

DIGITAL TOOLS FOR COLLABORATIVE WORK IN SECONDARY EDUCATION INSTITUTIONS.



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The objective of the research

To substantiate and define the possibilities for using digital tools to organize effective collaborative activities among participants in the educational process in secondary education institutions

The research tasks



To determine the potential of various digital tools for ensuring effective collaboration among participants in the educational process



To examine the peculiarities (or features) of using digital tools for implementing various collaborative tasks

Issues Regarding the Implementation of Digital Tools for Teamwork in Secondary Education Institutions

There is a lack of a systematic methodology for integrating digital tools into the educational process

Insufficient level of digital competence among all participants in the educational process

Ensuring academic integrity during group online projects

Adaptation of digital tools to an inclusive environment

Project work

Google Docs, Google Sheets,
Microsoft 365

Allow multiple users to
simultaneously edit materials

Communication

Zoom, Google Meet, Microsoft
Teams, Viber, Telegram

Online video conferences with
recording and screen-sharing
functions, and instant messaging

For creative activity

Padlet, Miro, Canva, Prezi

Idea collection, creation of mind
maps and diagrams,
presentations with ready-made
templates, and presentations with
non-linear structures

Educational and management processes

Google Classroom, Trello, Asana,
Microsoft Planner

Course creation, task distribution,
performance monitoring, and task
visualization in the form of cards
and calendars

Storage and dissemination of information

Google Drive, OneDrive, Dropbox,
Moodle

Cloud storage with shared access,
file sharing, and educational
platforms

Conclusions

The use of digital tools in general secondary education institutions:

- Increases the effectiveness of collaborative work among all participants in the educational process,
- Contributes to the implementation of project-based and group activities, and
- Enhances motivation and allows for personalized learning



The complex (or integrated) application of online documents, cloud platforms, communication services, and task management systems forms an integrated digital educational environment that ensures the transparency and systematic nature of the educational process