

AnswerGarden



Information about the tool	
Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
Category:	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input checked="" type="checkbox"/> Others
Language:	English
Previous knowledge/Degree of complexity:	Creating an AnswerGarden is really easy. No special knowledge necessary.
Link:	https://answergarden.ch/
Provider:	CreativeHeroes, Netherlands
Brief description:	AnswerGarden is a feedback tool and applicable for real-time audience participation, online brainstorming and feedback in the course room. The web tool collects short answers, ideas and feedback. The display of the entered terms appears in real time in the form of a word cloud.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	AnswerGarden is free. No Registration! However, in order to be able to make changes afterwards, an administrator password should be entered during creation.
Instructions/Tutorials:	https://answergarden.ch/Quickstart-Guide/ https://answergarden.ch/create/

Connecteam



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Target group:	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
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Work area:	<input type="checkbox"/> Project Management <input checked="" type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and 13 other languages)
Previous knowledge/Degree of complexity	No previous knowledge needed. A short introduction could be necessary.
Link:	https://connecteam.com/
Provider:	Connecteam.com
Brief Description:	Connecteam is a tool that can be used for managing teams. You can distribute tasks, create to-do lists, assign employees to projects, organize schedules and much more.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Connecteam can be used on the web browser, but also as an app on a smartphone or tablet. There are different versions at different prices, starting with a free version up to a version for 159 euros per month.
Instructions/Tutorials	https://www.youtube.com/watch?v=4anbBOSLo1U (how to use basic functions) https://www.youtube.com/c/ConnecteamApp/videos (connecteam Youtube channel explaining every little detail in various videos)

Doodle



Information about the tool	
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Work area:	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input checked="" type="checkbox"/> Others
Language:	31 languages
Previous knowledge/Degree of complexity:	Doodle is user-friendly and very easy to use.
Link:	Appointment scheduler: https://doodle.com/meeting/organize/groups https://doodle.com/en/
Provider:	Doodle is a part of the Swiss media group TX Group - and headquartered in Zurich
Brief description:	Doodle is a tool that allows you to create simple surveys or appointments online quickly and easily. The free appointment scheduler software is particularly practical, allowing both private users and companies to make their appointments online.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>The scheduling software is free of charge. The tool can be purchased for about € 8/person/month.</p> <p>The online service can be used anonymously and optionally with or without registration.</p>
Instructions/Tutorials:	https://doodle.com/de/resources/video-tutorial/



Google Docs

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Work area:	<input checked="" type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
Language:	173 languages (including variants and artificial languages)
Previous knowledge/Degree of complexity:	The web application is very similar to common word processing programmes. Google Docs is also only suitable for simple documents.
Link:	https://www.google.com/intl/de/docs/about/
Provider:	Google LLC
Brief description:	Google Docs is a text editor that is part of Google's free web-based Google Docs Editors Suite. With Google Docs, online documents can be created on any device and edited collaboratively in real time. Google Docs can be used to write reports, create collaborative project proposals and keep track of meeting notes.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...):	<p>The service can be used free of charge online in the web browser or offline as an application for Google Chrome, Android and iOS. Google Docs can be used via access code without an account or the file can be accessed with a link.</p> <p>Up to 100 people with viewing, editing or commenting rights can work on a file in Google Docs, Google Spreadsheets or Google Presentations at the same time.</p>
Instructions/ Tutorials:	https://www.google.com/intl/de_at/docs/about/



Jamboard

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Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and several other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	https://jamboard.google.com
Provider:	Google
Brief Description:	Jamboard is a digital whiteboard for real time collaborations.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Jamboard can be used on the web browser or as a mobile app for free.
Instructions/Tutorials	https://edu.google.com/jamboard/ https://support.google.com/jamboard/#topic=7383644

Mentimeter



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Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input checked="" type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
Language:	English (and various other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	https://www.mentimeter.com
Provider:	Mentimeter AB
Brief Description:	Menti is an audience engagement platform that includes presentations, interactive polls, quizzes and word clouds.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Mentimeter has free and various paid plans, used by signing up with an e-mail address. It can be used on the web browser or as a mobile app.
Instructions/ Tutorials	https://www.mentimeter.com/how-to https://www.mentimeter.com/webinars



miro

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Language:	English (and various other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	https://miro.com
Provider:	Miro
Brief Description:	Miro is an online collaborative whiteboard platform where teams can work together
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	Miro has free and various paid plans, used on desktops or as a mobile app. It can be used by signing up with an email address.
Instructions/ Tutorials	https://academy.miro.com https://help.miro.com/hc/en-us/categories/360001415214-Getting-Started

MURAL



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Work area:	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
Language:	English (and various other languages)
Previous knowledge/Degree of complexity	Easy to use
Link:	https://www.mural.co
Provider:	Tactivos, Inc.
Brief Description:	Mural is a virtual tool that enables teams to collaborate visually using a digital whiteboard.
Access and usage Information (Costs, requirements cloud based, mobile usability, ...)	<p>Mural has free and various paid plans.</p> <p>It can be used on desktop or as a mobile app, by signing up with an e-mail address.</p>
Instructions/Tutorials	https://learning.mural.co