Digital Tool list

Introduction:

In this document you will find a comprehensive list of various tools that aid in online/virtual team work. Said tools will help you communicate, collaborate, co-create and share amongst your colleagues and future work space.

However, these are *recommendations*, you must adjust for local and cultural differences, as not all Universities and/or work spaces use the same tools.

It is highly likely that you have come across some of these tools before, nevertheless, if you want to try new ones, remember that this can be a long process that takes a conscious effort. Read your team, see what works best for everyone.

Lastly, there is a lot of information available on the use of these various tools, if you want to deepen your knowledge on them, proactive searching is key. ***Youtube*** is your go to for tutorials.

- Whiteboards (Co-creation / Ideate / Co-thinking)
  - **Padlet** - Brainstorming
    - https://padlet.com/
  - **Flinga** - Synchronous Team Work / Straightforward and interactive / Integration with other programs
    - https://flinga.fi/
  - **Miro** - Fremium Advanced whiteboard / Contains many ready to use templates for team work and creation
    - https://miro.com/app/
  - **Google Jamboard** – Free simple whiteboard
    - https://jamboard.google.com/

- Content Creation - Moving Picture
  - **Canva** – Graphic design and creation for digital devices. Can create presentations, social media posts, infographics, etc. (check for student license with your university)
    - https://www.canva.com/

- Screen and Audio Recording
  - **ScreenCast-o-Matic –** Up to 15 minute screen recording, easy, fast, free, good video compression
    - https://screencast-o-matic.com/

- Video Editing - Needed action for outcomes more than team work / not collaborative creation
  - **Windows Video Editor** – Comes pre-installed on windows computers. Extremely easy and user friendly.

- Filestorage – Check with your university for licenses and capacity.
  - **Sharepoint - Onedrive (standard and safe – License based)**
    - https://www.microsoft.com/en-us/microsoft-365/sharepoint/collaboration
  - Google Drive - Fast and easy (collaborative)
    - https://drive.google.com/
  - Dropbox (personal use) – Can work both online or offline
    - https://www.dropbox.com
  - Pcloud – Similar to dropbox, requires internet connection
    - https://www.pcloud.com/eu

- Apps for quizzes and interactivity – There are a couple of free online apps for quizzing and activities.
  - **Blooket** – Spice up your session with your team!
    - https://www.blooket.com/
  - **Mentimeter** – Great for presentations as well
    - https://www.mentimeter.com/
  - Kahoot – Great online interaction and games!
    - https://kahoot.it/

- Internal team communication
  - Email – For any thing that is work or study related, use your official email account granted to you by your university.
  - Chat – There are multiple chat programs. How ever, we recommend you use official chat channels for anything related to work, as it is easier to keep track of things. For social and unofficial communication, you can use *Whatsapp, Telegram* or others.

- Microsoft and Google Suites
  - Both suites offer a plethora of software for working on presentations, texts and number crunching, plus online storage, emailing services and video conferencing tools. However, once again we highly recommend you using official and licensed products by your university, specially due to EU safety regulations.

Lastly, in an ever moving and evolving digital world, software is being created on a daily rhythm, and it is easy to get lost in a sea of options. General rules of thumb:

- Work with what you know, be efficient with your time management, specially when working with others.
- Make sure that what ever program you are using is safe and that team members agree on usage.
- Copyright and ownership of materials, make sure you use things wisely.