



**UNI-ECO – practical &  
collaborative tools for  
sustainability innovation in  
the university**

**Living Labs  
User Manual**

*Prepared by CESIE  
January 2022*



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## Introduction

The Living Labs are user-centered, open innovation ecosystems based on a systematic user co-creation approach integrating research and innovation processes in real life communities and settings. In practice, they are shared laboratories where students, academics and university staff can work together to develop common innovative strategies in response to the priority areas for action identified during the research phase of UNI-ECO. The Living Labs are based on a bottom-up approach, focusing on the processes of knowledge exchange while facilitating communication between all the actors involved. (Source: <https://uni-eco.umontpellier.fr/living-labs/>)

## Community guidelines

We would like to encourage good online behaviour in our [Living Labs](#). Take a moment to read our Community Guidelines to learn how to communicate with other Living Lab users.

- **Be polite:** When we communicate online, it can be very easy for comments to be misunderstood. Try to avoid sarcasm or jokes that others misunderstand.
- **Be nice:** Online, we rely on words and not our facial expressions. Thank other users for their comments and be supportive using positive words and emojis.
- **Pause before posting:** If you read a comment that you disagree with, it can be tempting to reply straight away. Always re-read your comment and pause for a minute before posting.
- **Think about how your comment could be perceived:** Even if you don't mean to be confrontational or dismissive, it can be very easy for another user to read your comment in a different way than you.
- **Be respectful:** Remember there is a real person behind their online profile.
- **Avoid all capital letters:** Writing in all capital letters (LIKE THIS!) means that you are shouting in the online world. Shouting is not polite neither online nor offline!
- **Disagree with the comment not the person:** Try to focus on the perspective of the person rather than the person themselves. If you do not agree with a comment, summarise their argument before giving your thoughts.
- **Respect our differences:** Living Lab users come from many different countries and backgrounds. Respect different points of view.



## Registration

In order to participate or follow the updates on each one of the Living Labs, it is recommended to create an account on the platform: <https://uni-eco.umontpellier.fr/living-labs/>. To do so, you just have to click on the menu link “Register”:



### LIVING LABS

The Living Labs are user-centered, open innovation ecosystems based on a systematic user co-creation approach integrating research and innovation processes in real life communities and settings. In practice, they are shared laboratories where students, academics and university staff can work together to develop common innovative strategies in response to the priority areas for action identified during the research phase of UNI-ECO. The Living Labs are based on a bottom-up approach, focusing on the processes of knowledge exchange while facilitating communication between all the actors involved.

After this, a registration form will be shown that has to be completed in order to create an account. Only institutional email address will be accepted for the account creation.

**Name \***

First Last

**Gender \***

**Institution \***

**Institution role \***

Staff member  Student

**Username \***

**Email \***

(It is compulsory to use the institutional address related to the home institution)

An auto-generated password and a confirmation link will be sent to your email address.

**GDPR Agreement \***

By signing up, you consent to our Privacy Policy terms in accordance with the EU Regulation 2016/679 (GDPR).

Already have an account? [Login here](#)



After the registration, an email will be sent to the your registration email address with an autogenerated password and an activation link. After opening the activation link, you can access your account with credentials following this link: <https://uni-eco.umontpellier.fr/login/>.

## Personal profile

Once you are logged into your account, you will have access to your personal profile using the new link on the menu and clicking on “My Living Labs”:



The initial interface for your profile will look as following:

The screenshot displays the user profile page. At the top left, there is a navigation menu with items: HOME, THE PROJECT, GREEN CHALLENGES, E-LEARNING PLATFORM, SUMMER SCHOOL 2021, DISSEMINATION ACTIVITIES, NEWS, CONTACT US, PROFILE (highlighted in a green box), and ENGLISH. The main content area features the 'cesie' logo with the tagline 'the world is only one creature' and a progress bar for 'COMPLETE YOUR PROFILE' at 43%. The progress bar shows 2/4 for 'Details' and 1/2 for 'Profile Photo'. A sidebar on the right contains a 'LIVING LABS' section with a 'MOBILAN' logo and text: 'MOBILAN - Le simulateur d'empreinte carbone des mobilités active 2 fois, 13 heures ago.'

A sidebar with basic information and missing steps on your profile will be shown on the right hand side, while you will have the main part of your profile with different options on the left.



## Profile

The first tab on your profile interface will allow you to see the personal information that you have compiled during your registration.

**Profile** Account Timeline Notifications 1 Groups 24 Modules 5 Photos Forums Documents

---

[View](#) [Edit](#) [Profile Photo](#) [Cover Photo](#)

---

**VIEW PROFILE**  
**DETAILS**

|                   |       |
|-------------------|-------|
| <b>First Name</b> | CESIE |
| <b>Username</b>   | cesie |

If you want to change any of your profile information, upload a different profile or cover photo, you can access the different tabs that are shown on the submenu:

[View](#) **[Edit](#)** [Profile Photo](#) [Cover Photo](#)

---

**EDIT "DETAILS" INFORMATION**

**First Name (required)**

Public

**Last Name (required)**

Public [Change](#)

**Username (required)**



## Account

On the second menu in your profile, called account, you will have the opportunity to:

- Change your login information (email or password);
- Change your email preferences (decide for which different actions happening on the platform you want to receive email notifications);
- Decide your privacy settings (which information is public or private);
- Export all the data you have created on the platform.

Profile **Account** Timeline Notifications (1) Groups (24) Modules (5) Photos Forums

Documents

Login Information Email Preferences Privacy Export Data

**LOGIN INFORMATION**


Update your email and or password.

## Timeline


On the third tab, a feed of all the different actions that you have done on the platform, is shown:



Profile Account **Timeline** Notifications (1) Groups (24) Modules (5) Photos Forums

Documents

 CESIE

Write here or use @ to mention someone.

 CESIE changed their photo · 8 months ago

 Like  Comment



## Notifications

The fourth tab of your personal profile shows the different notifications that you have received, for example when you are mentioned in a comment or when someone invites you to a new Living Lab.



Profile Account Timeline **Notifications 1** Groups 24 Modules 5 Photos Forums

Documents

Unread Read

-View All -

Viewing 1 notification

| <input type="checkbox"/> | Notification  | Date Received ^ | Actions   |
|--------------------------|---|-----------------|---|
| <input type="checkbox"/> | You have an invitation to the group: Sustainable Period Products Initiative | 7 months ago    |   |

Bulk Actions

Viewing 1 notification

## Groups

The fifth tab shows all the different Living Labs that you are part of. It hence gives you an overview of everything in one place as well as showing you the Living Labs that can be interesting for you. In this submenu you can also access the pending invitations to be part of any Living Lab.








Profile Account Timeline Notifications 1 Groups 24 Modules 5 Photos Forums Documents

My Groups **Invitations**

All Types Recently Active

Viewing 1 - 20 of 24 groups

|  |  |  |
|--|--|--|
|  <p><b>MOBILAN - LE SIMULATEUR D'EMPREINTE CARBONE DES MOBILITÉS</b></p> <p>Public / Université de Montpellier lab / 15 members</p> <p>active 2 days, 11 hours ago</p> <p>You're an Organizer</p> |  <p><b>MOU-TE AMB UB, MOU-TMB</b></p> <p>Public / Universitat de Barcelona lab / 11 members</p> <p>active 1 month, 1 weeks ago</p> <p>You're an Organizer</p> |  <p><b>UNICYCLE - CREATIVE UPCYCLING OF UNIVERSITY WASTE</b></p> <p>Public / Ecole Lorand University lab / 9 members</p> <p>active 5 months, 2 weeks ago</p> <p>You're an Organizer</p> |
|--|--|--|

## Modules

This tab refers to the e-learning platform, and it keeps track of all your finished modules and earned certificates.

Profile Account Timeline Notifications 1 Groups 24 **Modules 5** Photos Forums Documents

My Modules **My Certificates**

- CERTIFICATE IN CARBON FOOTPRINT**  
Earned on June 16, 2021  
[Download PDF](#)
- CERTIFICATE IN CONSUMPTION AND WASTE**  
Earned on January 31, 2021  
[Download PDF](#)



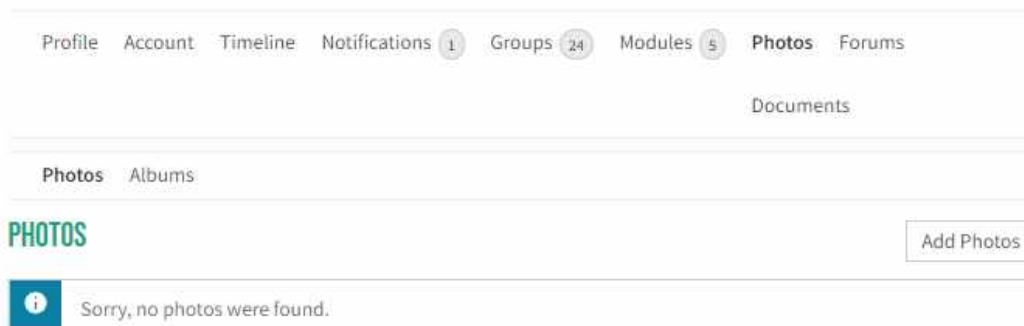
The five available e-learning modules will give you practical skills and knowledge to understand and engage with sustainability in your campus and in your private life. The address the following topics:

- Biodiversity
- Carbon Footprint
- Circular Economy
- Consumption and Waste
- Water

You can check them out and get started enhancing your knowledge here: <https://uni-eco.umontpellier.fr/e-learning-platform/>.

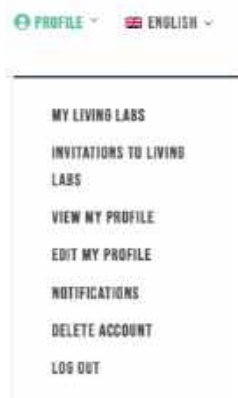
### Photos, Forums and documents

The last three tabs are your personal “drive”, where you can see all the pictures and documents you have uploaded to the platform, and see in which forums you have participated:



### Deleting your account

If, in any moment, you want to delete your account, you just have to access the “Profile” menu option and click on “Delete account”.



Deleting your account will delete also all the content uploaded or created by you and is irreversible.



### DELETE ACCOUNT



Deleting your account will delete all of the content you have created. It will be completely irrecoverable.

I understand the consequences.

Delete Account

## Accessing a Living Lab

Each one of the accepted projects by each university will have their own Living Lab, where the different participants can work together to develop their project during the work phase. They are divided by university on the following page: <https://uni-eco.umontpellier.fr/living-labs/>

To access a particular Living Lab, you just have to click on the university you are interested in and look for the particular project:



After this, you can use the filter to look for a particular Living Lab or access any one of them on the following interface:



## ALL LIVING LABS

All Groups 25 My Groups 24 Create a Group

Search Groups... Q All Types

Viewing 1 - 20 of 25 groups

**MOBILAN - LE SIMULATEUR D'EMPREINTE CARBONE DES MOBILITES**  
Public / Universitat de Montpelier lab / 15 members

**MOU-TE AMB UB, MOU-TMB**  
Public / Universitat de Barcelona lab / 11 members  
active 1 month, 3 weeks ago

**UNICYCLE - CREATIVE UPCYCLING OF UNIVERSITY WASTE**  
Public / Eötvös Loránd University lab / 9 members

## Living Lab main interface

The interface of each one of the Living Labs is very similar to the one that you saw on your personal profile, showing a cover picture, profile picture, a brief introduction of the Living Lab and different tabs with the different options of interaction inside the Living Lab.

### UNICYCLE - CREATIVE UPCYCLING OF UNIVERSITY WASTE

Public / Eötvös Loránd University lab 9 members  
Organized by  
Join group

A project designed to evoke the creativity of the university community while contributing to a Zero Waste goal and raising awareness of upcycling.

[Click here to access the challenge submission information.](#)

Feed Discussions Documents Photos 2 Albums Members 9

Search Feed... Q

TO COMMUNICATE TECHNICAL ISSUES, PLEASE USE THE FOLLOWING [CONTACT FORM](#)



ADXY  
Log Out

[VISIT THE TOOLBOX](#)

COMPLETE YOUR PROFILE

43% Complete

1 [Details](#) 3/6

2 [Profile Photo](#) 0/1

LIVING LABS

Newest | Active | Popular



MOBILAN - Le simulateur d'empreinte carbone des mobilités  
active 2 days, 13 hours ago



In the following, we are going to discuss the different tabs or sections present in each one of the Living Lab.

## Feed

The first tab, and open by default when you access a Living Lab, is the feed. In this tab all the updates that are happening on the Living Lab will be shown, together with messages left by the Living Lab members. It is important to know that **this tab shall be used to leave messages**, which are important for the whole Living Lab, and not to start a discussion, as for this objective it is better to use the “**Discussions**” section.

Feed Discussions Documents Photos Albums Members Send Invites Manage

CESIE

Share something with your group...

Search Feed...

CHARASSON joined the group MOBILAN - Le simulateur d'empreinte carbone des mobilités - 3 days ago

Like Comment

Aymeric joined the group MOBILAN - Le simulateur d'empreinte carbone des mobilités - 8 days ago


Like Comment

Victor joined the group MOBILAN - Le simulateur d'empreinte carbone des mobilités - 9 days ago



If you want to attach a document or a photo to a new message on the feed, you just have to click on the text box to start writing, and use the three different icons shown in the lower part of the box. When the message is ready you just have to click on “**Post update**”:




Feed Discussions Documents Photos **1** Albums Members **15** Send Invites Manage

 CESIE

Share something with your group...

Aa  

Cancel Post Update

Search Feed... 



## Discussions

The second section available on each Living Labs is the Discussions section – a forum where general discussions can be held between the different members of the Living Lab. To start a new discussion you have to go to the lower part of the section and use the following interface, where you can add a title to the discussion, add content as text, documents or pictures and select whether you want to receive notifications of any update regarding your discussion:

Ask a question or share an idea.


Discussion Title

Type your discussion content here

Aa  

Type one or more tag, comma separated

Type:

Type: Normal 

Notify me of follow-up replies via email

Post

Once this is done the discussion will be shown in the Discussion section of the Living Lab.



Feed **Discussions** Documents Photos **1** Albums Members **15** Send Invites Manage

Viewing 1 - 4 of 4 discussions Subscribe

| • Discussion   | • Posts | • Last Post                             |
|--|---------|---|
| Some questions<br>Started by:  Eulalia                     | 1       | 7 months ago<br>Mathis                  |
| Rapport intermédiaire<br>Started by:  Anna Galiniche       | 1       | 7 months ago<br>Anna Galiniche          |
| Présentation du groupe et du projet<br>Started by:  Mathis | 1       | 7 months ago<br>Mathis                  |
| Présentez votre équipe !<br>Started by:  Anna Galiniche    | 1       | 8 months, 3 weeks ago<br>Anna Galiniche |

Instead, if you want to participate in an already created discussion, you just have to click on the discussion and a different interface will be shown revealing the previous messages of the other members:

### SOME QUESTIONS

Viewing 1 - 2 of 2 replies

| Author  | Posts   | Favorite   Subscribe |
|---|---|----------------------|
| June 13, 2021 at 2:52 pm <span style="float: right;">EDIT   CLOSE   STRIKE   REMOVE   TRASH   SHARE   REPLY   POST</span> |   |                      |
| <br>Eulalia<br>Member   | <p>Bonjour!</p> <p>I'm Eulalia, from the project "Mou-te amb UB, mou-TNE" (from UB). I've read your project, and it's very interesting, congratulations!</p> <p>In our project, we are trying to do a game to encourage people to use public transport, and we are looking for data about the CO2 emission using public transport (in our case, in Spain). I wanted to ask you where did you find the data to do your footprint calculator. Have you done a study, or are you using some public databank or something like that? If you can explain what process have you done, probably it will be a great clue for us to find the data that we need (we have found some data, but not enough and we are having problems at finding more). Lastly I wanted to know if it would be any problem at using some of your data to explain why is important to use public transport (of course, we would cite us if we did it) in our project. You are doing a great job, and I think we could use part of it.</p> <p>Thanks,</p> |                      |

If you want to leave a comment on this particular discussion, once the discussion is open, the "Reply" interface is shown in the lower part of the discussion, allowing you to add some reply





including text, images, documents as well as providing you with the opportunity to receive notifications of any update to this particular discussion:

Viewing 1 - 2 of 2 replies

Reply To: Some questions

Type your reply here

Aa  

Type one or more tag, comma separated

Notify me of follow-up replies via email

Post


When your message is ready, you just have to click on the “Post” button.

## Documents

The third section of each Living Labs is the documents section, a repository where folders can be created and any kind of document can be uploaded.

Feed Discussions **Documents** Photos <sup>1</sup> Albums Members <sup>15</sup> Send Invites Manage

**DOCUMENTS**

| NAME ▲   | MODIFIED ▲                | VISIBILITY ▲ |   |
|--|---------------------------|--------------|---|
|  Mobilan-Report-Green-Challenges-UN...pdf | June 15, 2021<br>by Simon | Public       | ⋮ |

If you want to access any already uploaded document you can click over the particular document, and a new interface will appear, showing a “Download” button on the right part of the interface.

Simon posted an update in the group  
MIBL/MI - 12 June 2021  
#mobilan-report-green-challenges-uni-eco-11

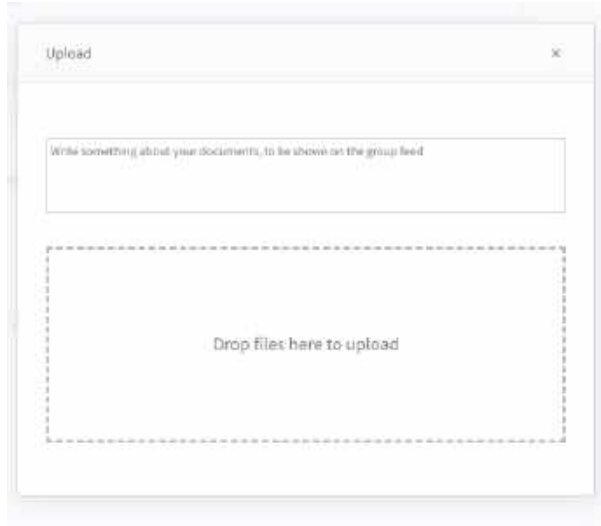
Download

Mobilan-Report-Green-Challenges-UNI-ECO-11.pdf





If, instead, you want to upload a new document, you will have to click on the “**Upload Files**” button, where you can attach your new document and add a description of it:



### Photos and albums

The purpose of the two following tabs is uploading pictures. The tab photos is used to upload single pictures, while “**Albums**” tab allows for the upload of multiple photos. Uploading or downloading pictures works the same way as uploading and downloading documents.

### Members

The last tab of each Living Lab is the “**Members**” tab, where you can see who the other participants and organizers of the Living Lab are as well as access their particular profile.



Feed Discussions Documents Photos 1 Albums **Members 15** Send Invites Manage

---

Search Members...




88

Viewing 1 - 15 of 15 members

### Organizers

|   |  |
|---|--|
|  <p><b>FÉLIX</b><br/>joined 8 months, 3 weeks ago</p> <p>View As</p> |  <p><b>GESIE</b><br/>joined 8 months, 3 weeks ago</p> |
|---|--|

### Members

|   |  |  |
|---|--|--|
|  <p><b>AYMÉRIC</b></p> |  <p><b>VICTOR</b></p> |  <p><b>BIRANE</b></p> |
|---|--|--|

## Living Lab as an organizer

If you are an organizer of one living lab, you will have 2 more options in order to manage it.

---

Feed Discussions Documents Photos 1 Albums Members 15 **Send Invites** **Manage**

---

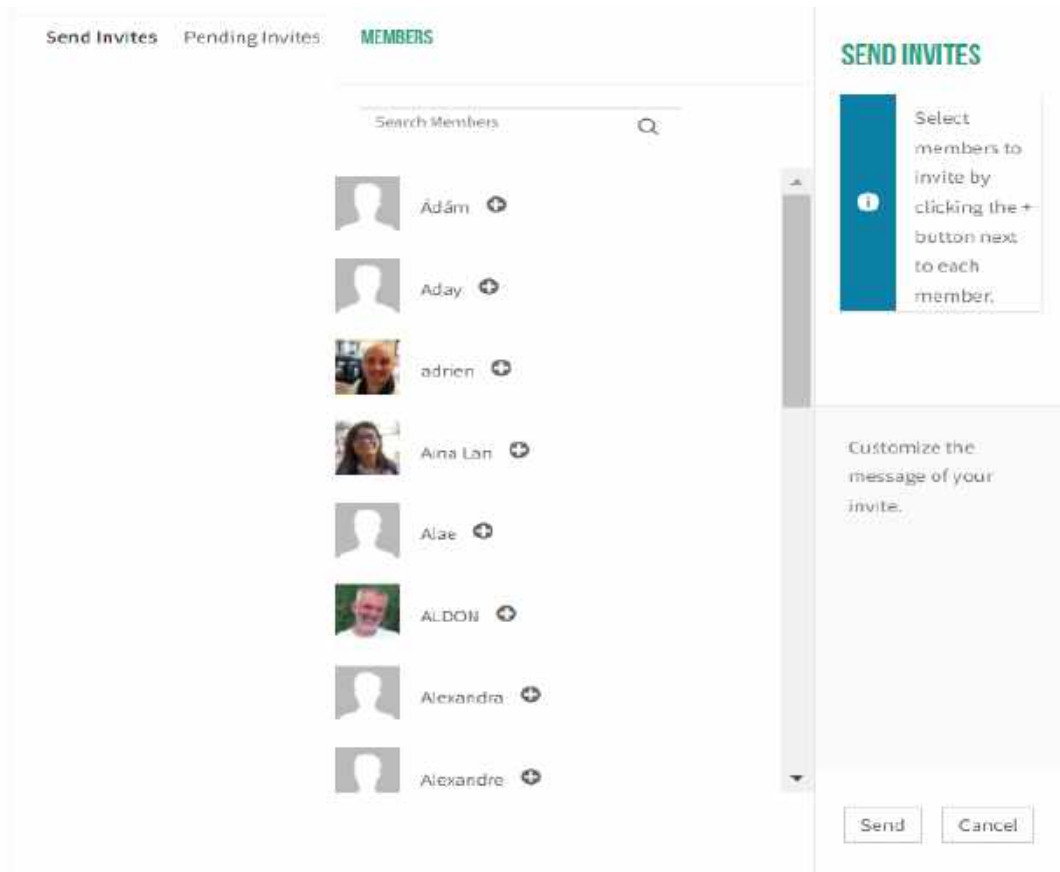
Details Settings Photo Cover Photo Members Forum Delete

---



## Send invitations

In this section you have the possibility to add new users as members of the Living Labs. These users have to be already registered on the platform. When you access this interface you will see a list of all the users of the platform, enabling you to search and select as many as you want and to add an invitation message. When the selection is done, you can use the “**Send**” button to invite them:



## Manage

The last section for the Living Lab organizer is the manage option that offers you – the organizer – different options inside the Living Lab:

**Details:** Allows you to change the title and the description of the Living Lab:



## EDIT GROUP NAME & DESCRIPTION

### Group Name (required)

MOBILAN - Le simulateur d'empreinte carbone des mobilités

### Group Description

MOBILAN est une application web consistant à sensibiliser les étudiants sur les émissions de gaz à effet de serre induites par leurs mobilités.

Notify group members of these changes via email

Save Changes

**Settings:** Provides you with the possibility to change the privacy of the group, e.g. who can invite other members, who can upload documents or photos or the group type. **We recommend to leave these settings as they are automatically set at the creation point of the Living Lab.**

Details **Settings** Photo Cover Photo Members Forum Delete

### CHANGE GROUP SETTINGS

Privacy Options

This is a public group

- Any site member can join this group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will be visible to any site member.

This is a private group

- Only people who request membership and are accepted can join the group.
- This group will be listed in the groups directory and in search results.
- Group content and activity will only be visible to members of the group.

This is a hidden group

- Only people who are invited can join the group.
- This group will not be listed in the groups directory or search results.
- Group content and activity will only be visible to members of the group.

Group Invitations

Which members of this group are allowed to invite others?



**Photo and cover photo:** Allows you to upload a new profile and cover picture for your group. To do so you will have to access either the section photo or cover photo (depending on which one you want to update), and upload a new picture.

Details Settings **Photo** Cover Photo Members Forum Delete

Upload Delete

Drop your image here

Select your file

**Members:** Allows you to promote or demote actual members of the group, assigning them the role of organizer, moderator, or removing them from the Living Lab.

### MANAGE GROUP MEMBERS

Manage group members; promote to moderators, co-organizers, or demote or ban.

#### Organizers

Organizers have total control over the contents and settings of a group. That includes all the abilities of moderators, as well as the ability to turn group forums on or off, change group status from public to private, change the group photo, manage group members, and delete the group.



CESIE

Demote to regular member



Félix

Demote to regular member

#### Members

When a member joins a group, he or she is assigned the member role by default. Members are able to contribute to the group's discussions, activity feeds, and view other group members.



Aymeric

Kick & Ban

Promote to Moderator

Promote to co-organizer

Remove from group



Victor

Kick & Ban

Promote to Moderator

Promote to co-organizer

Remove from group



**Forum:** Allows you to change the forum linked to the Living Lab, **we advise to not change this option.**

**Delete:** Deletes the whole information of the Living Lab, **please don't delete the group without contacting one of the platform administrators.**

## Toolbox – Digital tools for online collaboration

In order to effectively collaborate online, different digital tools can support and facilitate the process. The following part of the user manual will hence present a couple of such instruments, aiming to support you in the implementation of your Green Challenge projects online.

### File sharing

There are different platforms allowing for the sharing of files through shared. These include:

**Google Drive:** One of the most used cloud-based storage platforms provided by Google, which allows for the creation of shared folders and documents (word, ppt, excel, questionnaires etc.), enabling you to access them from anywhere and work in a collaborative way on the different forms of documents, presentation and excel sheets. It is free to use with a Gmail account.

**Trello:** This visual project management platform supports the workflow of your activities by enabling you and your collaborators to add files, track tasks and create checklists – all visually presented in one working space.

**Canva:** Canva is a free graphic design platform providing you with the opportunity to create visually attractive files. The pro version further provides you with the opportunity to create shared folders for your team, thus facilitating file sharing. It further has functionalities, such as polling, calendarization of social media posts, commenting etc.

### Communication and discussion

As has been presented above, the Uni-Eco platform already provides different functionalities and tools for online collaboration and the coordination of your Green Challenge projects. However, there are different tools enabling you to collaborate even more efficiently from a distance.

In terms of communication and discussion platforms, you might want to make use of one of the following:

**Zoom:** The free version allows for online meetings for up to an hour (in case of more than two participants) with screen sharing and chat function during video calls, while the premium version offers other functionalities, such as unlimited online meetings, waiting room for participants, splitting the group into breakout rooms and recording your meeting/ online workshop.

**Google Meet:** The Google Meet platform is freely accessible with a Gmail account and allows for online meetings of a high number of participants with screensharing, chat function and live captioning.



**Skype:** Platform for the implementation of free video calls including a chat and recording function.

**GoToMeeting:** Similar to Zoom and Google Meet, it allows for the planification and implementation of online meetings including features, such as screen sharing, meeting drawing tools, customized backgrounds and presenter controle.

Furthermore, you could also simply use social media (WhatsApp, Facebook, Telegram etc.) to connect there.

When discussing in group it might be useful to have a visible representation of what has been said, this might include the moderator of the meeting putting down key words or all participants contributing their ideas in real time using a black board.

**Padlet:** Padlet is an online notice board, which can feature images, links, videos, and documents collating everything on a public or private “wall”.

**Google Jamboard:** The whiteboard available on the Google Drive enables you to and your team mates copy images from google search, create post-its, draw and compile and finally safe everything on the Google Drive.

**Big Blue Button:** This platform offers, among others, an interactive whiteboard, breakout rooms, shared notes and external videos as well as the creation of polls for the group.

## Interactive polls and quizzes

In order to make your collaboration more interactive on the spot, you can use different websites and tools that allow for the creation of questionnaires and polls.

**Google Forms:** With Google Forms, available on the Google Drive, you can create questionnaires and quizzes, either freely designed or based on one of their many templates.

**Mentimeter:** A website that allows for the creation of quizzes, rankings, word clouds and many more. You can prepare your tools in advance and share a code with participants so that they can interact with your quizzes etc. in real time.

**Zeetings:** A platform that provides the opportunity to create presentations, different forms of surveys and quizzes, add YouTube videos or word clouds and many other functions, thus enabling meeting participants to interact with you in real time.

**Wooclap:** An interactive platform incorporating features, such as word clouds, live polls and asynchronous learning.

As has been shown through the examples above, the variety of online tools to choose from in order to collaborate effectively online is vast. In the end, it is up to the single user or group to choose the digital instruments, with which they work best.

If you have any questions regarding functioning of the Living Lab, please contact: [dev@cesie.org](mailto:dev@cesie.org).