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SOME ASPECTS REGARDING THE DESIGN OF COURSE / SEMINAR ACTIVITIES USING GOOGLEDOCS PLATFORM APPLICATIONS TO THE TAUGHT ACADEMIC DISCIPLINE

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ABSTRACT:
INTEGRATING GOOGLE DOCS INTO COURSE AND SEMINAR ACTIVITIES OFFERS NUMEROUS ADVANTAGES FOR BOTH TEACHERS AND STUDENTS. BY FACILITATING COLLABORATION, ACCESSIBILITY AND ORGANIZATION, THIS PLATFORM CAN CONTRIBUTE TO THE IMPROVEMENT OF THE LEARNING PROCESS AND THE DEVELOPMENT OF STUDENTS' DIGITAL SKILLS. THE USE OF GOOGLEDOCS IN COURSE AND SEMINAR ACTIVITIES IS A MODERN AND EFFECTIVE APPROACH TO CREATE A DYNAMIC, COLLABORATIVE AND ADAPTED TO THE NEEDS OF 21ST CENTURY STUDENTS.
KEYWORDS: DESIGN, CURS, SEMINAR, APLICAȚION

INTRODUCTION

By facilitating collaboration, accessibility and organization, this platform can help improve the learning process and develop students' digital skills.

Here are some of the most important advantages:

➢ ***For Students:***

Real-time collaboration: Students can work together on documents, providing instant feedback and building ideas together. It stimulates critical thinking and creativity.

Accessibility: Documents are accessible from any device with an internet connection, providing flexibility in study and enabling remote collaboration.

Organization: Students can create and organize their own course notes, summaries, projects, in one place, making it easy to access and review information.

Ease of editing and formatting: Google Docs' intuitive interface allows students to edit and format documents easily without the need for advanced software knowledge.

Version History: Google Docs keeps a history of changes, allowing students to revert to previous versions of the document if needed.

➢ **For Teaching Staff:**

Continuous Assessment: Teachers can track student progress in real-time, providing constructive and personalized feedback.

Effective communication: Google Docs facilitates communication between the teacher and students, allowing the distribution of teaching materials, the collection of assignments and the provision of feedback.

Collaboration with other teachers: Teachers can collaborate on the creation of teaching materials, sharing resources and best practices.

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Time savings: Google Docs reduces time spent on administrative tasks, allowing teachers to focus on teaching.

Adaptability to different learning styles: Google Docs can be adapted to support different learning styles, from those who prefer to work individually to those who prefer group activities.

Examples of Activities:

Writing essays and reports: Students can work individually or in groups on writing academic texts, benefiting from real-time suggestions and corrections. The teacher can set comments and suggestions to guide the writing process.

Summarizing Scientific Articles: Students can create collaborative documents to summarize articles relevant to the course, sharing information and viewpoints.

Creating presentations: Google Slides, integrated into Google Docs, allows students to create interactive and engaging presentations.

Brainstorming and idea generation: Google Docs can be used to collect ideas and structure information in a collaborative way.

Role playing games and simulations: The documents can be adapted to create role-play scenarios and students can collaborate to find solutions.

Continuous assessment: Teachers can use Google Forms to create quizzes and quizzes, and the results can be analyzed in real time.

EVALUATION OF THE COLLABORATIVE PROCESS

Evaluating a collaborative process is essential to understand its effectiveness, identify strengths and weaknesses, and improve future outcomes. This process involves a careful analysis of how the members of a team interacted, communicated and contributed to a common goal.

Why is assessment important?

• Continuous improvement: Identifying areas that need improvement.
• Measuring the impact: Quantifying the results of the activities.
• Decision-making: Informing the decision-making process for future projects.
• Recognition of contributions: Appreciating the efforts of team members.
• Analysis of collaborative documents:

Google Docs documents can be analyzed to evaluate:

o Frequency of changes
o Number of comments
o Distribution of individual contributions

• Questionnaires: Questionnaires can be administered to assess students' perception of the collaboration process, identifying factors that facilitated or hindered collaboration.

• Interviews: Interviews can be conducted with team members to get detailed feedback on their experience.

GENERAL EVALUATION CRITERIA

The following general evaluation criteria can be used:

• **Quality of work:** Correctness of information, relevance, originality.
• **Completeness:** Covering all aspects of the project.
• **Clarity and coherenc**e: Logical and coherent presentation of ideas.
• **Meeting deadlines:** Ability to complete tasks on time.

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• **Collaboration**: Teamwork, effective communication, division of tasks.
• **Problem Solving:** The ability to identify and resolve obstacles.
• **Critical reflection**: The ability to analyze results and learn from experience.

USEFUL DIGITAL TOOLS

We can use the following extremely useful digital tools in the didactic activity:
• **Google Forms:** To create surveys and collect feedback.
• **Google Sheets:** To create rubrics and track team progress.
• **Google Classroom:** To organize and assess student activities.

Sample survey questions:
• To what extent did you feel involved in the decision-making process?
• Do you feel you had the opportunity to contribute your ideas?
• How would you rate communication within the team?
• What did you learn from this project?
• What could be improved in the future?

By combining these strategies, teachers can obtain a complete and objective assessment of collaborative activities, identifying both individual and team strengths and areas for improvement.

ADDITIONAL TOOLS TO ENHANCE YOUR ONLINE LEARNING EXPERIENCE

In addition to GoogleDocs and traditional online learning platforms (LMS), there are a multitude of other digital tools that can be integrated into online learning to create a richer and more interactive experience. Here are some of them:

a. Communication and collaboration tools

• **Slack, Microsoft Teams:** Team communication platforms that allow chat, video calls, file sharing and the creation of thematic channels.

• **Padlet:** A virtual digital whiteboard where students can add notes, images, links and collaborate on ideas.

• **Mentimeter:** A tool for creating real-time interactive presentations, polls and quizzes.

In another approach, they are:

• **Videoconferencing platforms:** Zoom, Microsoft Teams, Google Meet - allow real-time interaction, presentations and group discussions.

• **Chat tools:** Slack, Discord - facilitate seamless communication and the creation of online communities.

• **Project management platforms:** Trello, Asana - help organize activities and track progress.

• **Wikis:** Confluence, MediaWiki - allow the creation of collaborative knowledge bases.

b. Tools for creating interactive content

• **Kahoot!:** A platform for creating interactive quizzes and games.
• **Prezi:** A tool for creating non-linear and visually appealing presentations.
• **Adobe Spark:** A suite of tools for creating graphics, videos and web pages.

In another approach, they are:

• **Interactive presentation creation tools:** Prezi, Genially - provide dynamic and engaging presentations.

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• **Infographic creation tools:** Canva, Piktochart - visualize complex information in an attractive way.

• **Video creation tools:** Adobe Premiere Rush, iMovie - allow creation of tutorials, animations and other video materials.

• **Simulation tools**: SimSimi, Capsim - provide hands-on and interactive learning experiences.

c. Tools for project management

• **Trello:** A project management tool based on Kanban boards.

• **Asana:** A project management platform with advanced planning and tracking features.

Why are these tools important?

• **Organization:** Allow a clear view of the tasks, deadlines and responsibilities of each team member.

• **Collaboration:** Facilitates communication and collaboration between team members regardless of geographic location.

• **Progress Tracking:** Allow real-time monitoring of project progress and identification of potential issues.

• **Automate tasks:** Simplify repetitive processes and save time.

• **Improving decision-making:** Provides data and analysis to support strategic decisions.

Types of project management tools:

• ***Planning tools:***

o Gantt Charts: Visual representations of a project's schedule, showing tasks, duration and dependencies between them.

o Kanban: A visual method of organizing work, ideal for agile projects.

o Scrum: An iterative and incremental framework for product development, primarily used in software development.

• ***Collaboration tools:***

o Communication platforms: Slack, Microsoft Teams, for chat, video conferencing and file sharing.

o Wikis: Confluence, for creating collaborative knowledge bases.

o Document management tools: Google Drive, Dropbox, for file storage and sharing.

• ***Task tracking tools:***

o Trello: A visual tool for organizing tasks into lists and boards.

o Asana: A project management platform that allows for the creation of tasks, sub-projects and the assignment of responsibilities.

o Jira: A powerful tool for managing agile projects, mainly used in software development.

• ***Time management tools:***

o Toggl: A tool for tracking time spent on different activities.

o Harvest: A platform for time management and invoicing.

• ***Productivity suites:***

o Microsoft 365: Provides a full suite of productivity tools, including Word, Excel, PowerPoint, Outlook and Teams.

o Google Workspace: A popular alternative to Microsoft 365, offering similar tools.

How to choose the right tool?

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• **Team size:** For small teams, simple tools like Trello can be sufficient. For larger teams, a more complex platform like Asana or Jira may be required.

• **Project complexity:** Simple projects can be managed with basic tools, while complex projects require more sophisticated tools.

• **Budget:** There are both free and paid tools with different levels of functionality.

• **Specific team needs:** Choose a tool that fits your team's way of working and project needs.

d. Video recording and editing tools

• **Zoom:** A video conferencing and webinar platform with recording features.

• **Screencast-O-Matic:** A simple screen and voice recording tool.

• **WeVideo:** An online video editor for creating professional videos.

Tools for Evaluation

• **Google Forms:** For creating quizzes, tests and surveys.

• **Socrative:** A platform for creating interactive quizzes and exercises.

How to choose the right tools?

When choosing tools, consider the following aspects:

• **Learning objectives:** What do you want students to achieve?

• **Students' level of technology**: How comfortable are students with technology?

• **Budget:** Some tools are free, while others require a license.

• Integration with other tools: Make sure the tools integrate well with the other platforms you use.

Here are some tips for implementing digital tools:

• **Start with few tools:** Don't overload students with too many new tools.

• **Provide clear instructions:** Make sure students know how to use each tool.

• **Encourage experimentation:** Allow students to explore and experiment with different tools.

• **Evaluate Impact:** Measure the tools' impact on student learning and satisfaction.

By using a combination of digital tools, you can create a more dynamic, interactive and engaging online learning environment.

We also find other tools such as:

Assessment and feedback tools

• Online assessment platforms: Moodle, Google Forms - allow the creation of tests, surveys and questionnaires.

• Feedback tools: Peergrade, Kaizena - facilitate peer review and constructive feedback.

• Digital portfolios: Mahara, Google Sites - allow students to present their work and reflect on their own learning.

Gamification tools

• Gamification platforms: Kahoot!, Classcraft - turn learning into a game, motivating and engaging students.

• Reward apps: Class Dojo, Classcraft - provide virtual rewards to motivate and encourage progress.

Other useful tools

• **Automatic translation tools:** Google Translate, DeepL - facilitate access to content in different languages.

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• **Accessibility tools:** Read&Write, ClaroRead - help students with special needs access course materials.

• **Data analysis tools:** Google Analytics, Tableau - allow tracking of platform performance and student activity.

How to choose the right tools?

• **Learning objectives:** Choose tools that support the achievement of specific course objectives.

• **Students' technology level:** Make sure the tools are easy to use.

• **Budget:** Evaluates the costs associated with each tool.

• **Compatibility:** Checks if the tools integrate with the existing LMS platform.

Benefits of using these tools:

• **Improving student engagement:** Interactive and collaborative activities make students more engaged in the learning process.

• **Personalize learning:** Students can choose the resources and activities that best suit their learning style.

• **Facilitate collaboration:** Collaboration tools allow students to work together and share ideas.

• **Improve information retention:** Interactive activities and hands-on experiences help consolidate knowledge.

• **More effective evaluation:** Evaluation tools allow for more objective and faster evaluation.

CONCLUSIONS

By using a combination of digital tools, you can create a more engaging, effective and personalized online learning experience. It's important to choose the tools that best suit your and your students' needs. Google Docs integrates with other Google tools such as Google Sheets, Google Slides, and Google Calendar.

As for the combination of a collaborative document and a risk matrix, it provides an efficient and transparent approach to risk management in a project. By involving all team members and using digital tools, you can significantly reduce the likelihood that unforeseen events will affect the success of the project.

Evaluation of collaborative activities is essential to understand their effectiveness, identify strengths and weaknesses, and improve future processes. Evaluating a collaborative process is essential to understand its effectiveness, identify strengths and weaknesses, and improve future outcomes. This process involves a careful analysis of how the members of a team interacted, communicated and contributed to a common goal.

In addition to Google Docs and traditional online learning platforms (LMS), there are a multitude of other digital tools that can be integrated into online learning to create a richer and more interactive experience.

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