# Template for online text or Essay – type assignment as digital assessment format

(written report, field work research, project, poster, journal or case study)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirements for functionality of ICT tool** | | | | |
| **Requirements** | **Yes** | **Maybe** | **No** | **Comment** |
| Formatting document (fonts, colors, spacing, etc.) |  |  |  |  |
| Uploading word document |  |  |  |  |
| Collaboration with other people |  |  |  |  |
| * in real time |  |  |  |  |
| * view history; back to previous versions |  |  |  |  |
| Sharing with other people |  |  |  |  |
| Downloading document (as Word, OpenOffice, .rtf, .pdf, .html) |  |  |  |  |
| *Specify other requirements:*   * … * … |  |  |  |  |
| **Requirements for editability of assignment** | | | | |
| **Requirements** | **Yes** | **Maybe** | **No** | **Comment** |
| Download (possibility to download in editable version) |  |  |  |  |
| Online (possibility to edit online) |  |  |  |  |
| Limited access (possibility to edit for registered users) |  |  |  |  |
| Unlimited access (possibility to edit without registration) |  |  |  |  |
| Individual development (possibility to edit individually) |  |  |  |  |
| Collaborative development (possibility to edit collaboratively) |  |  |  |  |
| *Specify other requirements:*   * *…* * *...* |  |  |  |  |
| **Requirements for accessibility and usability of ICT tool** | | | | |
| **Requirements** | **Yes** | **Maybe** | **No** | **Comment** |
| free of charge |  |  |  |  |
| possibility to add Creative Commons license |  |  |  |  |
| *Specify other requirements (intuitive to use, attractive, requirements for OS, etc.):*   * … * … |  |  |  |  |