

LEARNING OUTCOME: Perform Online Jobs

6.1 Introduction to Online Working

Online working refers to performing tasks or jobs over the internet instead of a physical workplace. Workers connect with clients or employers globally using digital tools.

Key Features

- Work is done remotely (home, cyber café, office)
- Communication is online (email, chat, video calls)
- Payments are processed digitally
- Flexible working hours

Advantages

- Global job access
- Flexible schedules
- Low startup cost
- Opportunity for self-employment

Challenges

- Internet dependency
- Online scams
- Payment delays
- High competition

Practical Activity

- Learners list **5 online jobs** they know.
- Discuss advantages and challenges in groups.
- Each learner identifies **skills they already have** that can be used online.

6.2 Types of Online Jobs

Online jobs vary depending on skill level and industry.

Common Types

1. **Data Entry Jobs** – typing and organizing data

2. **Online Writing** – articles, blogs, academic writing
3. **Graphic Design** – logos, posters
4. **Virtual Assistance** – managing emails, scheduling
5. **Transcription** – converting audio to text
6. **Data Annotation** – labeling images/text for AI
7. **Programming/IT Jobs** – software development
8. **Online Tutoring** – teaching via video platforms

Skill Levels

- **Low skill:** data entry, surveys
- **Medium skill:** writing, transcription
- **High skill:** programming, design

Practical Activity

- Learners choose **one job type** and explain:
 - Skills required
 - Tools needed
 - Expected income

6.3 Online Job Platforms

These are websites/apps that connect freelancers with clients.

6.3.1 Remotask



remotasks

Dashboard

Task Log

Training

Lidar Portal

Support

Earn \$5



Welcome back, [blurred name] Here's your Remotasks progress this week. ?

\$0.08

EARNINGS

0

APPROVED HOURS

0

TASK ATTEMPTS

0

TASK REVIEWS

Start tasking now >

Launch your task queue 🚀

DATE RANGE

CURRENT PAY PERIOD

PREVIOUS PAY PERIOD

ALL TIME

HOW DOES THE DASHBOARD WORK?

Training Center

START TASKS ▾



Get Started on Remotasks

Take an introductory course to learn more about the Remotasks platform.

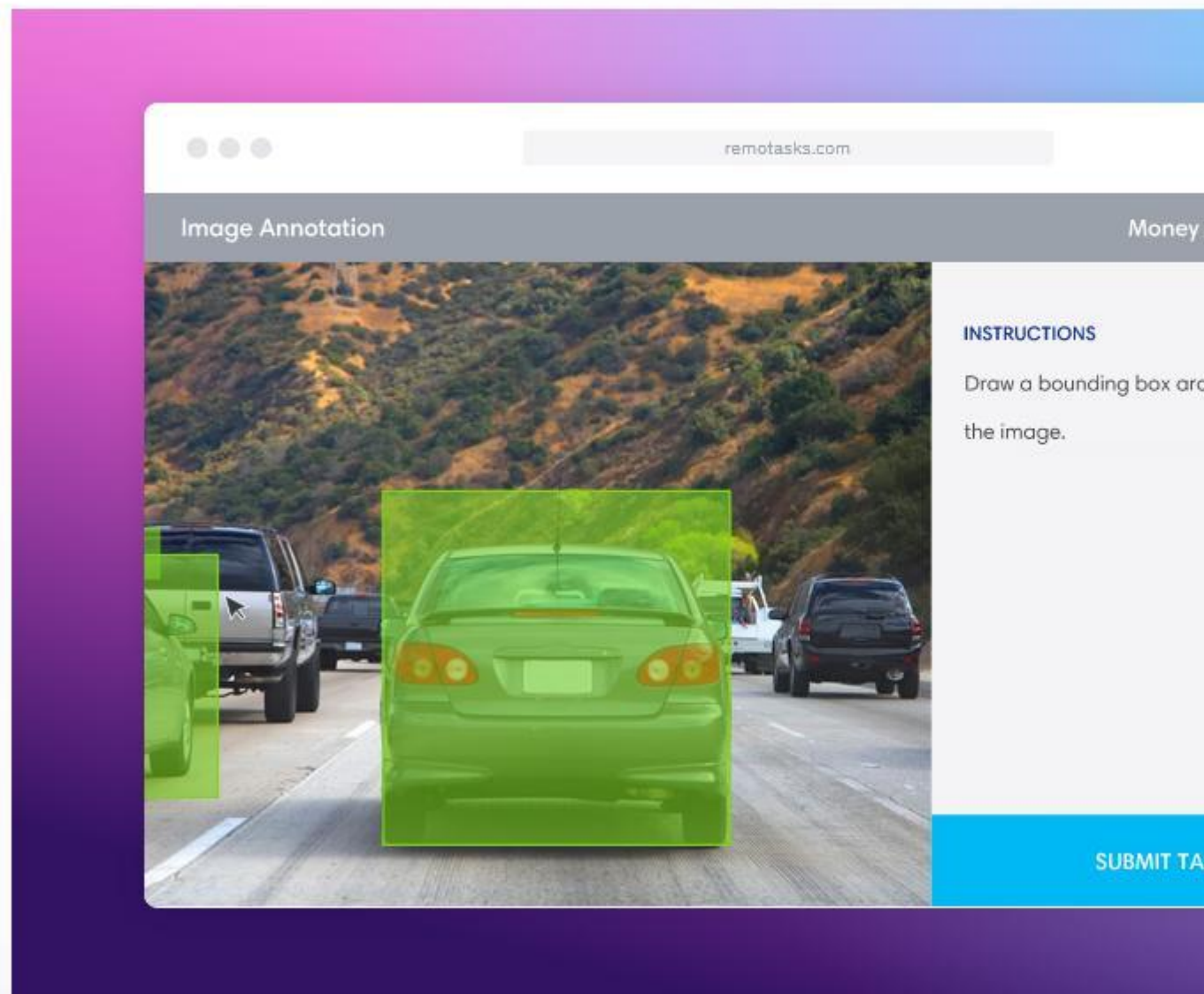
You'll learn how to unlock projects, work on tasks, and get paid!

Start Course



Security Awareness Training

Review



5

- Focus: Microtasks & data annotation
- Requires training before tasks
- Payment via PayPal

Activity:

- Create an account and complete a training module.

6.3.2 Data Annotation Tech



Classes



Bulb



1



Is this outdoors or indoors

2

Instances

Frame labels



Bulb



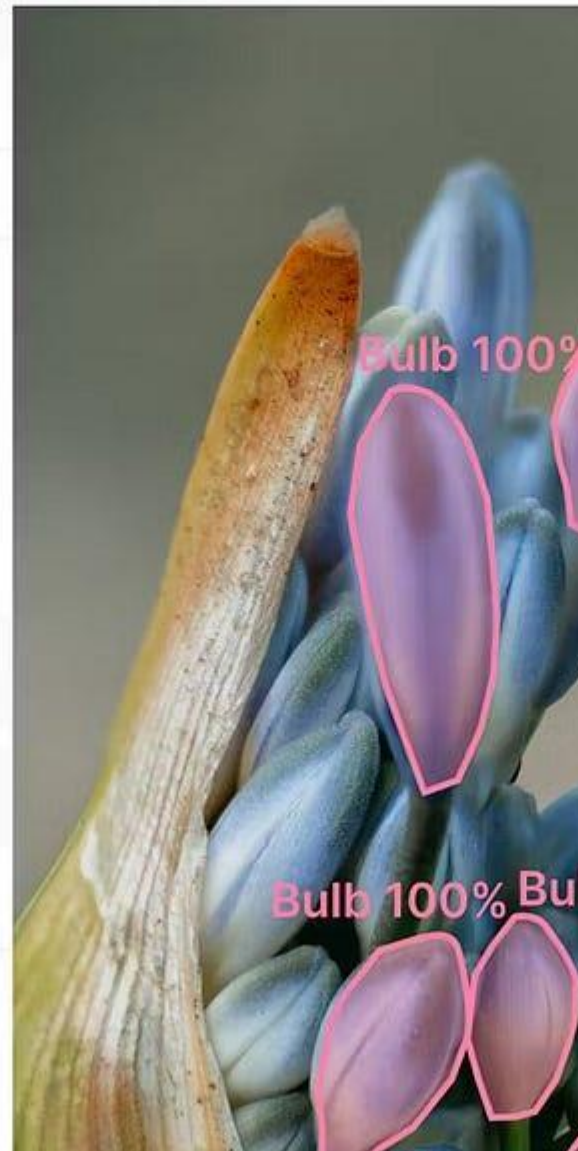
12



Classifications (1)



Annotating



Confidence: 0.9
Class: Car
(x1, y1)



(x2, y2)



6

- Focus: AI training data

- Tasks: image labeling, text tagging
- Requires attention to detail

Activity:

- Practice labeling objects in sample images.

6.3.3 Clickworker (Cloud Worker)

Available Jobs ▾

GENERAL

(UHS) Access additional projects
Research, Evaluation, Annotation, Product Testing...

variable - project dependent

1440 min 39 days # on demand jobs

VIDEO CREATION

Upload 3 short videos to help train an authentication application! (Desktop)

0.50 after customer validation!

480 min 60 days # 459 jobs

RESEARCH

Search for a given keyword and report inaccurate suggestion!

\$ 0.10 per job

240 min 30 days # 1 jobs

SURVEY

Survey for an Upcoming Project
Answer a maximum of 4 questions and qualify for a project

Quick and easy answered

240 min 30 days # on demand jobs

SURVEY

Survey on feedback to algorithms

\$ 1.50 per job

120 min 21 days # 15 jobs

SURVEY

Online shopping

\$ 0.25 per job

120 min 21 days # 878 jobs

Partner Platform ▾

Find more work at our partner platforms. If currently no projects are listed in this section, there may not be any matching jobs for your profile at the moment.

9:43



 \$0.25
\$0.00

Jobs



NEW JOBS AVAILABLE

VIDEO



Qualify for our TOP project!
Unlock UHRS for your account



Private
Recording

Instant Jobs

No briefings or preparings needed



 SURVEY

\$1.05

 5 min

\$12.60/hr

 SURVEY

\$0.24

 6 min

\$2.40/hr

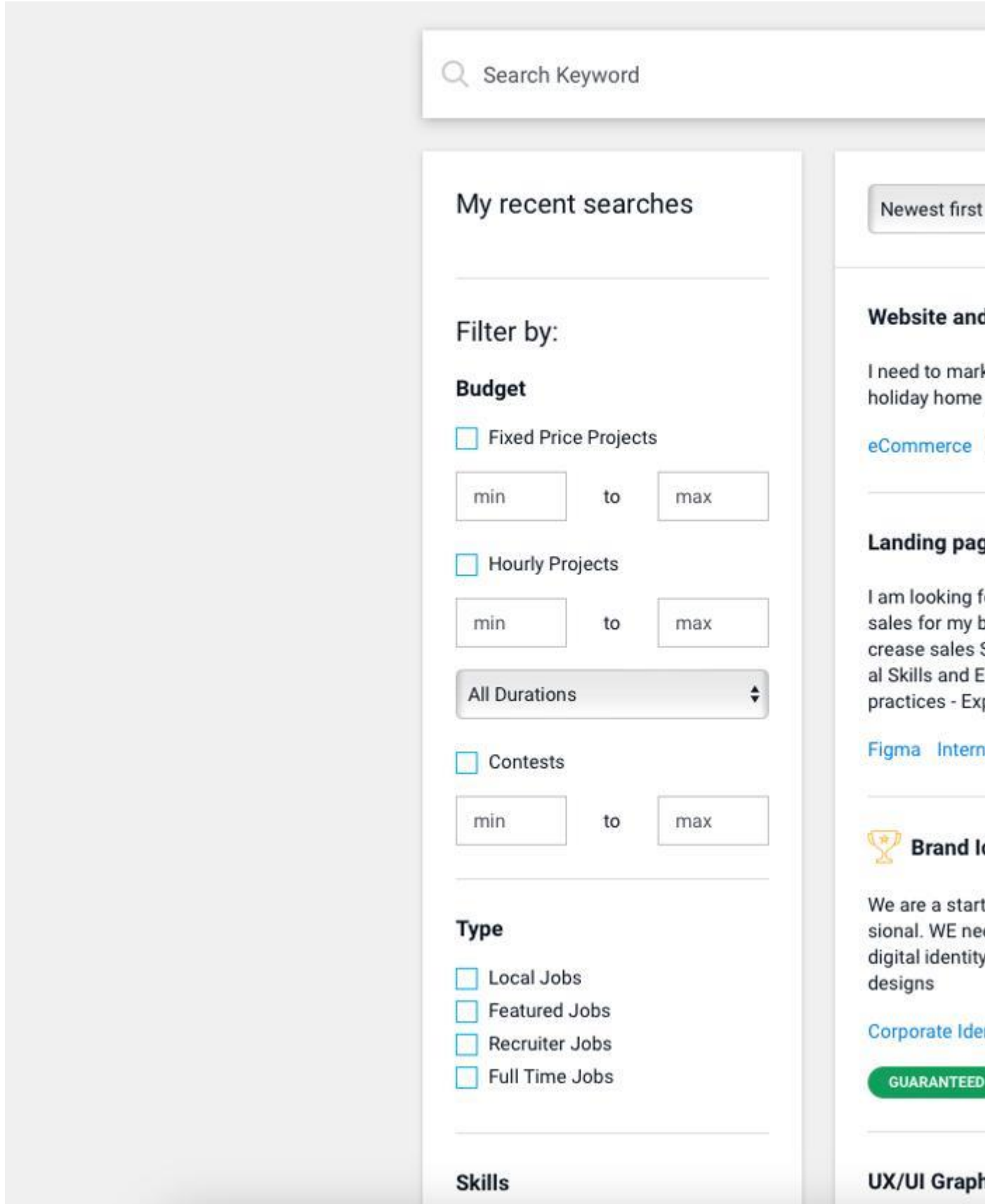
 SURVEY

\$0.31

 14 min

\$1.33/hr





4

- Microtasks: surveys, categorization

- Flexible tasks
- Requires assessments

Activity:

- Register and complete profile assessment.
-

6.3.4 Upwork

Graphic Design / Print / Web / Brand Identity / I

I am an Expert-Vetted Upwork Freelancer (Top 1 %) with 20+ years of ex

- I was an Art Director in a leading publishing company in Serbia where designers. Before that, I was a lead designer for several magazines and vast experience from various design projects.

Field of expertise:

Brochure / Catalog Design / Business Reports / Annual Reports

- I eat that for breakfast.

Editorial / Magazine Layout / Newspaper Design

- I created numerous magazines throughout my career. Subject ranging business, through beauty, fashion to travel and lifestyle.

Logo / Branding / Brand identity

- I enjoy creating visual identities for brands. Preferred style - clean, mi

Web Design

- By utilizing power of Figma and Webflow I help my clients showcase t

Poster Design, Stationery, Social Media Posts Templates, Web Banner I
[less](#)

Boost your proposal (optional) [Learn more](#)

Bid with Connects to be shown earlier on a client's list. Upwork will only charge bidders, or if the client interacts with your proposal before the auction closes.

	Rank	Bid ?	 now
	1st place	31 Connects	44 minutes ago
	2nd place	10 Connects	58 minutes ago
	3rd place (You)	7 Connects	 
	4th place	5 Connects	13 minutes ago

Your bid

↗ Bid 32 Connects or higher to be ranked in 1st place.

Bid 2 Connects or higher to be ranked in the top 4 .

—

7

+

Set bid

Remaining balance: 66 Connects

Summary

Bid to boost:	7 Connects
Required for proposal:	20 Connects
Total:	27 Connects

you'll receive

The estimated amount you'll receive after service fees 

\$

24.00

Cover letter

As an experienced Webflow developer, I specialize in converting Figma designs into pixel-perfect Webflow websites. I don't rely on plugins for this process, ensuring a more accurate and customized result.

I've successfully completed numerous similar projects, always delivering on time due to my efficient work process and deep understanding of the time requirements for such tasks.

I'm confident that I can deliver a high-quality landing page for your project, and I'm ready to start immediately. Would you prefer to discuss the project details over a call?

Attachments

Include work samples or other documents to support your proposal. Do not attach your cover letter or resume — your Upwork profile is automatically forwarded to the client with your proposal.

Drag or **upload** project files

You may attach up to 10 files (less than 25 MB each).

5

- Professional freelancing platform
- Requires bidding for jobs
- High earning potential

Activity:

- Create a **sample profile and proposal**.
-

6.3.5 OneForma



 > Jobs

FREELANCE

DATA COLLECTION

Data Collection: LENS



5:19

6.62
KB/S

VõWiFi

Jobs

JOBS

MY JOBS



Data
Collection



Transcription



Translation



Testing



Annotation/



6

- AI training and data collection

- Projects include voice recording, translation

Activity:

- Explore available projects and apply for one.

6.3.6 Appen

figure eight

YOUR JOBS TEAM JOBS PROJECTS

1

Search Jobs Options

☐	TITLE 4
☐	1254435 Judge The Sentiment Of Airline Tweets ⓘ 432 rows, 8 test questions, 0 judgments
☐	1254434 Judge The Sentiment Of Airline Tweets Hidden 411 rows, 21 test questions



rws.com

Remote Search Engine AI Models | Korean and Remote, Part Time, at R



South Korea only



Search Engine-Evaluation

English

Apply now →



6

- AI and machine learning projects

- Long-term and short-term tasks

Activity:

- Sign up and complete qualification tests.
-

6.4 Online Account and Profile Management

A profile is your **online CV**.

Key Components

- Professional photo
- Clear description of skills
- Portfolio (samples of work)
- Certifications

Best Practices

- Use real information
- Keep profile updated
- Use professional language
- Avoid spelling mistakes

Practical Activity

- Learners create a **professional online profile**.
 - Peer review profiles for improvement.
-

6.5 Identifying Online Jobs / Job Bidding

Identifying Genuine Jobs

- Clear job description
- Verified client
- No upfront payment required
- Reasonable pay

Bidding Process (e.g., Upwork)

1. Search for jobs
2. Write proposal
3. Highlight skills
4. Set price

5. Submit bid

Tips

- Customize each proposal
- Be concise and clear
- Showcase experience

Practical Activity

- Write a **sample proposal** for a job post.
 - Role-play client-freelancer interaction.
-

6.6 Online Digital Identity

Digital identity is your **online reputation**.

Components

- Username/email
- Profile information
- Work history
- Reviews and ratings

Importance

- Builds trust with clients
- Determines job success
- Affects earnings

Safety Tips

- Use strong passwords
- Avoid sharing personal info
- Enable 2-factor authentication

Practical Activity

- Learners audit their online presence (Google their name).
 - Improve weak areas.
-

6.7 Executing Online Tasks

Steps

1. Understand task instructions
2. Plan your work
3. Use required tools
4. Submit work on time
5. Request feedback

Tools Used

- Google Docs
- Microsoft Office
- Communication tools (Zoom, email)

Quality Tips

- Follow instructions strictly
- Avoid plagiarism
- Proofread work

Practical Activity

- Assign a **sample online task** (e.g., data entry or writing).
 - Evaluate based on accuracy and timeliness.
-

6.8 Management of Online Payment Accounts

Common Payment Methods

- PayPal
- Payoneer
- Bank transfer
- Mobile money (where supported)

Key Considerations

- Account verification
- Transaction fees
- Currency conversion
- Withdrawal methods

Security Measures

- Use strong passwords
- Avoid public Wi-Fi for transactions
- Monitor transactions regularly

Practical Activity

- Demonstrate how to:
 - Create a PayPal/Payoneer account
 - Link to bank account
 - Simulate a payment withdrawal
-

Conclusion

Online jobs provide **flexible income opportunities**, but success depends on:

- Skills development
- Professional profiles
- Discipline and consistency
- Awareness of online risks