



Promoting Resilience and Employability in uniVersity

PREVIEW

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3.2 PREVIEW Learning/teaching HUB Tools



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EXECUTIVE SUMMARY

This report presents an overview of the tools and functionalities as part of the 3.2 work package. The PREVIEW Learning/Teaching HUB Tools aim to support and enhance the implementation of remote internships in higher education institutions. The following tools are proposed for integration or recommendation within the PREVIEW HUB to ensure an effective and engaging remote internship experience. This document outlines the key tools grouped by function, offers insights from the piloting phase, and provides strategic recommendations to enhance remote internship experiences and platform usability.



1. INTRODUCTION

The PREVIEW Learning/Teaching HUB is a central platform designed to facilitate high-quality remote internships by integrating a diverse set of digital tools. This initiative aims to support students, educators, and host organizations through a streamlined and effective digital environment. Practical piloting experiences have informed the tools and suggestions discussed here.

The main findings and suggestions from the piloting phase of the Remote Internship Program (RIB) highlight the importance of ensuring robust technical support and establishing clear communication channels so that participants know where and how to seek help. Regular meetings with supervisors are recommended to maintain intern engagement and address challenges early. Training should also be provided to enhance remote working skills, such as effective tool usage and time management. Additionally, the program should support flexible scheduling across time zones and implement continuous feedback mechanisms to guide intern performance. Regarding the Remote Internship Platform, it is advised to include tools that support task negotiation between universities and companies, simplify bureaucratic procedures through automation, incorporate calendar and scheduling functionalities, and offer reliable document storage and sharing features to ensure smooth access to essential materials.



2. CORE DIGITAL TOOLS BY FUNCTIONALITY

Communication tools

- Slack: For instant messaging and team communication.
 <https://slack.com>
- Zoom: For video conferencing and virtual meetings.
 <https://zoom.us>
- Microsoft Teams: For video calls and team collaboration.
 <https://www.microsoft.com/en/microsoft-teams/group-chat-software>
- Google Meet: For video conferencing and virtual meetings.
 <https://meet.google.com>

Project management tools

- Trello: For task management with a visual board-based interface.
 <https://trello.com>
- Asana: For project planning, tracking, and collaboration.
 <https://asana.com>

Document and file management:

- Google Drive: For cloud storage and document sharing.
 <https://drive.google.com>
- Dropbox: Another popular cloud storage service.
 <https://www.dropbox.com>
- OneDrive: Microsoft's cloud storage solution, integrated with Office 365.
 <https://onedrive.live.com>

Productivity and time management:

- Google Calendar: For scheduling and managing appointments.
 <https://calendar.google.com>
- Notion: All-in-one workspace for note-taking, data management, and more.
 <https://www.notion.so>
- Evernote: For note-taking and organizing tasks.
 <https://evernote.com>
- Microsoft To Do: For note-taking and organizing tasks, with reminders and deadlines.
 <https://todo.microsoft.com>



3. ADDITIONAL TOOLS TO INCLUDE IN THE INTERNSHIP DEPENDING ON THE CONTEXT

Collaborative editing and writing:

- Overleaf: Excellent for teams working on LaTeX documents, particularly useful in academia and research.

 <https://www.overleaf.com>

Screen sharing and remote access:

- TeamViewer: For remote control, desktop sharing, and file transfer.

 <https://www.teamviewer.com>

- AnyDesk: Another tool for remote desktop access and support.

 <https://anydesk.com>

Time zone management:

- World Time Buddy: Useful for scheduling across different time zones.

 <https://www.worldtimebuddy.com>

- Every Time Zone: Visual time zone converter.

 <https://everytimezone.com>

Virtual office environment:

- Gather.town: Combines video-calling with a map-based interface, simulating a physical space (free for up to 10 users).

 <https://www.gather.town>

Source code management:

- GitHub: Essential for teams working on software development projects.

 <https://github.com>

- GitLab: Similar to GitHub, with continuous integration features.

 <https://about.gitlab.com>

Design and creativity:

- Figma: Web-based vector graphics editing and user interface design.

 <https://www.figma.com>

- Canva: Simple graphic design tool with a vast template library.

 <https://www.canva.com>



- Genially: Platform for interactive animated content.

 <https://www.genial.ly>



4. STRATEGIC OUTLOOK

To further enhance the impact of the PREVIEW HUB, it is recommended to:

- Prioritize usability and intuitive design.
- Integrate feedback mechanisms for ongoing improvement.
- Offer onboarding tutorials for each tool category.
- Ensure scalability and adaptability to different contexts and users.



5. CONCLUSIONS

The tools included in this report to be part of the PREVIEW Learning/Teaching HUB, combined with actionable insights from piloting activities, provide a strong foundation for supporting meaningful and efficient remote internships. Continued iteration, user support, and stakeholder collaboration will be key to the platform's success. While ideally these tools would be directly embedded into the platform, it is also reasonable and practical to simply provide access links to these tools. This approach maintains usability and functionality without overcomplicating platform development, ensuring that essential support is available without requiring full integration.

The core functionalities of the main tools identified—such as communication platforms, project management systems, file sharing services, and productivity applications—will be addressed and integrated within the MOOCs developed as part of the PREVIEW project. These online courses will not only introduce each tool, but also provide guided practice and recommendations for their effective use in remote internship settings. This ensures that interns and supervisors become familiar with the tools prior to or during their internship experience, fostering digital competence and smoother collaboration. By embedding these resources into the MOOCs, the project guarantees broad accessibility and consistent training without requiring the direct integration of every tool into the HUB platform itself.