

21st Century Technology Tools

Tutorials for Teachers

Liz B. Davis
Updated Nov. 2008



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Table of Contents

Gmail Account	page 1
Google Docs Account	page 4
Google Documents	page 6
Google Presentations	page 12
Google Spreadsheets	page 22
Google Forms	page 26
Google Reader	page 30
Twitter	page 35
Wikispaces	page 43
Delicious	page 50
Diigo	page 56
Ning	page 70
Flickr	page 77
VoiceThread	Page 81

For Rob, Ben and Abby

Author's Note:

I first created these tutorials in May of 2008. With this revision, in November of 2008, I have tried to update my screenshots as much as possible. It is hard to keep up with a moving target.

How to set up a Gmail account <http://mail.google.com>

Created by Liz B. Davis
May 12, 2008



1. Click to sign up for Gmail



2. Create an account - Part 1

Create an Account

Your Google Account gives you access to Gmail and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Get started with Gmail

First name:

Last name:

Desired Login Name: @gmail.com

Examples: JSmith, John.Smith

Choose a password:

Re-enter password:

☐ Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations. [Learn More](#)

☒ Enable Web History.

Annotations:

- Enter your name.
- Choose a login name
- Check that it is available
- Choose a password - it must be at least 8 characters.
- Scroll down on the page!!

3. Create an account - Part 2

Security Question:

Answer:

Secondary email:

Location:

Word Verification:

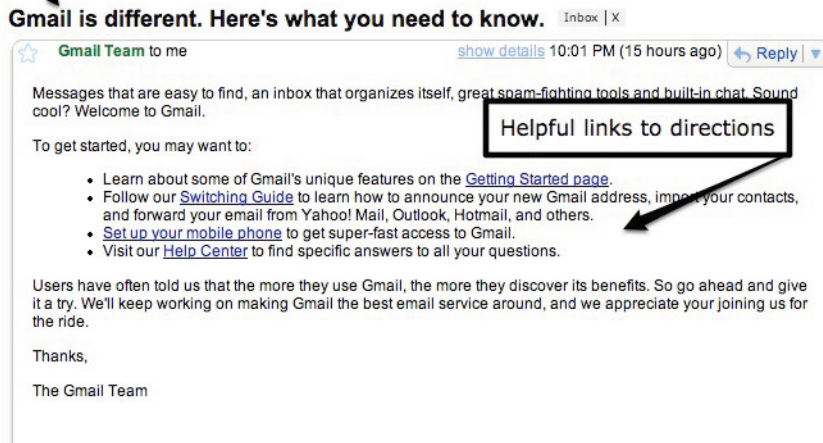
Terms of Service: ☐ I accept. Create my account.

Annotations:

- Choose a security question from the drop down menu or write your own.
- include a secondary email address - this is optional
- Prove you are human by entering the letters that you see.
- Click accept to create your gmail account.

4. Start using Gmail

Read your Welcome to Gmail email.



How to Create a Google Docs Account

(if you don't use Gmail)

Created by Liz B. Davis
May 1, 2008



1. Get Started

1. Go to www.docs.google.com

2. If you have a gmail account, use that to sign in to Google docs.

A screenshot of the Google Docs sign-in page. It has the heading "Sign in to Google Docs with your Google Account". Below this are fields for "Email:" and "Password:". There is a checkbox labeled "Remember me on this computer." and a "Sign in" button. At the bottom, there is a link that says "I cannot access my account". An arrow from the instruction box above points to the Email field.

Don't have a Google Account?

Get started

3. If you don't have a gmail account, click get started to set up a Google account. You do not need a Gmail account to create a Google account.

2. Create an Account

4. Enter your email address

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:

☐ Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations.
[Learn More](#)

☒ Enable Web History.

5. Choose a password and enter it twice. It must be at least 8 characters.

6. Scroll down on the page.

3. Scroll down on the page.

7. Enter your first and last name (this is optional)

Get started with Google Docs

First name: (optional)

Last name: (optional)

Location:

Word Verification: Type the characters you see in the picture below.

8. Copy the letters you see here.

cearriped

Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Printable Version](#)

Google Terms of Service
Welcome to Google!

i. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

☐ I accept. Create my account.

9. Click accept and create your account.

10. You must go to your email and click on the verification link before you can do anything else in Google docs. This could take a while if your email uses a filter.

11. Once you verify your account you can start using Google Docs.

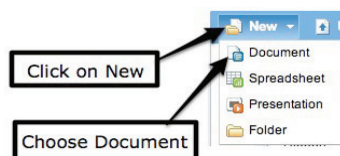
How to Create and Share a Google Document

<http://www.docs.google.com>

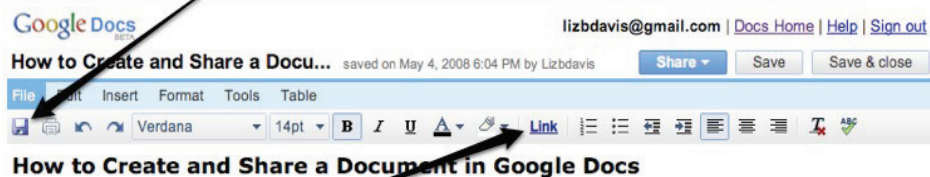
Created by Liz B. Davis
May 12, 2008



1. Create a new Document



A new document will open up. The tool bar is similar to most word processors. Mouse over each icon to see what it does.



Highlight text and click link to link the text to a Website, document, or email.

2. Adding Links

Choose what you would like to link to. And Insert the Web address. The text should be the same text you highlighted.

Insert Link

Link to:
☒ URL ☐ Document ☐ Bookmark ☐ E-mail address

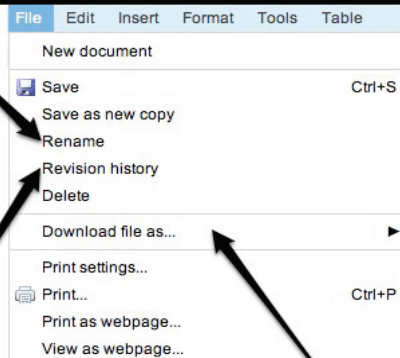
URL: _____

Link Display
Text:
The hyper-linked text, like [Click me for the best loan rates!](#)
Flyover: _____
The flyover appears when the viewer's mouse cursor is over the link.
☐ Open link in new window

Click insert when you are done. When you go back to the document, the linked text will be blue.

3. Saving your document

Google Docs will automatically save and name your document. You can use the file menu to Rename it.



You can also use the file menu to download the file as a word document and to view the Revision History.

4. Viewing the Revision History

The revision history shows who edited the document, when the edited the document and a little of what changed.

<input checked="" type="checkbox"/>	Revision 311	3 weeks ago by christy	odcast. Introduce Podcasting	Revisions 309-311
<input checked="" type="checkbox"/>	Revision 309	3 weeks ago by Me	http://fullmeasure.co.uk/comin	Revisions 307-309
	Revision 307	3 weeks ago by christy	, listen and create a P Introduc	Revisions 305-307
	Revision 305	3 weeks ago by Me	Reading: Freedman, Terry et.ε	Revisions 303-305
	Revision 303	3 weeks ago by christy	Today we will introduce Podca	Revisions 301-303
<input type="checkbox"/>	Revision 301	3 weeks ago by Me	<i>no text added</i>	Revisions 299-301
<input type="checkbox"/>	Revision 299	3 weeks ago by christy	Using 21st Century Technolog	Revisions 0-299
Back to editing the document Compare Checked				

Check off several revisions and click on Compare Checked to see the differences between the revisions. Click Back to editing the document to see the differences between the revisions.

5. More about the Revision History

Revisions made by different authors are color coded.

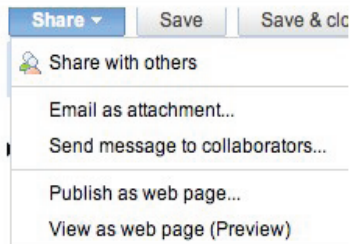
Authors: Me christy

Deleted text will be crossed out. Added text will be highlighted.

Introduce Podcasting
~~Learn how to find and listen to podcasts~~
~~Learn how to create a podcast~~
~~Write and record a Podcast~~ Find and listen to Podcasts.
~~Create, write and record a Podcast~~

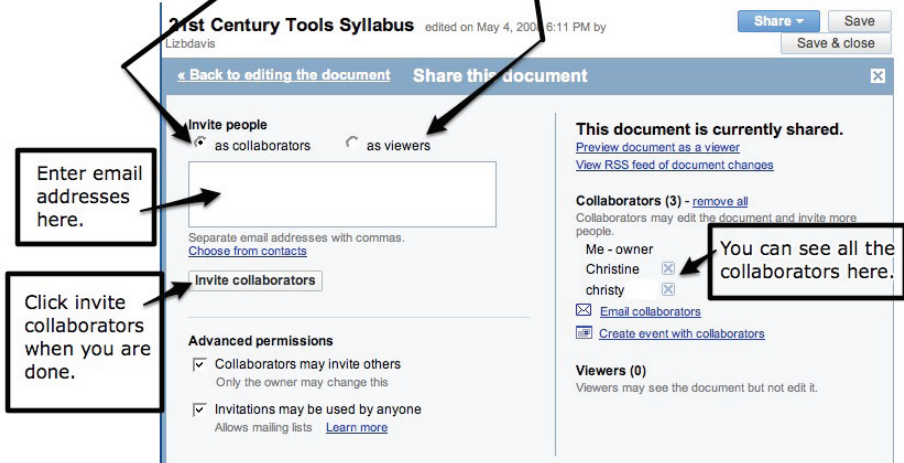
6. Sharing a document (part 1)

Click on the share menu to email or share the document with others.



7. Sharing a document (Part 2)

You can invite people as collaborators or as viewers. Collaborators will be able to view and edit the document. Viewers will only be able to view the documents. The people you share the document with will have to create a Google docs account.



8. Publishing your document (part 1)

When you publish a document, it becomes a Webpage. Viewers of the Webpage do not need a Google account to see the page. Viewers may only view, they can't edit the document.

The screenshot shows the 'Publish this document' dialog box in Google Docs. At the top, it says '21st Century Tools Syllabus' and 'edited on May 4, 2008 6:11 PM by Lizbdavis'. There are buttons for 'Share', 'Save', and 'Save & close'. Below this, there are two main sections. The first section is titled 'This document is not yet published.' and contains the text: 'You can publish your document to the Internet, where anyone will be able to access and view it online. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.' Below this text is a 'Publish document' button. To the right of this button is a text box that says: 'You can check this box to automatically update the Webpage whenever you make changes to your document.' Below the 'Publish document' button is a checkbox labeled 'Automatically re-publish when changes are made'. The second section is titled 'This document has not been published to your blog.' and contains the text: 'You need to [set your blog site settings](#) before you can post documents to your blog.' Below this text is a 'Post to blog' button. To the right of this button is a text box that says: 'You also have the option of using Google Docs to publish directly to your blog.' Below the 'Post to blog' button is a link that says 'Don't have a blog yet? Create your own with [Blogger](#)'.

9. Publishing your document (part 2)

After you publish the document, Google Docs will give you the Web address (URL) where you can find the document. If you click here, you will see your document Online.

This document is published on the web.

Your document is publicly viewable at: http://docs.google.com/Doc?id=dfnmftqd_354mxppnbh4

Published on May 4, 2008 7:54 PM

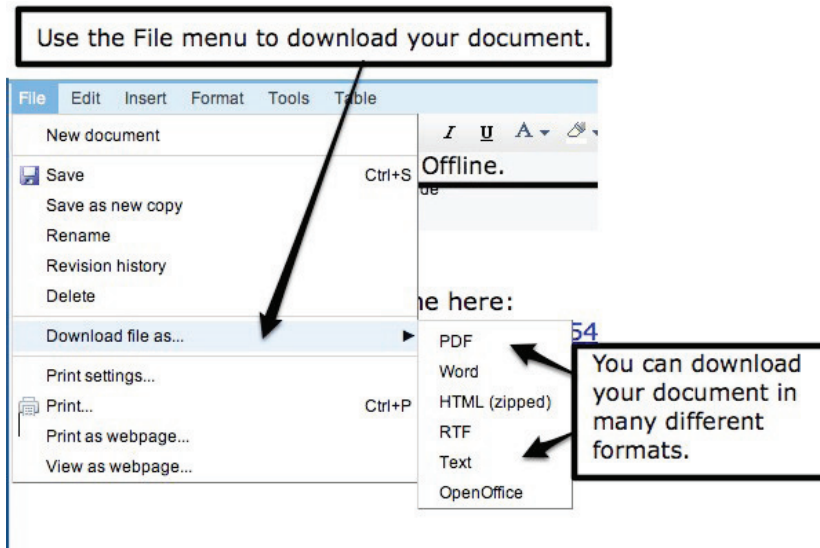
[Re-publish document](#)

[Stop publishing](#)

Click here to take the document Offline.

☒ Automatically re-publish when changes are made

10. Download your document



Creating and Sharing Google Presentations.

Created by Liz B. Davis
May 4, 2008
Updated Nov. 24th, 2008



1. Choose a Google template

Click on the presentations tab, to choose from a list of templates.


Sort by
» [Hottest](#)
[Most users](#)
[Highest rating](#)

Narrow by category


» [All categories](#)
[Albums & Flipbooks](#)
[Business](#)
[Cards & Certificates](#)
[Holiday](#)
[Presentation Designs](#)

[Templates I've used](#)


[All types](#) [Documents](#) [Presentations](#) [Spreadsheets](#) [Forms](#)



Party Invitation Card (Reindeer Theme) By Google
★★★★★ 4 ratings [Rate It](#) [Embed](#)
This party invitation card features a cute reindeer on the front. Print this card on
[Use this template](#) [Preview](#)



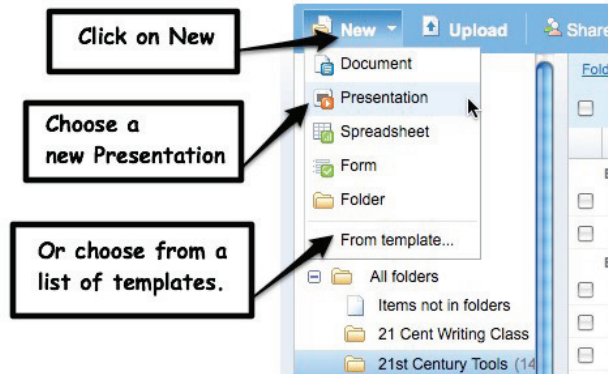
Natural Elements By Google
★★★★★ 97 ratings [Rate It](#) [Embed](#)
Natural elements go hand in hand with "green" topics. This design combines a green natural base to showcase the message.
[Use this template](#) [Preview](#)



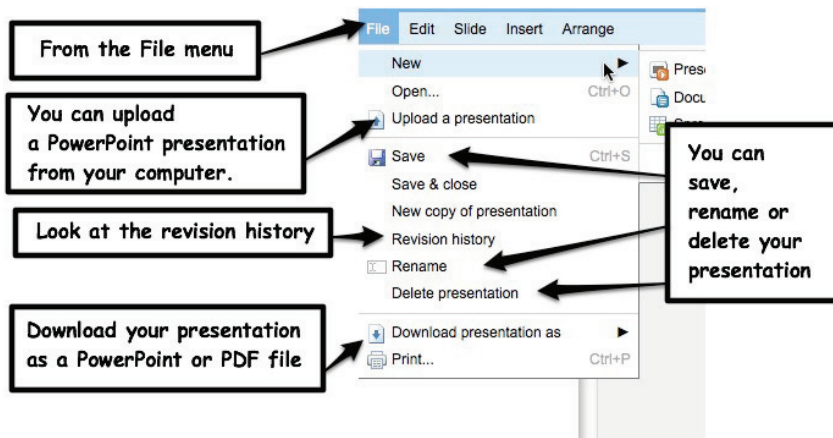
The Machine By Google
★★★★★ 29 ratings [Rate It](#) [Embed](#)
This option dives deep "inside" technology and takes a look at the hidden moving the dirty work so you don't have to.
[Use this template](#) [Preview](#)

[Latitude](#) By Google

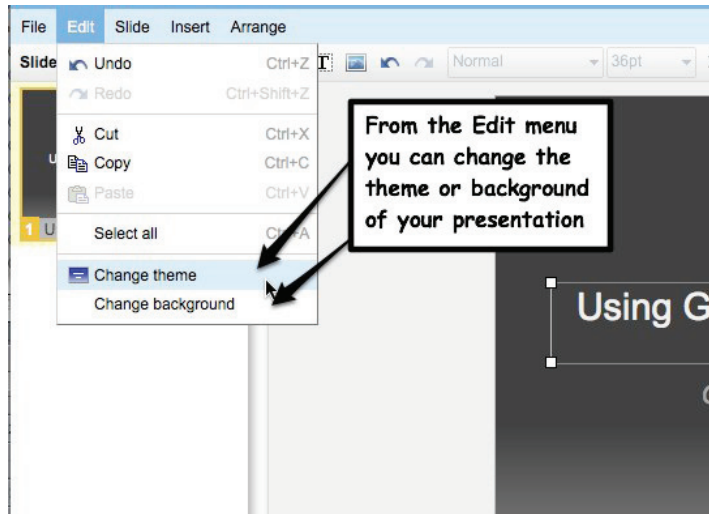
2. Or Open a New Presentation



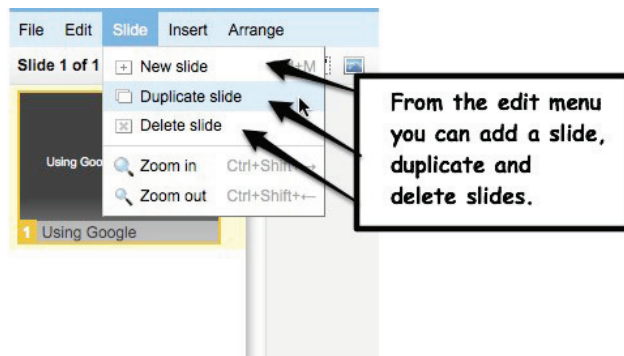
3. The File Menu



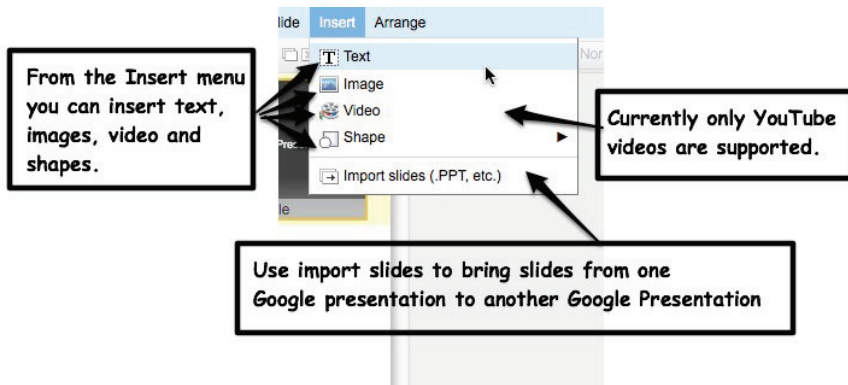
4. The Edit Menu



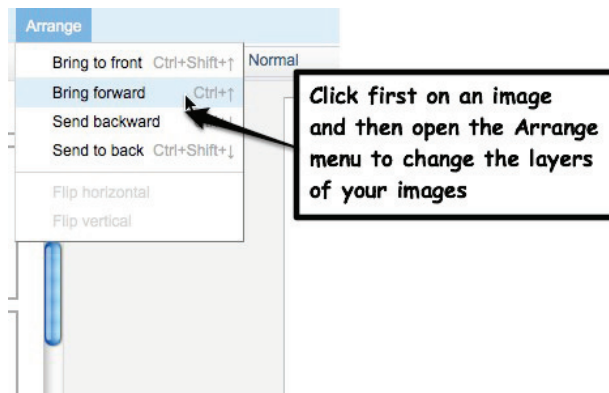
5. The Slide Menu



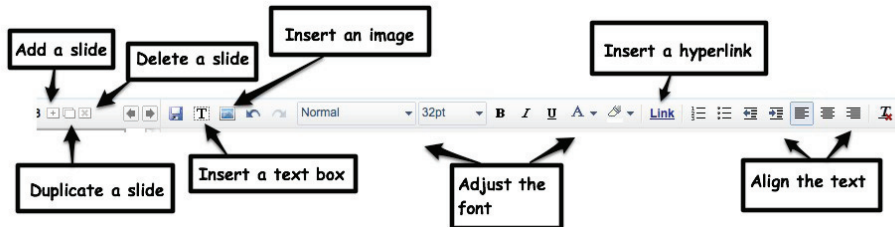
6. The Insert Menu



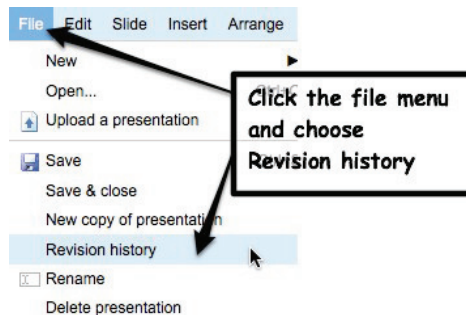
7. The Arrange Menu



8. The Tool Bar



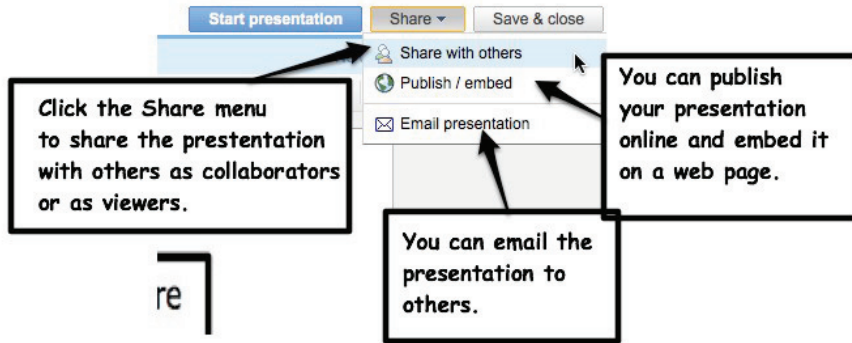
9. Revision History



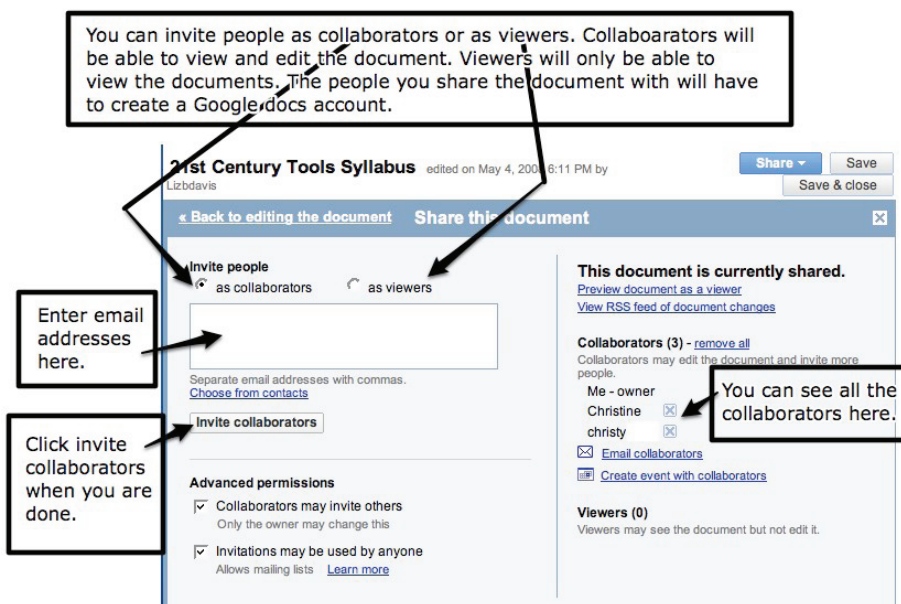
The revision history shows when the presentation was last edited, by who and what changes were made. Click on a revision to see the history of the presentation.

Revision	Last Edited	Changes
Revision 25	2 seconds ago by Me	Modified 1 slide
Revision 24	2 minutes ago by Me	Modified 1 slide
Revision 23	2 minutes ago by Me	Added 1 slide, Modifie
Revision 22	3 minutes ago by Me	Modified 1 slide

10. Share, publish and/or email your presentation



11. Share Presentation with Others



12. Publish Presentation Online

Publish this document

This document is published on the web.

Your presentation will be assigned a Web address that you can share with others.

Your document is publicly viewable at:
http://docs.google.com/Presentation?id=dfnmfajtd_375j8km2agqz
Published on May 4, 2008 9:39 PM

Mini Presentation Module:
You can post your published presentation online for others to browse (see demo on right). Copy and paste the code below to your clipboard and paste it into the html of any website or blog.

```
<iframe  
src='http://docs.google.com/EmbedSlideshow?docid=dfn  
frameborder='0' width='410' height='342'></iframe>
```

How to Creating and Sharing a Presentation using Google Presentations.

Created by Liz B. Davis
May 4, 2008

CC BY NC

Slide 1 / 9

Google Docs Menu

Stop publishing

Click stop publishing to take your presentation Offline.

This is a preview of the presentation

Copy and paste this code into any Website to embed your presentation.

13. Speaker Notes

Click to add speaker notes

No one else is editing this presentation

Speaker Notes

The speaker notes sidebar will open.

Click to add speaker notes

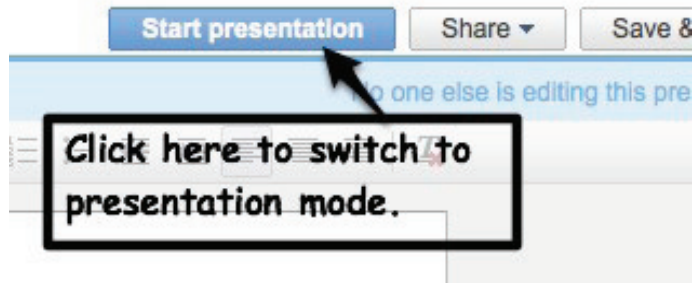
No one else is editing this presentation

Speaker notes

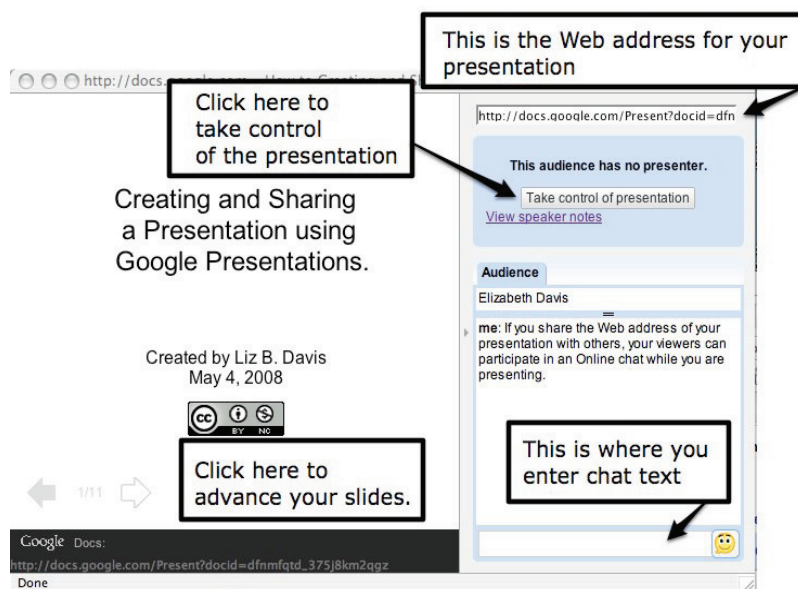
This is where you can add notes for the speaker. These will not be seen during the presentation.

Click the x to close the speaker notes.

14. Start the Presentation



15. Take control of the presentation



16. Take control of the presentation

Once you take control everyone can see the slide you are on. They can follow along.

Click here to stop presenting

You are presenting!

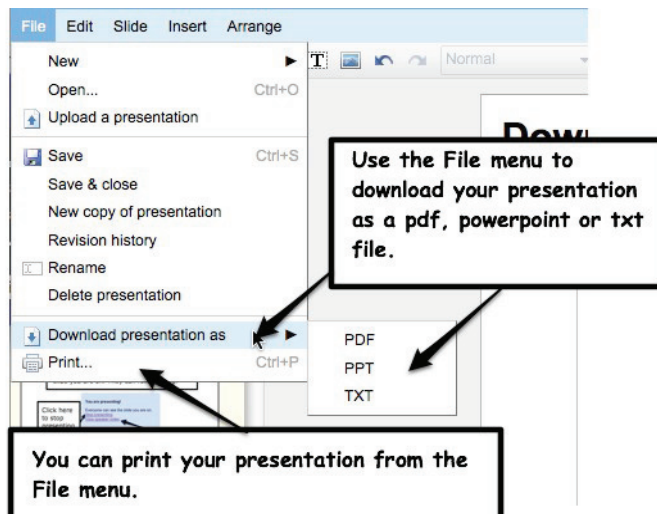
Everyone can see the slide you are on.

[Stop presenting](#)

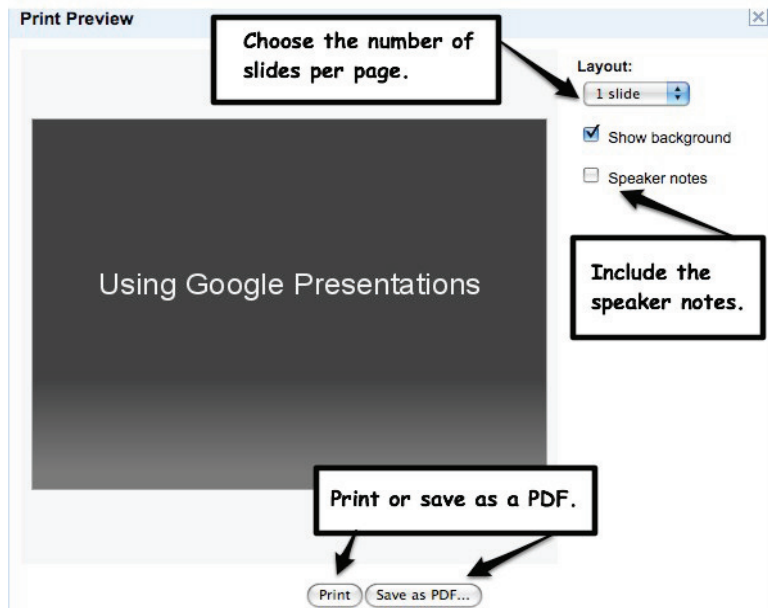
[View speaker notes](#)

Click here to view your notes. They will pop up in a separate window that only you can see.

17. Download or Print your Presentation



18. Print Options



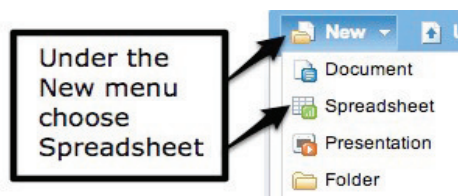
Using Google Spreadsheets to enter and graph data

<http://docs.google.com>

Created by Liz B. Davis
May 11, 2008



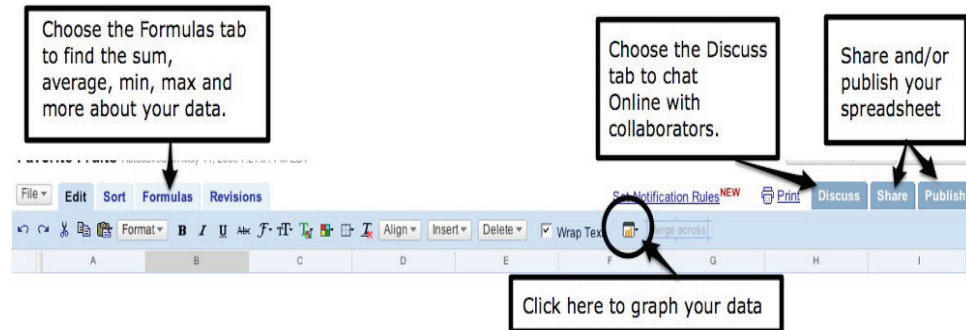
1. Open a new spreadsheet and enter your data.



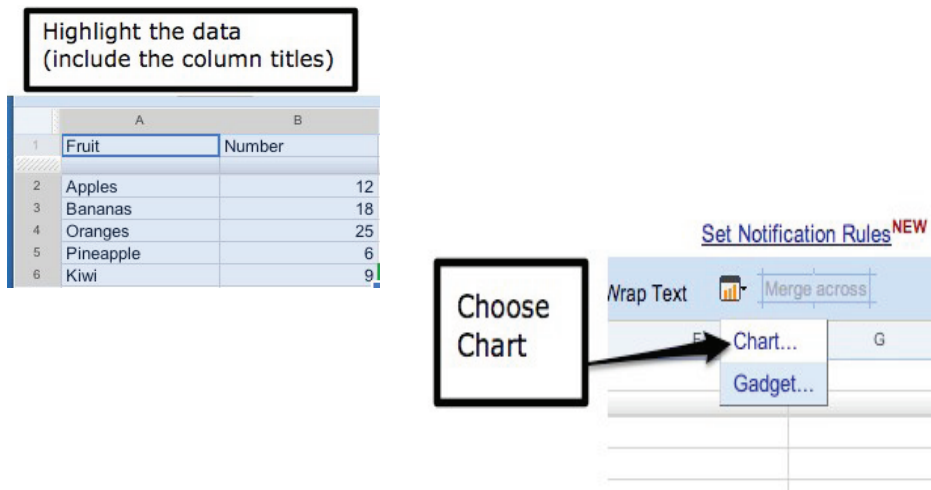
Enter your data

	A	B
1	Fruit	Number
2	Apples	12
3	Bananas	18
4	Oranges	25
5	Pineapple	6
6	Kiwi	9
7		
8		

2. Toolbar Options



3. Highlight the data and choose Chart



4. Enter your chart preferences.

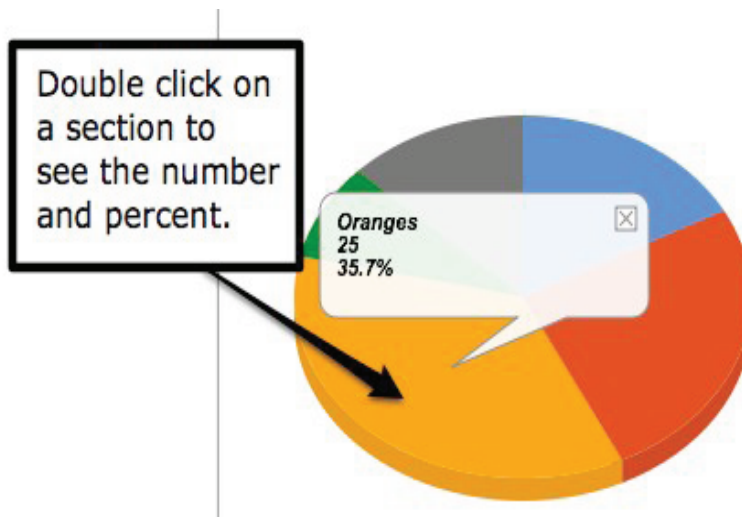
The 'Create chart' dialog box is shown with several annotations in black boxes with arrows pointing to specific elements:

- Choose the chart type**: Points to the 'Pie' chart icon in the 'What type?' section.
- Title the Chart**: Points to the 'Chart title' field, which contains 'Favorite Fruits'.
- Label the axes**: Points to the 'Horizontal axis' field (containing 'Fruit') and the 'Vertical axis' field (containing 'Number').
- Group data by rows or columns**: Points to the 'Group data by' section, specifically the 'Columns' radio button and the checked 'Use column A as labels' checkbox.
- Save chart when done**: Points to the 'Save chart' button at the bottom right.

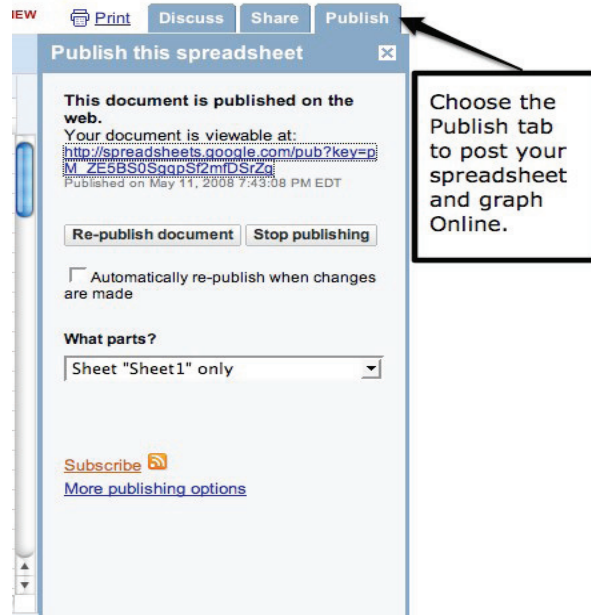
Other visible elements include:

- What type?**: Options for Columns, Bars, Pie, Lines, Area, and Scatter.
- Sub type**: Two sub-type icons for the Pie chart.
- What data?**: Field containing 'A1:B6'.
- Group data by**: Radio buttons for Rows and Columns (selected).
- Use row 1 as labels**: Checked checkbox.
- Use column A as labels**: Checked checkbox.
- Labels**: Fields for Chart title, Horizontal axis, Vertical axis, Legend (set to 'On right'), and Reverse categories (checked).
- Preview**: A small pie chart titled 'Favorite Fruits' with a legend for Apples, Bananas, Oranges, Pineapple, and Kiwi.
- Buttons**: 'Save chart' and 'Cancel' at the bottom right.

5. Interact with the chart.



6. Publish the spreadsheet and chart.



Using Google Docs to create a form and collect data

<http://docs.google.com>

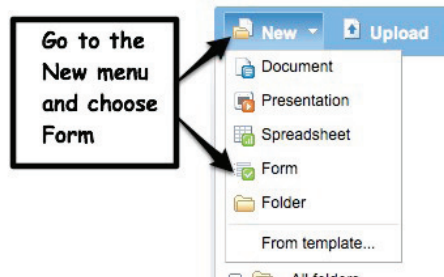
Created by Liz B. Davis

May 11, 2008

Updated, Nov. 21, 2008



1. Open a new Form.



2. Enter your questions.

This screenshot shows the Google Forms editor interface with several annotations explaining the steps to add and configure a question:

- Click here to add the next question**: Points to the **Add question** button in the top left.
- Give your form a title.**: Points to the **Favorite Foods** title field.
- Add a subtitle or a description (optional)**: Points to the subtitle field below the title.
- This is the default first question. If you don't want people to fill in their names, mouse over this area and click on the trash can.**: Points to the **Name** question type.
- Enter the first question**: Points to the **Question Title** field containing "What is your favorite fruit".
- Include help text (optional)**: Points to the **Help Text** field containing "Choose only one".
- Click to drop down menu to choose the type of question.**: Points to the **Question Type** dropdown menu, which is set to **Multiple choice**.
- Click here to make it a required question**: Points to the **Make this a required question** checkbox.
- Click done when you have finished setting up your form.**: Points to the **Done** button at the bottom left.

3. Email your form:

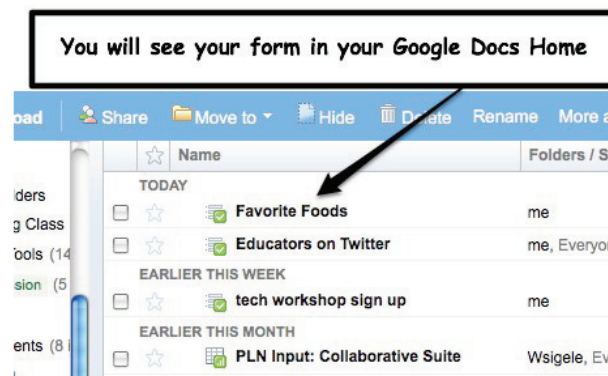
This screenshot shows the Google Forms editor with the **Email this form** dialog box open. Annotations explain the steps to email the form:

- Email Your Form**: Points to the **Email this form** button in the top right.
- See response summary or spreadsheet**: Points to the **See responses** button.
- Embed your form on a Website or edit the confirmation message**: Points to the **More actions** button.
- Send this form to others**: Points to the dialog box title.
- to:**: Points to the recipient email address field.
- from: Elizabeth Davis <lizbdavis@gmail.com>**: Points to the sender information.
- subject: Favorite Foods**: Points to the email subject field.
- Include form in the email**: Points to the checkbox, which is checked.
- Note: the form description will always be included in the email**: Points to the note text.
- Send** and **Cancel**: Points to the buttons at the bottom of the dialog.

4. Post or embed your form online:

The screenshot shows a Google Form titled "Favorite Foods" with the question "Please let us know about your favorite foods." Below the question are two sections: "Name" with a text input field, and "What is your favorite fruit?" with radio button options: Banana, Apple, and Kiwi. Below that is "What is your favorite dessert?" with radio button options: Ice cream, cake, and chocolate. An "Embed" dialog box is open in the center, showing the embed code: `<iframe src="http://spreadsheets.google.com/embeddedform?key=pM_ZE5BS0Sgq9oJPNgUeIRw" ...`. A callout box points to this code with the text "Copy and paste the embed code onto your website." Another callout box points to the URL at the bottom of the form with the text "Copy and share this link". The URL is: http://spreadsheets.google.com/viewform?key=pM_ZE5BS0Sgq9oJPNgUeIRw.

5. Find the spreadsheet.



6. View the results.

View results in a spreadsheet.

Click the Form menu to edit, or go to the live form. The number in parenthesis shows the number of responses.

Click here to see a summary of the responses

	A	B
1	Timestamp	Name
2	11/21/2008 14:41:29	Liz
3	11/21/2008 14:41:48	Suzie
4	11/21/2008 14:42:05	Ben
5		
6		
7		
8		

Form (3) Help

- Edit form
- Go to live form
- Embed form...
- Show summary
- ✓ Accepting responses
- Delete form
- Send form
- Email everyone...

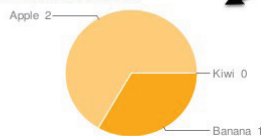
7. See a summary.

3 responses

Summary [See complete responses](#)

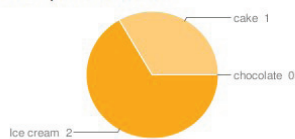
Name
Liz, Suzie, Ben

What is your favorite fruit



Banana	1	33%
Apple	2	67%
Kiwi	0	0%

What is your favorite desert



Ice cream	2	67%
cake	1	33%
chocolate	0	0%

The summary analyzes your results and creates graphs and statistics.

Getting Started with Google Reader

<http://docs.google.com>

Created by Liz B. Davis
May 11, 2008
Updated, Nov. 21, 2008



1. If you don't have a Gmail account

The screenshot shows the Google Reader welcome page. A callout box points to the 'Sign in to Google Reader with your Google Account' section, stating: "If you already have a gmail account you already have a Google Reader Account". Another callout box points to the 'Create an account' button, stating: "If you don't have a Gmail account, click here to create a Google account using a different email address." The page includes the Google Reader logo, a welcome message, and instructions on how to get news and blogs in one place.

Google Reader Welcome to Google Reader

Get all your news and blogs in one place with Google Reader

With Google Reader, keeping up with your favorite websites is as easy as checking your email.

Sign in to Google Reader with your Google Account

Email:

Password:

☐ Remember me on this computer.

[Sign in](#)

[I cannot access my account!](#)

Don't have a Google Account?

[Create an account](#)

Stay up to date
Google Reader constantly checks your favorite news sites and blogs for new content.

Share with your friends
Use Google Reader's built-in public page to easily share interesting items with your friends and family.

Use it anywhere, for free
Google Reader is totally free and works in most modern browsers, without any software to install.

[Take a tour »](#)

©2008 Google - [Google](#)

2. Create an Account (part 1)

4. Enter your email address

Create an Account

Your Google Account gives you access to Google Docs and [other Google services](#). If you already have a Google Account, you can [sign in here](#).

Required information for Google account

Your current email address:
e.g. myname@example.com. This will be used to sign-in to your account.

Choose a password: [Password strength](#)
Minimum of 8 characters in length.

Re-enter password:

☐ Remember me on this computer.

Creating a Google Account will enable Web History. Web History is a feature that will provide you with a more personalized experience on Google that includes more relevant search results and recommendations.
[Learn More](#)

☒ Enable Web History.

5. Choose a password and enter it twice. It must be at least 8 characters.

6. Scroll down on the page.

3. Scroll down on the page.

7. Enter your first and last name (this is optional)

Get started with Google Docs

First name: (optional)

Last name: (optional)

Location:

Word Verification: Type the characters you see in the picture below.

8. Copy the letters you see here.

ceariped

Letters are not case-sensitive

Terms of Service: Please check the Google Account information you've entered above (feel free to change anything you like), and review the Terms of Service below.

[Google Terms of Service](#) [Printable Version](#)

Welcome to Google!

i. Your relationship with Google

By clicking on 'I accept' below you are agreeing to the [Terms of Service](#) above and the [Privacy Policy](#).

☐ I accept. Create my account.

9. Click accept and create your account.

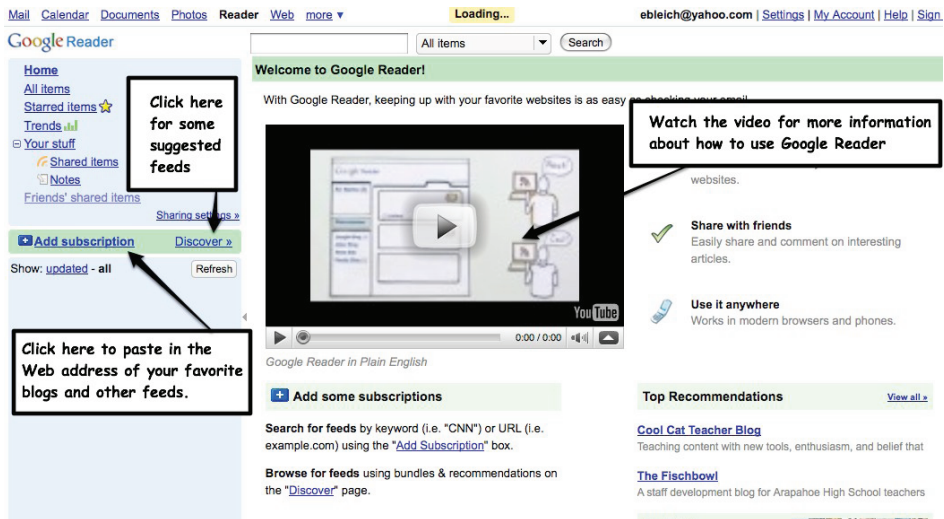
10. You must go to your email and click on the verification link before you can do anything else in Google docs. This could take a while if your email uses a filter.

11. Once you verify your account you can start using Google Docs.

4. If you have a Gmail account



5. Add Subscriptions



6. Add Subscriptions

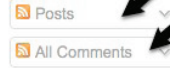
Click here in Firefox to add a feed to Google Reader



If you see this symbol in the Web address bar, you can subscribe to the Website.

Click on links like this to add a Website to Google Reader

Subscribe in a reader



Subscribe to this feed using

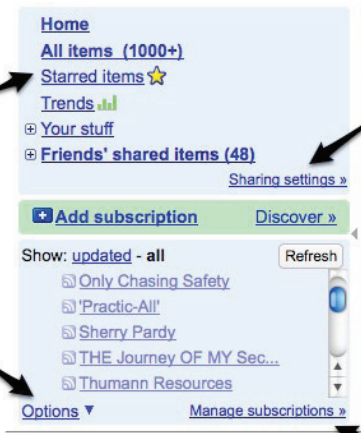
☐ Always use Google to subscribe to feeds.

Subscribe Now

Click to subscribe to the feed.

7. Options

Star items you want to come back to.



Add people with whom you want to share your stuff.

Choose how you want your list sorted

Click here to tag your feeds and organize your subscriptions into folders.

8. Manage Subscriptions

The screenshot shows the Google Reader 'Settings' page, specifically the 'Subscriptions' tab. The page has a yellow header with navigation links: « Back to Google Reader, Preferences, Subscriptions, Folders and Tags, Goodies, and Import/Export. Below the header, there's a section for 'Select: All 195 subscriptions, None, Unassigned' with a 'More actions' dropdown and an 'Unsubscribe' button. A list of subscriptions is displayed, each with a checkbox, title, URL, and category. Annotations with arrows point to various elements:

- Organize your folders and Tags**: Points to the 'Folders and Tags' link in the header.
- Unsubscribe, rename or delete**: Points to the 'Unsubscribe' button and the 'Rename' and trash icons for a subscription.
- Organize your subscriptions into folders**: Points to the 'Change folders...' dropdown menu for a subscription.
- Add Google Reader to your homepage, put Reader in a bookmark, and more**: Points to the 'More actions' dropdown menu.

Visible subscription entries include:

- ☐ 21st Century Collaborative
http://21stcenturylearning.typepad.c
- ☐ 2¢ Worth
http://davidwarlick.com/2cents/?feed
- ☐ A Difference
http://adifference.blogspot.com/feeds/posts/default
- ☐ A Piece of My Mind

Getting Started with Twitter

<http://www.twitter.com>

Created by Liz B. Davis
Nov. 21, 2008



1. Join Twitter:

A screenshot of the Twitter homepage from November 2008. The page has a light blue header with the Twitter logo and a language selector. Below the header, there's a section titled "What is Twitter?" with tabs for "What?", "Why?", and "How?". To the right of this section is a "Watch a video!" button. The main content area features a large illustration of a yellow bird on a branch, a stream of tweets, and a sign-in section. A green button labeled "Get Started—Join!" is at the bottom, with a black callout box pointing to it containing the text "Click here to set up your Twitter account." The sign-in section includes fields for "user name or email address:" and "password:", a "Remember me" checkbox, a "Sign In »" button, and links for "Forgot password?" and "Already using Twitter from your phone?".

twitter

Select Language ...

What is Twitter? What? Why? How?

Watch a video!

Please sign in

user name or email address:

password:

☐ Remember me **Sign In »**

Forgot password? [Click here.](#)

Already using Twitter from your phone? [Click here.](#)

Get Started—Join!

Click here to set up your Twitter account.

2. Set up username and password:

Create a Free Twitter Account

Choose a username - I suggest using your own name in some form. People will get to know you by your username and will refer to you that way, so choose carefully.

Username: Your URL: <http://twitter.com/lizbdavis>
Username can only contain letters, numbers and '_'

Password: 6 characters or more (be tricky!)

Email Address: In case you forget something

Humanness:

Prove you are human

Direct messages will be sent to the email you choose (you can turn off that setting).

☐ I want the inside scoop—please send me email updates!

By clicking on 'I accept' below, you confirm that you are over 13 years of age and accept the [Terms of Service](#).

click to create your account

Already a member? Please [Sign In!](#)
Already use Twitter on your phone? [Head over here](#) and we'll get you signed up on the web.

3. Find people you know:

twitter

1 2 3

Are your friends on Twitter?

We can check if anyone in your email contacts already has a Twitter account.

Search Web Email (Hotmail, Yahoo, Gmail, Etc.)

Your Email: @

Email Password:

Search your email for friends who are already on Twitter.

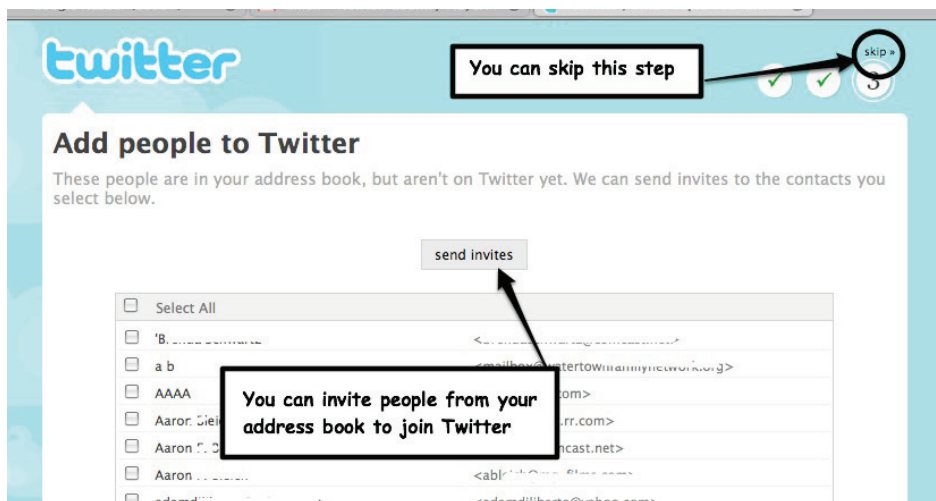
Email Security
We don't store your login, your password is submitted securely, and we don't email without your permission.

Click here to skip this step.

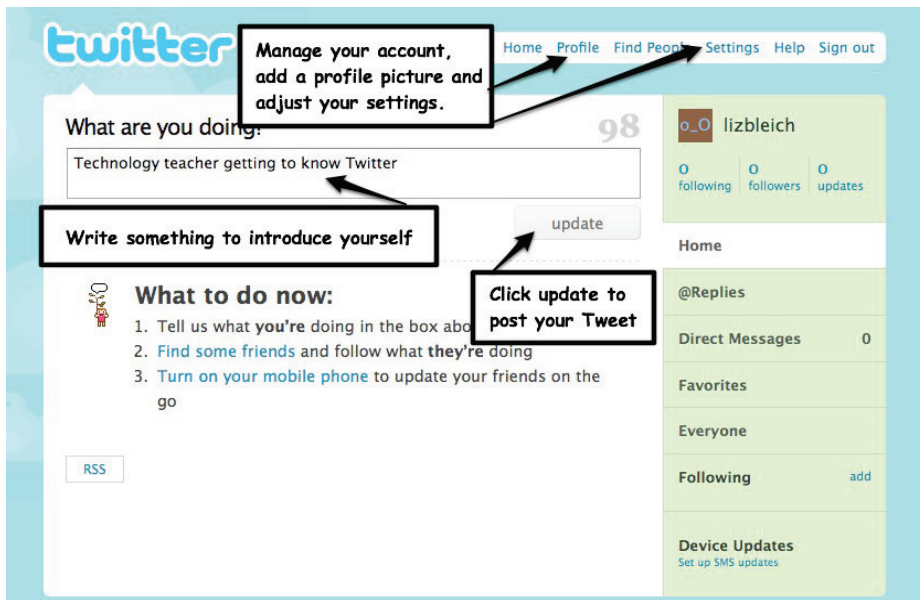
4. Select people to follow



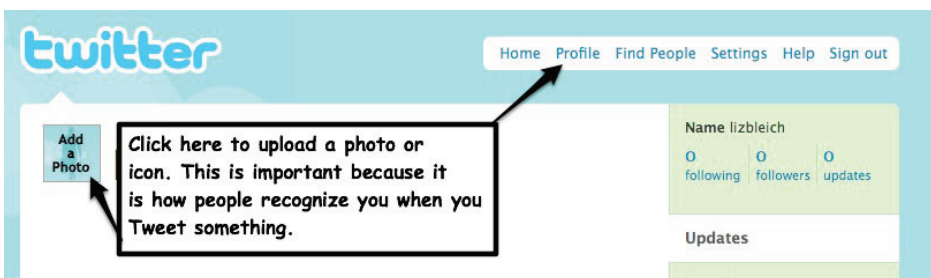
5. Invite people to Twitter



6. Introduce yourself and manage your account.



7. Add a profile photo:



8. Adjust your account settings:

The screenshot shows the Twitter 'Account' settings page for user 'lizbleich'. The page has tabs for Account, Password, Devices, Notices, Picture, and Design. The 'Account' tab is selected. The page contains various input fields for profile information, a 'Save' button, and a 'Tips' section on the right. Annotations with arrows point to specific fields and buttons:

- Adjust your account settings**: Points to the 'Account' tab.
- Enter your real name here, so people can refer to you by name.**: Points to the 'Name' field, which contains 'Liz Davis'.
- Add your blog or web page address**: Points to the 'Info URL' field, which contains 'techpower.blogspot.com'.
- Describe what you do. This is REALLY important to do before you start looking for followers. People like to know who you are before they agree to follow you.**: Points to the 'One Line Bio' field, which contains 'ol outside of Boston, MA'.
- You can choose to protect your updates, so that only your followers can see them. This isn't a great idea when you first start looking for followers.**: Points to the 'Protect my updates' checkbox, which is currently unchecked.
- Click Save when you are done**: Points to the 'Save' button.

Account

From here you can change your basic account info, fill in your profile data, and set whether you want to be private or public.

Tips

- Filling in your profile information will help people find you on Twitter. For example, you'll be more likely to turn up in a Twitter search if you've added your location or your real name.
- Change your Twitter user name anytime without affecting your existing updates, @replies, direct messages, or other data. After changing it, make sure to let your followers know so you'll continue receiving all of your messages with your new user name.
- Protect your profile to keep your Twitter updates private. Approve who can follow you and keep your updates out of search results.

9. Adjust your device settings:

The screenshot shows the Twitter 'Devices' settings page. The page has tabs for Account, Password, Devices, Notices, Picture, and Design. The 'Devices' tab is selected. The page contains a 'Mobile Phone' section with a text input field, a 'Save' button, and a checkbox. Annotations with arrows point to specific elements:

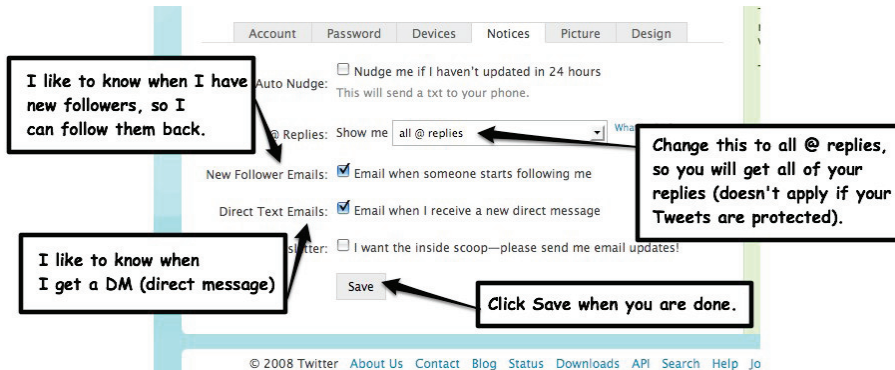
- You can set up your cell phone to receive Tweets**: Points to the 'Mobile Phone' section.
- Save**: Points to the 'Save' button.

Mobile Phone

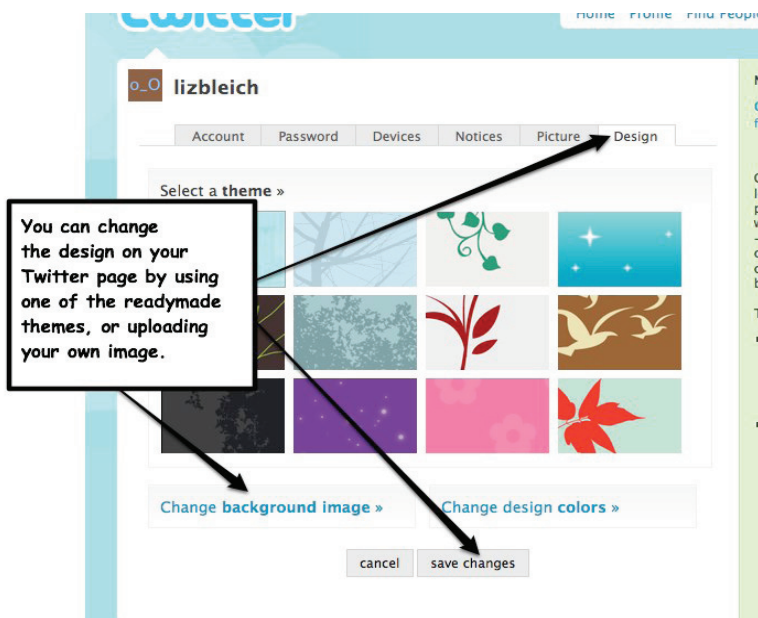
Please precede your number with a "+" and your country code (leaving off the leading 0 of your number if applicable). Examples: +447781488126 or +12125551212. [Need help?](#)

☐ It's okay for Twitter to send txt messages to my phone. Standard rates apply.

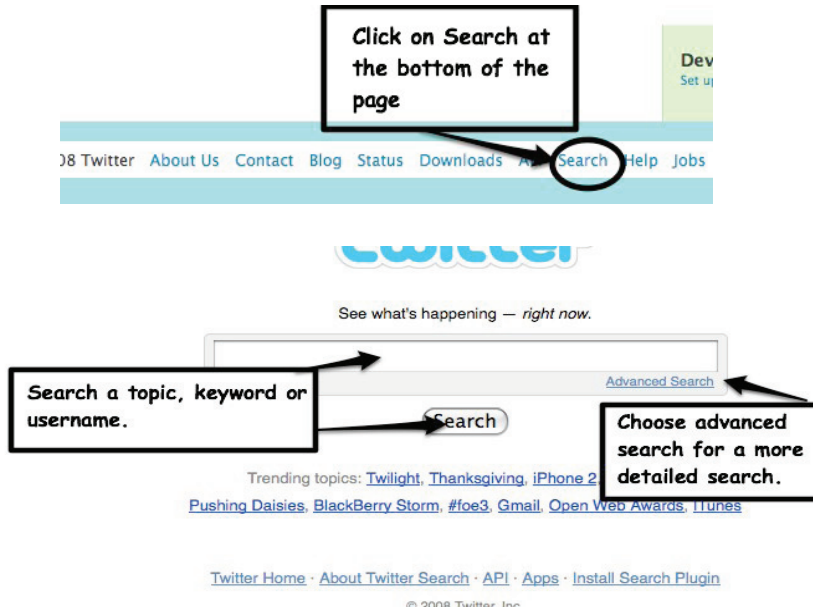
10. Adjust your Notices settings:



11. Adjust your design settings:



12. Search for topics or people:



13. Advanced Search:

Advanced Search

Use this form to automatically construct your query. (Alternatively, you can type [search operators](#) directly into the search box.)

Find tweets based on...

Words

All of these words

This exact phrase

Any of these words

None of these words

This hashtag

Written in (persistent)

People

From this person

To this person

Referencing this person

Places

Near this place

Within this distance miles ☐ kilometers

Dates

Since this date

Until this date

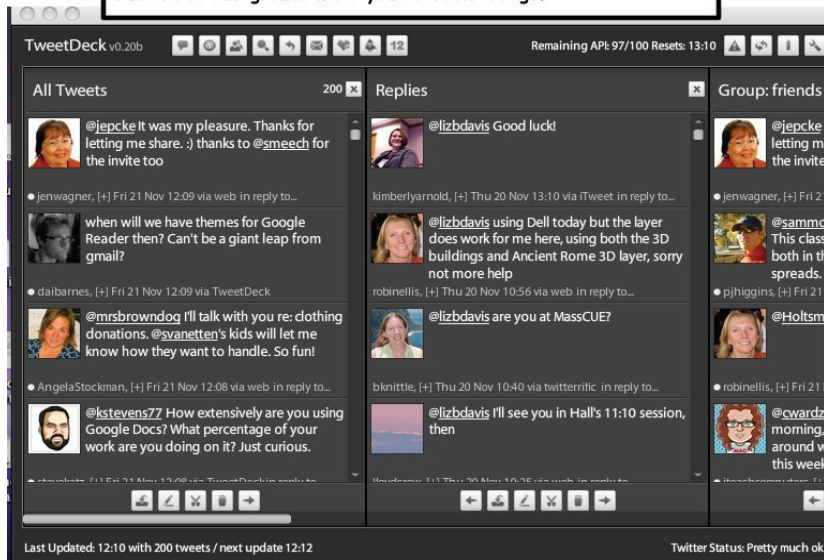
Attitudes

With positive attitude :) ☐

With negative attitude :(☐

14. Download a Twitter Client

Twitter clients like TweetDeck update every few minutes and can run in the background while you do other things.



15. Find people to follow:

lizbdavis

About to do my MassCUE preso. Not streaming :(But wish us luck resources here <http://www.lizbdavis.com>

about 23 hours ago from TweetDeck

@robinellis I can't get the Ancient Rome layer to work on my mac. Any suggestions? 7:42 AM yesterday from TweetDeck in reply to robinellis

@bknittle Hi Beth - Yes I'm here in Hall's session (saw you earlier remember?) 7:41 AM yesterday from TweetDeck in reply to bknittle

I might just be an (should it be a or an?) @halldavidson groupie today. 6:59 AM yesterday from TweetDeck

Waiting for @halldavidson to start his #MassCUE 6:55 AM yesterday from TweetDeck

@vrottny Awesome. I just blogged about <http://tinyurl.com/6ojo2x> 6:18 AM yesterday

@edtechworkshop <http://tinyurl.com/6ojo2x> TweetDeck in reply to edtechworkshop

@edtechworkshop Just did a big project with Scratch 6:13 AM yesterday

Name Elizabeth Davis
Location Watertown, MA
Web <http://www.edtech...>
Bio I am an educator who strongly believes in the power of technology. Proud member of Classroom2.0 on Ning.

1,129 following 1,296 followers 2,323 updates

Updates

Favorites

Following

View All...

Check out Bios - If you like the bio, check out that person's followers.

Click here to view all of my followers, then decide whether or not you want to follow them too.

Getting Started with Wikispaces

<http://www.wikispaces.com>

Created by Liz B. Davis
May 16, 2008
Updated Nov. 21, 2008



1. Sign up for an Educator account

Click the K-12 education link below to get a free space for teachers.

wikispaces
wikis for everyone

Create simple web pages that groups, friends, & families can edit together

[Tours](#) · [Pricing](#) · [Private Label](#)

Over **1,500,000 members** and **600,000 wikis!**

Since 2006, We've given away over **100,000 wikis for K-12 education!**

100,000 K-12 Wikis
130067

Already a member? [Sign in](#)

Join Now!

1. Pick a username
2. Set your password
3. Enter your email address
4. Space name (optional)

We don't spam or share your email address.

[Terms of Use](#) [Join](#)

Private Label
Wikispaces for your Non-Profit
Simple. Secure. Hosted.
[Learn More >](#)

Note: The registration form is crossed out with a large X, and a callout box says "Don't fill this out on this page."

2. Join and create your ad-free space

Choose a username and create a password.

Join Now
Fill in the fields below and you're done.

1. Username:

2. Password:

3. Email Address:

Include your email address, in case you forget your password.

4. Make a Space?
☒ Yes ☐ No
Create wiki now or after you join.

Choose no if you just want to join and don't want to make a wikispace

Choose a name between 3 and 32 characters long:

Give your space a name - it will become part of the URL (Web address)

☒ Public (free)
Everyone can view and edit your pages.

☐ Protected (free)
Everyone can view pages, only space members can edit them.

☐ Private (free for educators otherwise \$5/month)
Only space members can view and edit pages.

Chose your privacy setting

7. Educational Use
☐ I certify this space will be used for K-12 education.
We may contact you via email to verify use.

Certify that you are using this space for K-12 education

[Terms of Use](#)

Click Join to create your space

3. Learn more about Wikispaces.

The Getting Started Help Menu will pop up.

Getting Started With Your Wiki
Welcome to Your New Wiki

Here we will acquaint you with Wikispaces and show you how to get started. You can close this box to return to your space, and you can find this information again by clicking the "Help" link at the top right of any page. Once you are finished with this tutorial, you can get rid of "Getting Started" permanently, by clicking [here](#) or on the link at the top of this screen.

[Skip Getting Started](#)

Click here to close this window, and turn off this feature.

- [Editing Your Home Page](#)
- [Introduction to Your Space](#)
- [Becoming Familiar with Your Space](#)
- [Managing Your User Account](#)
- [Inviting Members to Your Space](#)
- [Some Advanced Features](#)
- [More on Wikispaces and Wikis](#)

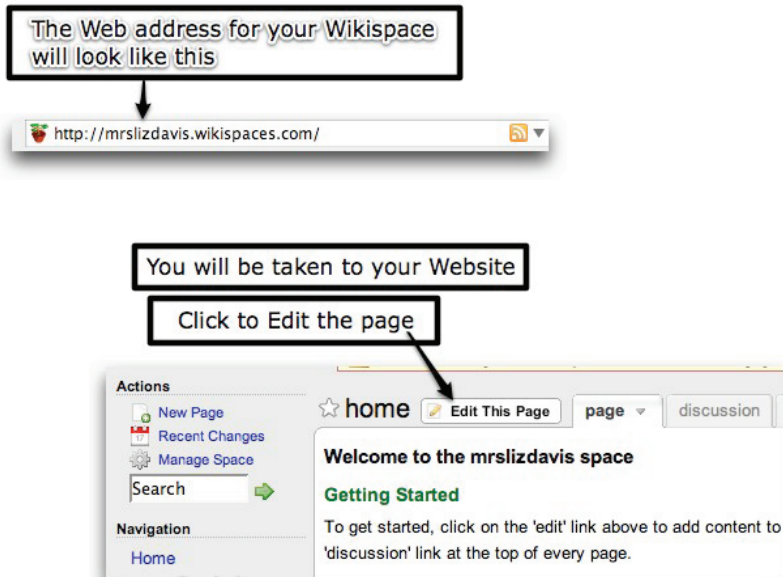
Use these links to learn more about using Wikispaces.

Get More Help

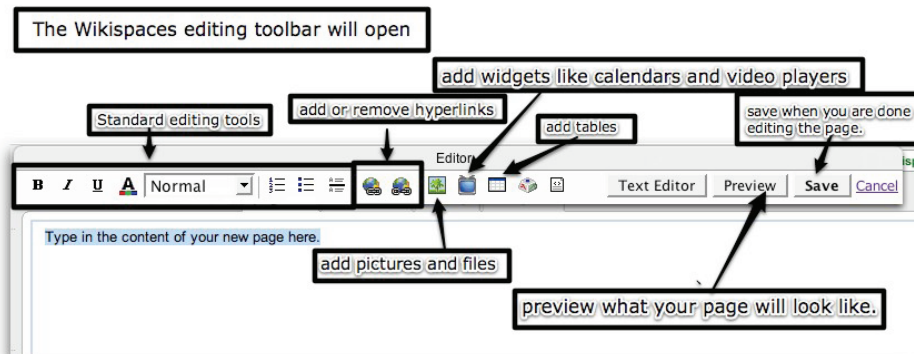
- [Click here to visit our complete help section](#)
- [Watch our video tours.](#)
- Contact us at help@wikispaces.com.

Watch the screencast videos for help getting started.

4. Your Website



5. The Editing Toolbar:



6. Create a New Page

Click New Page to create a New Page.

Enter the name of the New Page, this will become part of the Web address for this page, and will appear in the page menu

Make a New Page

Enter the name of your new page

Your new page will be created at:
http://mrslizdavis.wikispaces.com/

Create or Cancel

You will see the page name in the navigation menu for the Wikispaces.

Actions

- New Page
- Recent Changes
- Manage Space
- Search

Navigation

- Home
- edit navigation

Navigation

- Home
- Homework
- edit navigation

7. Upload a document

Click this icon to upload a file (.doc, mp3, .mov, pdf, ppt etc.)

Insert a File

Double click an image or file to insert it into the page.

7Principle...

Double clicking a file:
Uploads the file links to the file

Upload New File

/Users/lizdavis/Document Browse...

Upload

The files will appear here when they are uploaded. Double click on the file to insert it into the page

Browse for the file and Upload it to Wikispaces.

The file will look like this after you save the page

Homework

Edit This Page page

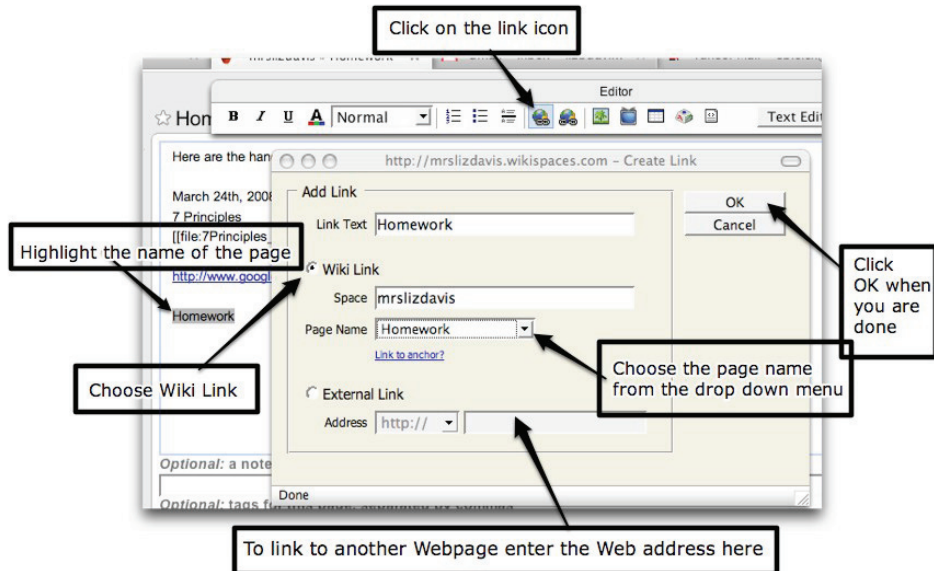
Here are the handouts for your homework

March 24th, 2008

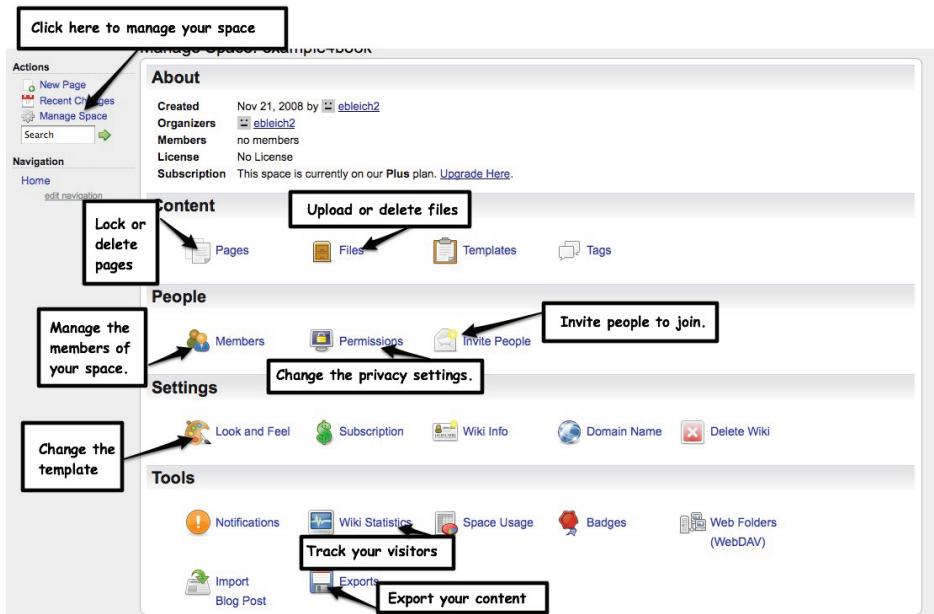
7 Principles

7Principles_CoP.pdf

8. Create Links

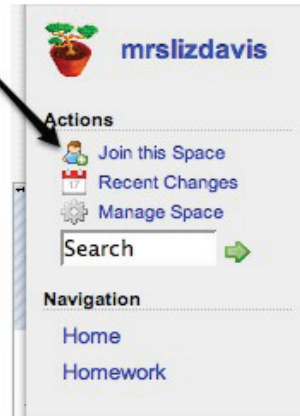


9. Manage your space



10. People can request to join the space:

2. Direct people to the Website of your Wikispace and have them click Join this Space. If your space is protected you will get an email with the request. You can click the link in your email to accept or reject the request.



11. Wikispaces will add members

If you don't want your students to have to create accounts themselves, just email help@wikispaces.com with a list of usernames, email addresses (if you have them - if you don't just leave them out), and passwords in the following format and we'll create the accounts for you.

```
user1,email1@address.com,password1  
user2,email2@address.com,password2  
user3,email3@address.com,password3
```

12. Wikispaces suggestions:

Username

We have a large number of accounts on Wikispaces, so many combinations of first names, last names, and initials are already taken. It's much more likely we can make all the accounts you ask if you add a school identifier to your students' usernames. For example, if your school is called John Smith High, instead of asking us for the usernames, *adam*, *james*, and *dom*, we recommend *jsh-adam*, *jsh-james*, and *jsh-dom*.

Length of Usernames and Passwords

Please make sure that usernames are at least 3 characters long (we allow letters, numbers, underscores _, or dashes -) and that passwords are at least 6 characters long.

Which Space?

Finally, make sure to let us know which spaces we should add them to as members.

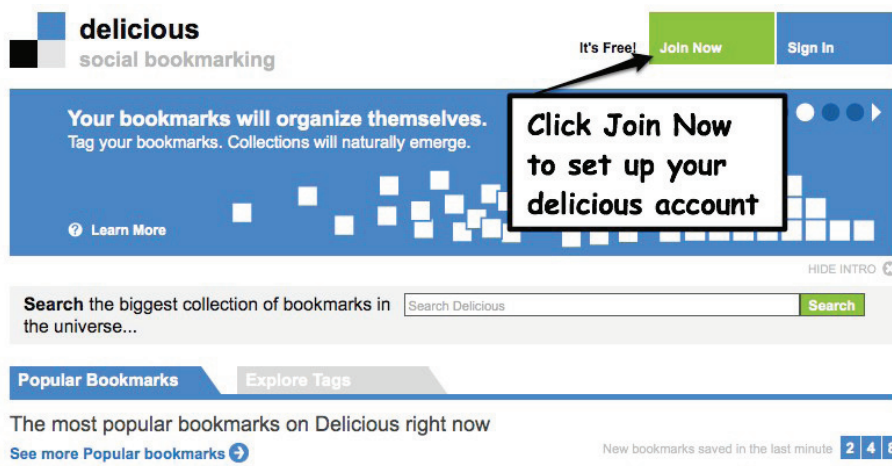
Getting Started with Del.icio.us

<http://www.delicious.com>

Created by Liz B. Davis
May 12, 2008
updated Oct 1. 2008



1. Create an account on Del.icio.us



2. Choose a user name and password

All fields are required

First name

Last name

Email Address

User name


Password

Retype Password

Password Requirements

- at least 6 characters required
- at least one letter and one symbol or number required
- may not contain any part of your username or full name

Please type the letters below
This helps us prevent automated registrations



If you require assistance with registration our [support team](#) can help you.

☐ I have read and agree to the [Terms of Service](#)

[Register](#)

Sign up for an account.

Check the Terms Of Service

Click here to Register

3. Import your existing bookmarks

1 Enter Details

2 Import Existing Bookmarks

Import your existing bookmarks

Skip this step if you don't want to import your existing bookmarks. [Skip Step 2](#)

Bring your existing collection of bookmarks into Delicious with our handy Import feature. Select "Easy Import" to import your bookmarks with a single click, or select "Custom Import" if you'd like more control over how they're imported.

☒ Easy Import Automatically import your old bookmarks (recommended).

☐ Custom import Choose your import settings...

☒ Email me when my import is completed.

[Import Now](#)

If you have an old bookmark file you need to use our [Manual Import](#)

Import your existing browser bookmarks. By default imported bookmarks are private.

Choose custom import if you would like to add tags or import them as public bookmarks.

4. Add browser buttons

Click here to install the del.icio.us buttons on your browser, then restart your browser.

"My del.icio.us" button

"Tag this" button

Install Extension Now » (Firefox 1.07 or newer required)

If you see this message at the top of the page, click "Edit Options," "Allow," "Close," and click the install link again.

To protect your computer, Firefox prevented this site (del.icio.us) from installing software on your computer. [Edit Options...](#)

After installing, please restart Firefox. You'll be automatically taken to step 3.

Prefer not to install the extension? You can use the alternative buttons available on the [bookmarklet buttons page](#).

Not using Firefox? View alternate instructions for: [Internet Explorer](#), [Safari](#), [Opera](#), or [other](#).

If you are not able to install the buttons, click here for the [bookmarklets](#)

Quit/Exit and reOpen your browser when you are done.

5. Check your email to activate your account. Look in your bulk mail, if you don't see a message in your inbox.

Look for the activation email, to verify your account on del.icio.us

Click here to activate your account.

Hello,

Thanks for n...

Please activate your account by going to:
<http://del.icio.us/verify/tsprofdev/c19cbf65b6ffcfb9>

If you have any questions or problems, please visit our help section. It contains information on what we do and how to solve common problems.

You may view [del.icio.us](#) help by going to:
<http://del.icio.us/help/>

For support inquiries, please visit our support page:
<http://del.icio.us/help/contact>

Please note: this is an automated email, do not reply to this message. Instead, use the contact link listed above for any inquiries or suggestions.

Thanks!

[del.icio.us](#) team

6. If you can't download the buttons, add the browser bookmarklets to your bookmark toolbar.

del.icio.us / help / buttons

your bookmarks | your network | subscriptions | links for you | post

logged in as tag

What are buttons and why do I need them?

Buttons (**bookmarklets**) are links you add to your browser's Bookmarks Toolbar. They are an easy way to post and view your bookmarks in del.icio.us.


What do they do?

The **post to del.icio.us** button allows you to post your current page to del.icio.us.

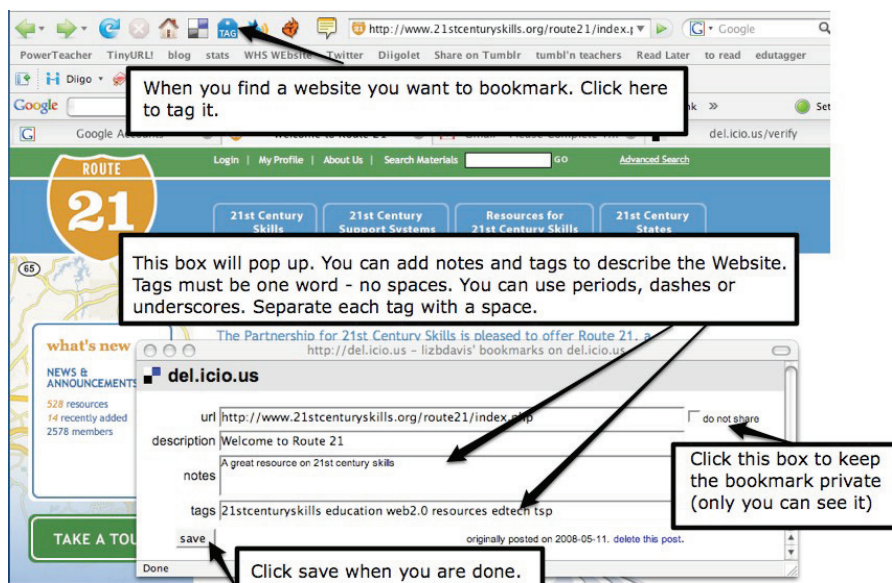
The **my del.icio.us** button allows you to quickly view your bookmarks.

How do I get them?

- » Make sure the "Bookmarks Toolbar" is checked under View → Toolbars.
- » Drag this link: **post to del.icio.us** up to your Bookmarks Toolbar.
- » Drag this link: **my del.icio.us** up to your Bookmarks Toolbar.



7. Tag and describe Websites.



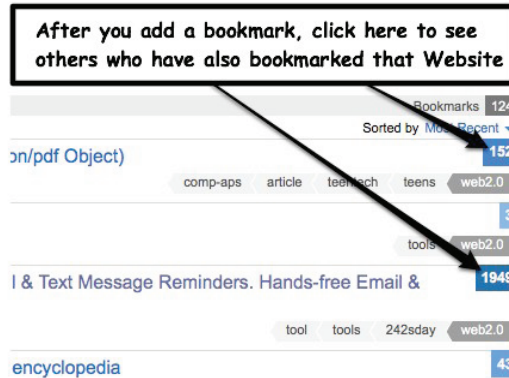
When you find a website you want to bookmark. Click here to tag it.

This box will pop up. You can add notes and tags to describe the Website. Tags must be one word - no spaces. You can use periods, dashes or underscores. Separate each tag with a space.

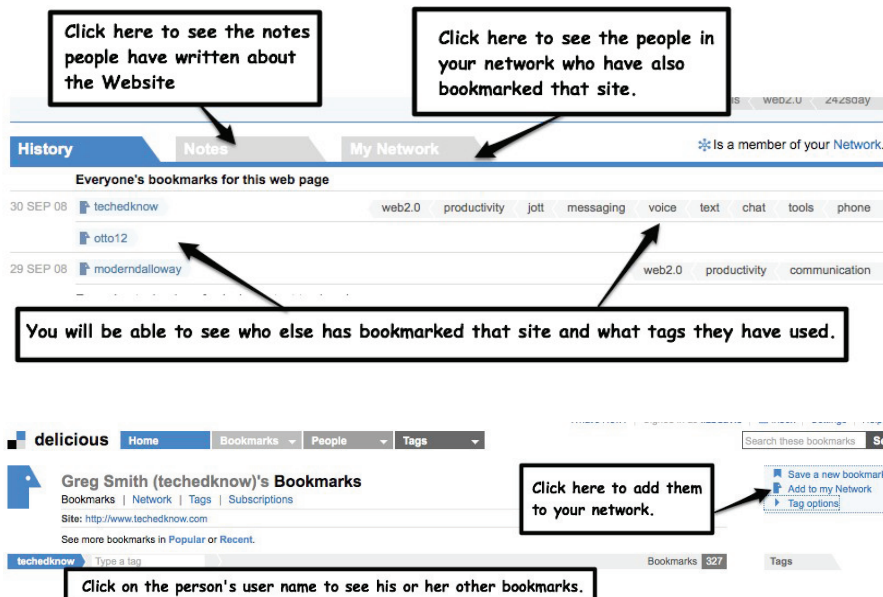
Click this box to keep the bookmark private (only you can see it)

Click save when you are done.

8. The social part of social bookmarking.



9. Exploring other people's bookmarks.



10. Sharing your links with others.

The screenshot shows a web browser window with the address bar displaying <http://del.icio.us/lizbdavis/web2.0>. A text box with a black border and white background contains the text: "Share all of your links on a particular topic by giving out the Webaddress for that tag. You can see all of my Web 2.0 links by going to <http://del.icio.us/lizbdavis/web2.0>". Two arrows point from this text box to the address bar and the 'web2.0' tag in the page header.

The page header shows the Del.icio.us logo, the user's name 'lizbdavis', and the selected tag 'web2.0'. Below the header, there is a search bar and a list of items tagged with 'web2.0'. The items include:

- Web 2.0 for the Classroom Teacher
- Welcome to Route 21
- Web 2.0 | EDUCAUSE CONNECT [Term View]
- Web 2.0 - FETC Version

On the right side of the page, there are two sidebars. The first sidebar, titled 'related tags', lists various tags such as '21stcenturyskills', '2forTuesday', 'article', 'blog', 'blogging', 'blogs', 'bookmarks', 'brainstorming', 'collaborate', 'collaboration', 'CommonCraft', and 'community'. The second sidebar, titled 'Web2.0', lists tags like 'podcasting', 'web2.0', 'wiki', 'studygroup', 'blogs', and 'unbundled tags'. Below these, there are 'tag options' including 'view as cloud | list', 'sort by alpha | freq', and 'use minimum: 1 2 5'.

Getting Started with Diigo

Setting up your account

<http://www.diigo.com>

Created by Liz B. Davis
May 12, 2008
updated Nov 21, 2008



1. Create your Diigo account.

Research and Collaborate

- ✓ Don't just bookmark! Highlight the web! Add sticky notes too!
- ✓ Access and search your findings from any PC or iPhone!
- ✓ Create groups to pool resources for specific projects.

Connect and Discover

- ✓ You are what you annotate, creating a presence for you in the community.
- ✓ Connect with friends effortlessly and non-intrusively through content.
- ✓ Discover quality resources on any subject or get personalized recommendations.

[Learn More >](#)

Watch the video to learn more about what Diigo can do.

[Play Demo Video](#)

Click to create a free Diigo account

Join Now
for a free account

Already have a Diigo or opened account?
[Sign In now!](#)

fun with friends,
active with Diigo...

"Diigo represents a move to maturity in the Web 2.0"

"Diigo is a research tool that rocks!"

"Top 10 Research Tools"

DEMO

TechCrunch

CNET.com

New! Educator Accounts - a free premium account especially designed for educators. [Learn More >](#)

Click here to learn more about signing up for an educator account

2. Choose a username and password.

Create your account [Already have an account? Sign in now!](#)

Choose a Username

6 ~ 16 characters, must begin with a letter, case-insensitive

First name Last name

to be used in the Diigo Community

Email

We'll email you about new friends and alert you according to your setting!
preference! In case you forget your password, you can also retrieve it via Email.

Choose a Password Retype Password

6 ~ 32 characters and is case sensitive

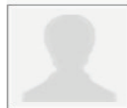
8846 For anti-spam, please type this number in the box
provided. (Cannot read? [Try a different one](#))

☒ Send me the occasional site update and tip. You can unsubscribe at any time.

3. Set up your profile.

Set up your profile on Diigo.

Avatar



Upload Image

You can upload a JPG or BMP file. (Max 2M)

Do not upload a photo containing celebrities, nudity, or copyrighted image.

A photo is very important for your friends to recognize you

Basic Information

Username: tomsnyder

Real Name: Tom Snyder

Gender: ☐ Male ☐ Female

Birthday: Month: Day: Year:

4. Find friends on Diigo or skip this step.

Step 1 (Create Account) Step 2 (Add Profile) **Step 3 (Add Friends)**

Find Your Friends

Find out which of your email contacts are on Diigo.

Your Email: @

Email password:

(We will not store your password. It will only be temporarily used to access your email address book. Your email addresses will be added to your Diigo address book so that we can auto-complete email address when you are trying to forward links by email.)

Diigo will look through your email contacts for people who already have accounts on Diigo

Click to find your Friends

You can skip this step and look for friends other ways [Skip »](#)

5. Before you click Add to friends, scroll down on the page. Clear the check boxes and check off the people to whom you would like to send an invitation.

Step 1 (Create Account) Step 2 (Add Profile) **Step 3 (Add Friends)**

Add Friends

You've got friends choose the people you want to

Before you add any friends, first click Clear All, then scroll down and choose the friends you want to add or invite to Diigo.

Click add to friends when you are done.

On Diigo		
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

6. Check for your activation email. Look in your bulk folder if you don't see it in your inbox. Click to resend if you don't receive it.

Before you can start using Diigo, you have to activate your account. Check your email and verify your account. If you don't get the email Click to resend it and try again.

Please activate your account

Dear **Tomsnyder**. Your account has been created.
We've sent you an email to **tsprofdev@gmail.com** to verify your account.
Please look up the email and click the link there to activate your account.

Didn't Get the Email?

- First, be patient, sometimes it takes a while for the email to arrive.
- **Resend verification email**
- Check above to ensure you entered your email address correctly. If it's wrong, change it below and resend the email.
- Check your junk email box, the message might have been filtered as junk.
- **tsprofdev@gmail.com**
- [Contact us](#) if you can't get it to work.

7. Follow the steps to install the Diigo Toolbar.

Please follow these steps:

1. Click the **"Install Diigo Toolbar"** button below.
2. Click **"Edit Options"** at the top-right of your screen and your browser will open a panel. Click **"Allow"**, and close this panel.
3. Click the **"Install Diigo Toolbar"** button below again, and then click **"Install"**.
4. Restart your browser.

Follow these instructions to install the Diigo Toolbar.



Click the button above to install in seconds!
Fully customizable to save desktop space.
No adware or spamware!

Power tools to substantially enhance your experience
for online browsing and interactions,
and for information gathering and sharing...

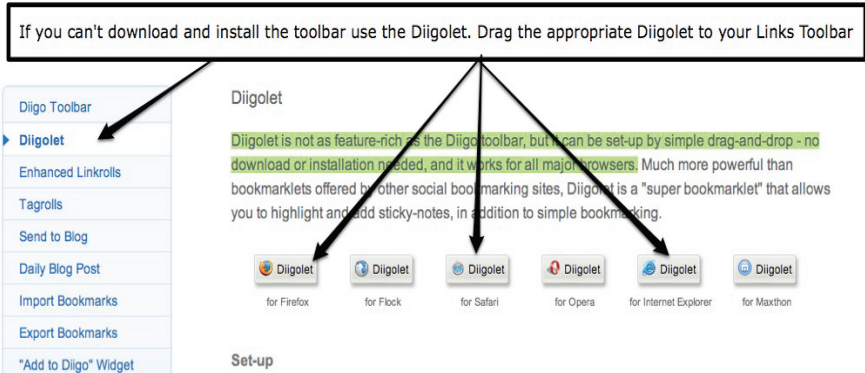
8. Import your browser bookmarks to Diigo - you will now be able to get to them from any computer. You can also import your del.icio.us bookmarks to Diigo.



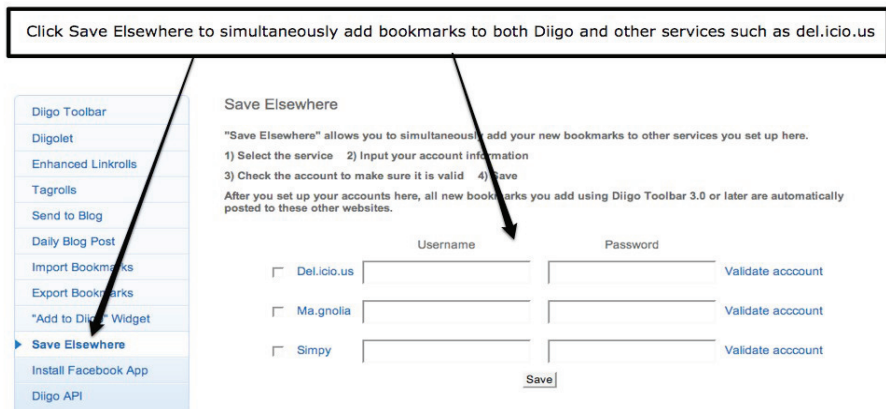
9. Click on the Tools link at the bottom of the Webpage (it is at the bottom of all Diigo pages).



10. If you can't download the toolbar, you can add diigo browser buttons. Click on Digolet and drag the appropriate link to your bookmark toolbar.



11. If you want to add bookmarks to Diigo and Del.icio.us simultaneously click on Tools at the bottom of the page and choose Save Elsewhere.



12. Sign up for an educator's account:

Create a regular account and then apply for an Educator Account

What are Diigo Educator Accounts?

These are special premium accounts provided specifically to K-12 & higher-ed educators. Once your Diigo Educator application is approved, your account will be upgraded to have these additional features:


- ✓ You can create student accounts for an entire class with just a few clicks (and student email addresses are optional for account creation)
- ✓ Students of the same class are automatically set up as a Diigo group so they can start using all the benefits that a Diigo group provides, such as group bookmarks and annotations, and group forums
- ✓ Privacy settings of student accounts are pre-set so that only teachers and classmates can communicate with them.
- ✓ Ads presented to student account users are limited to education-related sponsors.

[Learn More »](#)

If you're an educator, please [login](#) first and then [APPLY FOR YOUR EDUCATOR UPGRADE](#).

Spread the word! Tell your friends to join you in the Diigo education community. [Email a colleague!](#) [Post to twitter!](#)

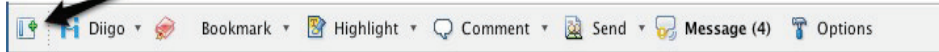
Get the best results
Connect with



13. The Diigo Sidebar

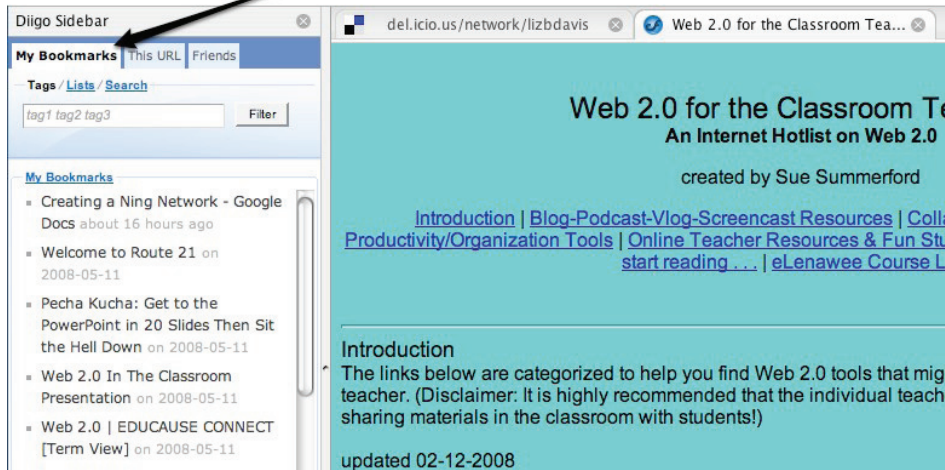
The Diigo Toolbar

Show or hide the diigo sidebar



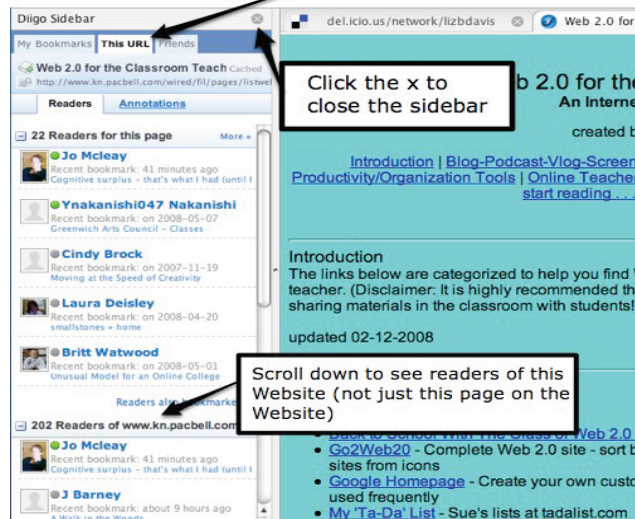
14. My Bookmarks Tab

The My Bookmarks tab shows your most recent bookmarks.



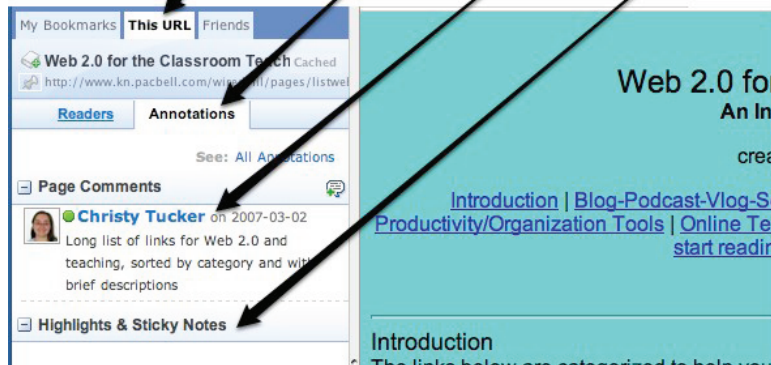
15. This URL tab

This URL tab shows other diigo readers of this page and their most recent bookmarks.



16. Annotations Tab

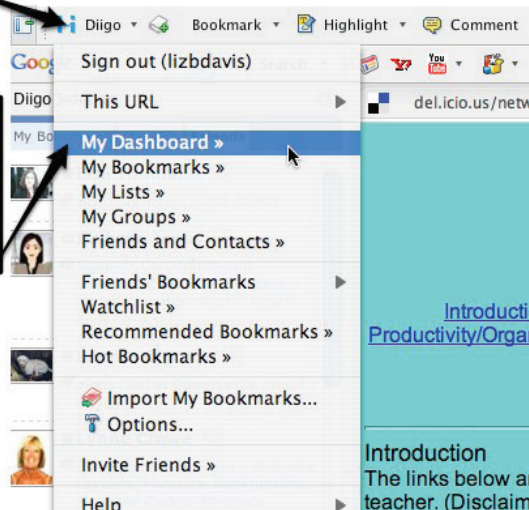
The annotations tab under this URL shows what others have written about this page. It will also show what others have highlighted on the page, or if others have added a sticky note.



17. Diigo menu - My Dashboard

Click here for your diigo menu

Your Diigo dashboard is your homebase on Diigo



18. Understanding your Dashboard

Your dashboard has many of the same links as the tool bar.

This is where you will find your most recent bookmarks and your friends most recent bookmarks.

Click here or here to read your messages

Click here to see bookmarks shared with you by your friends.

4 unread messages

Bookmarks specially shared with me

My Diigo Tools

My Account

Liz Davis

View My Profile

Edit my profile

Edit my picture

Invite Your Friends

Adding friends will enable you to have more meaningful knowledge sharing and interaction. [Invite friends](#)

19. Adding bookmarks to Diigo

Click here to bookmark a Website

The Edit Bookmark window will pop up.

You can make the bookmark private or public

Add a description and tags

Add the bookmark to a list

Share your bookmark with friends or a group

Click Save when done

Click Save and Send to email the bookmark to someone

Url:

Title:

☐ Private ☐ Unread ☐ Twitter this!

Description:

Tags: Space separated. Use "*" for tag with multiple words.

Recommended tags: [21stcenturyskills](#) [education](#) [web2.0](#) [technology](#) [resources](#) [curriculum](#) [edtech](#) [library](#)

☐ Add to a List

☐ Share with Friends

☐ Share to a Group already shared to: [educators](#)

20. Highlighting and annotating on Webpages.

Highlight a section of the Webpage and then click the Highlight link on your Diigo toolbar. You have the choice of Highlighting a selection or Highlighting and adding a Comment.

The screenshot shows a Diigo toolbar at the top with buttons for Highlight, Comment, Send, and Message. A dropdown menu is open under the Highlight button, showing options: Highlight Selection, Highlight and Comment, and Don't Show Highlight. Below the toolbar, a webpage titled 'Learning and Innovation Skills' is visible. A yellow highlight is placed over a section of text. A comment box is open on the left side of the page, with a text area and OK/Cancel buttons. A comment has been added: 'This is a key statement about why 21st Century skills are essential for students today.'

Diigo will highlight the selection in yellow. When other Diigo users come to this page they will see your highlight and your comment.

Type your comment here

Click OK when you are done.

21. Adding comments to Webpages.

Click the Comment link on the Diigo Toolbar to add a Comment on the whole page or a floating sticky note to the page.

The screenshot shows a Diigo toolbar at the top with buttons for Highlight, Comment, Send, and Message. A dropdown menu is open under the Comment button, showing options: Comment on the whole page and Add a floating sticky note to this page. Below the toolbar, a webpage titled 'Learning and Innovation Skills' is visible. A comment bubble is shown on the page, indicating a comment has been added. The comment bubble is yellow and contains the text 'This comment bubble indicates there is a comment on the page. You can move this comment bubble around on the page.' A comment box is open on the left side of the page, with a text area and OK/Cancel buttons. A comment has been added: 'This is a key statement about why 21st Century skills are essential for students today.'

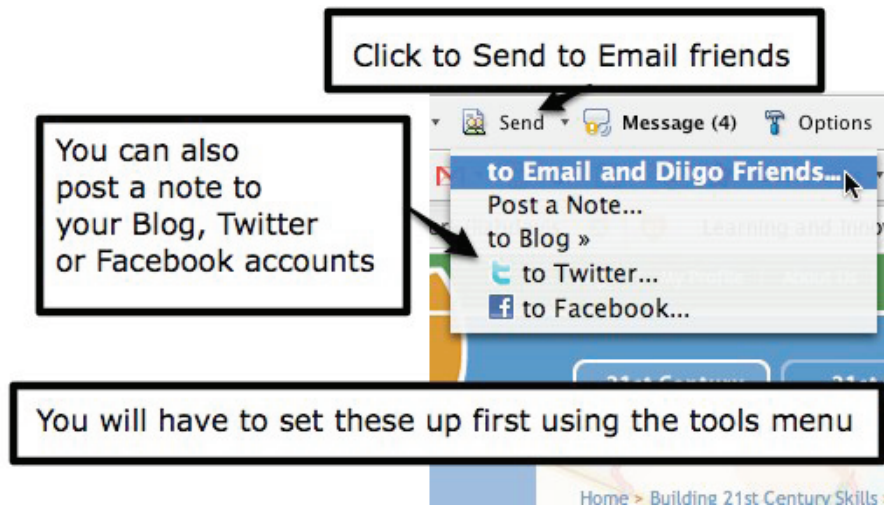
Click here for the drop down comment menu. You can make your sticky note public or private, add it to a group or a list.

This comment bubble indicates there is a comment on the page. You can move this comment bubble around on the page.

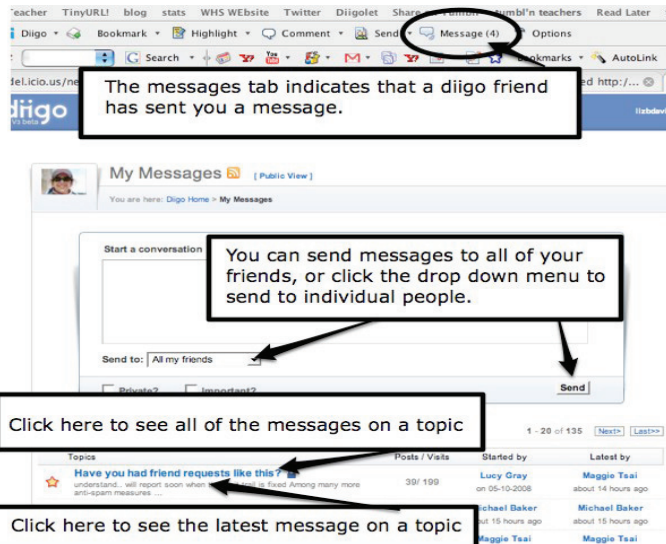
Add the text for your sticky note here.

Click OK when you are done.

22. Sending links via email.



23. Messaging on Diigo



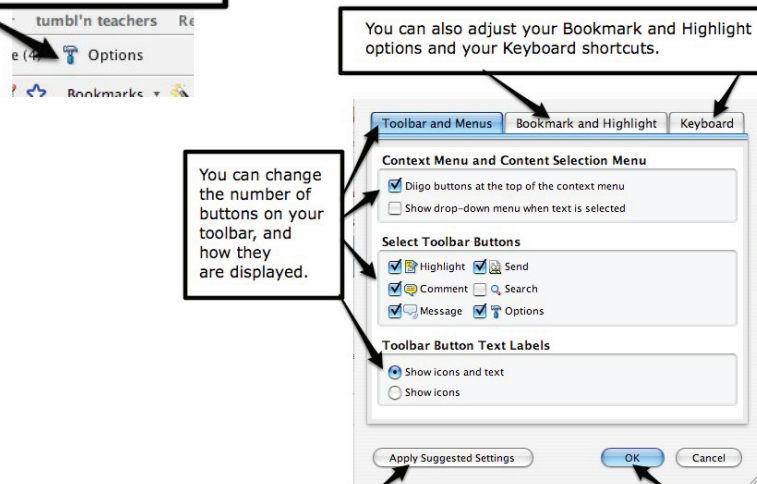
24. Diigo toolbar options.

Click options to change your toolbar options

You can also adjust your Bookmark and Highlight options and your Keyboard shortcuts.

You can change the number of buttons on your toolbar, and how they are displayed.

Apply your settings and then click OK



25. Find people like you on Diigo

Another way to find friends on Diigo. Choose Meet People and click on People Like Me

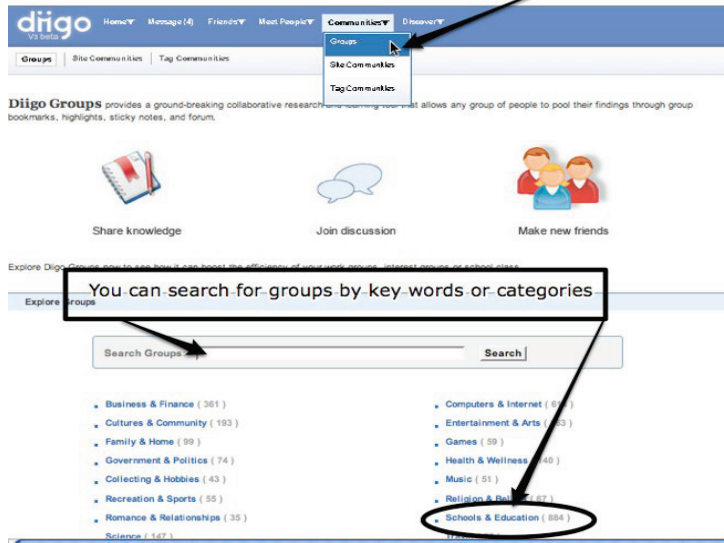
People Like Me: Matching based on recent bookmarks

Diigo will find people who have share bookmarks with you. You can click on their links and invite them to be your friend on Diigo.



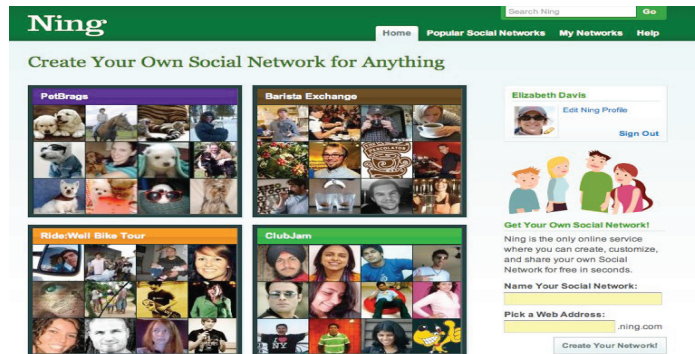
26. Join groups on Diigo

You can join groups in Diigo and share bookmarks, have discussions and add friends with similar interests.



How to Create a Ning Network

<http://www.ning.com>



Liz B. Davis ~ May 11, 2008
Updated Nov 21, 2008



1. Create your network



2. Sign up for a Ning account

Fill in your email address (this will be your log in ID)

Students should use their first name only

Choose a password

Copy the letters that you see.

Click to sign up when you are done

Get a Ning ID Account

Already have an account? [Sign in here.](#)

Email Address

Name

Password

Retype Password

Type the Code on the Right

Sign Up By signing up, you agree to the [Terms of Service](#) and [Privacy Policy](#).

[Problems signing up?](#)

3. Add your network information

Ning Describe Your Social Network [Launch!](#) or [Next](#)

About Your Network [Features](#) [Privacy](#) [Tagline](#) [Description](#) [Keywords](#) [Language](#)

All of this information, including the privacy level, can be changed at any time

Choose a privacy level for your network.

Network Name

Privacy ☒ Public - Anybody can see or join it.
☐ Private - Only invited people can join and see it

Add information about your network here.

Tagline
Appears in the header of your network

Description
Up to 140 characters (8 left)

Keywords help people search for your network.

Keywords
Separate each keyword with a comma

Networks can be created in a variety of languages.

Language

Click next when you are done.

[Next](#)

4. Add features to your network

Add Features to Your Network [Launch!](#) or [Next](#)

Choose the features you want for your new social network by dragging features from the list on the left to the homepage layout on the right.

Features

- Photos
- Events
- [View all features](#)

Layout

Computer Application

Click here to view more features.

Drag features here to remove them.

Click and drag the features you want to the layout. You can rearrange them here as well.

Activity shows what the members of the network have done recently.

Forum is the discussion feature.

You can create sub-groups within your network

You can feature member's blog posts on the front page of the network.

[Back](#) [Next](#)

Click Next when you are done.

5. Choose a theme for your network.

Customize Appearance [Launch your network!](#) [Launch!](#)

Make your new social network stand out from the crowd by choosing a theme and customizing it below.

First, choose a theme

Choose a theme for your network

Soft Melon Ocean Winter Martini Office Cheesecake

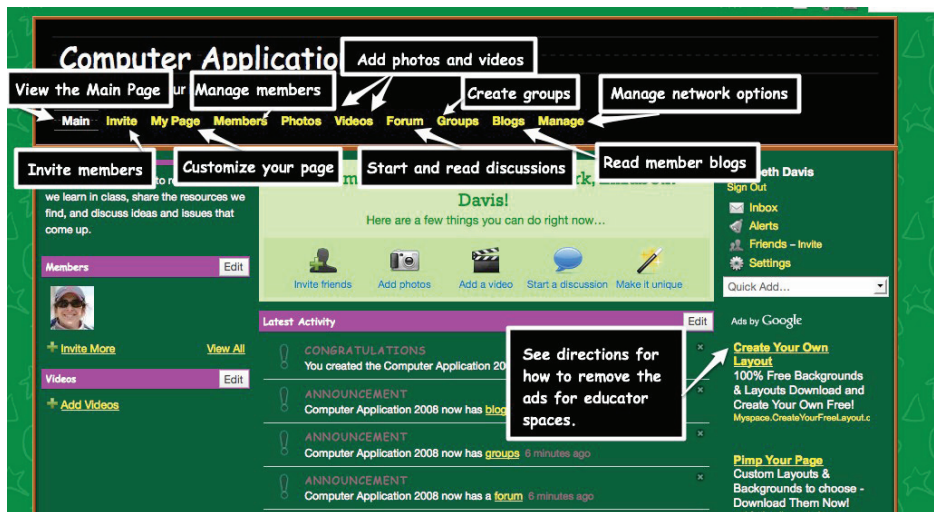
Terracotta Pistachio Rouge Ice Cream Snow Sunshine Espresso

Now, make it uniquely yours

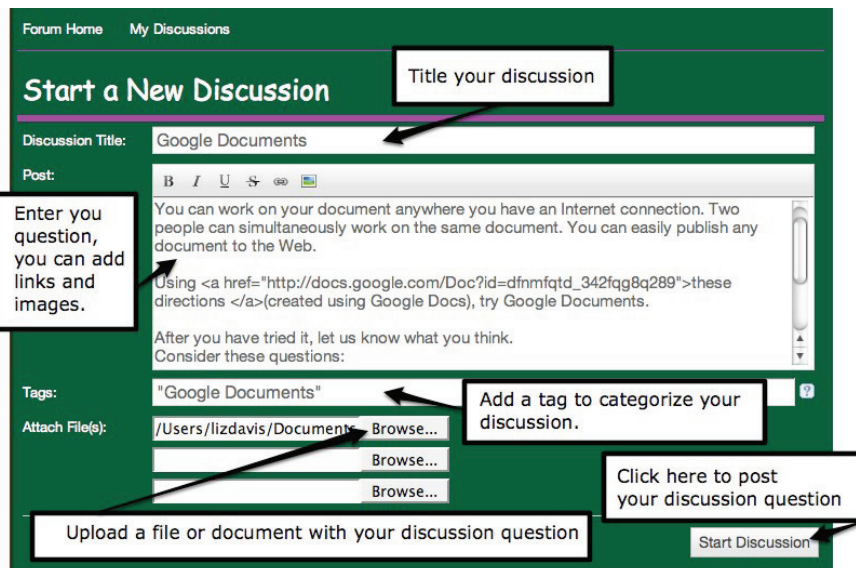
[Theme Settings](#) [Advanced](#)

Font

6. What you can do on ning.



7. Start a discussion



8. Personalize your page.

You can personalize your own page with pictures, text, video and other widgets.

The screenshot shows a user profile for Elizabeth Davis. At the top, there are tabs for 'My Page', 'My Friends', and 'My Blog'. An arrow points to the 'My Blog' tab with the text 'Click here to add a blog post'. Below the tabs is a profile picture of Elizabeth Davis, a woman wearing a cap and sunglasses. To the right of the photo is a 'Latest Activity' section with two entries: 'You started 2 new forum discussions. View your discussions' and 'ANNOUNCEMENT 21st Century Tools for Learning now has videos'. Below this is a 'Profile' section with fields for 'What grade level and or subject do you teach?' (9-12 TV/Video and Instructional Technology), 'Where do you teach?' (Wellesley High School, Wellesley, MA), and 'Describe your comfort level with technology' (Very comfortable). There are also links for 'Share', 'My Photo or Theme', 'RSS', and 'Privacy'.

9. Manage your network

The screenshot shows the 'Manage' page for a network creator. At the top, it says 'Network Creators can manage their network.' and 'Hello, Elizabeth Davis (Sign Out)'. Below this are several icons for 'Spread the Word': 'Invite Friends', 'Broadcast Message', 'Latest Activity', 'Badges & Widgets', and 'Facebook Promotion'. The 'Your Network' section has icons for 'Network Information', 'Tab Manager', 'Language Editor', 'Analytics', 'Premium Services', and 'Flickr Importing'. The 'Your Members' section has icons for 'Profile Questions', 'Members', and 'Privacy & Feature Controls'. The 'Resources' section has icons for 'Create a New Network', 'Network Creators', 'Help Center', and 'Developer Network'. Annotations with arrows point to specific features: 'Add Web tracking code to analyze your network traffic' points to 'Analytics'; 'Promote members to administrators or ban a member from the network' points to 'Members'; 'Change the titles on the tabs for example, change "forum" to "discussion."' points to 'Tab Manager'; and 'Change the privacy levels' points to 'Privacy & Feature Controls'. At the bottom, there is a status bar with 'Online - Network can be viewed with respect to your privacy settings. (Take Offline)' and a 'Delete Network' button.

10. Edit the profile questions.

Profile Questions

What questions would you like your members to answer when they join your network?

Default Questions
You can choose to keep these questions, or write your own questions below.

- ☒ Gender
- ☒ City and State
- ☒ Country

Custom Questions
To re-order the questions, click on a question and drag it to where you want it to appear. If you select 'required', members have to answer the question to join; if you select 'private', the answer will only be visible to you and other administrators.

Question Title [Text Field]

Answer Type [One Line Answer] ☐ Required ☐ Private

[Remove](#) [Add Another Question](#)

Question Title [Text Field]

Answer Type [Multiple Choice] ☐ Required ☐ Private

Choices [Text Field] ☐ Can pick more than one

Separate each choice with a comma

[Remove](#) [Add Another Question](#)

Annotations:

- Un-check the boxes to remove these questions.
- There are many different types of questions.
- You can mark a question private, so only you can see the answer.
- You can make some questions required in order to join the network.
- You can add or remove questions.

11. Change privacy settings.

Privacy & Content Control

Network Privacy

Public
This network is visible to everyone.
Anyone can sign up to become a member. Visitors can...

- ☒ See everything
- ☐ See just the main page

Private
This network is visible to members only.
Who can sign up to become a member?

- ☐ Anyone
- ☒ Only Invited People

Feature Controls

- ☐ Allow members to create groups
- ☒ Approve new members before they can join
- ☐ Allow members to create events
- ☒ Approve photos and videos before they appear
- ☐ Enable Music Player download links

Invitations
Share this link with people you want to join this network:
<http://21ctools.ning.com/?xgi=354fpVb>

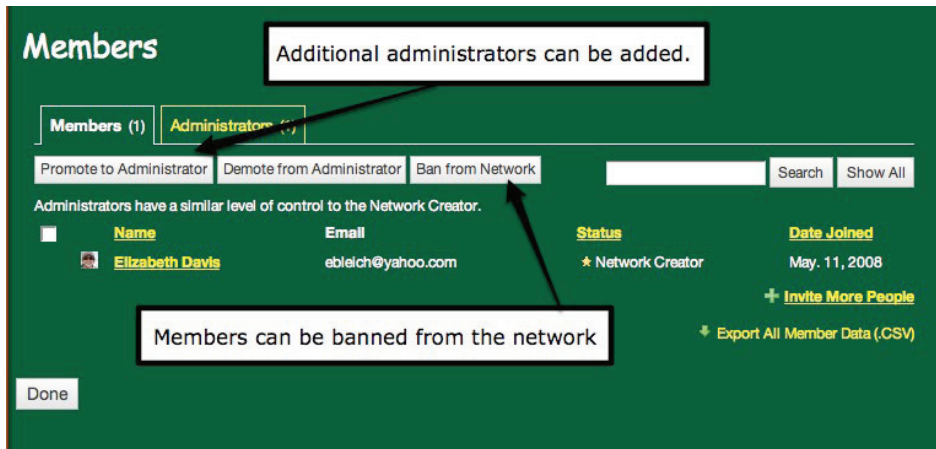
[Create New Invitation Link](#)

[Save Settings](#)

Annotations:

- Control the content
- Make networks public or private.
- Invite new members

12. Manage your members:



13. Ning Resources for educators

- Directions for how to remove ads on educator networks: <http://tinyurl.com/22cwdc>
- Network for learning about Web 2.0 tools: <http://www.classroom20.com/>
- Network for people using ning in education: <http://education.ning.com/>

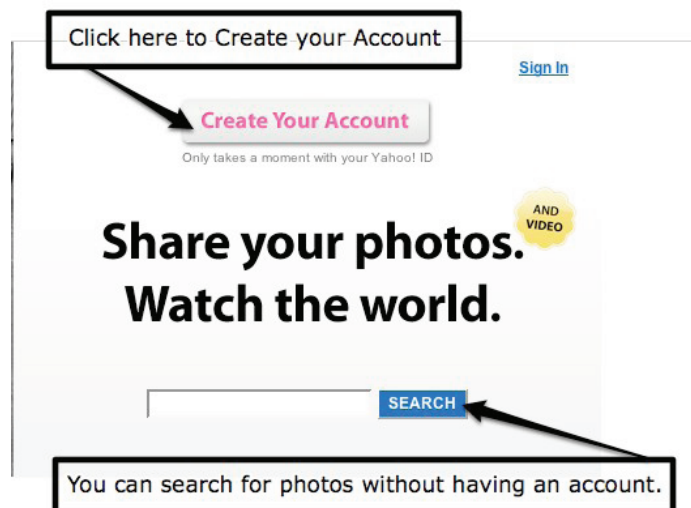
Getting Started with Flickr.

<http://www.flickr.com>

Created by Liz B. Davis
May 11, 2008



1. Create an account or start searching



2. Sign up for a Yahoo account

If you have a yahoo account you can use that to sign up for flickr.

If you don't have a yahoo account you will need to sign up for one

Sign in to Yahoo!

 **Are you protected?**
Create your sign-in seal.
(Why?)

Yahoo! ID:

Password:

☒ **Keep me signed in**
for 2 weeks unless I sign out. [Info](#)
[Uncheck if on a shared computer]

[Sign In](#)

[Forget your ID or password?](#) | [Help](#)

Don't have a Yahoo! ID?
Signing up is easy. [Sign Up](#)

3. Sign up for a Yahoo account (part 2)

1. Tell us about yourself...

My Name

Gender

Birthday

I live in

Postal Code

2. Select an ID and password

Yahoo! ID and Email [Change](#)

Password Password Strength 

Re-type Password

3. In case you forget your ID or password...

Alternate Email

Security Question

Your Answer Use 4 characters or more — not case sensitive.

Just a couple more details...

Type the code shown [To a different image](#)



Do you agree? ☒ I have read and agree to the [Yahoo! Terms of Service](#) and [Yahoo! Privacy Policy](#), and to receive important communications from Yahoo! electronically.
For your convenience, these documents will be emailed to your Yahoo! Mail account.

[Create My Account](#) [Cancel](#)

Enter your information

Prove you are human (not spam).

Click to create your account

4. Your Flickr account name can be different from your Yahoo account.

Welcome back!

Make a new Flickr account

Choose your new Flickr screen name

tsprofdev

This can be different from your Yahoo! ID, you can change it later, and spaces are fine.

Note: Your use of the flickr.com site is subject to the [Yahoo! Terms of Service](#) and [Privacy Policy](#).

CREATE A NEW ACCOUNT

if you don't want to use your yahoo ID you can change your Flickr screen name.

5. Check your email to activate your account. Look in the bulk folder if you don't see it in your inbox.

You will receive an activation email. You must click the link to activate your account.

my-yahoo-register@yahoo-inc.com to me show details 9:24 AM (1 minute ago) Reply

YAHOO! Yahoo! - Help

Do not reply to this message. If you did not create an account, please follow the instructions at the end of this email.

Welcome to Yahoo!

Click the link below to verify your email address and activate your account. Email verification helps protect your identity and allows you to participate safely on all of Yahoo!'s properties.

Important! Click here to activate your new account.

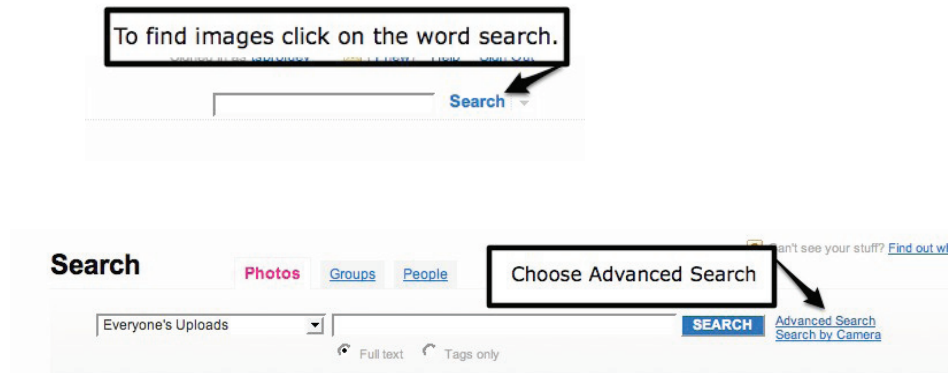
Your Yahoo! ID and Email: tsprofdev@yahoo.com
Your alternate email: tsprofdev@yahoo.com

If you can't click on the sentence labeled "Important!" above, you can also verify your email address by cutting and pasting (or typing) the following address into your browser:

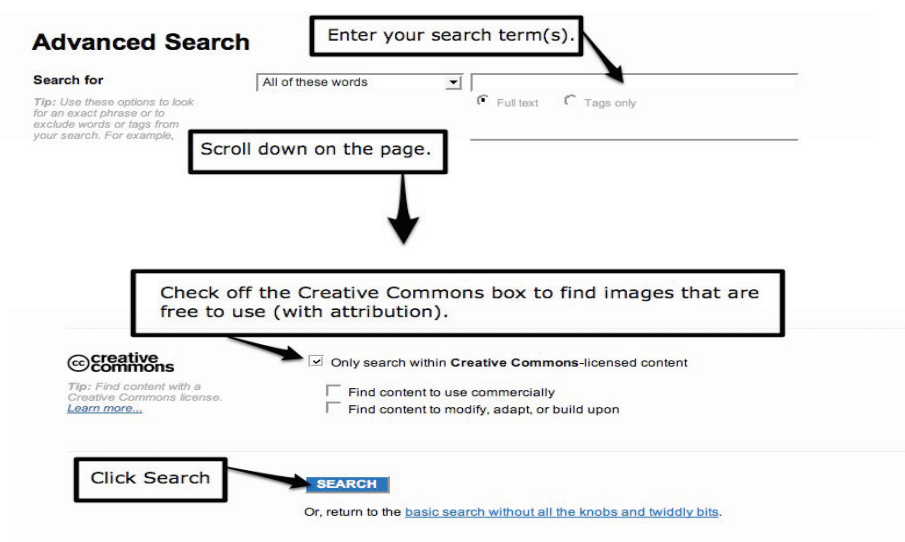
<https://edit.yahoo.com/v/recv?cf21d5&intl=us>

For your records, your verification code is: cf21d5

6. Use the advanced search to find copyright friendly images.



7. Creative Commons images are free to use with attribution



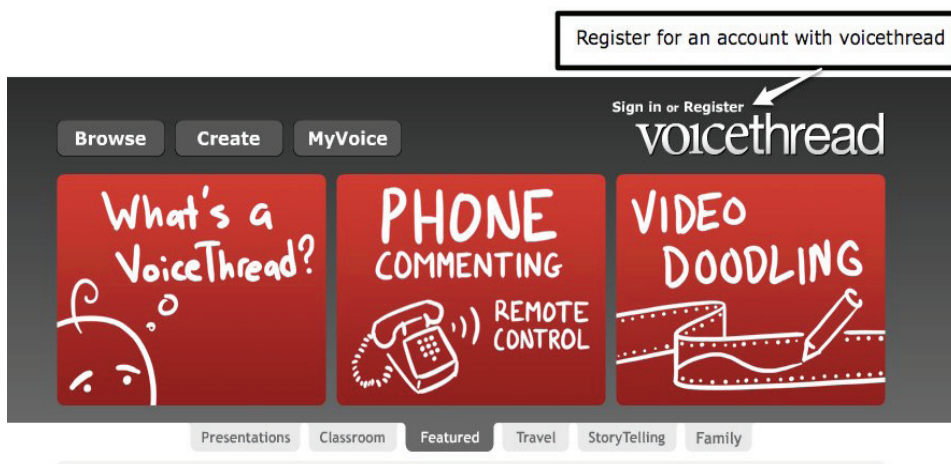
How to Create a VoiceThread

<http://www.voicethread.com>

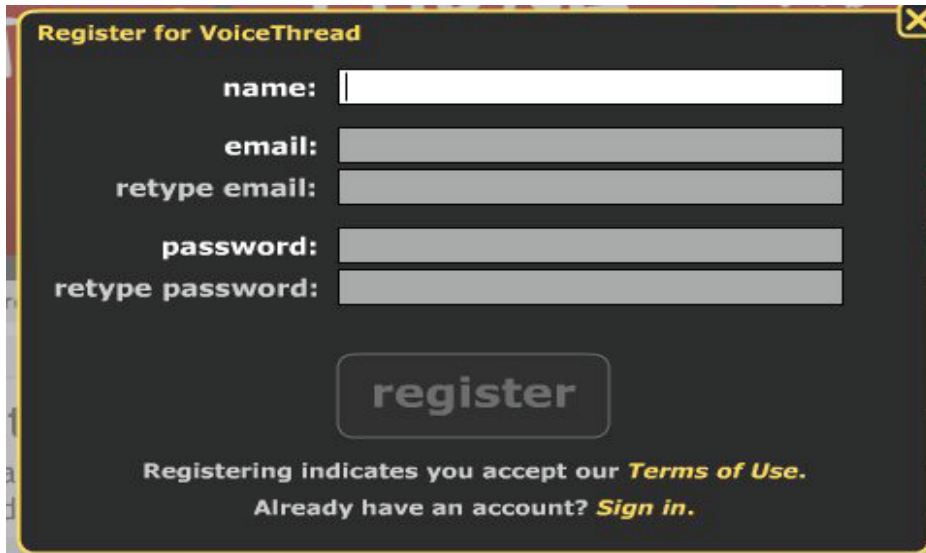
Created by Liz B. Davis
May 11, 2008



1. Register for an account. (part 2)



2. Register for an account (part 1)



Register for VoiceThread

name:

email:

retype email:

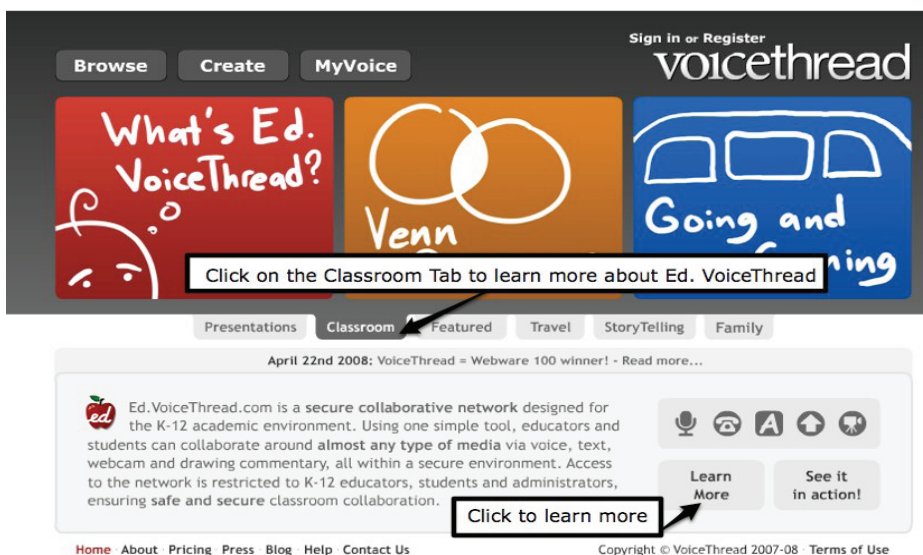
password:

retype password:

register

Registering indicates you accept our **Terms of Use**.
Already have an account? **Sign in**.

3. Learn about Ed. VoiceThread



Sign in or Register

voicethread

Browse Create MyVoice

What's Ed. VoiceThread?

Venn

Going and Learning

Click on the Classroom Tab to learn more about Ed. VoiceThread

Presentations Classroom Featured Travel StoryTelling Family

April 22nd 2008: VoiceThread = Webware 100 winner! - Read more...

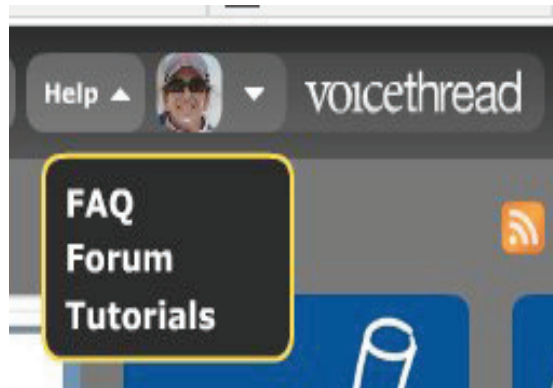
ed Ed.VoiceThread.com is a secure collaborative network designed for the K-12 academic environment. Using one simple tool, educators and students can collaborate around almost any type of media via voice, text, webcam and drawing commentary, all within a secure environment. Access to the network is restricted to K-12 educators, students and administrators, ensuring safe and secure classroom collaboration.

Learn More See it in action!

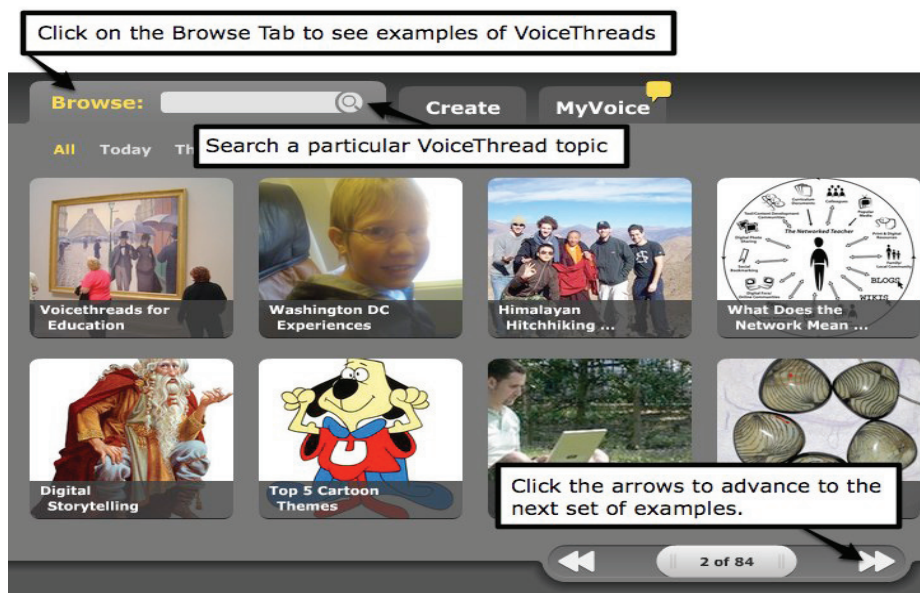
Click to learn more

Home About Pricing Press Blog Help Contact Us Copyright © VoiceThread 2007-08 Terms of Use

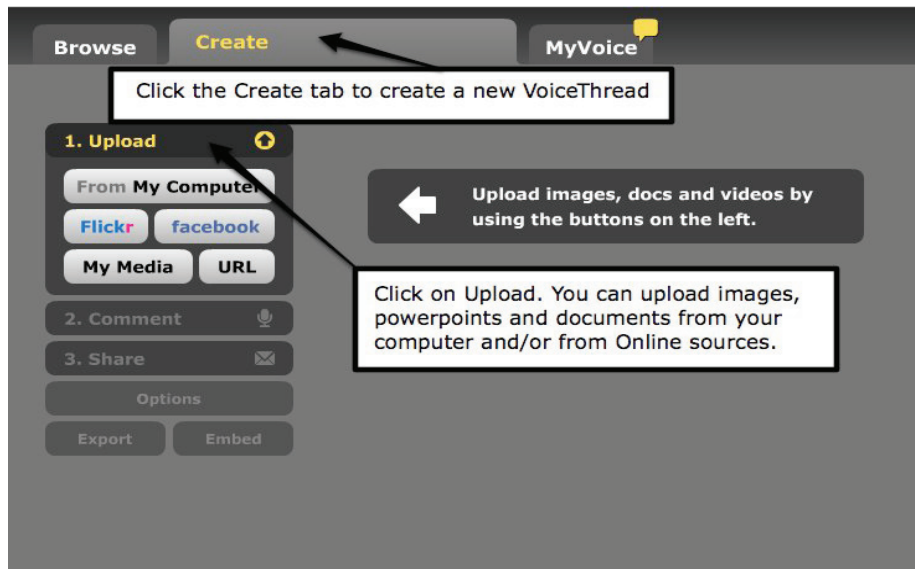
4. Click on the Help tab and watch the VoiceThread tutorials.



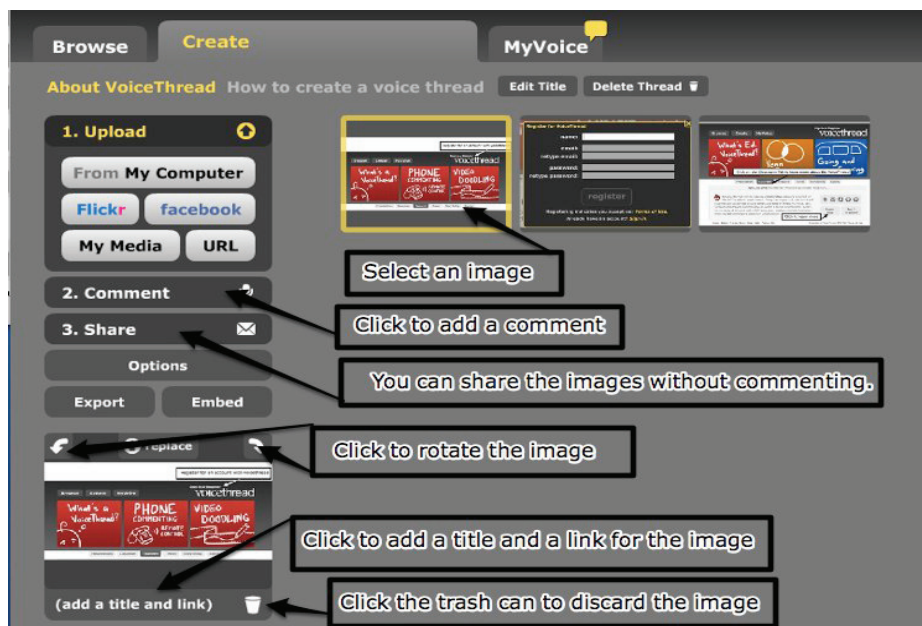
5. Explore VoiceThread examples



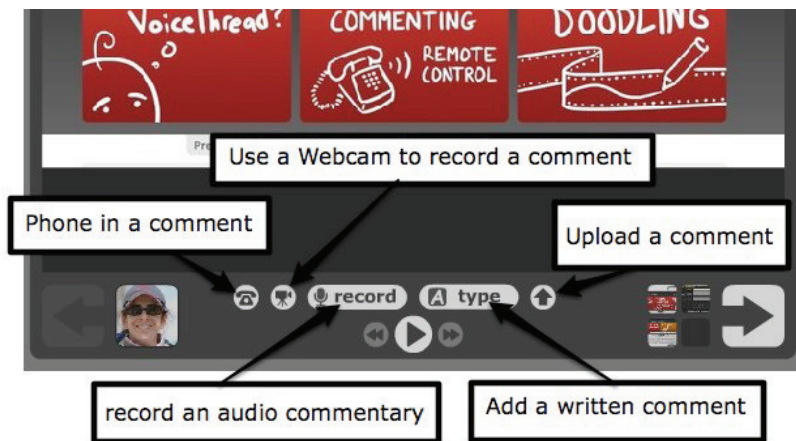
6. Create your own VoiceThread



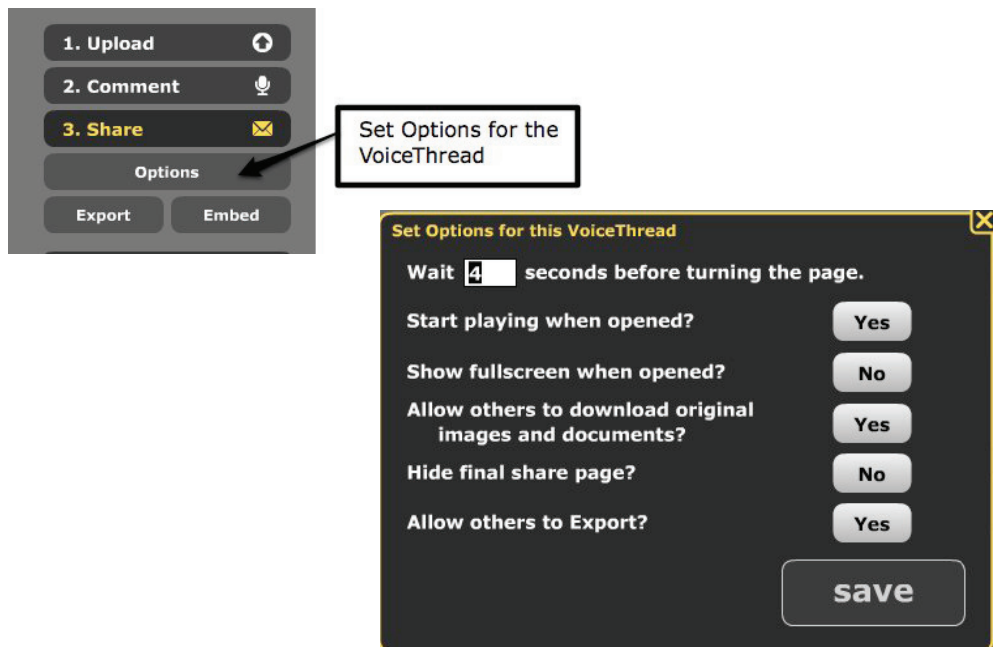
7. Select your first image.



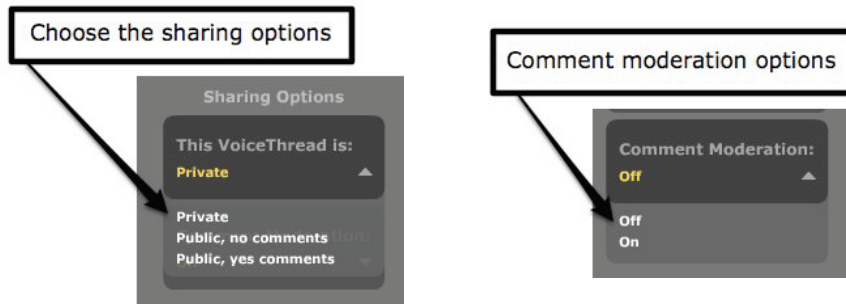
8. Add an audio, video or text comment



9. VoiceThread Options



10. Choose your Sharing Options



11. Embed or share your VoiceThread

