age between 16 and 30 who have little knowledge of applying Online collaboration tools and who want to explore the professional use of Online collaboration tools and implement in their working/ learning process. The module can be also useful for teachers and consultants who work with young people.



Admission requirements

Participants need to have basic media literacy competences including knowledge of creating, sending and receiving Emails. It is mandatory for participants to have an own email account. Prior knowledge about online collaboration tools is not obligatory. Nevertheless, participants must be willing to work with recommended tools and applications such as Skype, Basecamp, Dropbox Google and similar.



Annotations

The maximum number of participants for each edition of the course is 10. The training methodology will include classroom trainings, combined with self-studies and practical work. As the topic is Online collaborating, great part of the practical work will include group tasks instead of individual ones. The total duration of the course is 40 hours divided in:



Classwork



Self-study



Practice

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Programme of the course

Content and progression of activities	Duration	Type of activity
Collaboration Concepts: main types and tools, key characteristics.	4:00	 
Principles of data protection, privacy, e-safety and e-security in online collaboration, intellectual property rights.	4:00	  
Introduction to different online collaboration platforms.	4:00	  
Practical exercise: creating accounts and project to Online collaboration platform (e.g. Basecamp, Trello etc.).	2:00	  
File sharing online tools, web based productivity platforms (DropBox, GoogleDrive, One Drive) introduction to platform. Practical tasks project set up in online platform.	4:00	  
Introduction to online meeting tools, practical tasks – web conference organization (Skype, WEbEX. GO to Meeting, etc.).	6:00	  
Social media collaborative tools – blogs, forums, wiki ect. Practical tasks, blog/wiki creation, collaborative work.	4:00	  
Online calendar system, introduction to different concepts, shared calendars. Practical tasks – calendar set up, collaborative work.	4:00	  
Mobile collaboration, applications, file sharing, planning tools and remote connections. Practical tasks – group work.	4:00	  
Exercise and online collaboration project creation.	4:00	
TOTAL DURATION		40:00

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1. lesson

Collaboration Concepts: main types and tools, key characteristics

This chapter aims to educate about online collaboration concepts focusing on main types, tools, and key characteristics of such tools. The theory will emphasize on concepts like Integrated Collaboration Environment, Document Collaboration, and Cloud Collaboration. The chapter includes 3 multiple choice questions, as well as 3 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 4:00 hours. All additional information can be found through online sources.



Classwork/Theory:

Integrated Collaboration Environment

An integrated collaboration environment (ICE) is an environment in which a virtual team do their work. These fully featured environments combine the best features of web-based conferencing and collaboration, desktop videoconferencing, and instant message into a single easy-to-use, intuitive environment. Common applications found within ICE are:

1. Collaborative software designed to improve the performance of teams by supporting the sharing and flow of information. It allows for real-time collaboration and conferencing.
2. Workflow systems facilitate the automation and management of business processes.

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3. Documentation management systems manage a document through all the stages of its processing.
4. Peer-to-peer collaboration software permits users to communicate in real time and share files without going through a central server.
5. Knowledge management systems are information technology (IT) systems that support the capture, organization, and distribution of knowledge (know-how).
6. Social network systems are IT systems that link people to others they know and, from there, to people their contacts know. It is a way to leverage personal and professional contacts.

Document Collaboration

Document and file collaboration are the tools or systems set up to help multiple people work together on a single document or file to achieve a single final version. It means using a software that allows teams to work on a single document, such as a Word document, at the same time from different computer terminals or mobile devices. However, most people today when talking about document collaboration are referring to (generally internet based) ways for a team of workers to work together on an electronic document from computer terminals based anywhere in the world. New innovations are possible because of the development of cloud computing, whereby software and applications are provisioned on the Internet, or "the cloud".

Cloud Collaboration

Cloud collaboration is a newly emerging way of sharing and co-authoring computer files through the use of cloud computing, whereby documents are uploaded to a central "cloud" for storage, where they can then be accessed by others. New cloud

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collaboration technologies have allowed users to upload, comment and collaborate on documents and even amend the document itself, evolving the document within the cloud. Businesses in the last few years have increasingly been switching to use of cloud collaboration. Before you start to work with online collaboration tools bear in mind that you will need to create several users in different services, so please carefully look through privacy policy and terms and conditions of each service. Google services uses single-sign on to all its services, so they have common privacy policy.

Before a person commits to integrating into the online collaboration environment it is important to familiarize oneself with the laws rules of protecting oneself online. There are intellectual property rights that apply, as well as safety precautions for data protection that any user can and should take into consideration.

To participate in the online collaboration environment it is important to pick the right collaboration software and collaboration tool. Such softwares can vary from a simple messaging and communication tool such as Skype to an entire project management software such as Trello. Each online collaboration tool has its own strengths and weaknesses depending on which features are the most crucial for the user.

A big part of online collaboration is online file sharing which is done with the help of several online file sharing platforms such as GoogleDocs, Dropbox etc. Each of these platforms offers a certain amount of MB online storage and allows users access their data from different devices, logins and geographical areas.

A major advantage that an online collaborative environment brings to the table for businesses and teams that must work together on projects is brought by the online meeting tools. Such collaborative tools as WebEx or GoToMeeting allow

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teams to work together from remote locations at an actual time no matter where each of the team members is located.

A good way of getting exposure for your ideas and projects is to use social media collaboration tools. Such tools as blogs, wiki pages, and forums can be good platforms for idea generation and receiving feedback for the information you expose. People are encouraged to integrate social media in their businesses as well as personal use.

An online collaboration environment can become quite hectic, therefore, there are several organizational tools that help keep track of your schedule. This applies to organizing your personal every-day plans via an online calendar. For example, Google calendar has been recognized as a very convenient tool for daily plan management.

Finally, online collaboration does not end with your computer but it stretches as far as tablets and mobile phones. A significant part of daily tasks today are done via a mobile phone before a person even gets to their office seat. This starts with emails and ends with file sharing, and even having a quick conference call. Mostly smartphones are responsible for enhancing the communication with such applications as WhatsApp, Skype Mobile etc.



Self-study:

- Integrated collaboration environment – <http://ej.uz/b6az>
- Document collaboration – <http://ej.uz/74aq>
- Cloud collaboration – <http://ej.uz/q5sd>
- Concepts of online collaborative learning – <http://ej.uz/cws5>

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Test:

1. Question - Which description of a collaborative software fits best?
 - a. Helps leverage personal and professional contacts.
 - b. Improves the performance of teams by supporting the share and flow of information.
 - c. Supports the capture, organization and distribution of knowledge.

2. Question- What is the main advantage of Document Collaboration?
 - a. Being able to edit the document more than once.
 - b. Being able to save the document online.
 - c. Being able to work on a single document at the same time from different computers and mobile devices around the world.

3. Question - Businesses in the last few years have increasingly been switching to the use of...?
 - a. Cloud collaboration
 - b. Information Technologies
 - c. USB drives

Questions for discussions:

- What are some of the advantages when using an online collaboration software?
- What type of skills are necessary to have when working in an online collaboration environment?
- Does the ability to work on the same document at the same time from different devices create an efficient advantage or a disorganized chaos?

2. lesson

Principles of data protection, privacy, e-safety and e-security in online collaboration, intellectual property rights

This chapter aims to educate about data protection online and e-security by focusing on e-safety during online collaboration and data privacy. The theory will emphasize on concepts like e-security and its threats, protecting personal privacy online, and intellectual property rights. The chapter includes 3 practical exercises, 3 multiple choice questions, as well as 3 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 4:00 hours. All additional information can be found through online sources.



Classwork/Theory:

What is E-Security and what are its threats?

While there are benefits associated with the widespread popularity of the Internet and ever-increasing growth rate of the computers being connected to it, there is a downside too. The task of protection of the data and information stored in the computers and travelling across the Internet has never been so challenging. Computer and Internet Security, therefore, has become a specialized area in itself. The internet provides great opportunities for business to reach new markets and more customers than ever before, but unfortunately, with those opportunities come some e-security risks. When online, unwanted intruders can:

- Install malicious software such as spyware and viruses, which can steal sensitive business information as well as slow down your computer.

- Intercept financial transactions, steal credit card details and access customer information.
- Steal your download limit without your knowledge and at your cost.
- Take over your website and modify it.
- Steal sensitive business information from your business by using a portable device such as a USB.

As the online file-sharing and collaboration market grows, so does the opportunity for users and hackers to damage or steal the data. These security issues include data leakage, Web-based threats and application-layer vulnerabilities. In other words, the challenge in data privacy is to share data while protecting personally identifiable information. While online security is a common concern for business corporations, it is important for each individual to be aware of the ways to protect themselves on online data sharing platforms.

Rules and tools for protecting personal privacy online

Online privacy gives you the power to control the release of personal and financial information over the Internet. Although there are new developments every day to help you protect your privacy, right now there are many things you can do to protect the personally identifiable information. First, follow some common sense rules online that will help you protect your privacy such as creating a strong password and under no circumstances share this password with anyone. Hackers and scammers often try to entice you to give you password through a variety of tricks. Be careful. Use different passwords at different Websites and change your passwords every now and then. Also, using a secure browser is important when accessing sensitive private data or sharing data when collaborating online.

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Keeping your work life and personal life separate is another way to ensure security - separate emails could be used for this matter.

Nevertheless, those are just some of the easiest precautions one can establish. It is important to install antiviruses and bugs that would help identify the threat that is trying to access important data/information. Such notifications help prevent the hack before any data is lost.

Privacy issues also refer to the intellectual property rights. Intellectual property rights are the rights given to persons over the creations of their minds. They usually give the creator an exclusive right over the use of his/her creation for a certain period of time. Respectively, one ought to be careful when spreading his/her own or partner's creative ideas online as they could also be subject to online theft.

Under intellectual property law, owners are granted certain exclusive rights to a variety of intangible assets, such as musical, literary, and artistic works; discoveries and inventions; and words, phrases, symbols, and designs. IP (intellectual property) is protected in law by, for example, patents, copyright and trademarks, which enable people to earn recognition or financial benefit from what they invent or create. This will encourage creative activity and allow investors in research and development a fair return on their investment. When it comes to protecting your intellectual property online, it requires a more precise understanding of the copyright laws and trademark. Here are a few tips on how to protect your intellectual property online – <http://ej.uz/tqyw>.

One of the softwares that is designed to safer use of internet is called LastPass. It protects all your passwords by encrypting it under a more sophisticated password which is the only one to need to remember. Once you log in to your LastPass

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account, you can access your online accounts without having to enter the login and password for each of them.



Self-study:

- E-security – <http://ej.uz/y13z> or <http://ej.uz/orem>
- Information Privacy (in general) – <http://ej.uz/tgky>
- Rules & Tools for protecting personal privacy online – <http://ej.uz/v9tk>
- Ways to protect your privacy online – <http://ej.uz/ems8>
- Technologies that can help secure e-documents (chapter 11) – <http://ej.uz/w3gx>
- What are intellectual property rights – <http://ej.uz/yooy>
- Security top concern in online file sharing and collaboration – <http://ej.uz/wzs2>
- Latspass – <http://ej.uz/4vha>

Test:

1. Question - What is a malicious software used for?
 - a. Improve download speed
 - b. Protect sensitive data
 - c. Steal sensitive information

2. Question - What are the Intellectual Property rights?
 - a. Rights given to one over the creation of their own minds.
 - b. Rights to obtain property through the internet.
 - c. Rights to submit one's property to an Intellectual Property auction.

3. Question - What action is suggested to prevent data theft?
 - a. Concentrate your work and personal information in one main email.

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- b. Use the same password in all websites to prevent forgetting it.
- c. Using a secure browser when accessing sensitive data.

Questions for discussions:

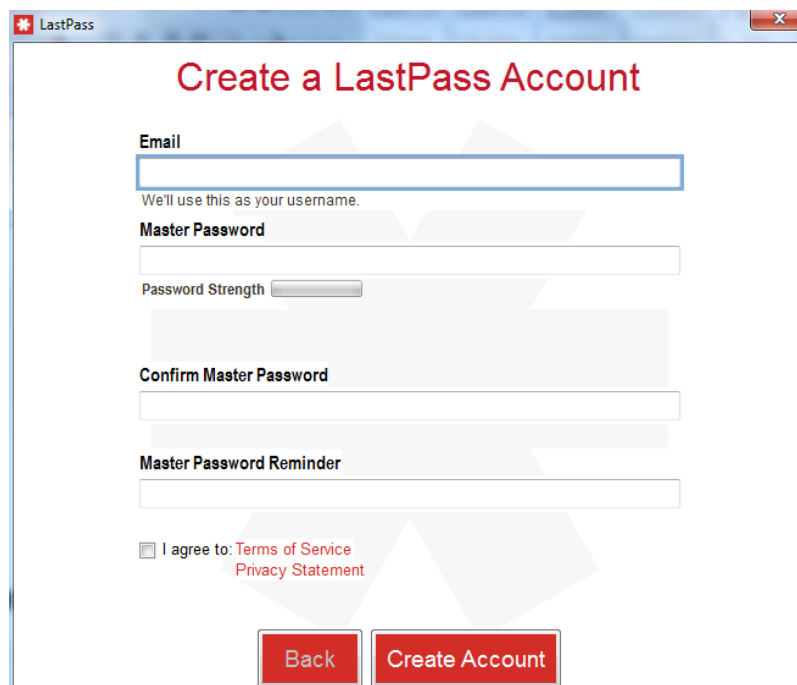
- Why is it important to protect one's information online?
- What are some of the e-security threats that may occur?
- What are some of the ways to prevent online threats?



Practice:

Task #1

1. Watch this video <https://www.youtube.com/watch?v=RM0fzHxMASQ>
2. Download LastPass and create an extension that is appropriate for the browser you are using.

A screenshot of a web browser window titled 'LastPass'. The main heading is 'Create a LastPass Account' in red. The form contains several input fields: 'Email' (with a note 'We'll use this as your username.'), 'Master Password', 'Confirm Master Password', and 'Master Password Reminder'. A 'Password Strength' indicator is shown below the Master Password field. At the bottom, there is a checkbox for 'I agree to: Terms of Service Privacy Statement' and two red buttons labeled 'Back' and 'Create Account'.

3. Create a LastPass account and log in.
4. Look through the Tutorials to familiarize yourself with the software.

Task #2

1. Create a Word document containing 1 sentence and 1 image.
2. Save it on the desktop and secure this document with a encrypted password "demo123".
3. Send this document to the professor.

Task #3

1. Research the top secure anti-viruses.
2. Pick 3 most popular anti-viruses and compare them in terms of features, easy-to-use, and security levels.

3. lesson

Introduction to different online collaboration platforms

This chapter aims to educate about different online collaboration platforms. The theory explains the concept of an online collaboration software, as well as discusses the essential areas to evaluate when choosing among the many collaboration platforms available today. The chapter includes 1 practical exercise, 3 multiple choice questions, as well as 4 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 4:00 hours. All additional information can be found through online sources.



Classwork/Theory:

What exactly is an Online Collaboration Software?

Collaboration software can take many forms, from simple instant messaging, to conferencing and telephony, to video conferencing. Some applications may focus on a specific element while others try to incorporate more than one capability. Wikipedia defines Collaboration Software as: "An application software designed to help people involved in a common task to achieve goals." And for benefits, it goes on to say: "A collaborative working environment supports people in both their individual and cooperative work thus evolving into a new class of professionals, e-professionals, who can work together irrespective of their geographical location."

Collaboration is one of the keys to success whether you're a small, medium or large organization. Nowadays, more and more teams/companies are forced to work together remotely. But switching from a regular day-to-day work-flow to a

more complex and expensive project management software is very difficult to do. However, online collaboration software isn't just for companies who have people working in different locations; it's also a valuable tool for any business that wants to be more efficient and effective. Here are the five essential areas to evaluate when researching online collaboration tools:

1. Pick A Collaboration Tool that Supports All Communication Methods

When it comes to collaboration, communication is everything. It's important the solution you choose accommodates the way you and your team communicate.

2. Choose Easy-to-Use Online Collaboration Tools to Increase Adoption

Introducing a new tool in the workplace has plenty of benefits. It can increase productivity, help employees work smarter, and in the case of collaboration tools improve communication. But sometimes adding more tools is not necessarily a good thing when you're looking at online collaboration software. Getting everyone to use the same program is essential and eliminates the need to support multiple tools or deal with the complexity of everyone using a different tool.

3. Ensure Your Choice Has Scheduling Features to Help Keep Projects on Track

An essential key to any successful project is scheduling. In addition to meeting deadlines, it can also be a useful tool for team members to help manage their work.

4. Choose a Dynamic File-Sharing Solution

Online collaboration software isn't about a group of people working on a single file. It's about a team working on a project, which has multiple types of files. The ability to have an online storage where all project files are stored, accessible and editable by team members is essential.

5. Choose a Product with Real-Time Collaboration

There are many benefits to using online collaboration tools to complete projects. It gives team members the opportunity to edit project files, provide feedback, leave comments, and chat with each other all in real-time (i.e. without having one file that has to be "checked out" and "checked in", or tracked for version control). It helps to consistently maintain one current version at all times, no matter who's working on it or when they're working on it.



Self-study:

- Choosing an online collaboration tool – <http://ej.uz/64nd>
- 7 online collaboration tools – <http://ej.uz/m156>

Test:

1. Question - Which is the most appropriate description of an online collaboration platform?
 - a. An application software designed to help people involved in a common task achieve goals by working together irrespective of their location.
 - b. An application that offers cloud storage specifically for business documents.
 - c. An application that installs a spyware that is controlled by the managers to keep track of what their employees are working on during their shifts.
2. Question - What features are important to assess when choosing the right online collaboration tool?

- a. Choose a hard-to-use collaboration tool to prevent outside hackers to have an easy way to intrude.
- b. Pick a collaboration tool that supports all types of communication.
- c. Choose a tool with limited number of possible team members to prevent creating a chaotic work environment.

3. Question- What feature is NOT included in the usual online collaboration tool package?

- a. Video conferencing
- b. Cloud storage
- c. Online money transfer

Questions for discussions:

- What are the advantages of using an online collaboration tool?
- Name three essential areas to evaluate when researching online collaboration tools?
- Why is it important that a collaboration tool allows a real-time collaboration?
- How can an online collaboration tool be valuable for businesses that do not have people working from different locations?



Practice:

Task #1

1. Research 3 most popular online collaboration tools and pick one that seems to be the best.
2. The professor groups students by the collaboration tool they have chosen.
3. Every group prepares a 3-5 min presentation for the next lecture about the collaboration tool they thought is the best and explain their point of view.

4. lesson

Practical exercise: creating accounts and project to online collaboration platform

This chapter aims to teach the practical side of creating online accounts on online collaboration platforms. The theory introduces to such projects management softwares as Basecamp and Trello. The chapter includes 1 practical exercise, 3 multiple choice questions, as well as 4 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 2:00 hours. All additional information can be found through online sources.



Classwork/Theory:

Basecamp is a web-based project-management tool developed by Basecamp and launched in 2004. There is a 60-day free trial and since 2014 is free for teachers. Basecamp offers to-do lists, wiki-style web-based text documents, milestone management, file sharing, time tracking, and a messaging system.

Trello is a free web-based project management application originally made by Fog Creek Software in 2011, that spun out to be its own company in 2014. Trello uses the kanban paradigm for managing projects, originally popularized by Toyota for supply chain management. Projects are represented by boards, which contain lists (corresponding to task lists). Lists contain cards (corresponding to tasks). Cards are supposed to progress from one list to the next (via drag-and-drop), for instance mirroring the flow of a feature from idea to implementation. Users can be assigned to cards. Users and boards can be grouped into organizations. Users may organize projects through the utilization of boards, lists and cards, which form a

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bespoke data hierarchy that facilitates effective management of projects, jobs and tasks. Trello has a variety of work and personal uses including real estate management, software project management, school bulletin boards, lesson planning, and law office case management.



Self-study:

- Basecamp – <http://ej.uz/sf7o>
- Trello – <http://ej.uz/pwce>
- How to organize your entire life using Trello – <http://ej.uz/355q>

Test:

1. Question - Which online collaboration platform has a 60-day free trial period?
 - a. Trello
 - b. GanttProject
 - c. Basecamp

2. Question - Which of the following represents projects by boards, lists and cards?
 - a. Trello
 - b. Basecamp
 - c. Google Docs

3. Question - Which collaboration tool uses the kanban paradigm for managing projects?
 - a. HipChat
 - b. Trello
 - c. Basecamp

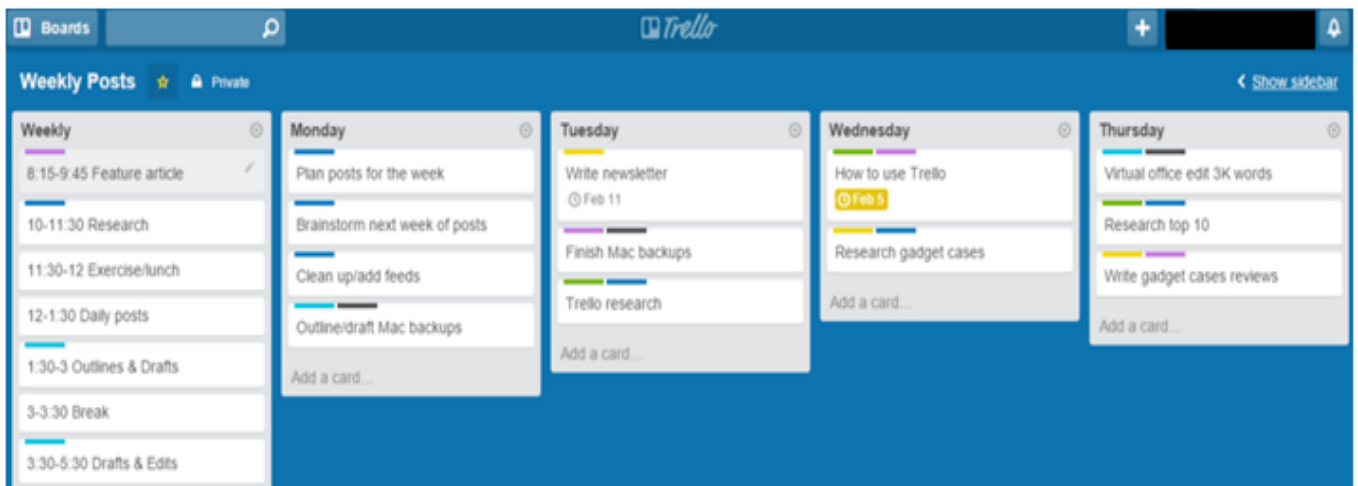
Questions for discussions:

- What are the advantages and disadvantages of using Basecamp?
- What are the pluses and minuses of using Trello?
- Which platform is more efficient and why?
- How could such tools be integrated into every-day personal use?

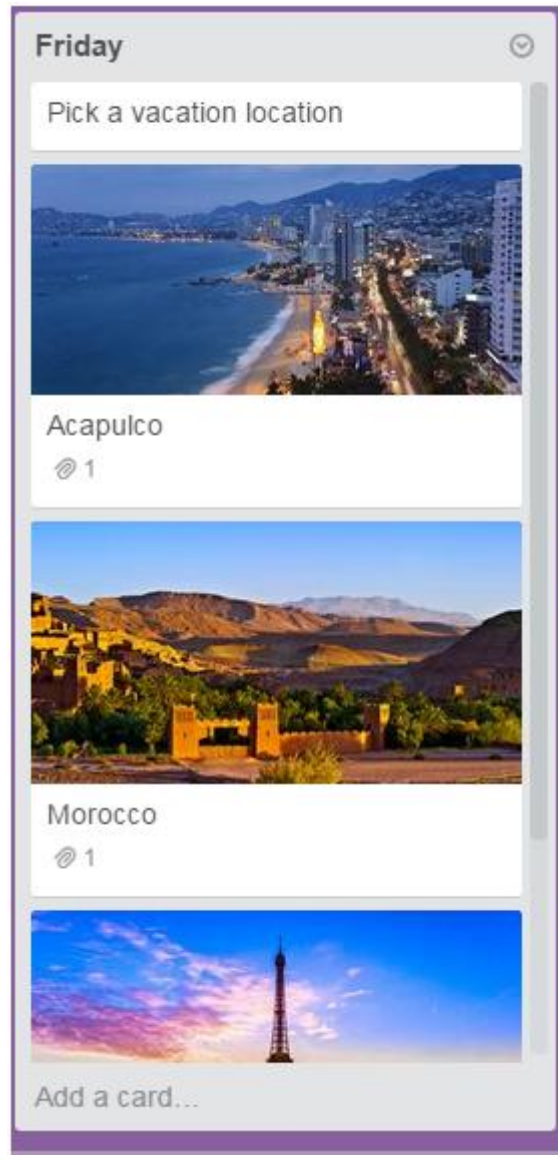


Practice:

1. Create a free Trello account
2. Check the e-mail you registered with to verify the account.
3. Take part in the orientation sent to your email from Taco.
4. Create a board called Weekly Tasks and organize it to resemble the picture below.



5. Create a list for Friday with a card “Pick a vacation destination”. Download three images and place them under Friday.



6. Make the Weekly Task board “public” and share it with the person sitting next to you.

5. lesson

File sharing online tools, web based productivity platforms (DropBox, GoogleDrive, OneDrive) introduction to platform

This chapter aims to educate about file sharing online tools, web based productivity platforms. The theory will emphasize on web collaboration platform overview. The chapter includes 3 practical exercises, 3 multiple choice questions, as well as 3 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 4:00 hours. All additional information can be found through online sources.



Classwork/Theory:

File sharing is the practice of distributing or providing access to digital media, such as computer programs, multimedia (audio, images and video), documents or electronic books.

In order to share files online different online tools are used. The most popular and reliable ones are DropBox, OneDrive & GoogleDrive. These platforms work as an online “cloud” and allow you to store anything from business documents to private videos. However, each of these platforms have individual features that let you decide which file sharing tool best fits your needs.

Google Drive is a file storage and synchronization service created by Google. Google offers all users an initial 15 GB of online storage space. It allows users to store files in the cloud, share files, and edit documents, spreadsheets, and

presentations with collaborators. Google Drive encompasses Google Docs, Sheets, and Slides, an office suite that permits collaborative editing of documents, spreadsheets, presentations, drawings, forms, and more.

OneDrive (previously SkyDrive, Windows Live SkyDrive and Windows Live Folders) is a cloud storage, file hosting service that allows users to sync files and later access them from a web browser or mobile device. Users can share files publicly or with their contacts, publicly shared files do not require a Microsoft account to access. It is part of the suite of online services formerly known as Windows Live. OneDrive also offers 15 GB of online storage space for new users.

Dropbox is a file hosting service operated by Dropbox, Inc. that offers cloud storage, file synchronization, personal cloud, and client software. Dropbox allows users to create a special folder on their computers, which Dropbox then synchronizes so that it appears to be the same folder (with the same contents) regardless of which computer is used to view it. Files placed in this folder are also accessible via the Dropbox website and mobile apps. Dropbox offer a smaller storage space – 2 GB.

Dropbox is a home for photos, docs, videos, and files. Anything you add to Dropbox will automatically show up on all your computers, phones and even the Dropbox website — so you can access your stuff from anywhere. With apps available for all your computers, phones, and tablets, you can show off videos, automatically upload photos, or open documents from anywhere.

Dropbox makes sharing easy. Invite your friends, family, and teammates to any folder in your Dropbox, and it'll be as if you saved that folder straight to their computer.

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You can send people links to specific files, photos, and folders in your Dropbox, too. This makes Dropbox perfect for team projects, sharing party photos with friends, or recording your band's debut album. Safe cloud computing - Even if your computer has a meltdown or your phone goes for a swim, your stuff is always safe in Dropbox and can be restored in a snap.



Self-study:

- Google drive – <http://ej.uz/2ogz> and <http://ej.uz/yyxp>
- OneDrive – <http://ej.uz/wchb> and <http://ej.uz/zjdp>
- Dropbox – <http://ej.uz/vmbb> and <http://ej.uz/6a3n>
- Online file sharing platforms – <http://ej.uz/zjdp> and <http://ej.uz/z4ar>

Test:

1. Question - What is the main idea behind file sharing?
 - a. The practice of distributing or providing access to various digital media or electronic documents.
 - b. Providing access to unwanted parties in order to sabotage a project or steal creative ideas.
 - c. The practice of allowing an anti-virus software to access the infected files.

2. Question - Which of the following file sharing tools offers the smallest initial storage size?
 - a. GoogleDrive
 - b. OneDrive
 - c. DropBox

3. Question - Which of these tools requires to create a Microsoft account when signing up?

- a. OneDrive
- b. DropBox
- c. GoogleDrive

Questions for discussions:

- Why is it important to have a cloud storage for back-up?
- Why is DropBox the most popular among cloud storage softwares while offering the lowest initial storage space?
- Which of the three file sharing tools mentioned is more appropriate for personal use and which is the most efficient for business use?



Practice:

Task #1

1. Before we start to work with online sharing platform please read through terms and conditions
 - a. <https://www.dropbox.com/terms#terms>
 - b. <https://www.dropbox.com/terms#privacy>
2. Go to Dropbox web page www.dropbox.com register and create an account



Create an account or log in

First name

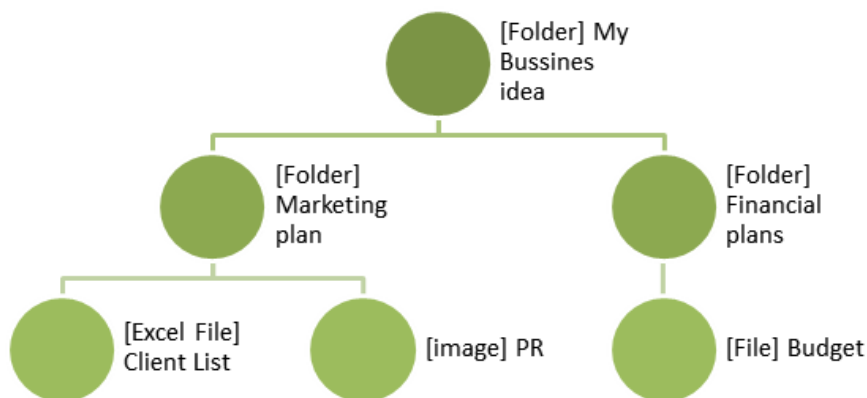
Last name

Email

Password

I agree to Dropbox terms. Create an account

3. Download dropbox app on your smartphone.
4. App settings - > link a computer, follow instructions
5. Install local desktop client on computer and locate your dropbox folder under favorite section.
6. Create a folder system after following structure.



7. Share all folders with the person sitting on your left, use different sharing options – via link, sharing folders, share through desktop client and through web client.

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8. Open files and change their content, save and close them.
9. Open Events section and see the changes done by you and people who have shared documents with you.
10. Take a picture and add it to your Dropbox folder.

Task #2

Google drive is very intuitive and user-friendly try doing the following on your own:

- Create a document
 - ✓ Publish a document
- Create a spreadsheet
 - ✓ Publish and insert spreadsheet
 - ✓ Setup and print spreadsheets
- Create a Presentation
 - ✓ Show a presentation, print it and get a preview
 - ✓ Publish and insert presentation
- Drawing
 - ✓ Create, edit and format
 - ✓ Tools
 - ✓ Add elements to a drawing
- Forms
 - ✓ Create a Google form
 - ✓ Add and edit questions, headers, images, videos and page breaks
 - ✓ Create a questionnaire with five different type of question asking the respondents to give feedback on a product of your choice
 - ✓ Add a theme to a form

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- ✓ Send the form to the rest of the people of class
- ✓ Take take to respond to other questionnaires
- ✓ Chose responses destination
- ✓ View and manage form responses
- ✓ Analyse responses from created questionnaire
- ✓ Create a presentation and share it with the person sitting next to you, work together in one document to create a common presentation about the product you have chosen and responses you have gathered from the questionnaire.
- ✓ General descriptions of Sharing options
- ✓ Chat and real time collaboration
- ✓ Comments and mentions in documents

6. lesson

Introduction to online meeting tools, practical tasks – web conference organization

This chapter aims to introduce the student to various online meeting tools and how they can be integrated daily. The theory covers such online meeting tools as Skype, WebEx, GoToMeeting, and Google Hangouts. The chapter includes 2 practical exercises, 3 multiple choice questions, as well as 4 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 6:00 hours. All additional information can be found through online sources.



Classwork/Theory:

A vital part of the online collaboration process is the online meeting platform. There are multiple online meeting tools that make the communication easier by providing platforms for web conferences or simple web business calls. Online meeting tools can give a business the ability to host collaborative team meetings and group presentations with little expense. There are video and audio conferencing applications, collaborative document and presentation sites, and apps to organize meetings. There are tools for small groups, as well as large webinars. Most of these tools have free plans for small teams.

There are a lot of choices for meeting tools, and there isn't really one that's better than the other. **Skype**, for example, has become a very popular tool for meetings because you can see each other speak as well as each other's screens and text

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questions. However, there are many tools that are designed for online meetings that are equally good and in some cases, even better.

WebEx is probably one of the oldest and most commonly used online meeting services in the market. WebEx's customer portfolio is impressive, and their online meeting service is incredibly easy to use. Install the WebEx plug-in on your desktop that allows you to quickly host or join meetings, and a few clicks will get you working with your team, sharing screens, passing around the "presenter" role to others who have documents to show, or even chatting face-to-face in minutes. WebEx integrates with apps on your desktop so you can schedule an appointment and instantly add a meeting to it, start a meeting and email the attendees quickly, or even join a meeting on your mobile device or tablet.

GoToMeeting is another tool used by individuals and enterprises to host online meetings, collaborate on documents, and share desktops and screens among colleagues. The service offers a wealth of enterprise features even to individual users, like desktop sharing, HD video conferencing, and mobile apps that allow you to attend GoToMeeting meetings on your iOS or Android device. Install the GoToMeeting application on your Mac or PC and you can start meetings with a single click, or set them up meticulously so you only share the information you want to with the people you want to invite. Attendees get a tiny plug-in to install before they can join your meetings, but once installed, joining your meetings is a one-click affair.

Google's recent addition of screen sharing and document collaboration to **Google+ Hangouts** has reached the top of people's list of online meeting services. The service keeps getting better, with free voice calls and large, clear video. In addition to the ability to see your friends clearly, host a meeting with

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several of them, share documents via Google Docs and collaborate, you get the benefit of being able to do it all on the web, for free. The only thing you need is a Google account, a webcam, and a microphone.



Self-study:

- Five best online meeting services – <http://ej.uz/yd2q>
- How to optimize the effectiveness of online meetings – <http://ej.uz/ra61>
- Online meeting tools – <http://ej.uz/7x2k>
- WebEx – <http://ej.uz/edjd>
- Skype – <http://ej.uz/u3as>
- GoToMeeting – <http://ej.uz/xv1b>

Test:

1. Question - What are online meeting tools?
 - a. Chat rooms for online dating.
 - b. Applications for hosting online meetings.
 - c. Tools used for meetings that can be bought online.

2. Question - Which of the following characteristics fits the description of an online meeting tool?
 - a. Helps host collaborative team meetings with little expense.
 - b. Has a set number of allowed participants.
 - c. Gives an employee a choice - to attend the meeting or not.

3. Question - Which is the oldest and most commonly used online meeting service?
 - a. GoToMeeting
 - b. WebEx

c. Google+ Hangouts

Questions for discussions:

- What are the advantages of an online meeting tool?
- Which of the online meeting tools seems most efficient for a business meeting?
- Which online tool would be more suitable for small teams and which one for larger webinars?
- How can screen sharing improve an online group meeting?



Practice:

Task #1

The lecturer prepares screenshots from various online platforms discussed in class and gives students a quiz to write down which platform/tool is shown in the screenshot.

Task #2

1. The lecturer covers main collaboration tools, then picks one (WebEx for example) to focus on.
2. The whole class downloads WebEx and create a common Webinar session.
3. Depending on how the session goes, the next class can be held remotely (from home) via WebEx platform.

7. lesson

Social media collaborative tools – blogs, forums, wiki ect.

Practical tasks, blog/wiki creation, collaborative work

This chapter aims to introduce the student to various social media collaborative tools and how they can be used daily. The theory covers such online meeting tools as Wikipedia, and different blogs. The chapter includes 3 practical exercises, 3 multiple choice questions, as well as 4 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 4:00 hours. All additional information can be found through online sources.



Classwork/Theory:

A wiki (sometimes spelled "Wiki") is a server program that allows users to collaborate in forming the content of a Web site. The term comes from the word "wikiwiki," which means "fast" in the Hawaiian language. The most popular wiki platform is Wikipedia (an online public encyclopedia).

A wiki is a website which allows collaborative modification of its content and structure directly from the web browser. In a typical wiki, text is written using a simplified markup language (known as "wiki markup"), and often edited with the help of a rich-text editor.

A wiki is run using wiki software, otherwise known as a wiki engine. There are dozens of different wiki engines in use, both standalone and part of other

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software, such as bug tracking systems. Some wiki engines are open source, whereas others are proprietary. Some permit control over different functions (levels of access); for example, editing rights may permit changing, adding or removing material. Others may permit access without enforcing access control. Other rules may also be imposed to organize content. A wiki engine is a type of content management system, but it differs from most other such systems, including blog software, in that the content is created without any defined owner or leader, and wikis have little implicit structure, allowing structure to emerge according to the needs of the users.

In forums users can create content and contribute with their opinion, thoughts and experience. It is a user created content platform.

Let's see some of forum examples:

- **TripAdvisor.** They don't get much more successful than this travelling behemoth. An amazing influence on the travelling community and a staggering collection of knowledge.
- **Reddit** is an entertainment, social networking, and news website where registered community members can submit content, such as text posts or direct links, making it essentially an online bulletin board system. Registered users can then vote submissions up or down to organize the posts and determine their position on the site's pages. Content entries are organized by areas of interest called "subreddits". The subreddit topics include news, gaming, movies, music, books, fitness, food, and photosharing, among others.
- **Stack Overflow** the website serves as a platform for users to ask and answer questions on a wide range of topics in computer programming, and,

through membership and active participation, to vote questions and answers up or down and edit questions and answers.



Self-study:

- Tutorials how to use wiki 1 – <http://ej.uz/b76m>
- Tutorials how to use wiki 2 – <http://ej.uz/udpr>
- Tutorials how to use wiki 3 – <http://ej.uz/iscw>
- Tripadvisor – <http://ej.uz/zhvk>
- Reddit – <http://ej.uz/6mhi>
- Stackoverflow – <http://ej.uz/s3j7>

Test:

1. Question - What is a blog?
 - a. An official website displaying a company and its offering.
 - b. A discussion or informational site published on the web consisting of discrete entries (posts).
 - c. An online website for customer complaints.
2. Question - What is an online forum?
 - a. An online discussion site where people can hold conversations in the form of posted messages.
 - b. The chat room of an online dating website.
 - c. A blog that allows photo-sharing.
3. Question - What is usually NOT displayed in a blog, forum or wiki?
 - a. Personal experiences
 - b. Photos

c. Personal Identifiable Data

Questions for discussions:

- What is the difference between a forum and a chat room?
- How can blogs be integrated into a business?
- What are the challenges in credibility of wiki?
- What type of information should not be displayed on such social media platforms?



Practice:

1. Register to wikipedia.org Follow the instructions. Choose an article of your choice. You can change content or correct grammar. Review changes you have done.
2. Choose one of the mentioned forums or find one that fits your interest - register and start a topic of your choice.
3. Share with the rest of the class the work you have done.

8. lesson

Online calendar system, introduction to different concepts, shared calendars

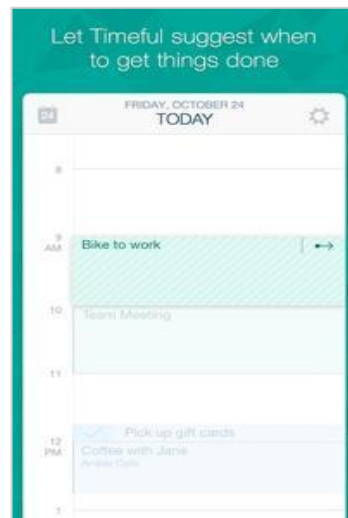
This chapter aims to introduce the student to various concepts of shared calendars. The theory gives a brief overview of existing shared calendars. The chapter includes a practical exercise, 3 multiple choice questions, as well as 4 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 4:00 hours. All additional information can be found through online sources.



Classwork/Theory:

The most popular calendars work together with your e-mail systems, like outlook calendar or google calendar. Nowadays calendars also scan your e-mail activities and provide options to automatically add for example flights to your schedule of share your activities with your coworkers. There are a lot of different online calendar apps we will look at some of them.

Timeful (available only on iOS)



Timeful is a calendar and to-do list with intelligent assistance to make the most of your time. It uses sophisticated algorithms to suggest the best times to schedule tasks and habits throughout the day, based on your available time, location, and most productive hours of the day. Timeful learns from your behaviors, adapts to your schedule, and personalizes the recommendations the more you use it.

UpTo

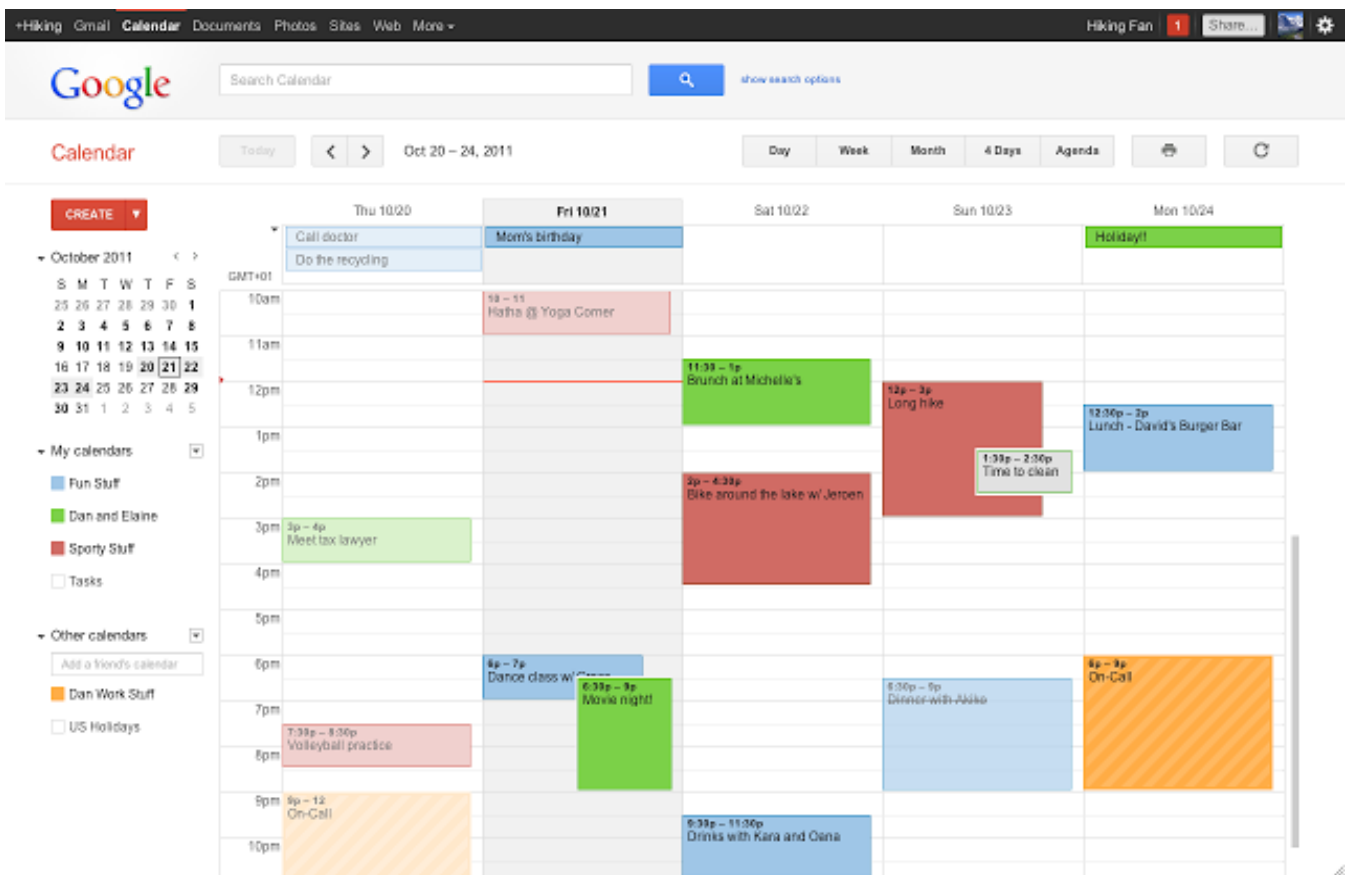
UpTo is an social calendar app friends and colleagues can use to track individual activity in real time. It syncs with all the native mobile calendars one use. All events remain private until individual items are shared out by you to the network. UpTo makes selective sharing easy. Users can choose which groups of friends see individual items.

Google calendar

You can use Google Calendar on a computer, phone, or tablet. Any events you create or edit will sync automatically among all versions of Google Calendar where you're signed in. Google Calendar allows multiple calendars to be created and

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shown in the same view. Each can be shared, either read-only or with full edit control, and either with specified people or with everyone (public calendars). Daily "To Do" tasks cannot currently be shared between users. As in other cloud computing applications, changes to Google Calendar are immediately visible to all users.



Self-study:

- Ways how to use Google calendars – <http://ej.uz/q8bz> and <http://ej.uz/1x3m>
- 4 Shared Calendar Apps For Team Efficiency – <http://ej.uz/1x3m>

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- Google calendar – <http://ej.uz/2zz8>
- Google Calendar Wikipedia – <http://ej.uz/w4sw>
- UpTo Calendar App – <http://ej.uz/acy9>

Test:

1. Question - What can an online calendar system be used for?
 - a. Only personal scheduling
 - b. Only business use
 - c. Business corporations for work-related scheduling, as well as individuals for personal use.

2. Question - What is "smart scheduling"?
 - a. Scheduling events and meetings via an online calendar system.
 - b. Scheduling a meeting with smart co-workers.
 - c. Asking someone else to create and maintain your schedule.

3. Question - Which of these statements is true?
 - a. Only the admin (creator) can access the online calendar.
 - b. The calendar can be shared and accessed by an unlimited amount of users at the same time.
 - c. The online calendar allows each user to view the schedule separately one by one.

Questions for discussions:

- What are the benefits of using an online calendar system?

- Is it more efficient to keep separate calendars or to sync the information from all calendars in one?
- Why would businesses resist using online calendars?
- What is important to consider when evaluating different online calendar systems?



Practice:

Task #1

- Create different themed calendars - one for work and one social
- Add family anniversaries
- Create different access levels
- Share tasks
- Invite other participants to tasks
- Look at the tasks from different devices - your phone/pc/tablet

9. lesson

Mobile collaboration, applications, file sharing and planning tools

This chapter aims to introduce the student to various mobile collaborative tools and how they can be used daily. The theory covers such applications as Telegram, WhatsApp and Skype Mobile. The chapter includes a practical exercise, 3 multiple choice questions, as well as 3 discussion questions to foster class engagement. The estimated amount of time necessary for this lesson is 4:00 hours. All additional information can be found through online sources.



Classwork/Theory:

Telegram

Telegram is a cloud-based mobile and desktop messaging app with a focus on security and speed. It is developed by Russia programmers and differs from other applications with their focus on encryption and safety. Owners of Telegram have stated that Telegram will be free forever. No advertisements and no subscription fees. Telegram can be used on several devices at the same time – messages sync seamlessly across any phone, tablets or computers. You need a mobile number to sign up for telegram, later on you can use it on all your devices.

With Telegram, you can send messages, photos, videos and files of any type (doc, zip, mp3, etc), as well as create groups for up to 200 people. You can write to

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Project website: www.generation0101.eu – Email: info@generation0101.eu



Co-funded by the
Erasmus+ Programme
of the European Union

your phone contacts and find people by their usernames. As a result, Telegram is like SMS and email combined.

Encryption

Telegram is currently the safest messaging app in the market, not only for daily chats but also if you have concerns that “the big brother” might be watching over you.

As the system is open source, you can find a lot of add-ons for it - for example - add on for free calls in Telegram. Feel free to try them - just remember that the standard principles - free and without advertisements apply to the base version.

Bots

Bots are simply Telegram accounts operated by software – not people – and they'll often have AI features. They can do anything – teach, play, search, broadcast, remind, connect, integrate with other services, or even pass commands to the Internet of Things.

Here are some sample bots that were built by the platform's beta testers try them out:

@ImageBot – send this bot a keyword and it'll provide you with a relevant picture.

@TriviaBot – test your trivia knowledge or add to groups to compete with friends.

@PollBot – add this one to group chats to create polls.

@RateStickerBot – discover and rate new stickers.

@AlertBot – set a time and this bot will send you a reminder for anything you like.

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@HotOrBot – find friends with this Tinder-like dating bot.

@GithubBot – track GitHub updates.

@StoreBot – find new bots and rate them.

Whatsapp

WhatsApp Messenger is a cross-platform mobile messaging app which allows you to exchange messages without having to pay for SMS. WhatsApp Messenger is available for iPhone, BlackBerry, Windows Phone, Android and Nokia. It's a technology startup founded in the heart of Silicon Valley. The proprietary, cross-platform app uses the Internet to send text messages, images, video, user location and audio media messages. WhatsApp is the most globally popular messaging app - In September 2015 the user base has grown up to 900 million. It has similar functions than telegram, but is not open source.

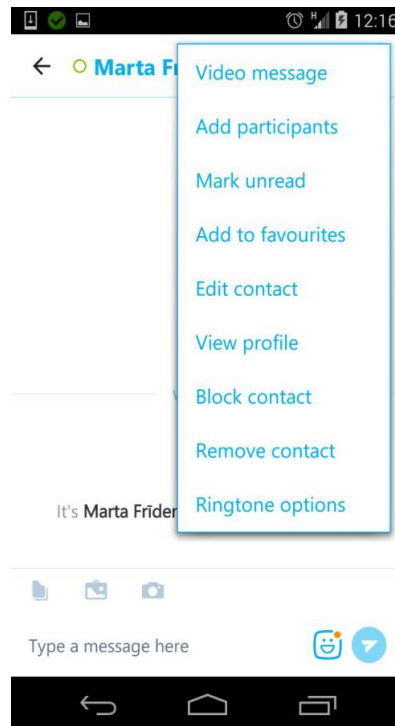
Skype mobile

Skype is a telecommunications application software product that specializes in providing video chat and voice calls from computers, tablets, and mobile devices via the Internet to other devices or telephones/smartphones. Users can also send instant messages, exchange files and images, send video messages, and create conference calls. Skype is available to download onto computers running Microsoft Windows, Mac, or Linux, as well as Android, Blackberry, iOS, and Windows Phone smartphones and tablets. Skype was developed in Estonia and later on sold to Microsoft. Skype allows users to communicate by voice using a microphone, video by using a webcam, and instant messaging over the Internet. Skype-to-Skype calls to other users are free of charge, while calls to landline telephones and mobile phones (over traditional telephone networks) are charged via a debit-based user account system called Skype Credit.

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Differences from other messaging tools –

possibility to share screen, make video calls and video conferences with more than one participant and leave video messages.



Self-study:

- WhatsApp Web – <http://ej.uz/91jv>
- Telegram - <http://ej.uz/vbh7>
- Skype tips and tricks - <http://ej.uz/ufde>
- Apps for mobile collaboration - <http://ej.uz/5gu1>

Test:

1. Question - Which of the following would not work on a PC?

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- a. Skype
- b. Google Maps
- c. Whatsapp

2. Question - Which of these was launched by the founders of VKontakte - the largest social network in Russia?

- a. Skype mobile
- b. Telegram
- c. Whatsapp

3. Question - Which of the following softwares was first sold to eBay and then acquired by Microsoft?

- a. Skype
- b. Whatsapp
- c. Telegram

Questions for discussions:

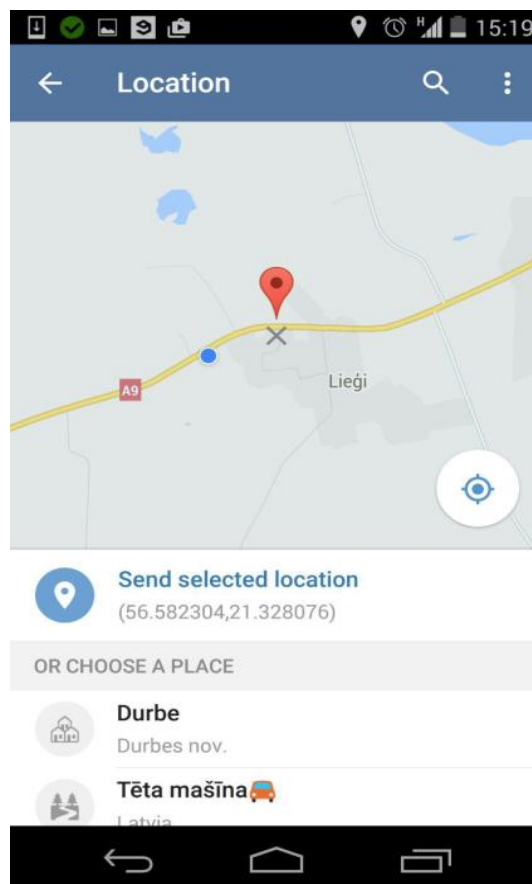
- Which of the discussed tools would be more suitable for personal use and which for work-related use?
- Which of the tools would be more efficient in small teams and which in larger groups?
- Whatsapp was introduced after the Facebook Messenger. Why do you think Whatsapp gained so much popularity over FB Messenger, eventually resulted in Facebook acquiring the app?



Practice:

- 1) Try to install Telegram app on your phone and add a bot of your choice.

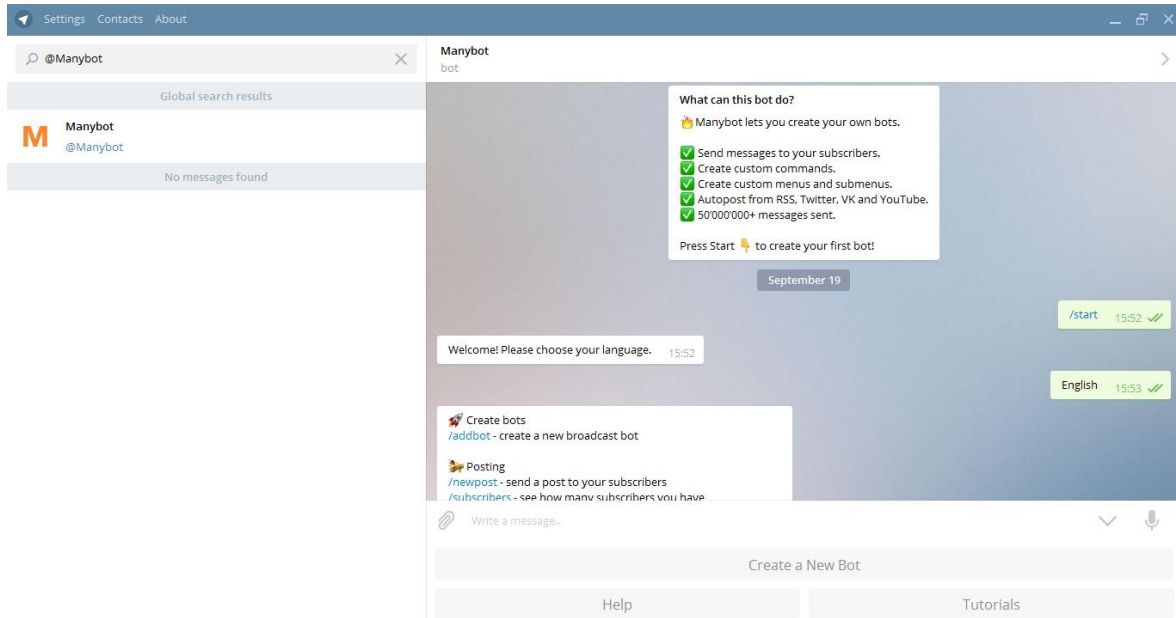
- 2) Set up your username and share contacts with person sitting on your left.
- 3) Try different encrypted chats - like set a self destructing timer to chat.
- 4) Add the person sitting on your right to your contacts.
- 5) Use the link provided by your trainer to join group, try:
 - sharing photos
 - sharing video
 - leave a voice message to your group members
 - Share your current location
 - Share a location of your favorite restaurant
 - Try adding and sending stickers
 - Change settings, switch off notifications to group chat
 - Ask questions to @Gen0101Bot



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Want to try creating your own bot? Follow the tutorial to create your personal bot:

<http://ej.uz/6k9t>



10. lesson

Exercise and online collaboration project creation

This chapter aims to bring student theoretical knowledge to practical field. Milestones are set and open for creative work practicing and newly gained knowledge.



Practice:

During this task you have to go through a full cycle of conference preparation working together and using the programs and tools from your studies. The aim of the task is to strengthen your knowledge.

You and your team have to prepare a web conference. Use any the collaborative tools, but we suggest to use at least an online messaging tool, file sharing platform, calendar, online form creation tool and online web conference tool.

- Before you start you must choose your main communication tool, after that all communication must happen online.
- Start with a brainstorming session - what will the topic of the conference.
- Use online document system to create an agenda for the conference.
- You can draw together a poster for the conference.
- Add the event to calendar, send out invitations.
- Work together in pairs to create presentations.
- Organize the web conference, share your screens and present your presentations.
- After the conference Create a Google form for conference evaluation

- Add and edit questions, headers, images, videos and page breaks
- Create a questionnaire with five different type of question asking the respondents to give feedback about the conference
- Add a theme to a form
- Send the form to the rest of the people of class
- Take take to respond to other questionnaires
- View and manage form responses
- Analyse responses from created questionnaire

Questions for discussions:

- Was it hard to collaborate online?
- Were there situations where your ideas were not understood?
- What are your suggestions for better collaboration?
- Which of the tools are the most practical and userfriendly in your opinion?

