21st Century Technology Tools

Tutorials for Teachers

Liz B. Davis

Updated Nov. 2008

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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

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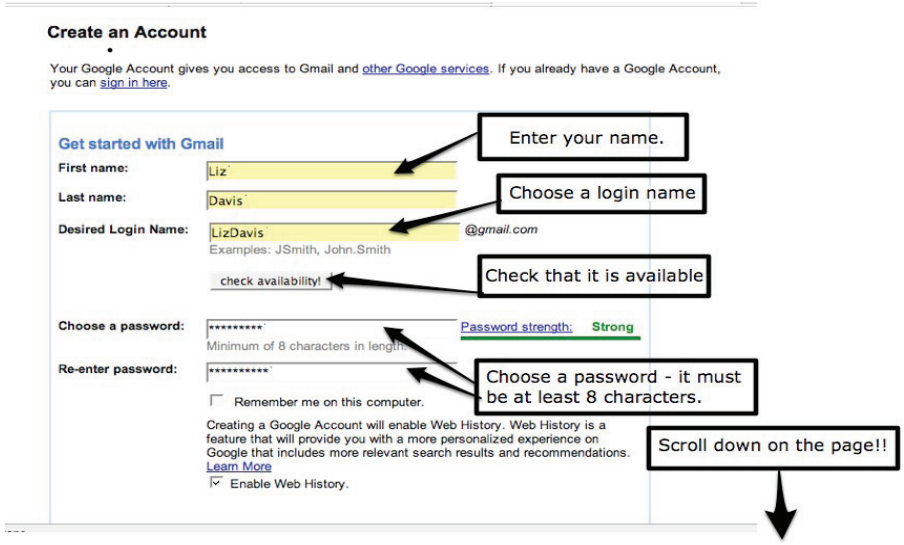
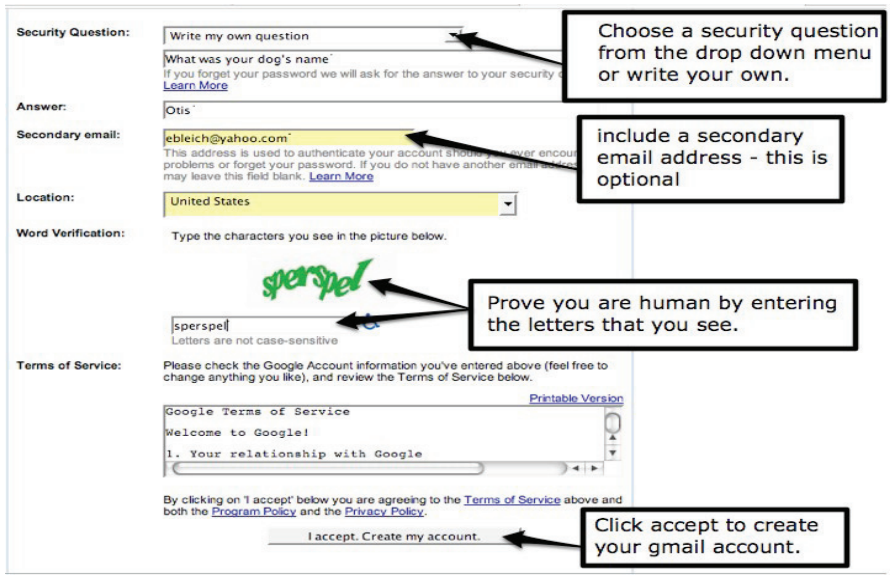
1. Click to sign up for Gmail

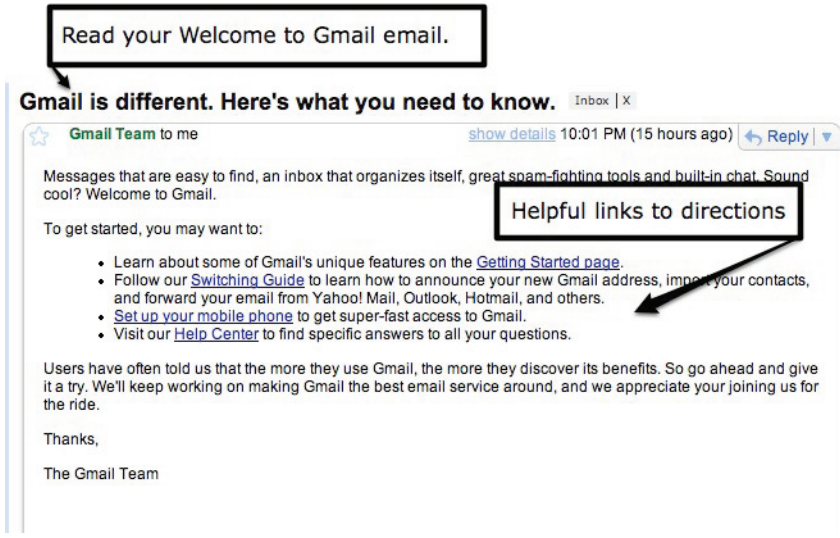
2. Create an account - Part 1



3. Create an account - Part 2



4. Start using Gmail



How to Create a Google Docs Account

(if you don't use Gmail)

Created by Liz B. Davis
May 1, 2008

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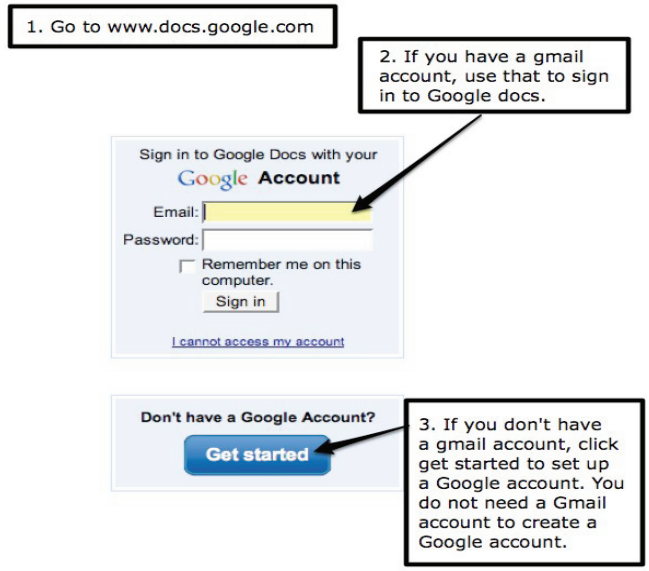
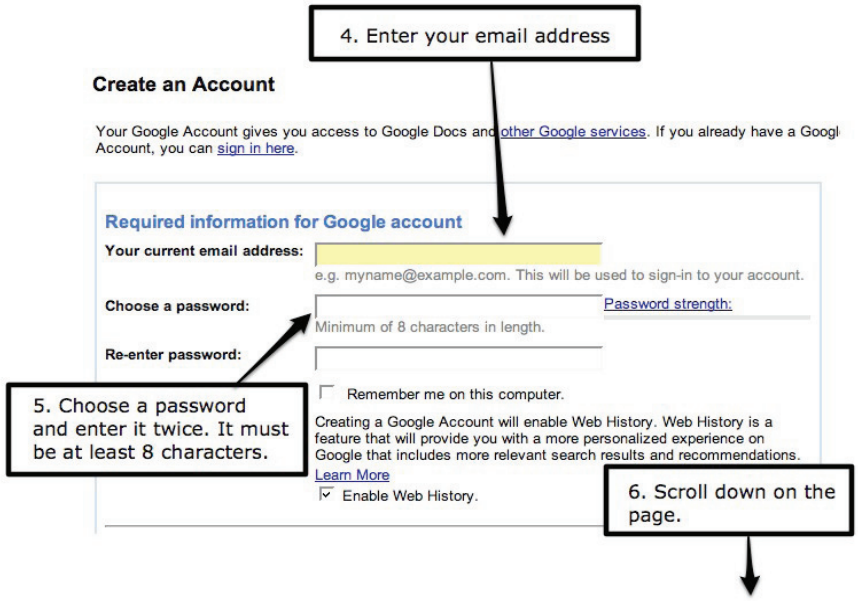
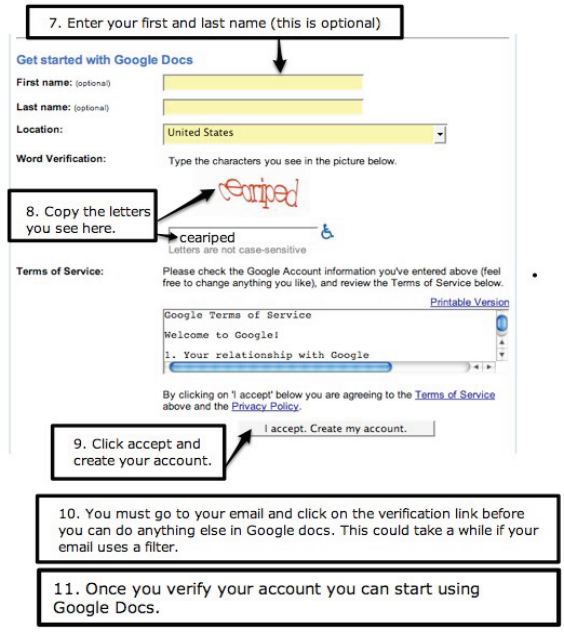
1. Get Started



2. Create an Account



3. Scroll down on the page.



How to Create and Share a Google Document

http://www.docs.google.com

Created by Liz B. Davis
May 12, 2008

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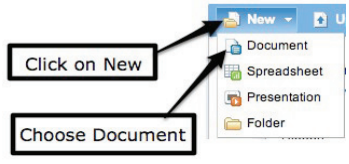
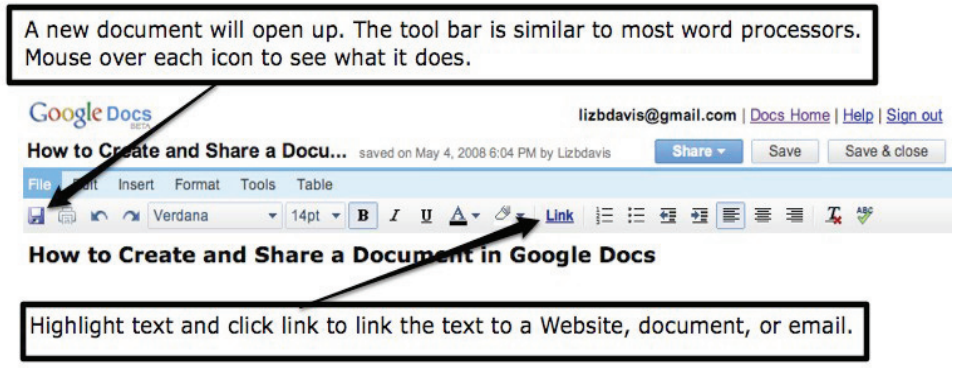
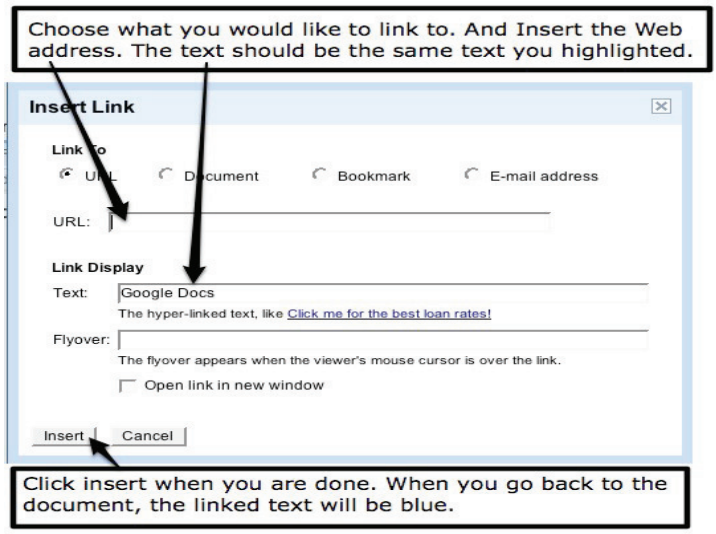
1. Create a new Document

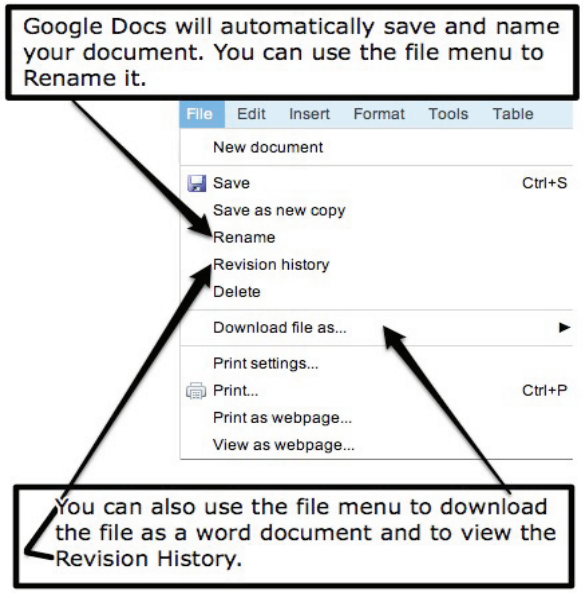




2. Adding Links

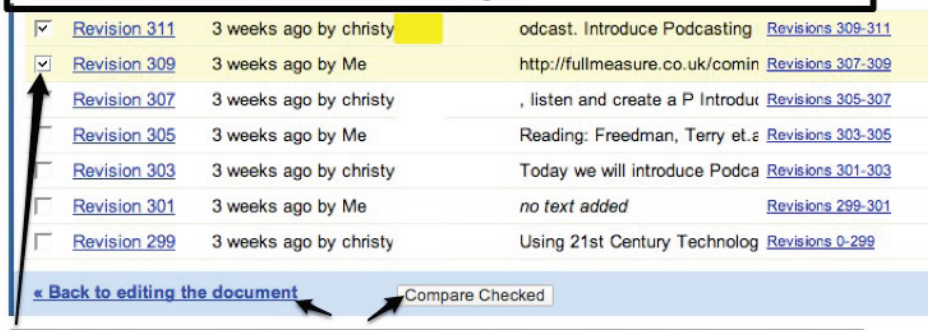


3. Saving your document



4. Viewing the Revision History

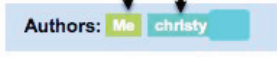
The revision history shows who edited the document, when the edited the document and a little of what changed.



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 betweent the revisions.

5. More about the Revision History

Revisions made by different authors are color coded.

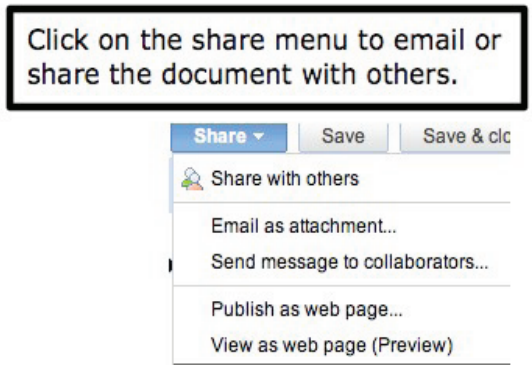


Deleted text will be crossed out. Added text will be highlighted.

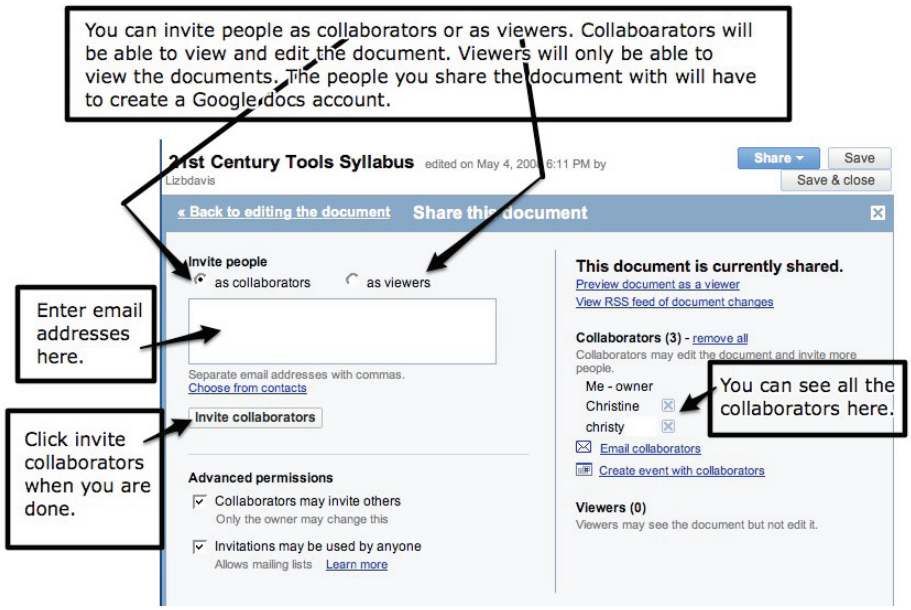
~~Introduce Podcasting~~
~~Learn how to find and listen to podcasts~~
~~Learn how to create a podcast.~~
~~Write and record a Podcast~~Find and listen to Podcasts.

Create, write and record a Podcast

6. Sharing a document (part 1)

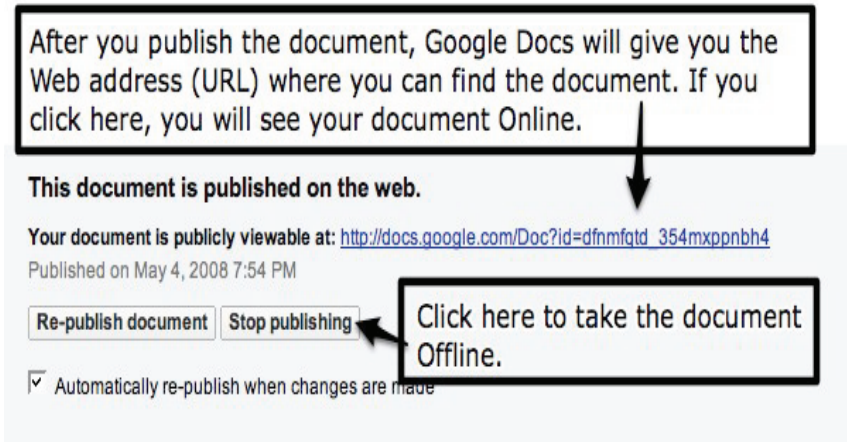


7. Sharing a document (Part 2)

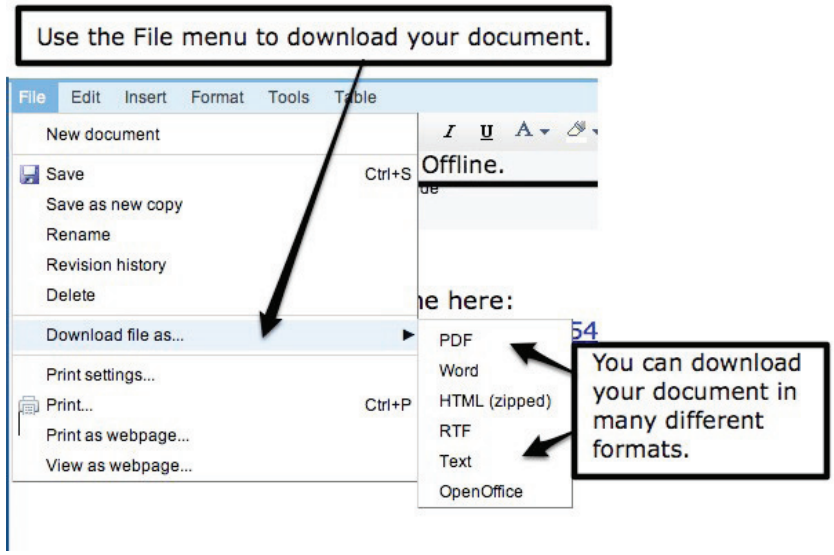


8. Publishing your document (part 1)

9. Publishing your document (part 2)



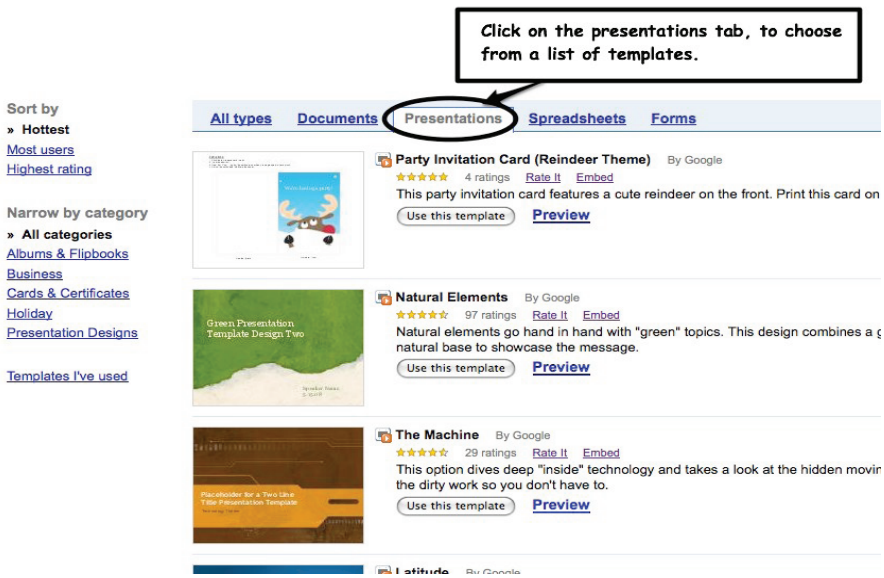
10. Download your document



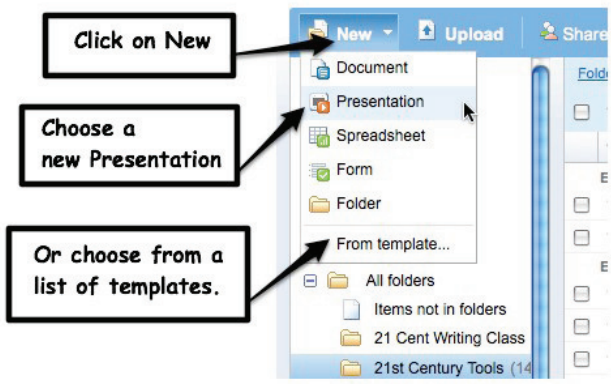
Creating and Sharing Google Presentations.

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

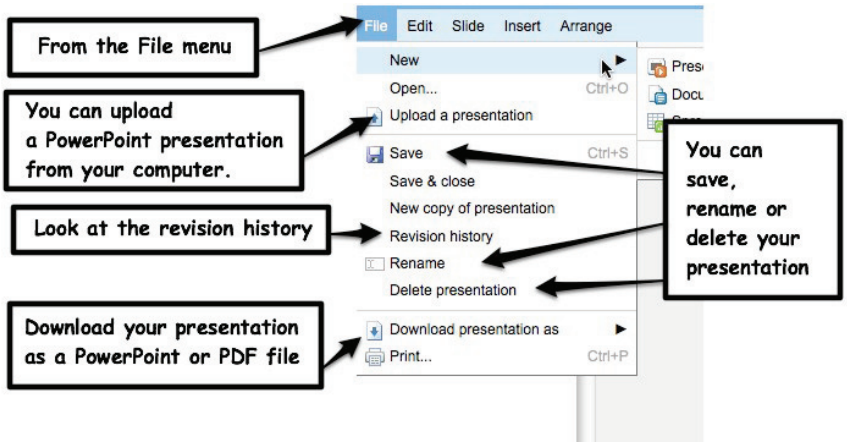
1. Choose a Google template



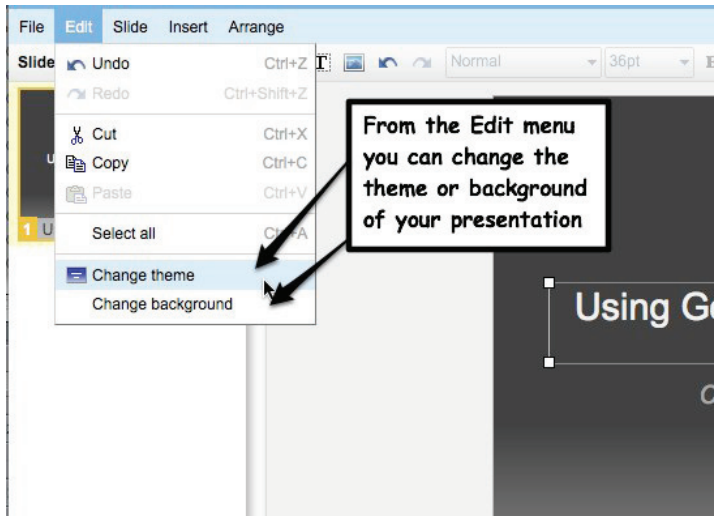
2. Or Open a New Presentation



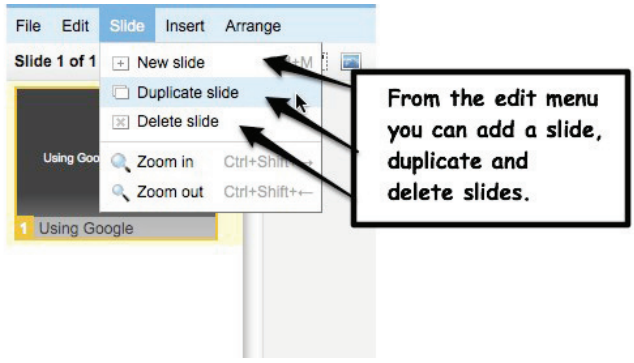
3. The File Menu



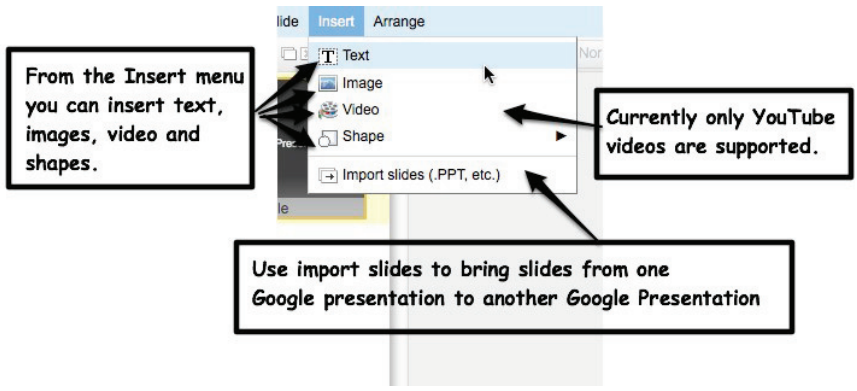
4. The Edit Menu



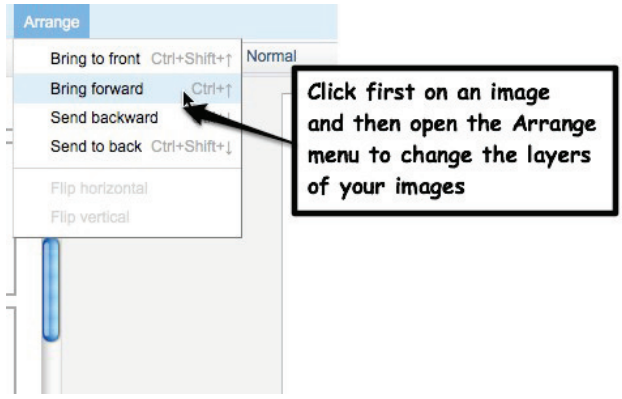
5. The Slide Menu



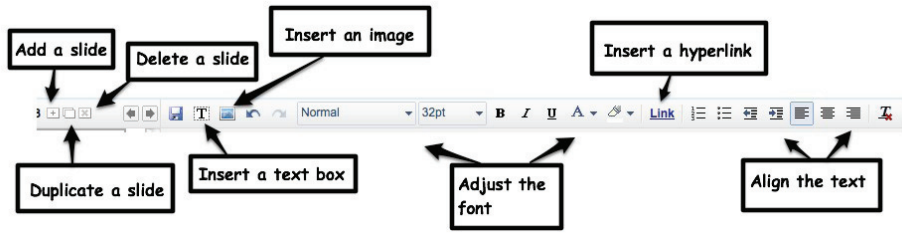
6. The Insert Menu



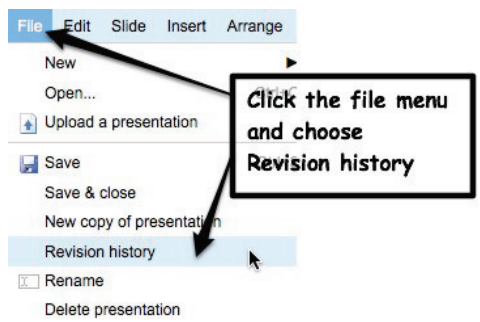
7. The Arrange Menu



8. The Tool Bar



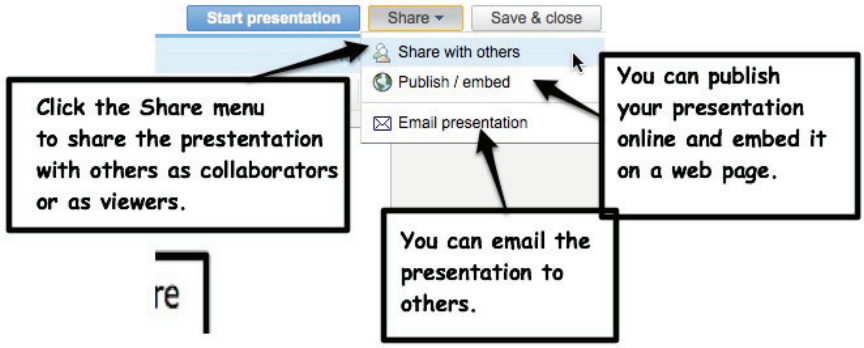
9. Revision History



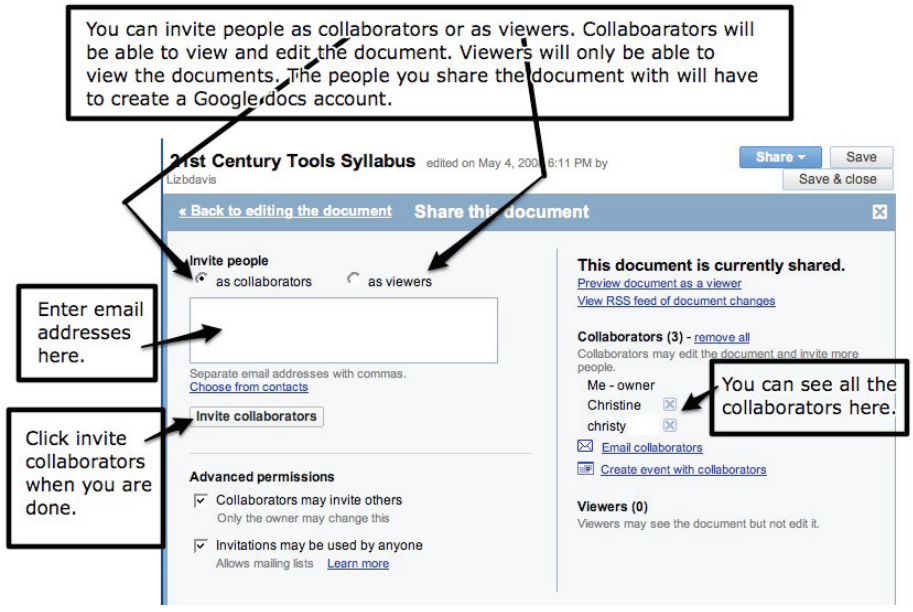
The revision history shows when the presentation was last edited, by who and what changes were made. Click on a revision to see the history of the presention.

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

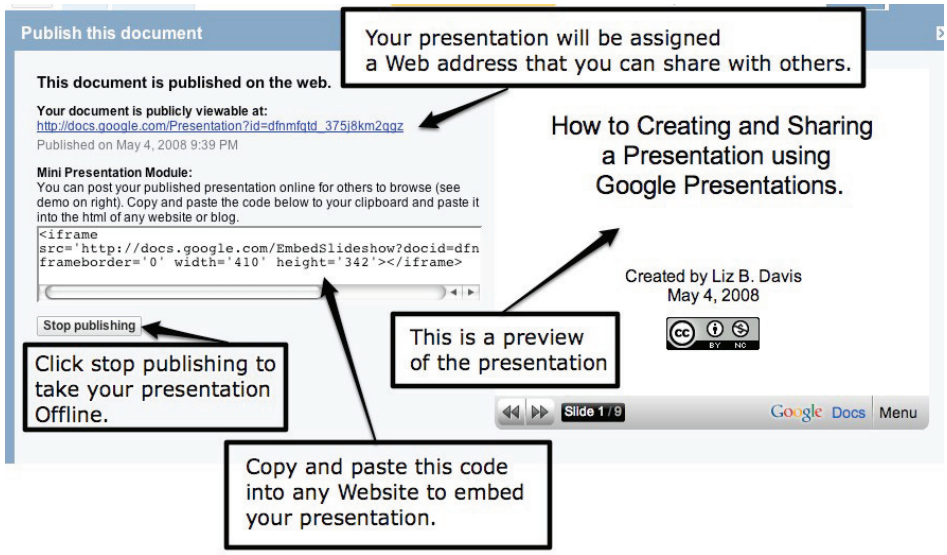
10. Share, publish and/or email your presentation



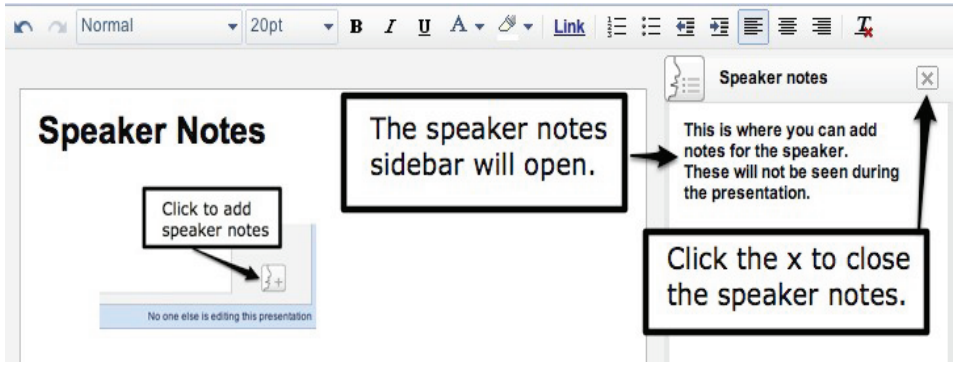
11. Share Presentation with Others



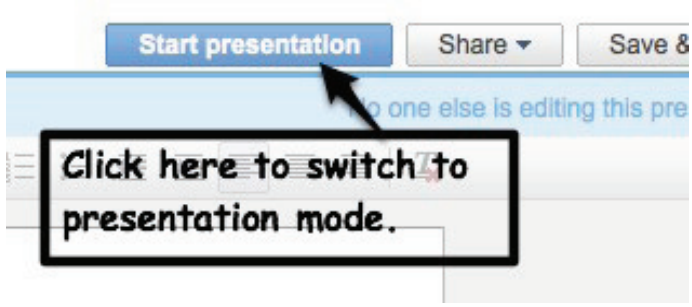
12. Publish Presentation Online



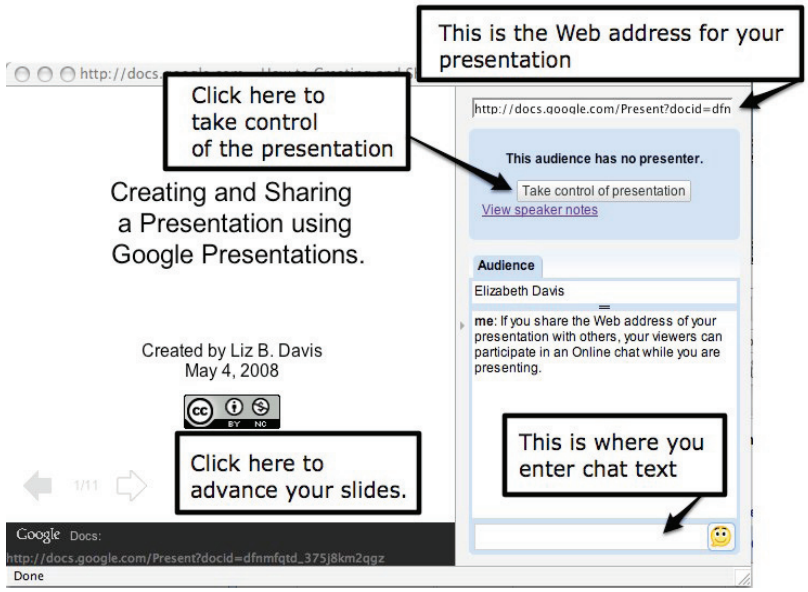
13. Speaker Notes



14. Start the Presentation



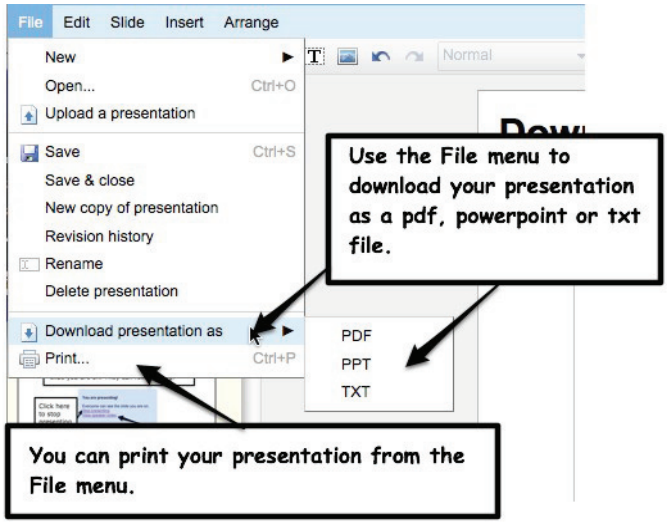
15. Take control of the presentation



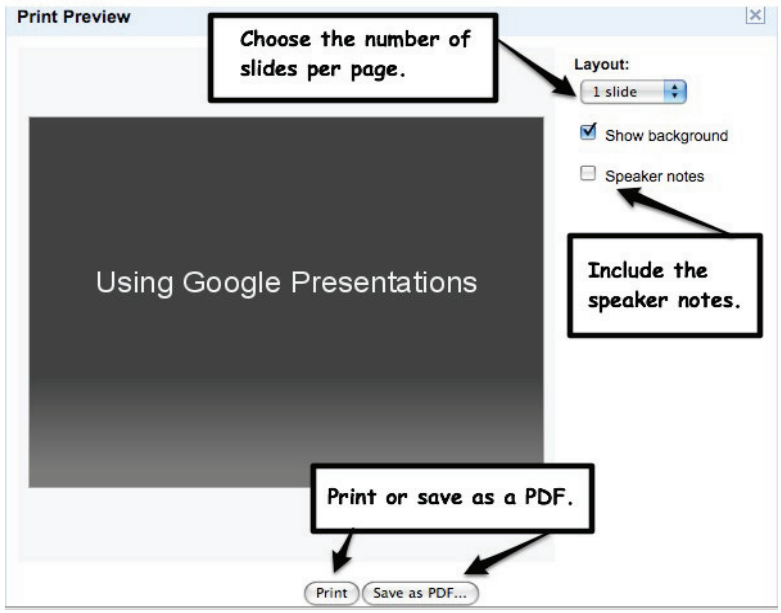
16. Take control of the presentation

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

17. Download or Print your Presentation



18. Print Options



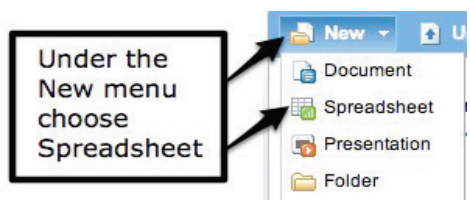
Using Google Spreadsheets to enter and graph data

http://docs.google.com

Created by Liz B. Davis
May 11, 2008

CC BY NC

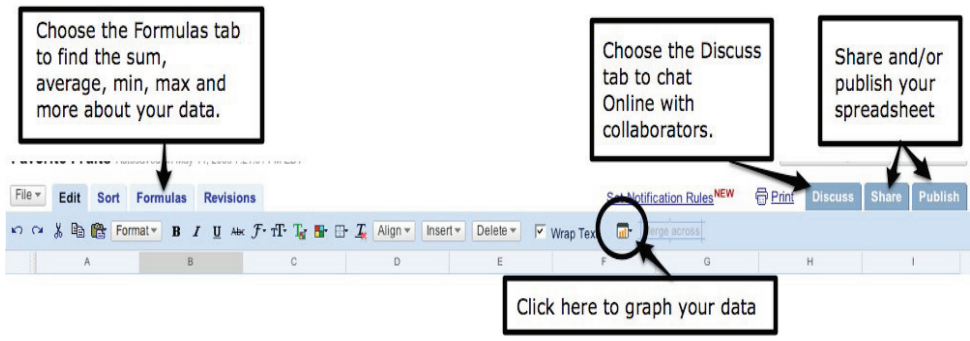
1. Open a new spreadsheet and enter your data.



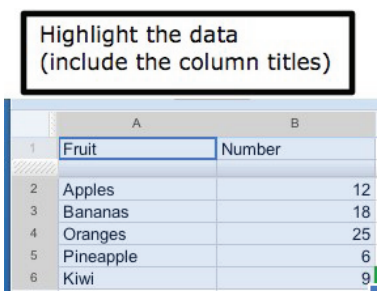
Enter your data

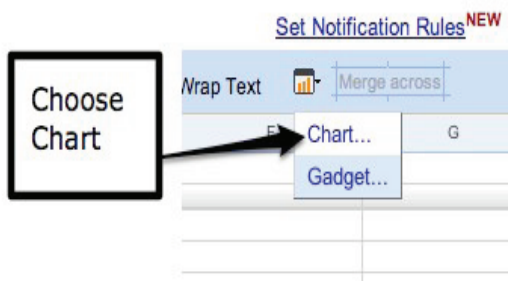
	A	B
1	Fruit	Number
2	Apples	12
3	Bananas	18
4	Oranges	25
5	Pineapple	6
6	Kiwi	9
7		
8		

2. Toolbar Options

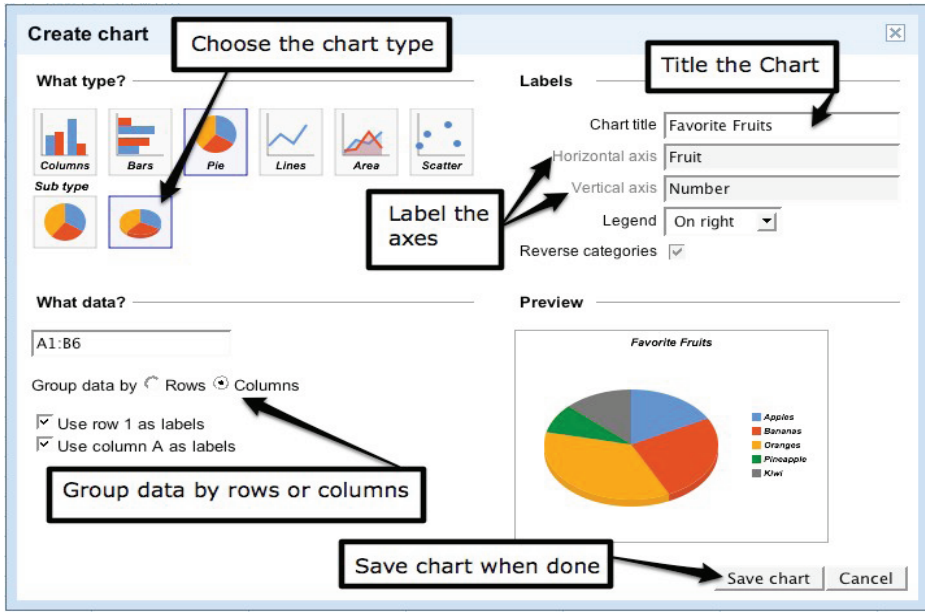


3. Highlight the data and choose Chart

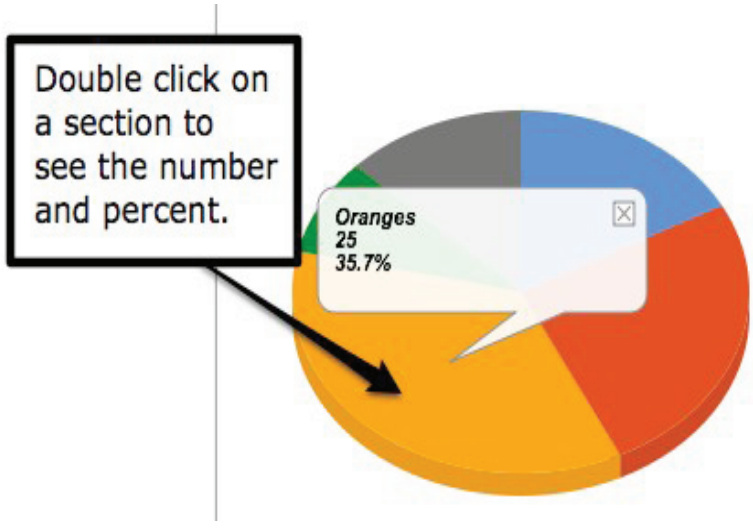




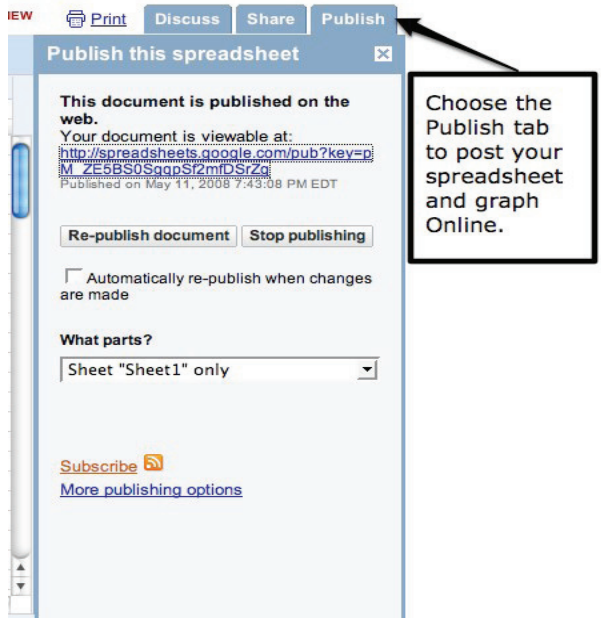
4. Enter your chart preferences.



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

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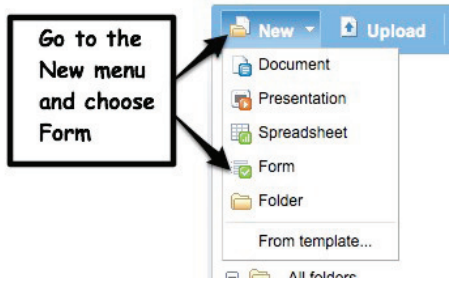
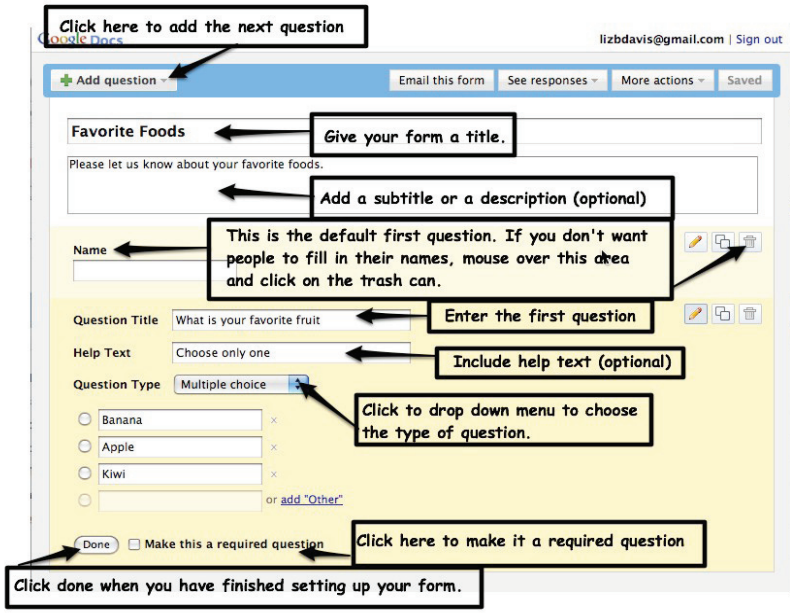
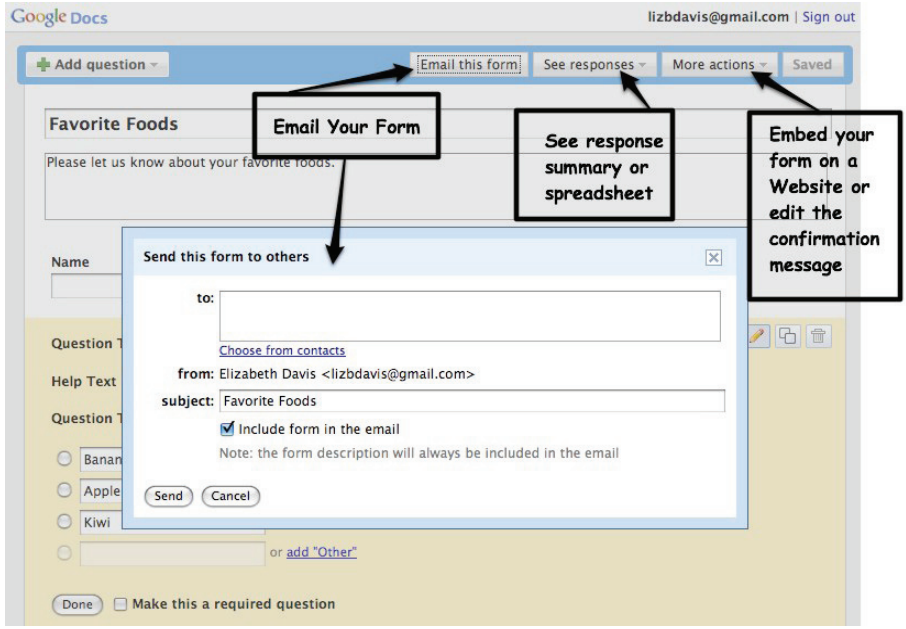
1. Open a new Form.



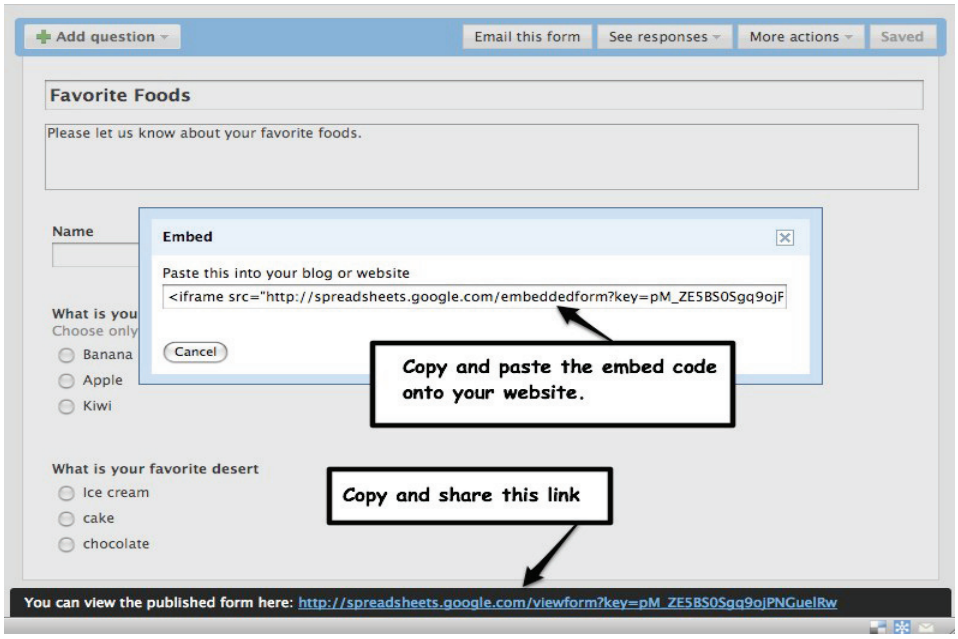
2. Enter your questions.



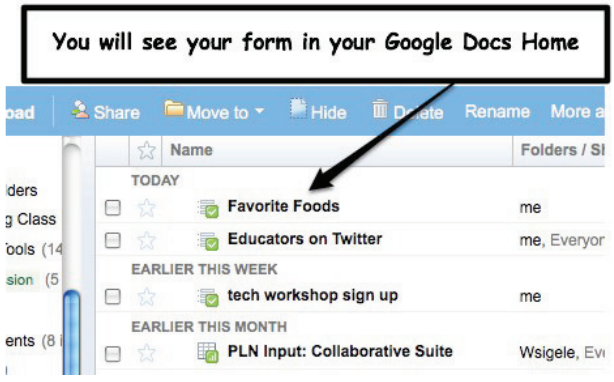
3. Email your form:



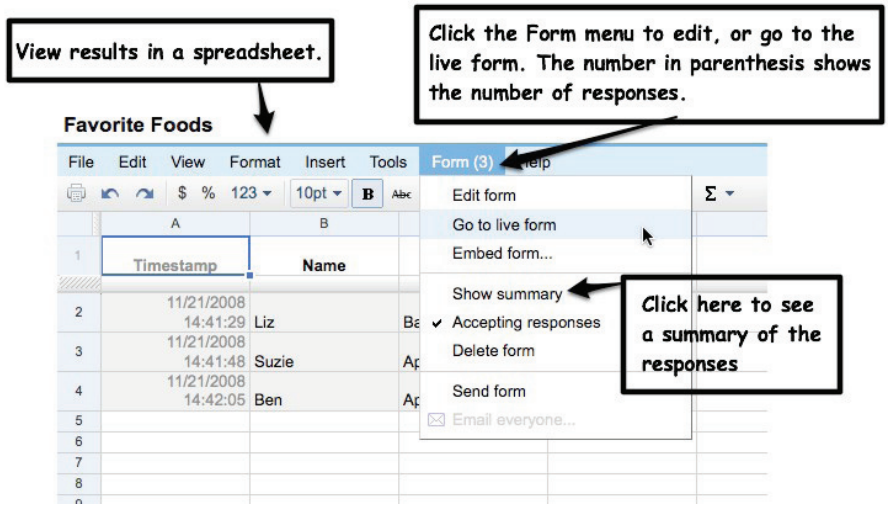
4. Post or embed your form online:



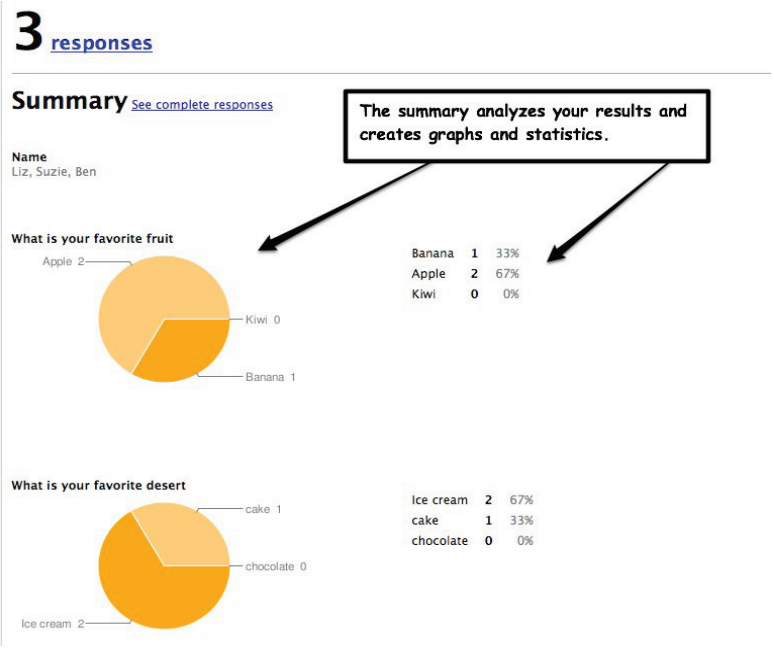
5. Find the spreadsheet.



6. View the results.



7. See a summary.



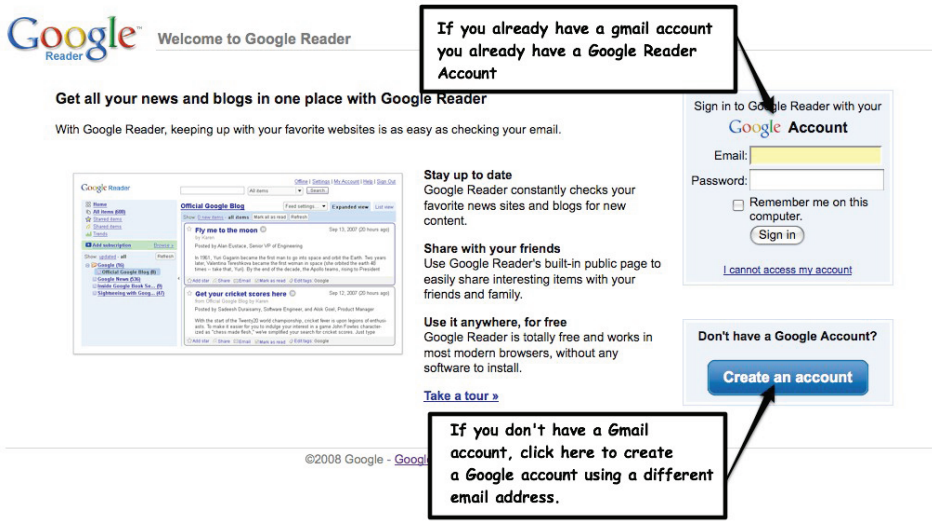
Getting Started with Google Reader

http://docs.google.com

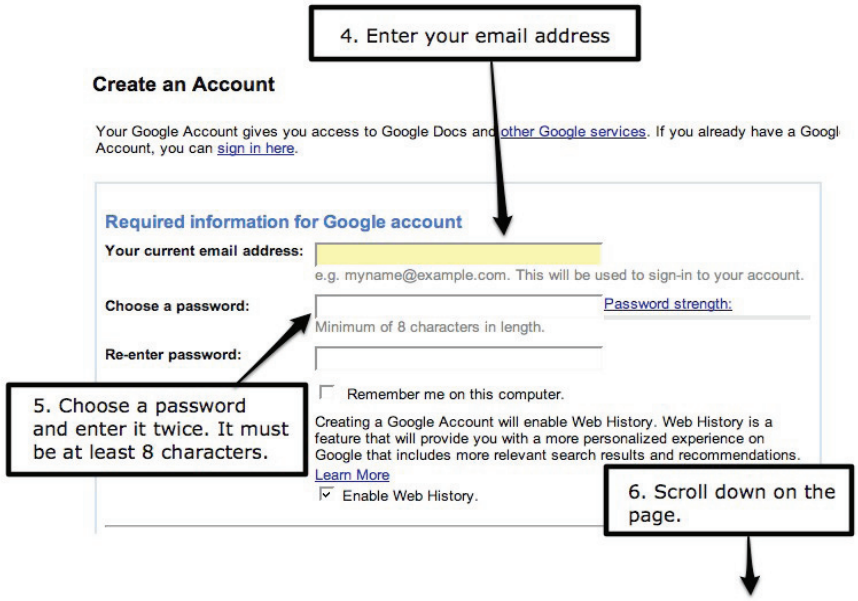
Created by Liz B. Davis
May 11, 2008
Updated, Nov. 21, 2008

CC BY NC

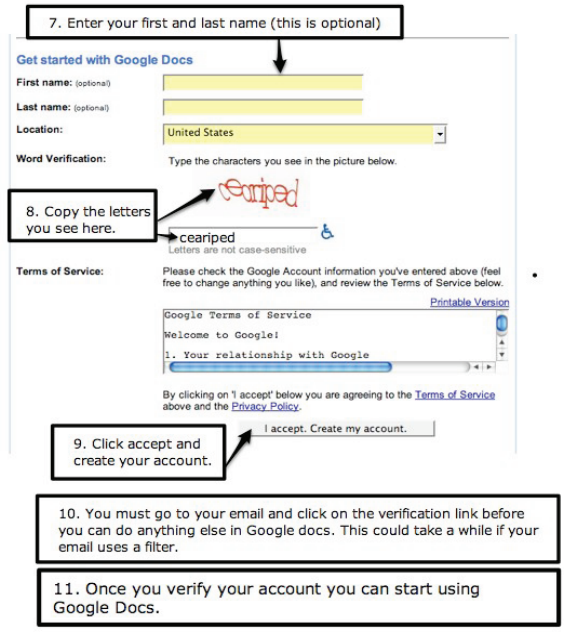
1. If you don't have a Gmail account



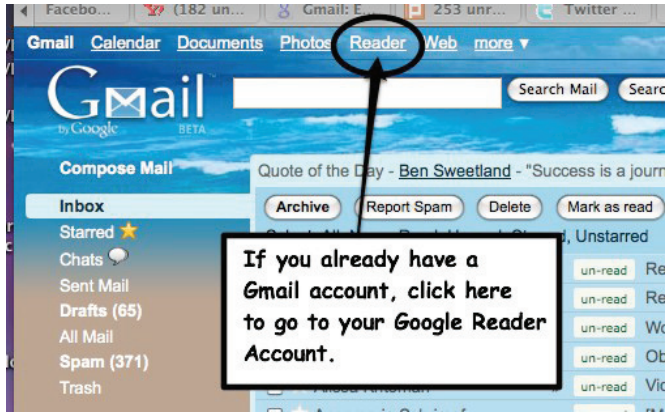
2. Create an Account (part 1)



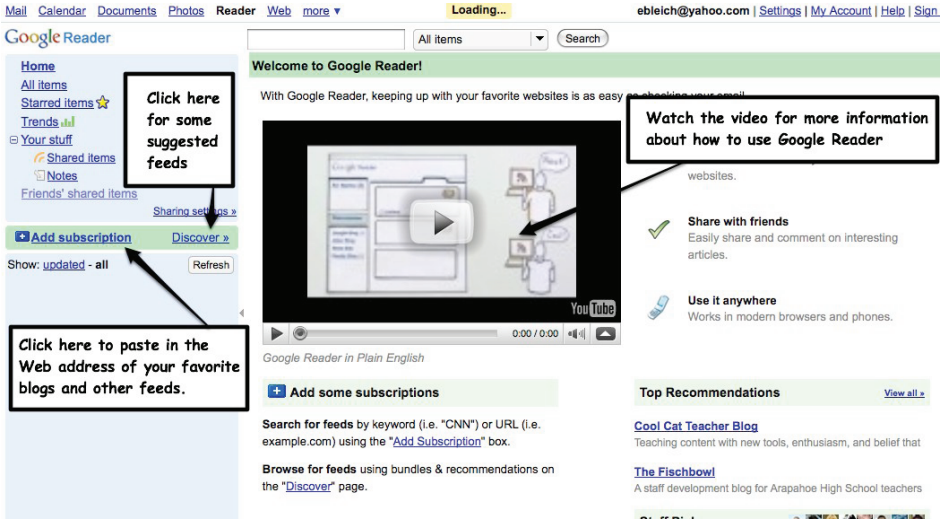
3. Scroll down on the page.



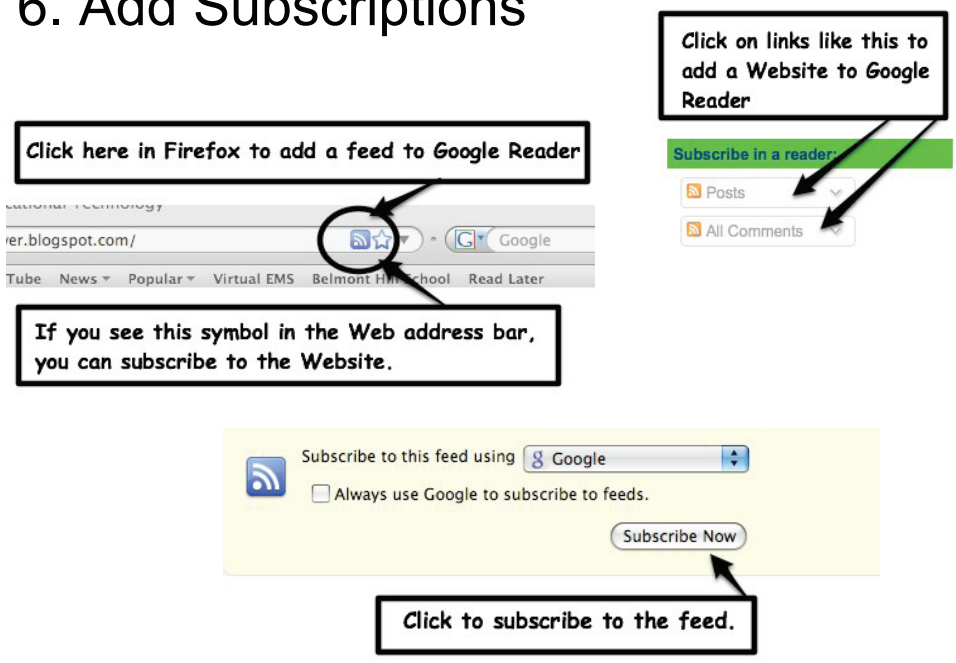
4. If you have a Gmail account



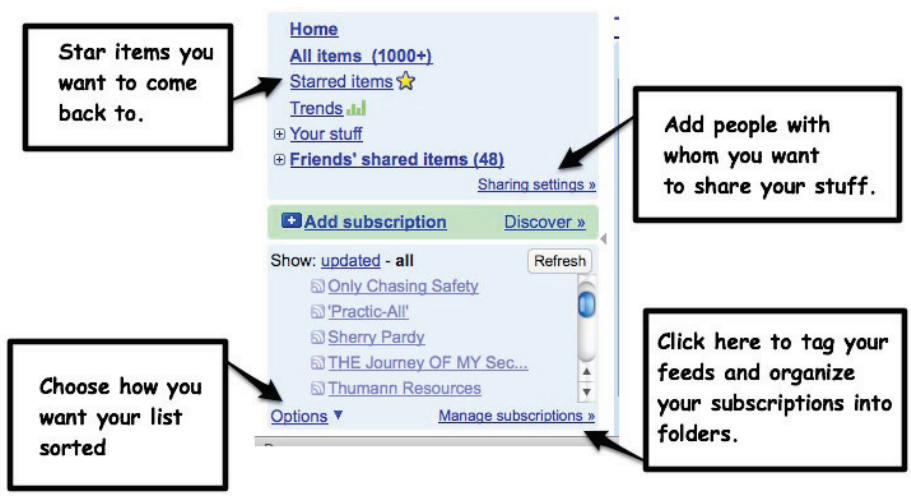
5. Add Subscriptions



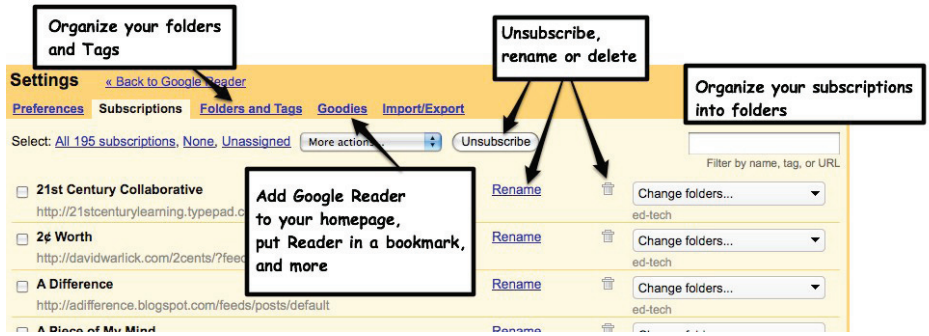
6. Add Subscriptions



7. Options



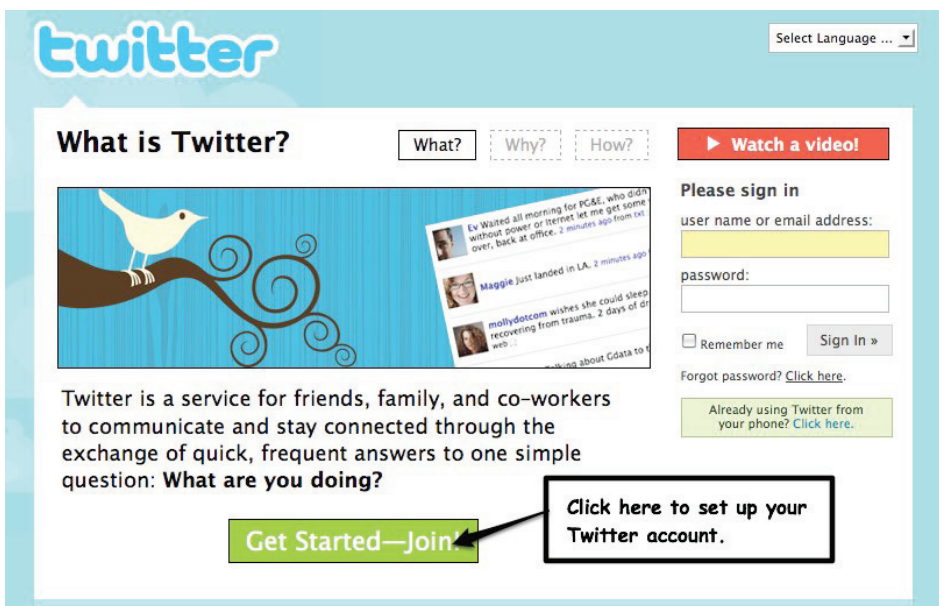
8. Manage Subscriptions



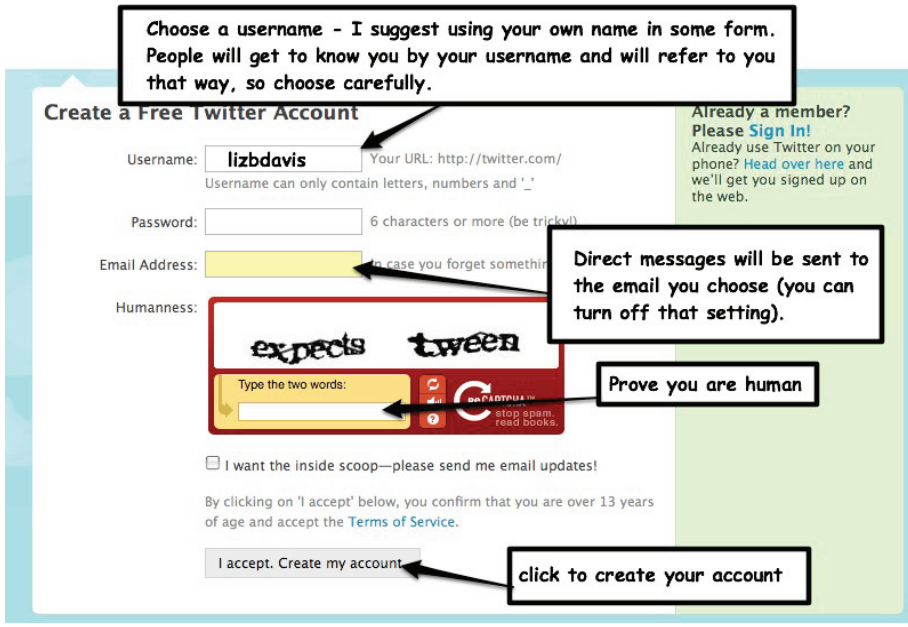
Getting Started with Twitter
http://www.twitter.com

Created by Liz B. Davis
Nov. 21, 2008

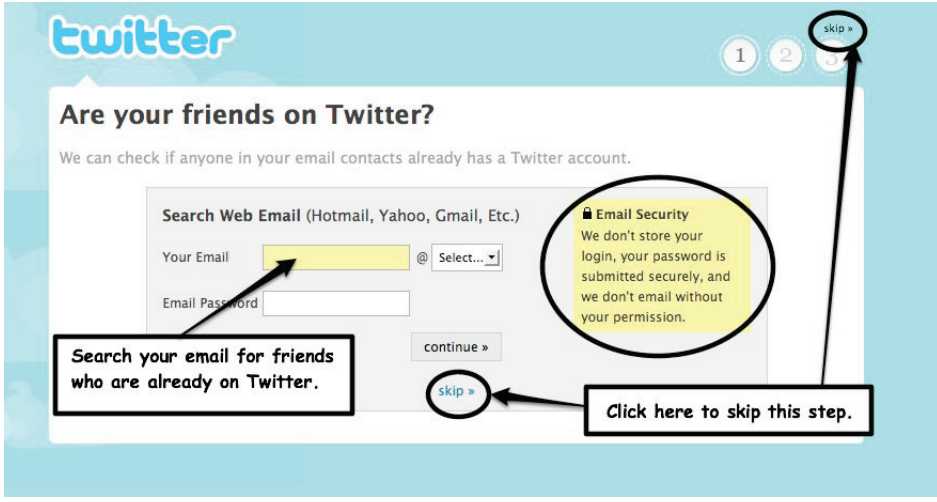
1. Join Twitter:



2. Set up username and password:

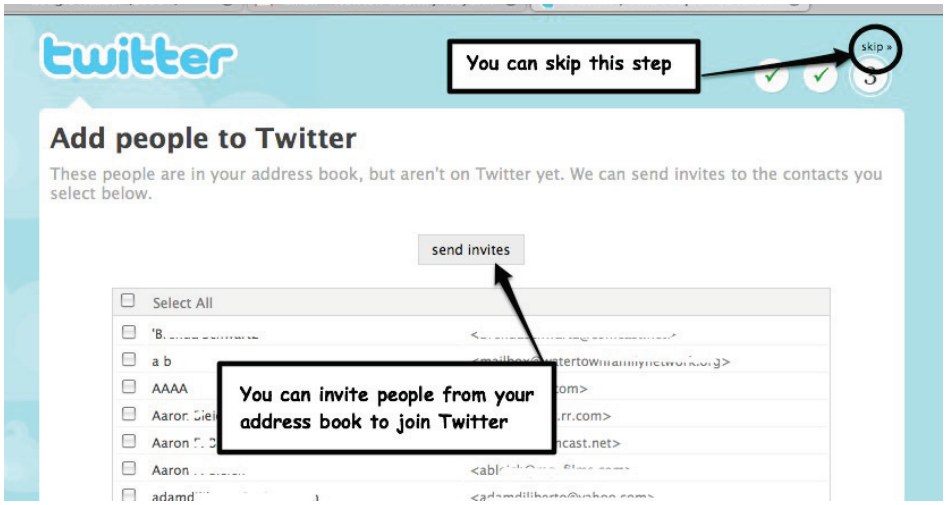


3. Find people you know:

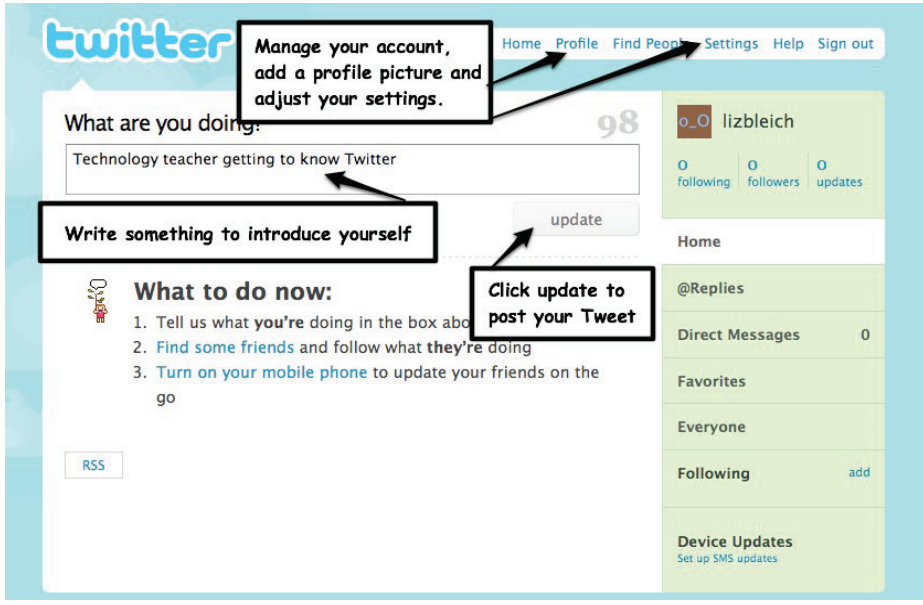


4. Select people to follow

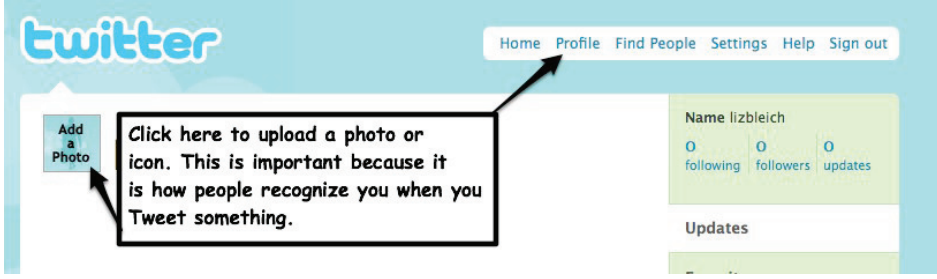
5. Invite people to Twitter



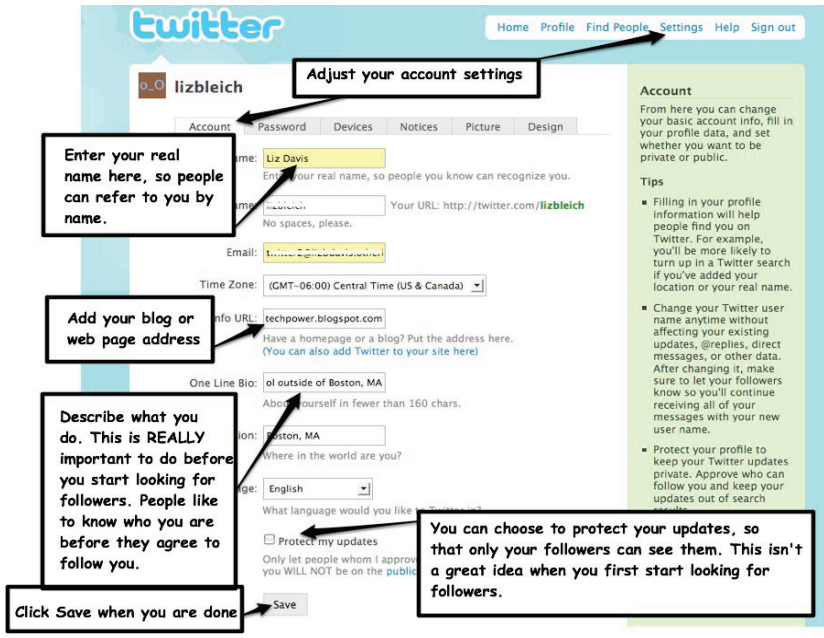
6. Introduce yourself and manage your account.



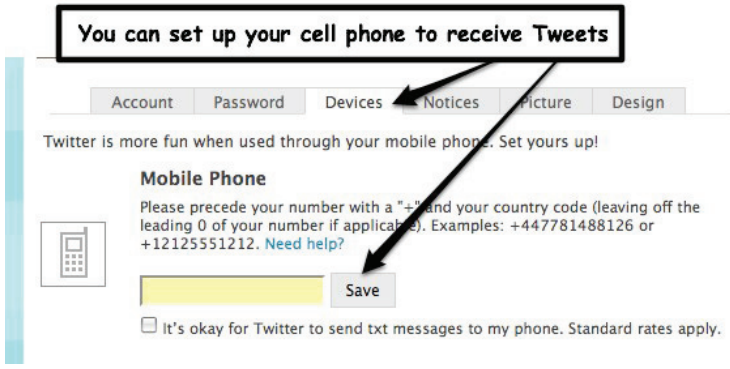
7. Add a profile photo:



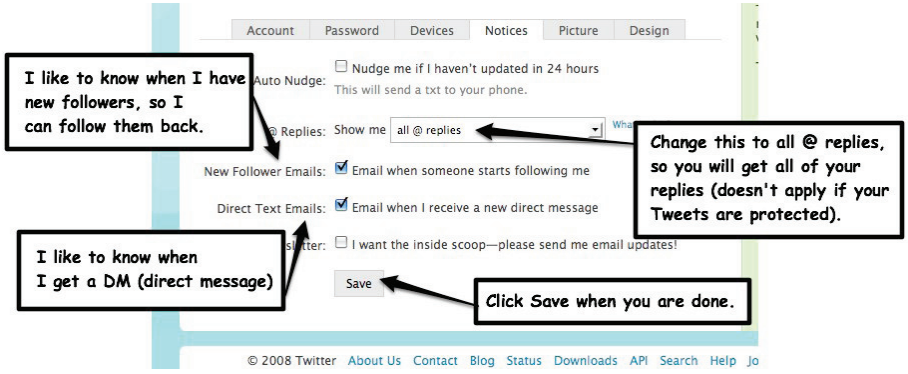
8. Adjust your account settings:



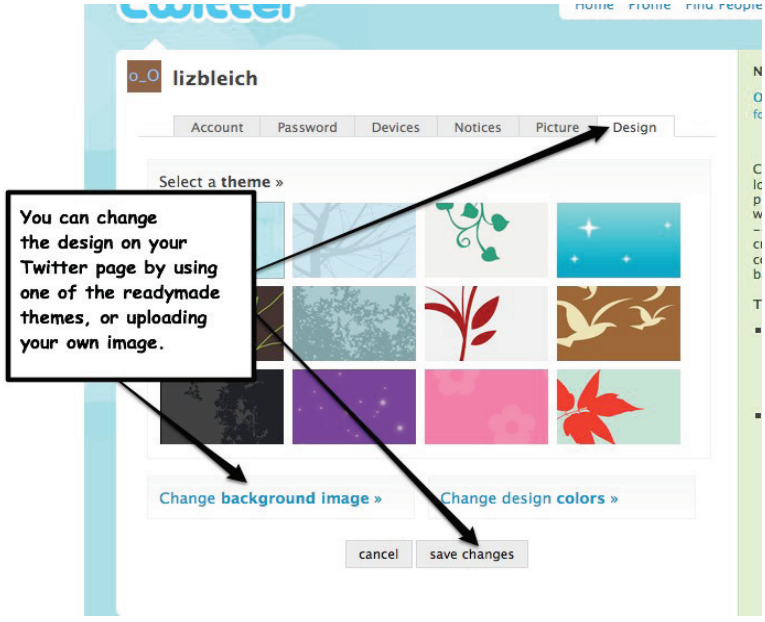
9. Adjust your device settings:



10. Adjust your Notices settings:

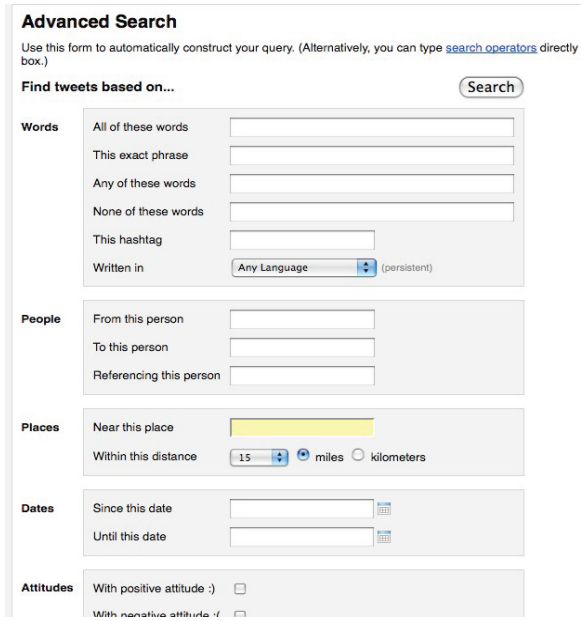


11. Adjust your design settings:

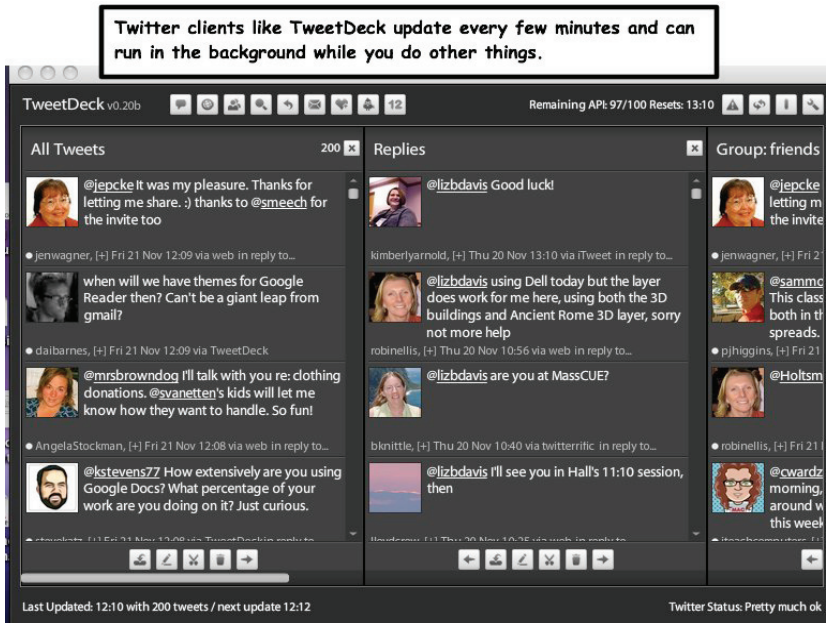


12. Search for topics or people:

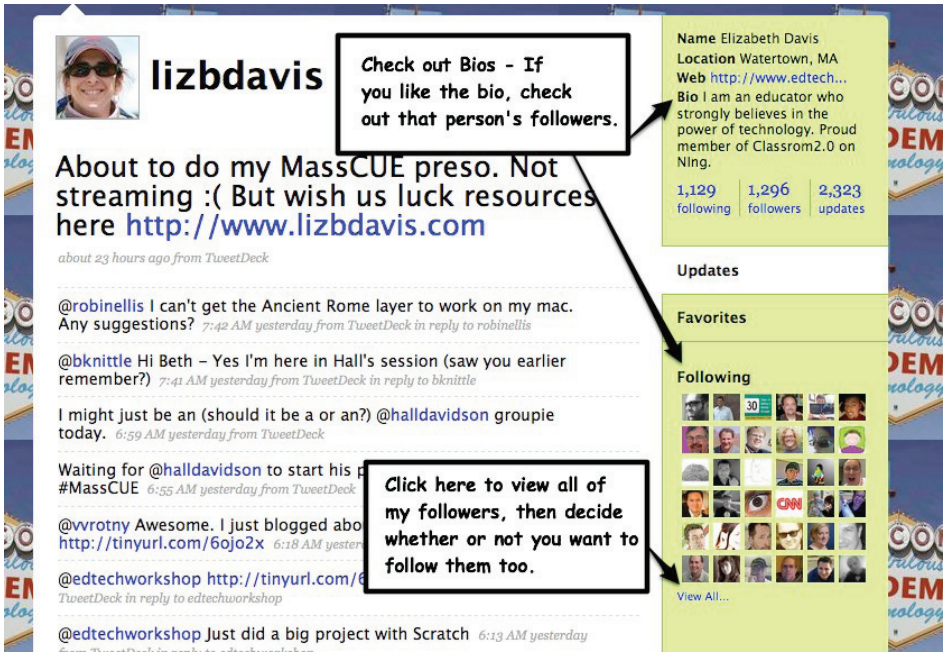
13. Advanced Search:



14. Download a Twitter Client



15. Find people to follow:



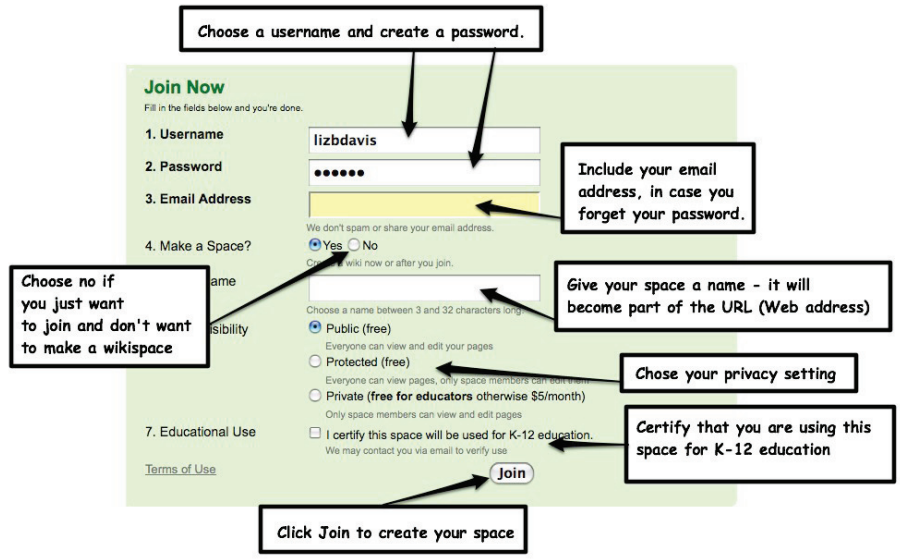
Getting Started with Wikispaces http://www.wikispaces.com

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

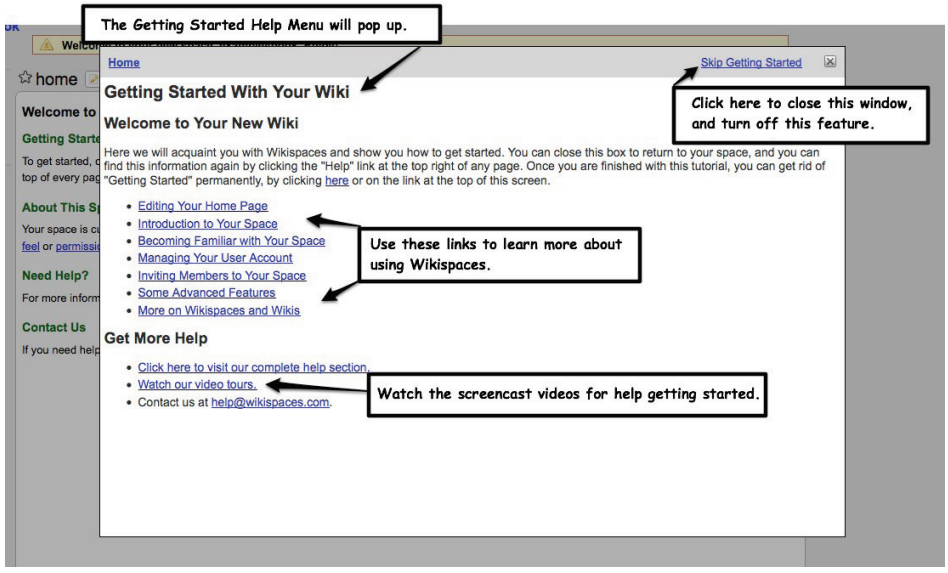
CC BY NC

1. Sign up for an Educator account

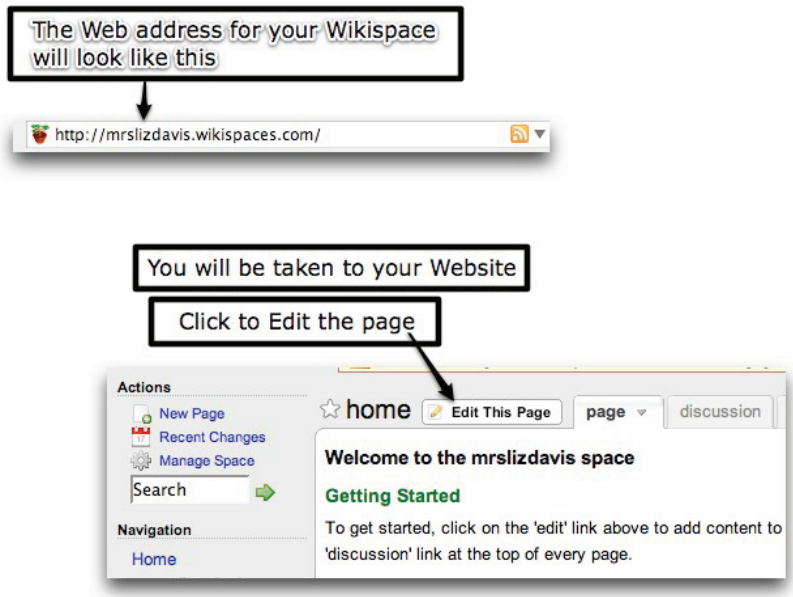
2. Join and create your ad-free space



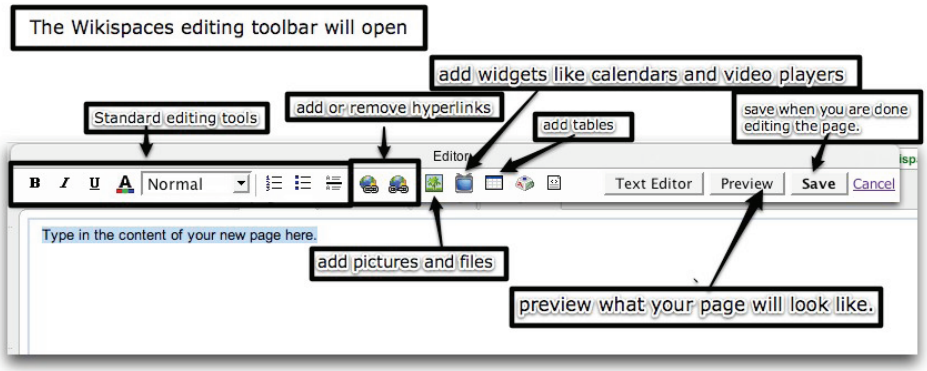
3. Learn more about Wikispaces.



4. Your Website

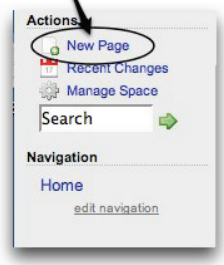


5. The Editing Toolbar:

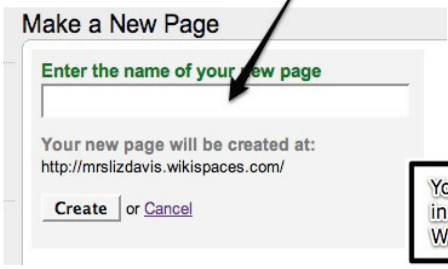


6. Create a New Page

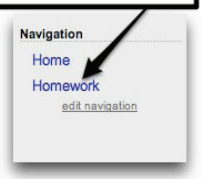
Click New Page to create a New Page.



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

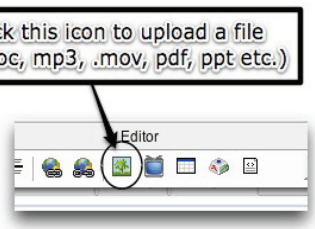


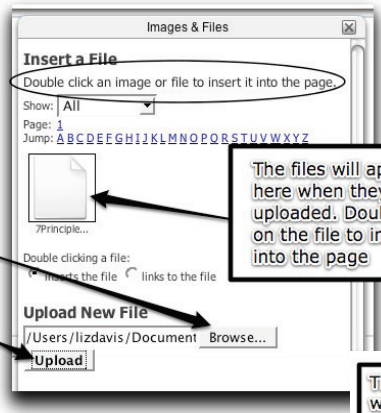
You will see the page name in the navigation menu for the Wikispace.



7. Upload a document

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

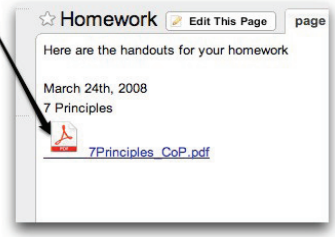




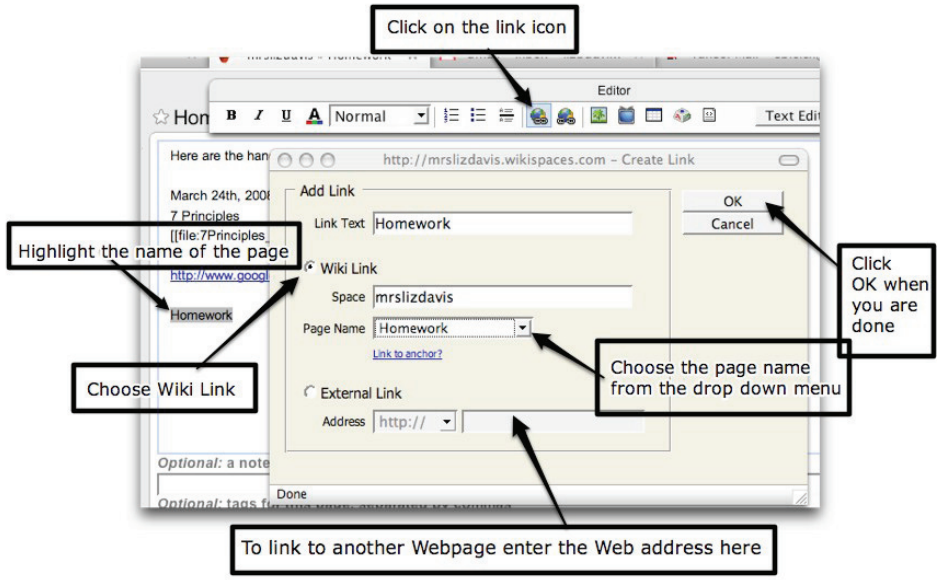
The files will appear here when they are uploaded. Double click on the file to insert it into the page

Browse for the file and Upload it to Wikispaces.

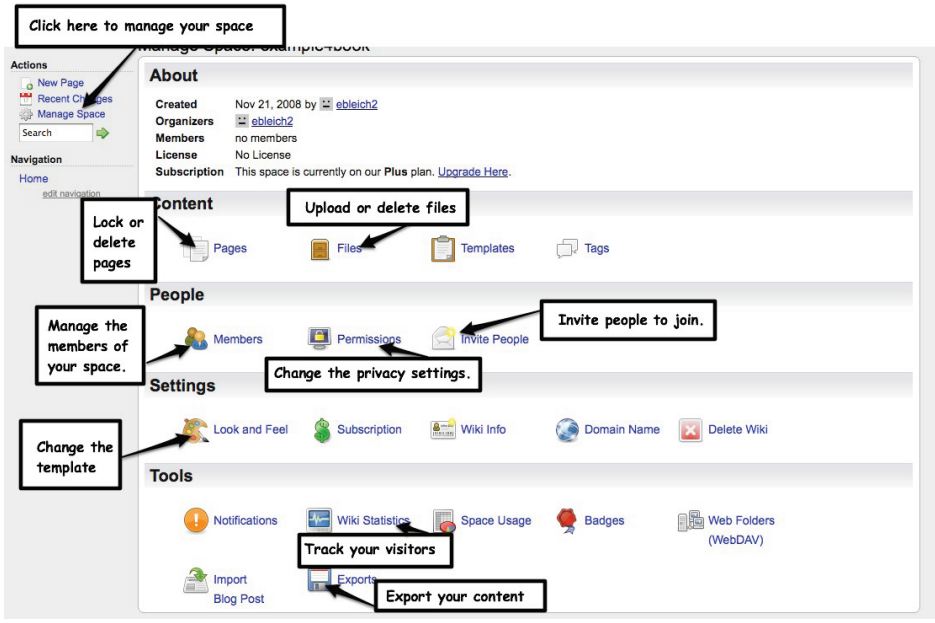
The file will look like this after you save the page



8. Create Links

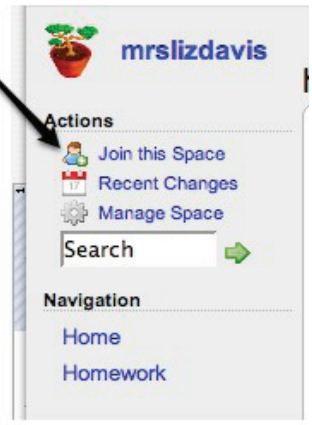


9. Manage your space



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:

Usernames
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.

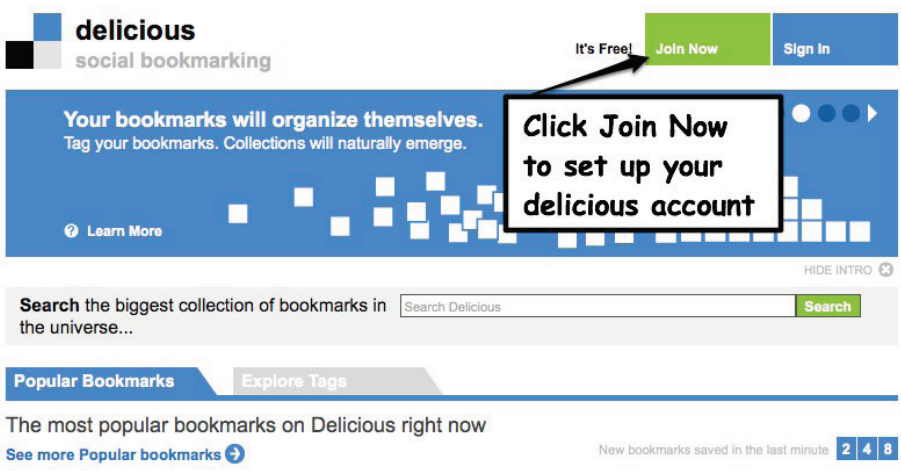
Getting Started with Del.cio.us

http://www.delicious.com

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

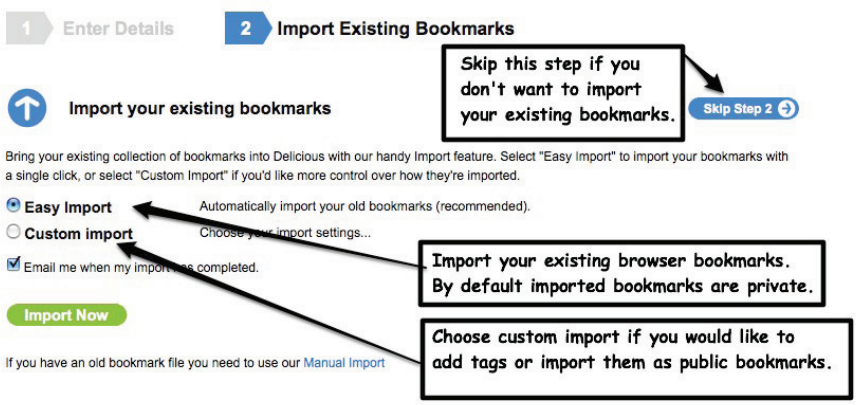
CC BY NC

1. Create an account on Del.icio.us

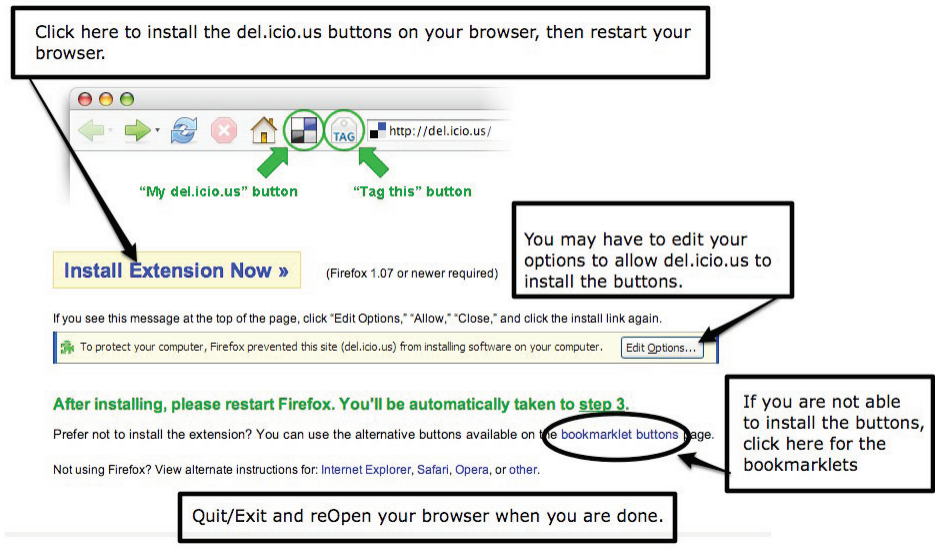


2. Choose a user name and password

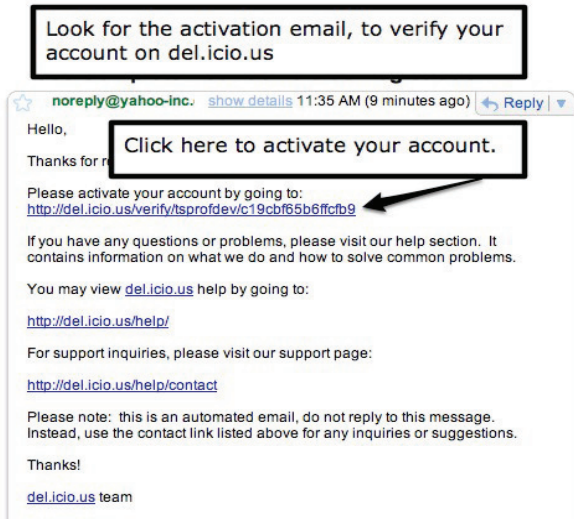
3. Import your existing bookmarks



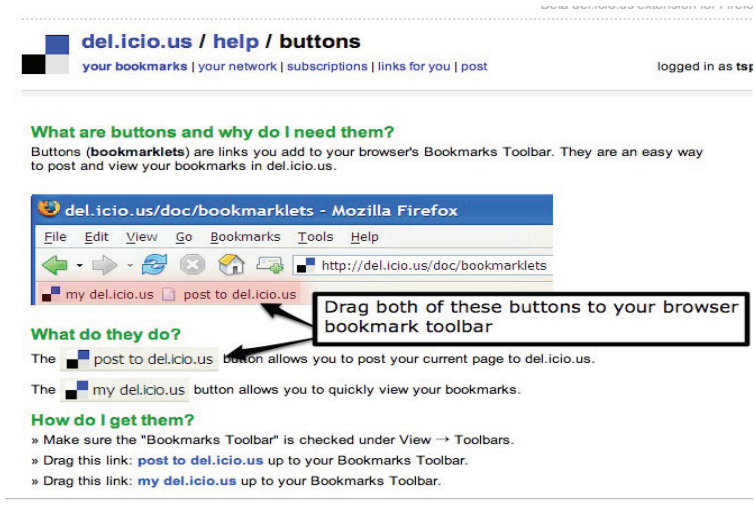
4. Add browser buttons



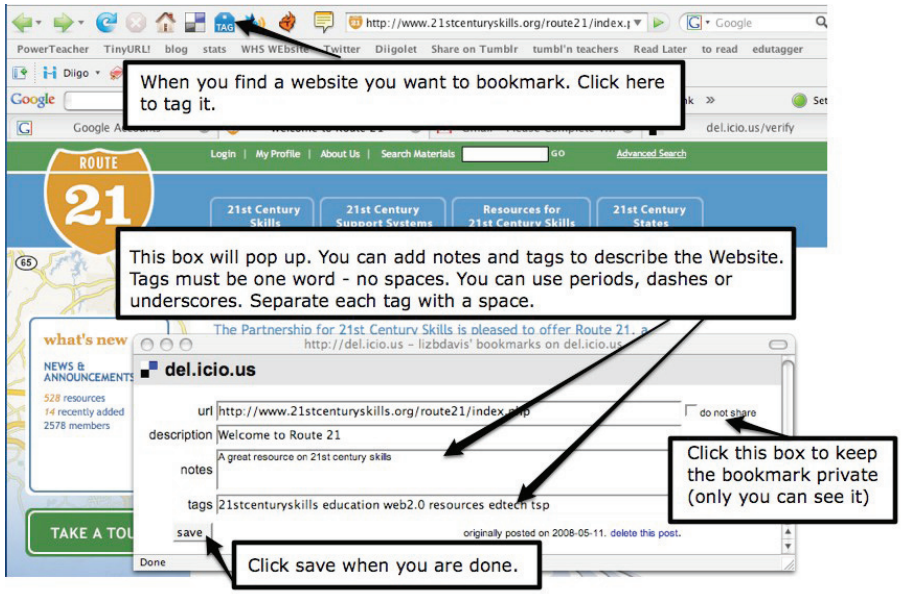
5. Check your email to activate your account. Look in your bulk mail, if you don't see a message in your inbox.



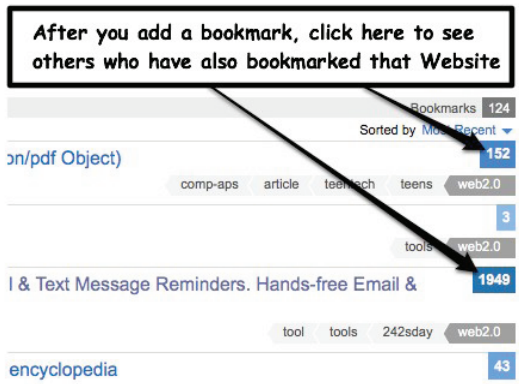
6. If you can't download the buttons, add the browser bookmarkletts to your bookmark toolbar.



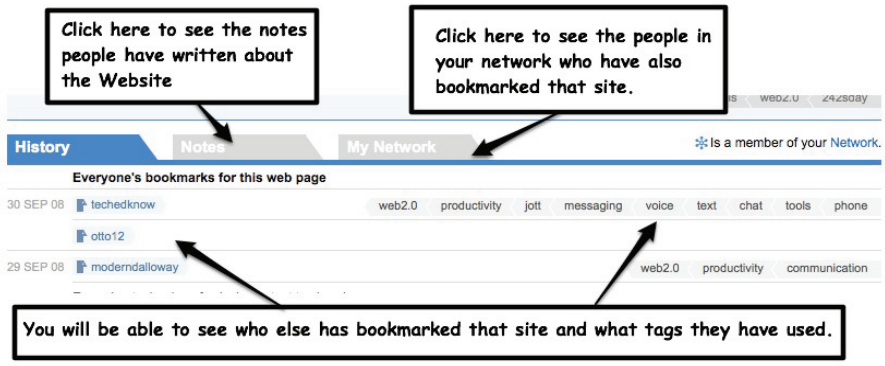
7. Tag and describe Websites.



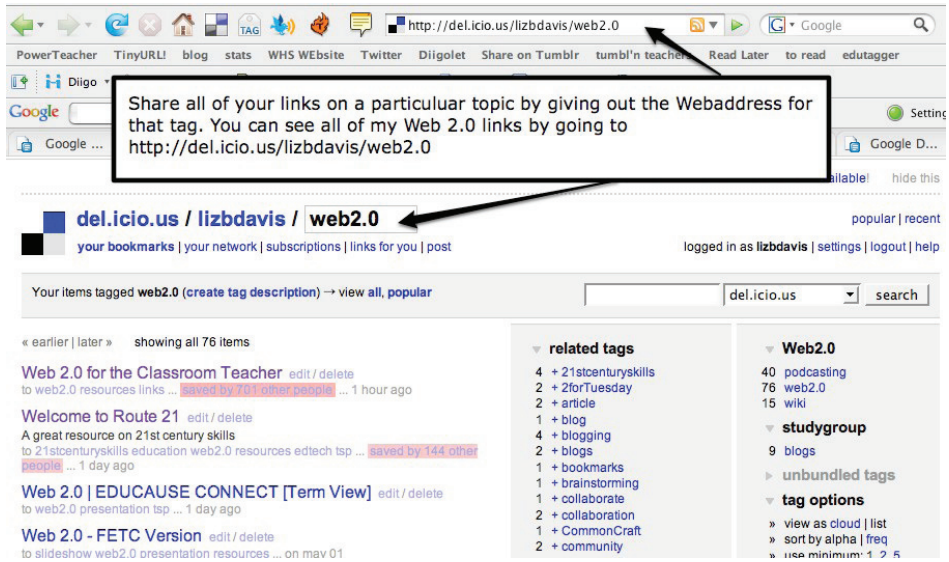
8. The social part of social bookmarking.



9. Exploring other people's bookmarks.



10. Sharing your links with others.

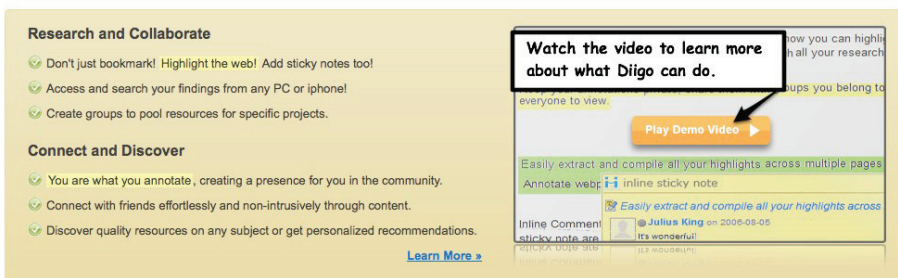


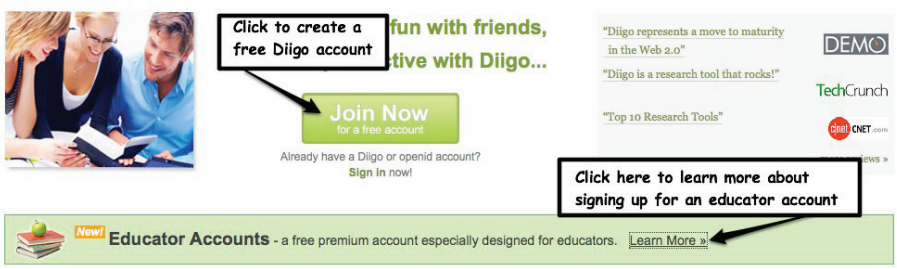
Getting Started with Diigo
Setting up your account
http://www.diigo.com

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

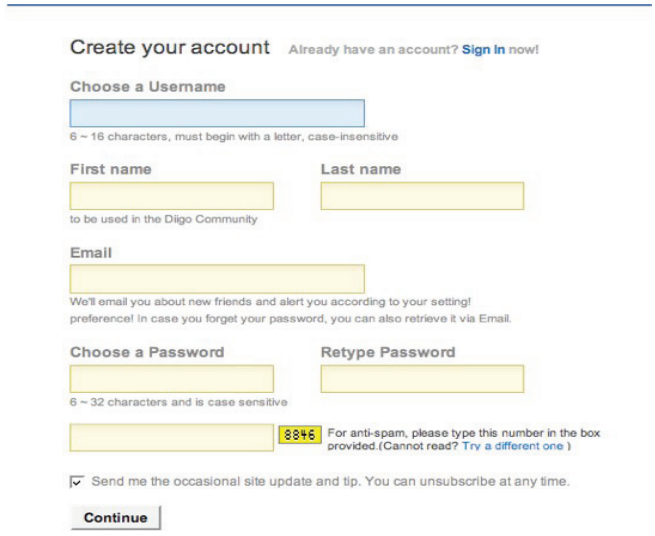
CC BY NC

1. Create your Diigo account.

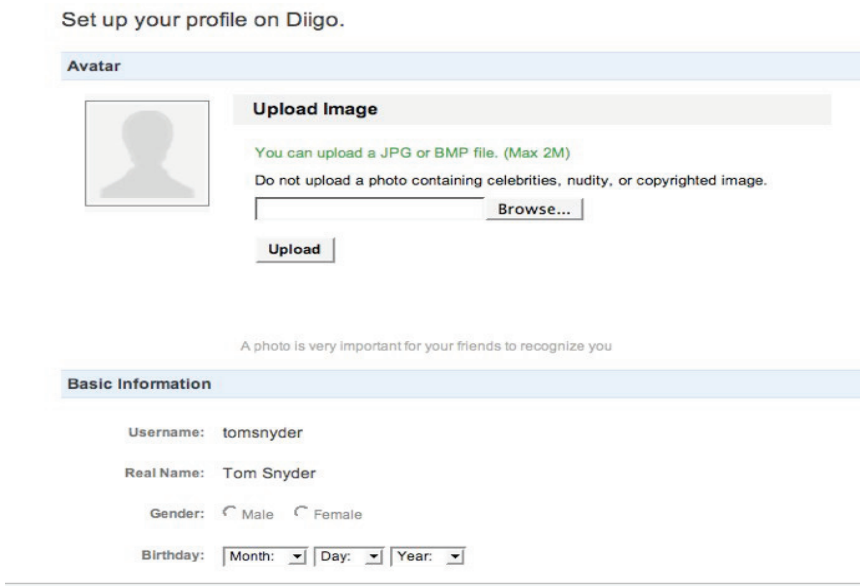




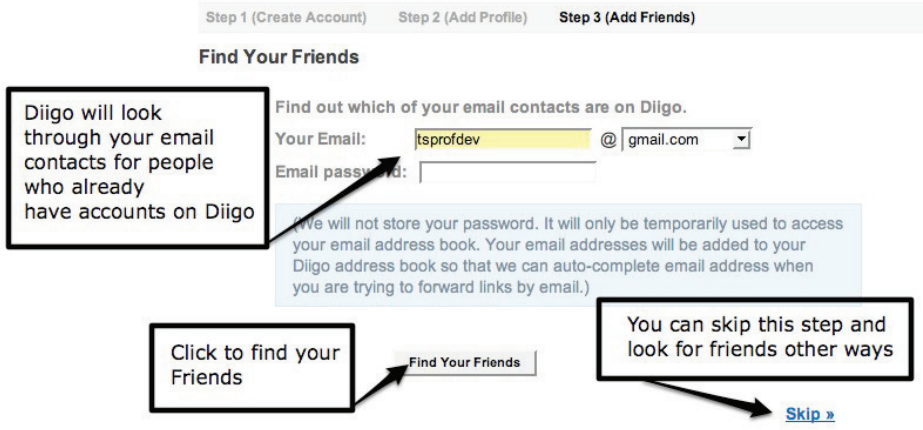
2. Choose a username and password.



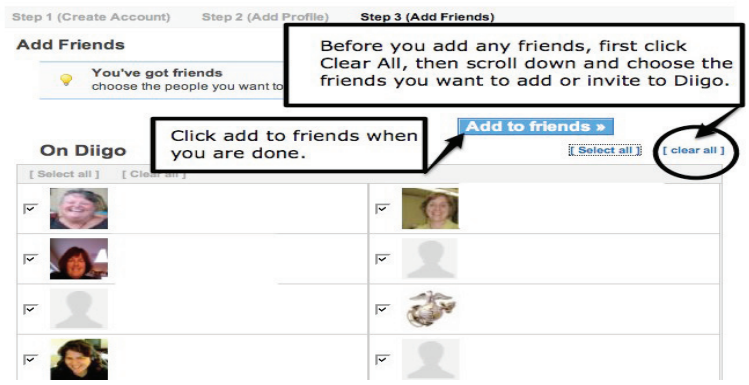
3. Set up your profile.



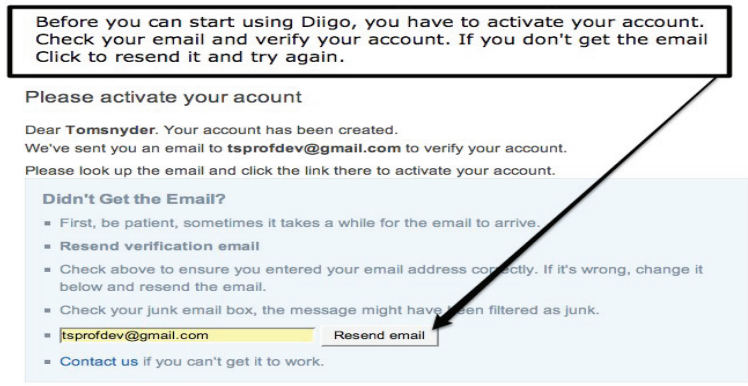
4. Find friends on Diigo or skip this step.



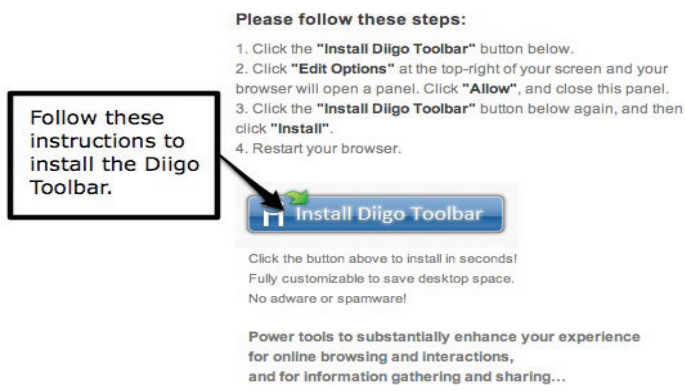
5. Before you click Add to friends, scroll down on the page. Clear the check boxes and check off the people to whom you would like to send an invitation.



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.

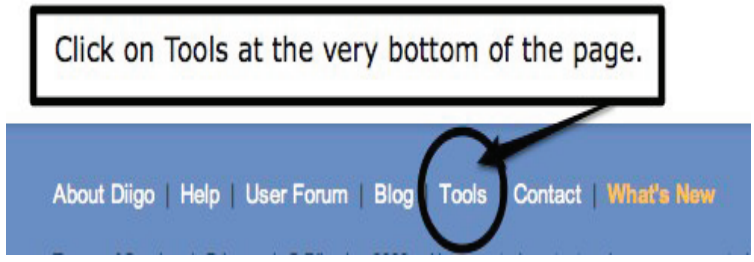


7. Follow the steps to install the Diigo Toolbar.

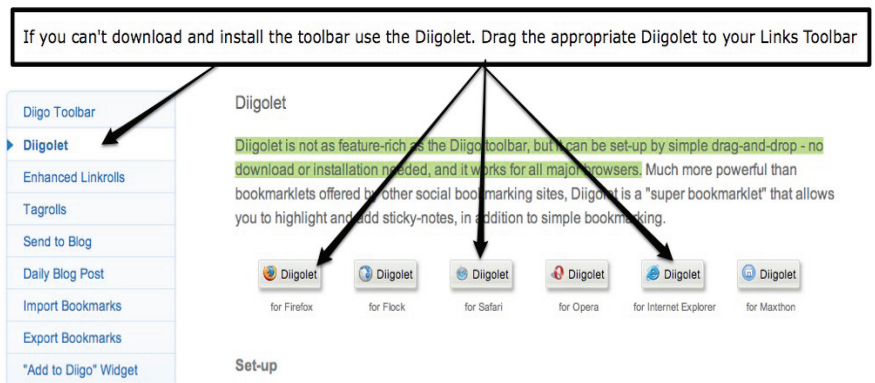


8. Import your browser bookmarks to Diigo - you will now be able to get to them from any computer. You can also import your del.icio.us bookmarks to Diigo.

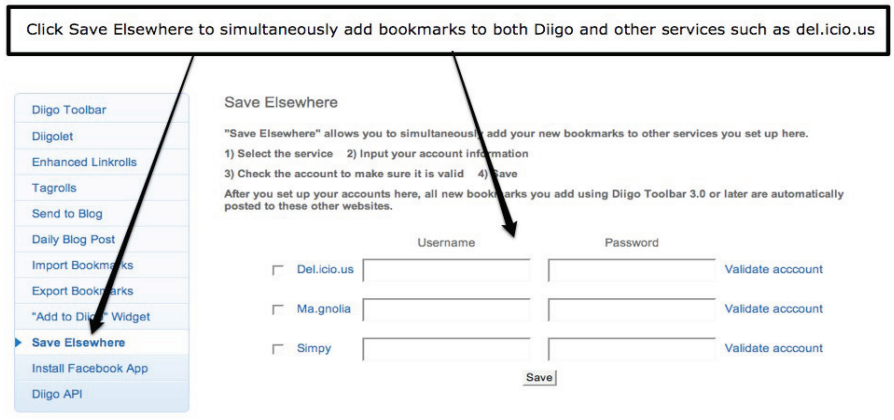
9. Click on the Tools link at the bottom of the Webpage (it is at the bottom of all Diigo pages).



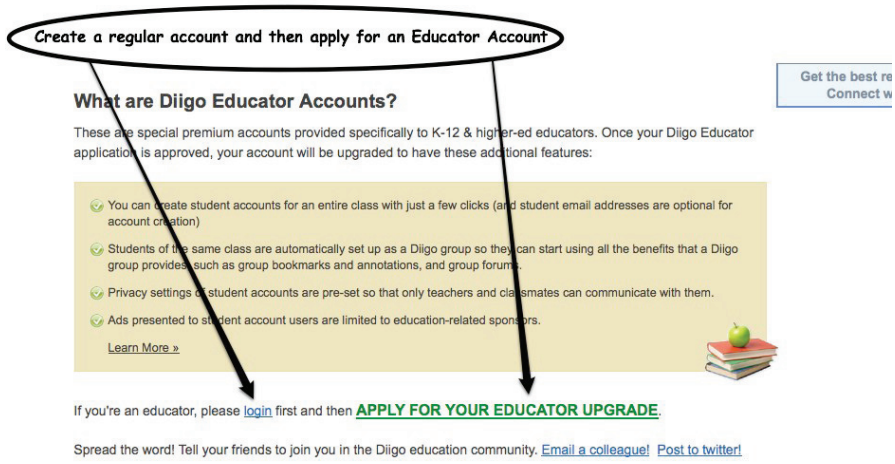
10. If you can't download the toolbar, you can add diigo browser buttons. Click on Digolet and drag the appropriate link
to your bookmark toolbar.



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.

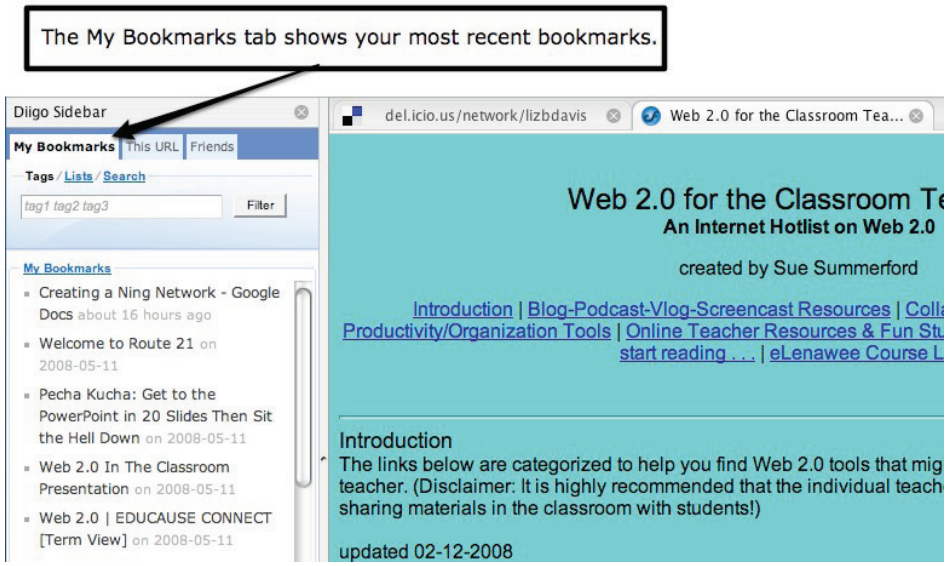


12. Sign up for an educator's account:

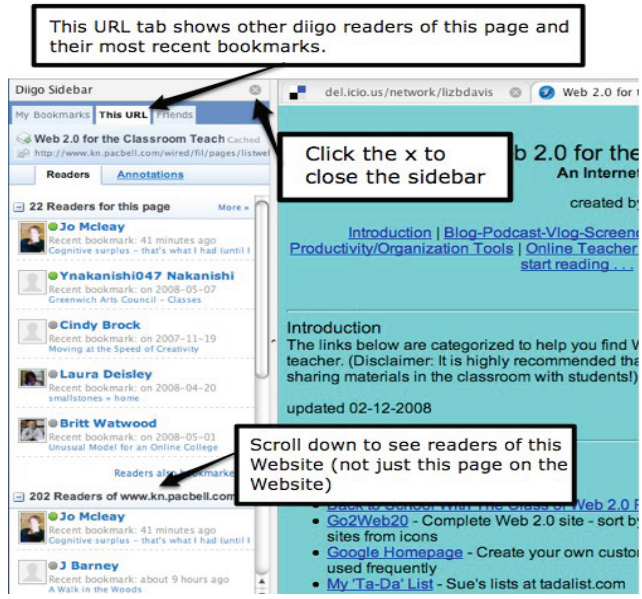


13. The Diigo Sidebar

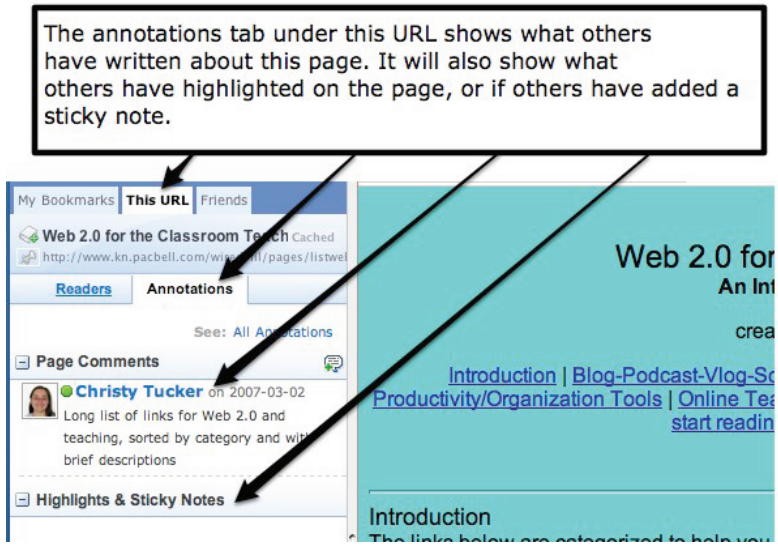
14. My Bookmarks Tab



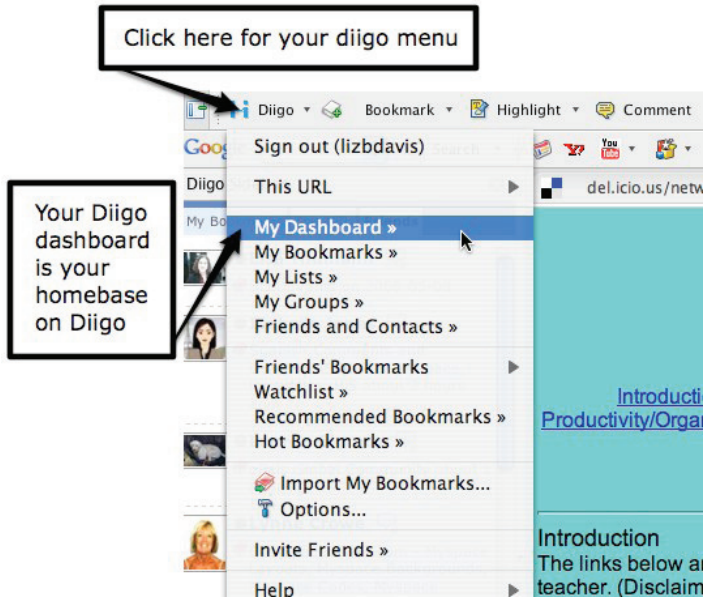
15. This URL tab



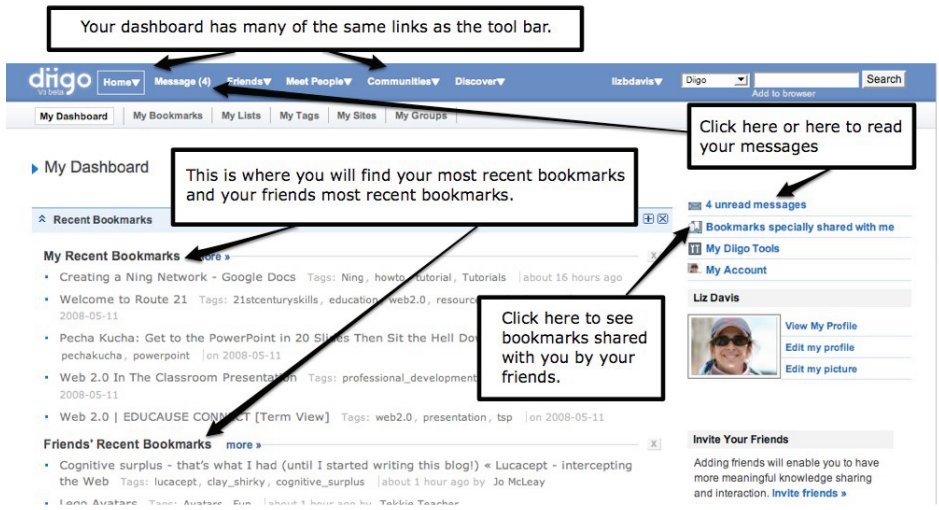
16. Annotations Tab



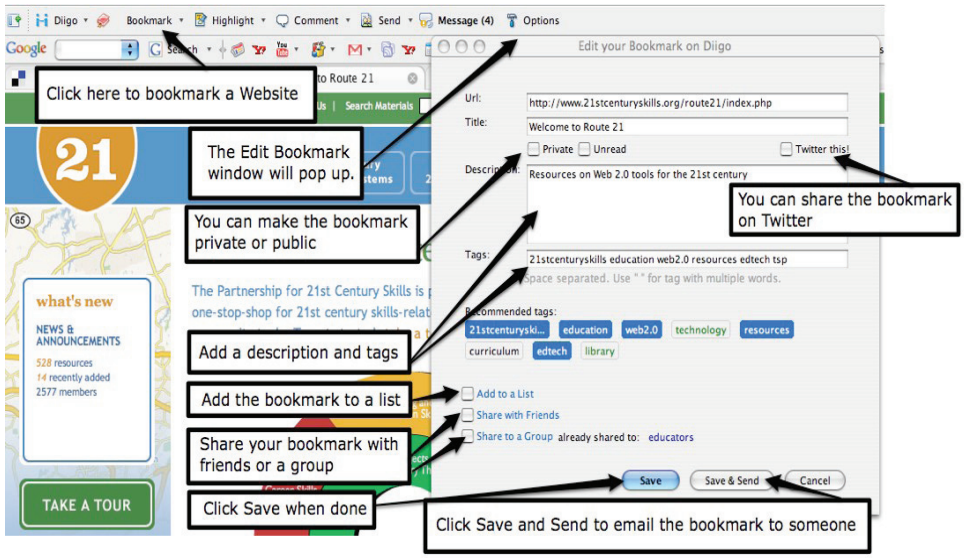
17. Diigo menu - My Dashboard



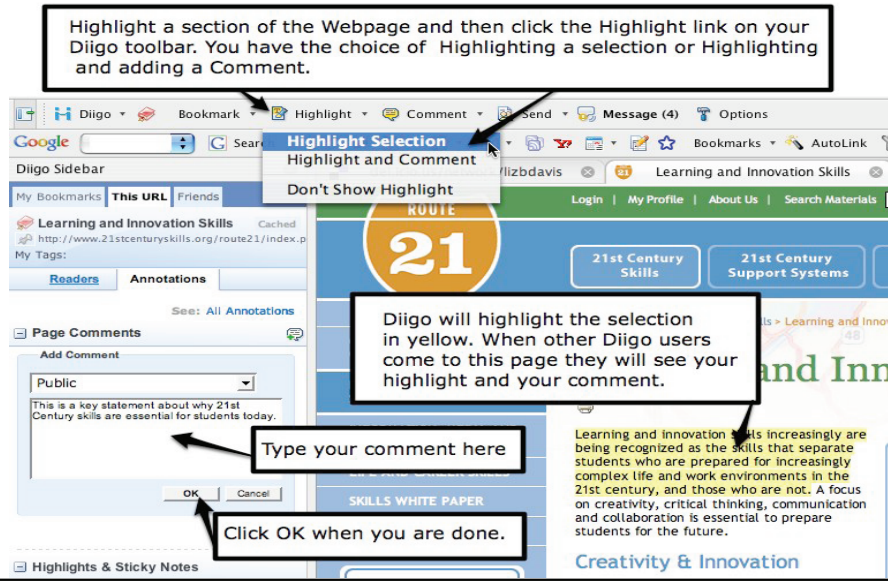
18. Understanding your Dashboard



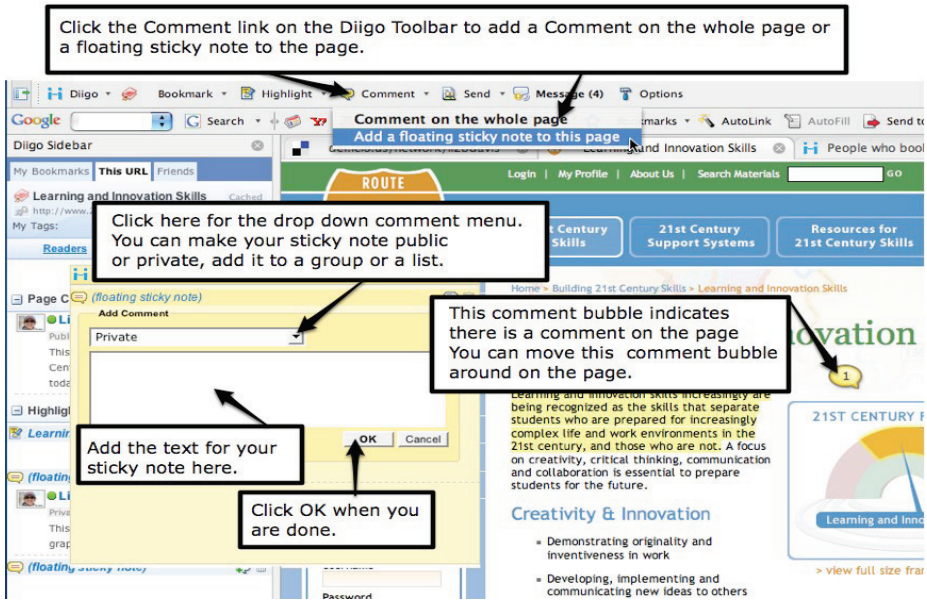
19. Adding bookmarks to Diigo



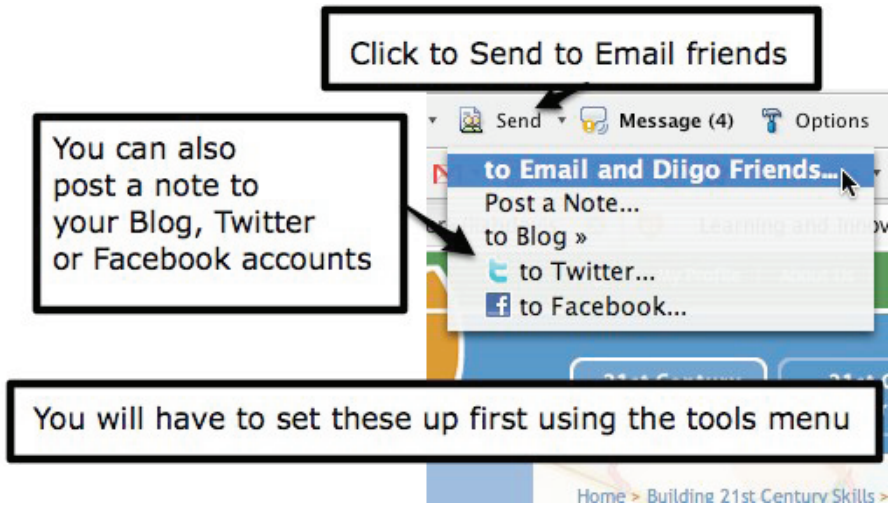
20. Highlighting and annotating on Webpages.



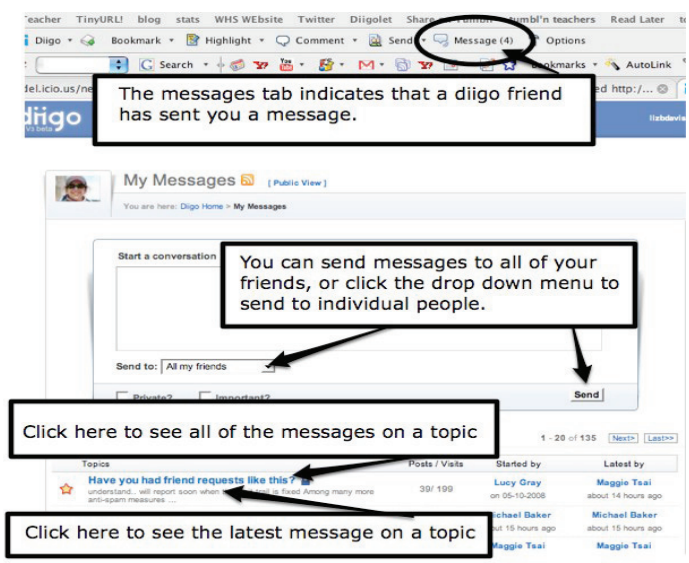
21. Adding comments to Webpages.



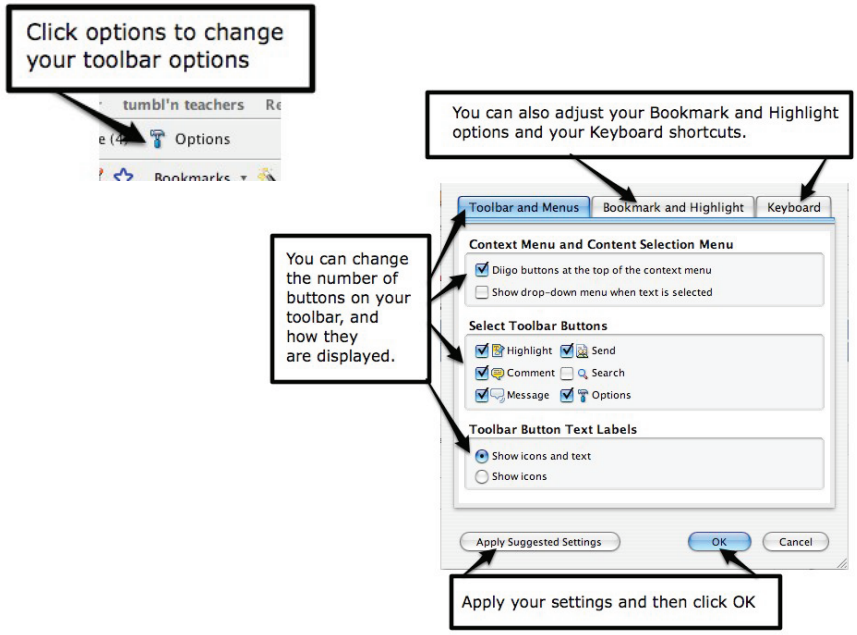
22. Sending links via email.



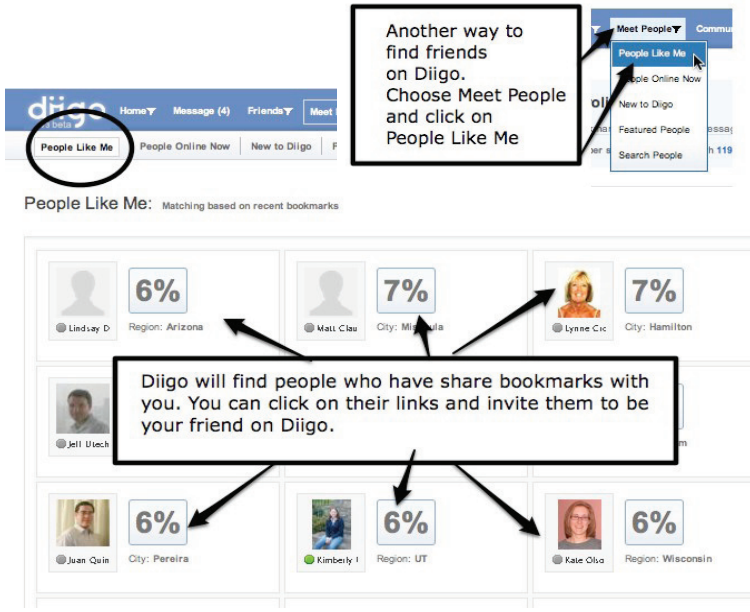
23. Messaging on Diigo



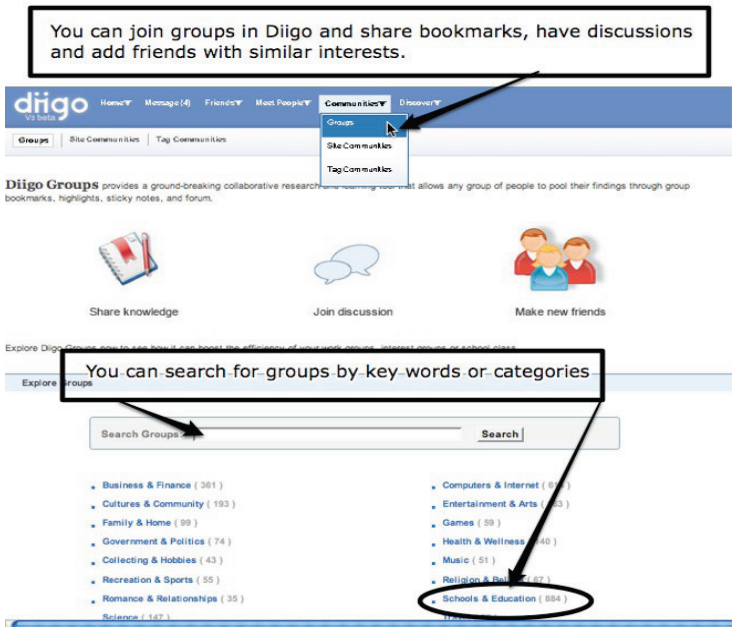
24. Diigo toolbar options.



25. Find people like you on Diigo



26. Join groups on Diigo



How to Create a Ning Network
http://www.ning.com

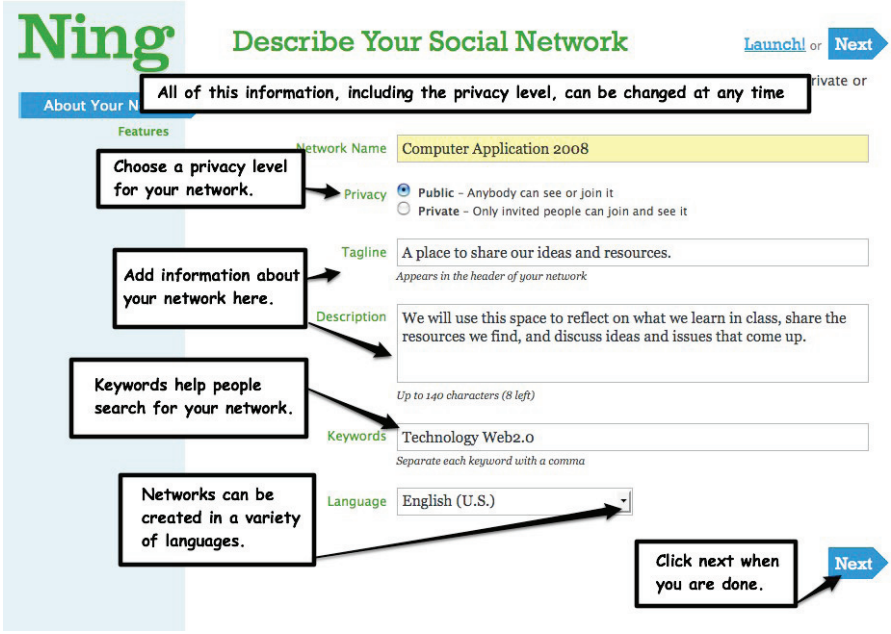
Liz B. Davis ~ May 11, 2008
Updated Nov 21, 2008

CC BY NC

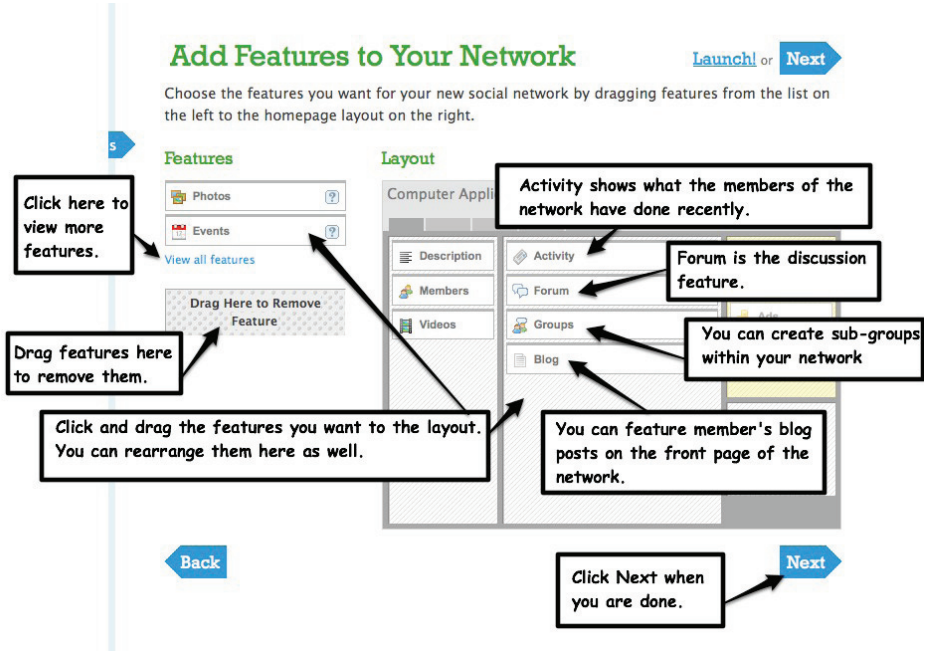
1. Create your network

2. Sign up for a Ning account

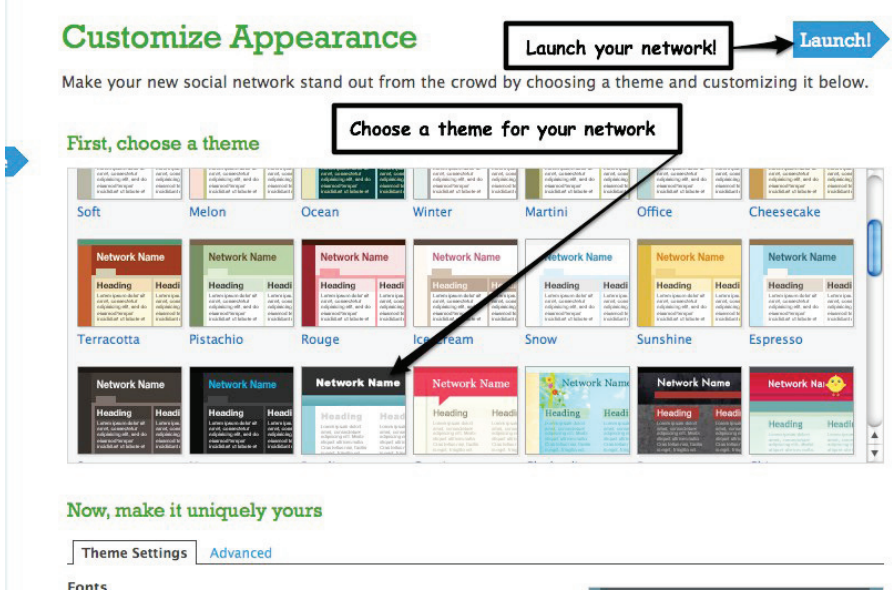
3. Add your network information



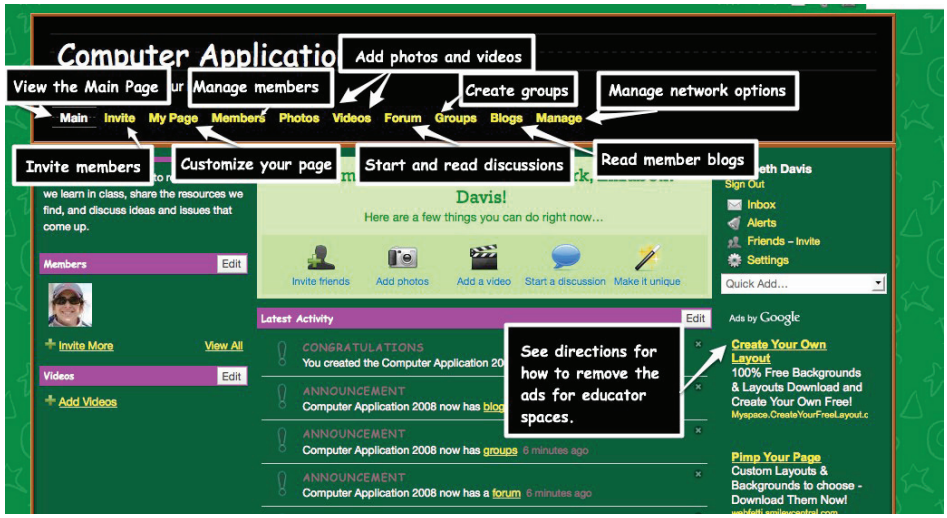
4. Add features to your network



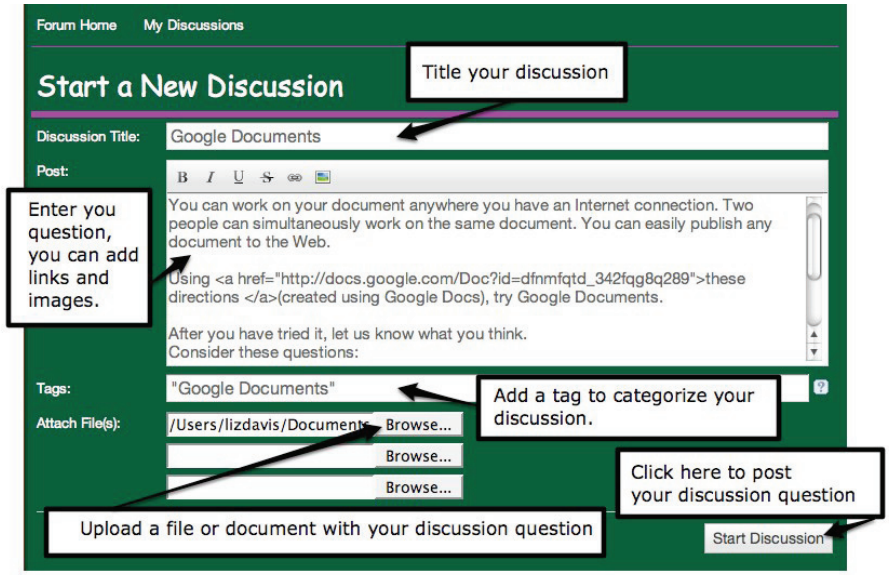
5. Choose a theme for your network.



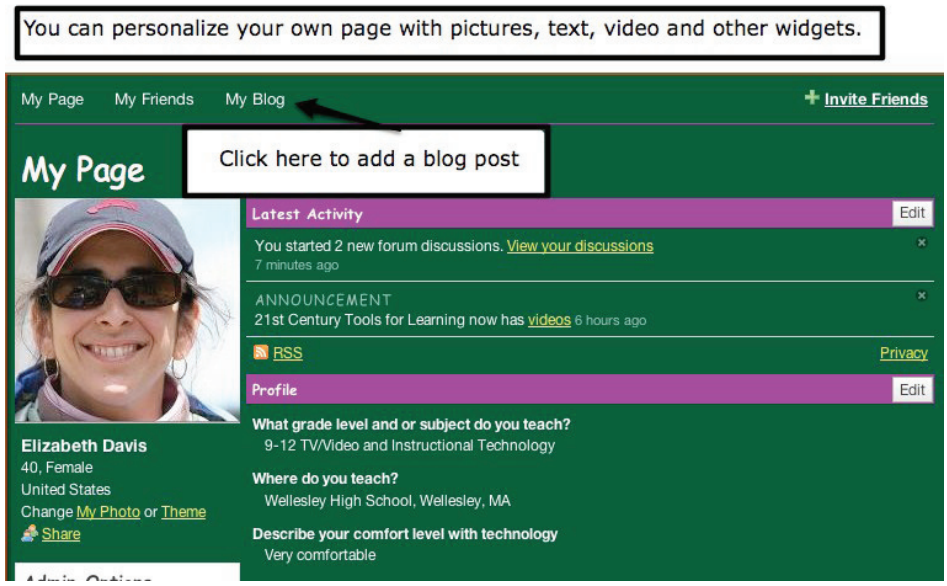
6. What you can do on ning.



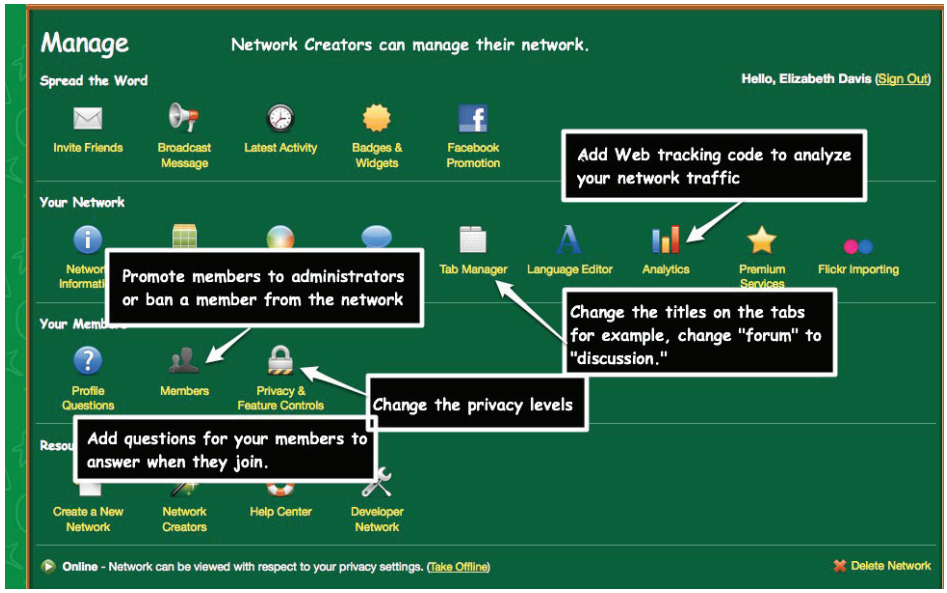
7. Start a discussion



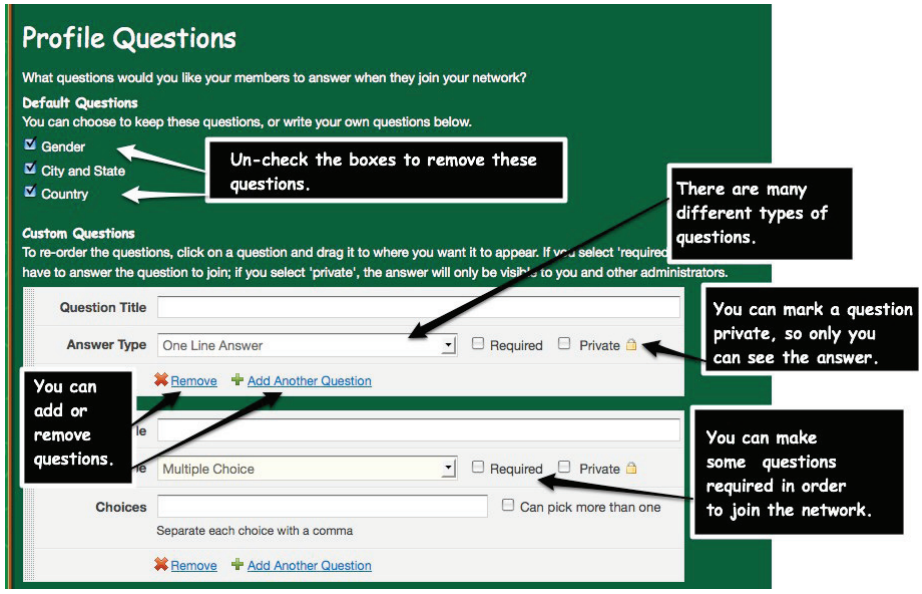
8. Personalize your page.



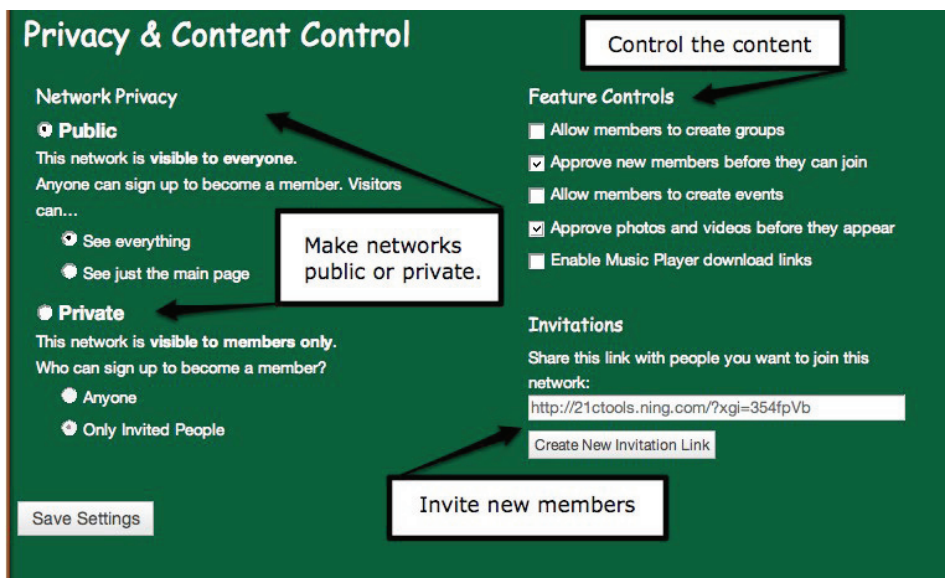
9. Manage your network



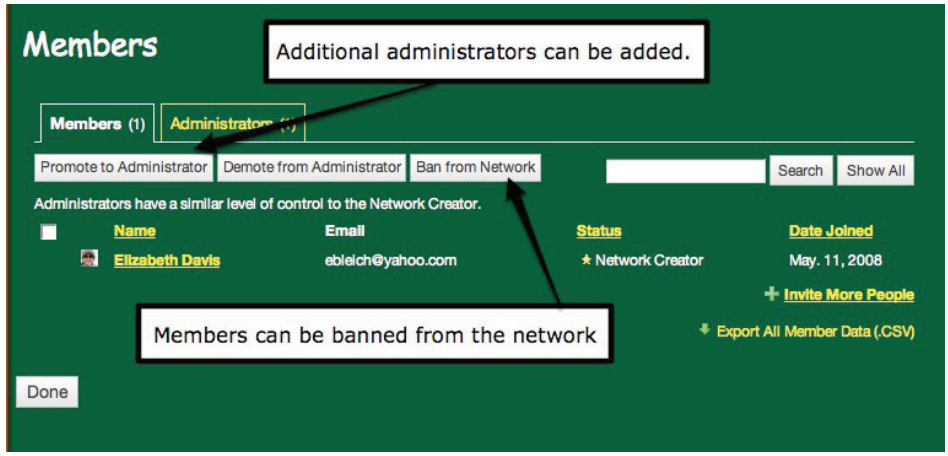
10. Edit the profile questions.



11. Change privacy settings.



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.

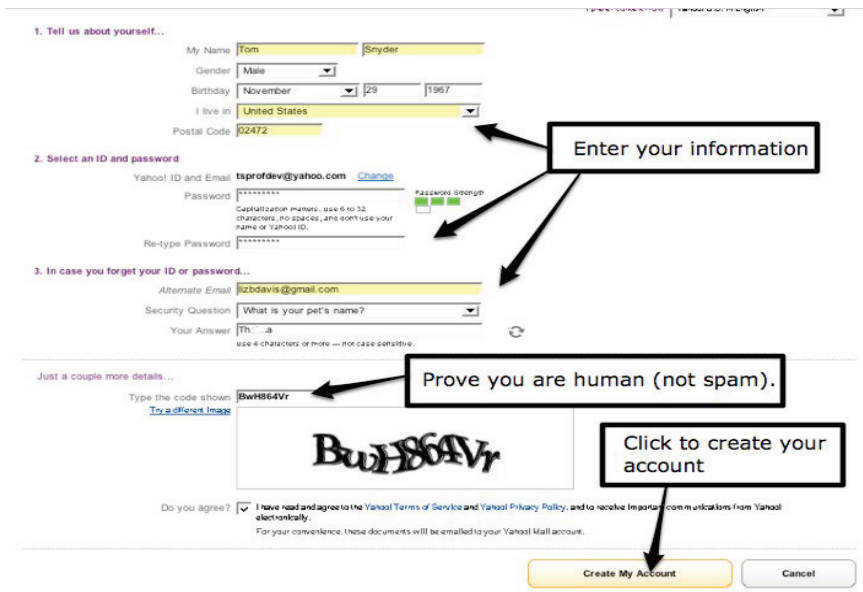
http://www.flickr.com

Created by Liz B. Davis
May 11, 2008

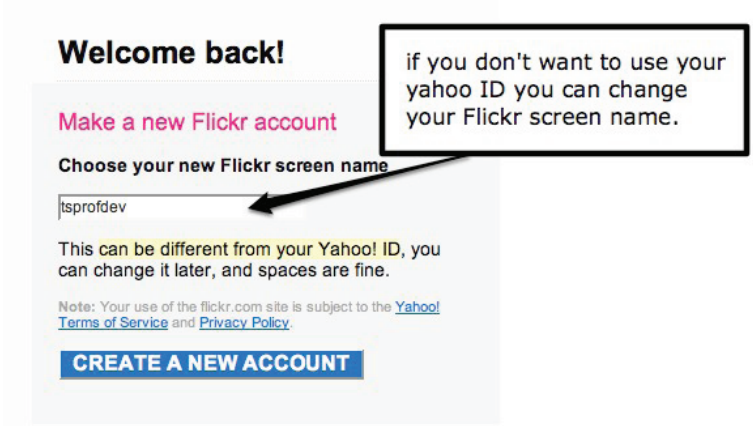
1. Create an account or start searching

2. Sign up for a Yahoo account

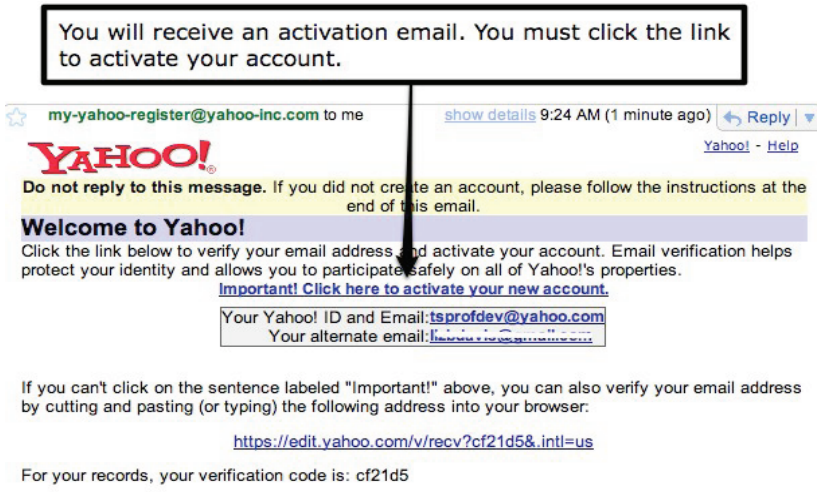
3. Sign up for a Yahoo account (part 2)



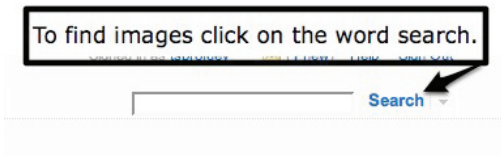
4. Your Flickr account name can be different from your Yahoo account.

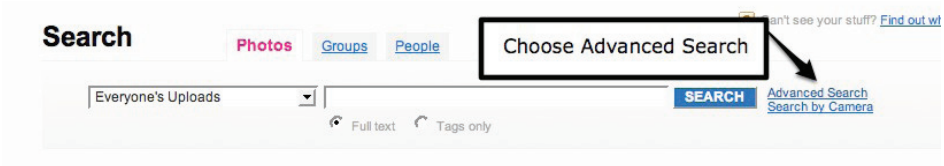


5. Check your email to activate your account. Look in the bulk folder if you don't see it in your inbox.

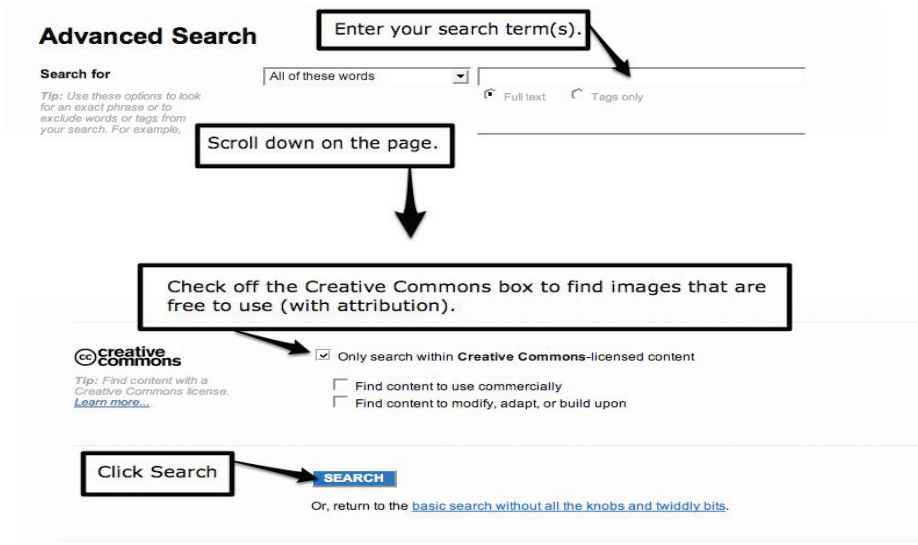


6. Use the advanced search to find copyright friendly images.





7. Creative Commons images are free to use with attribution



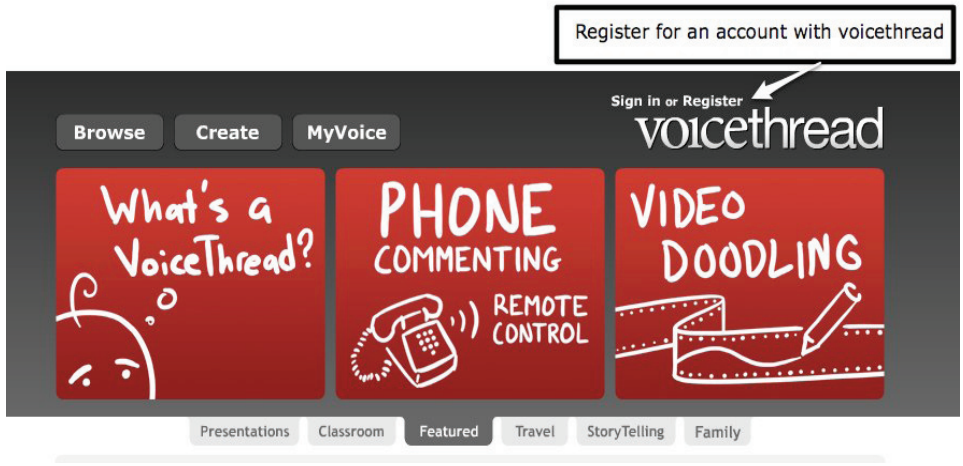
How to Create a VoiceThread

http://www.voicethread.com

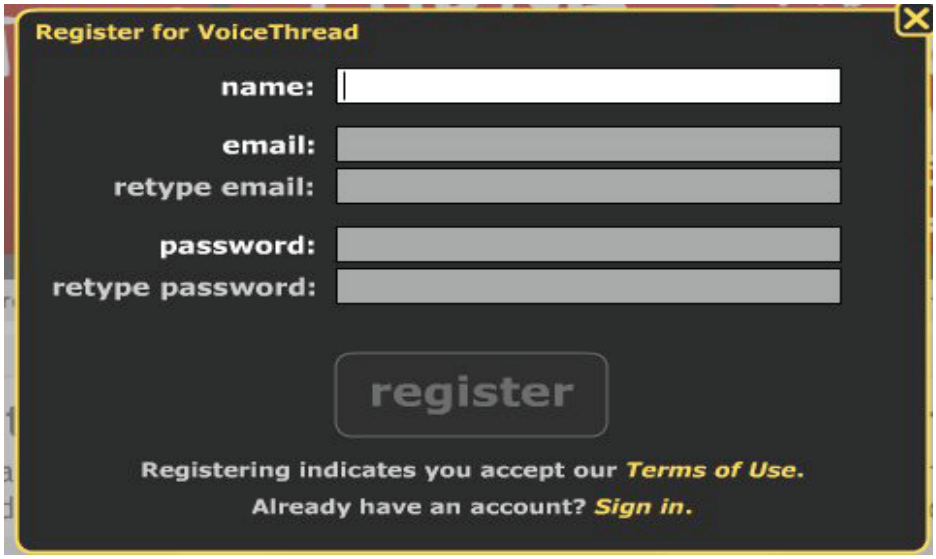
Created by Liz B. Davis
May 11, 2008

CC BY NC

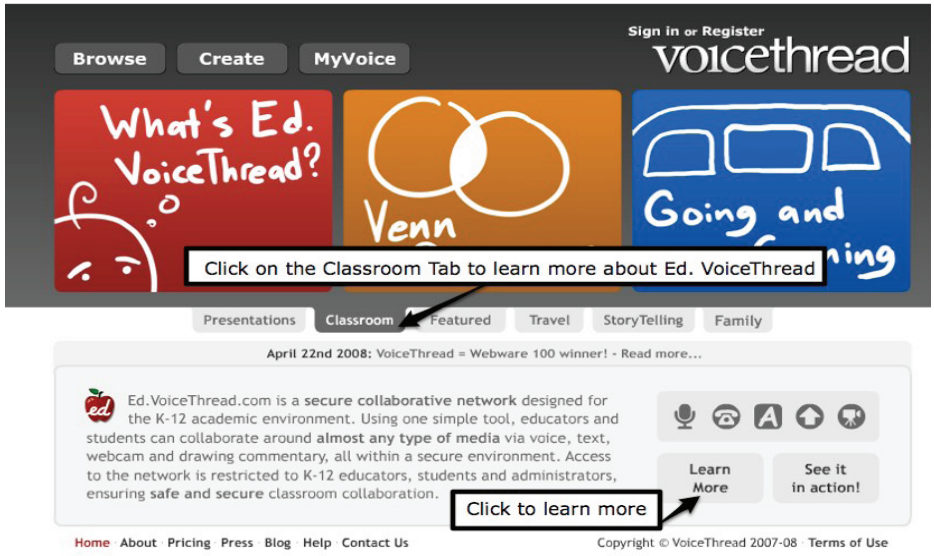
1. Register for an account. (part 2)



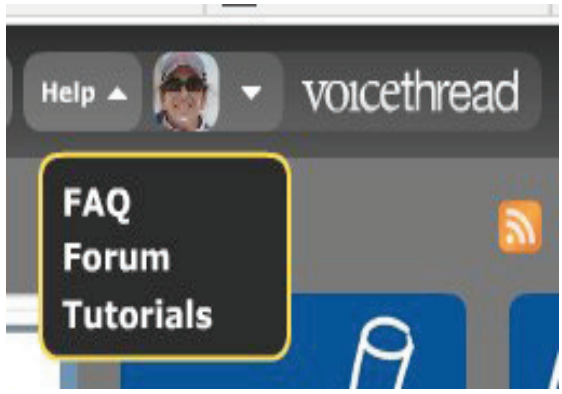
2. Register for an account (part 1)



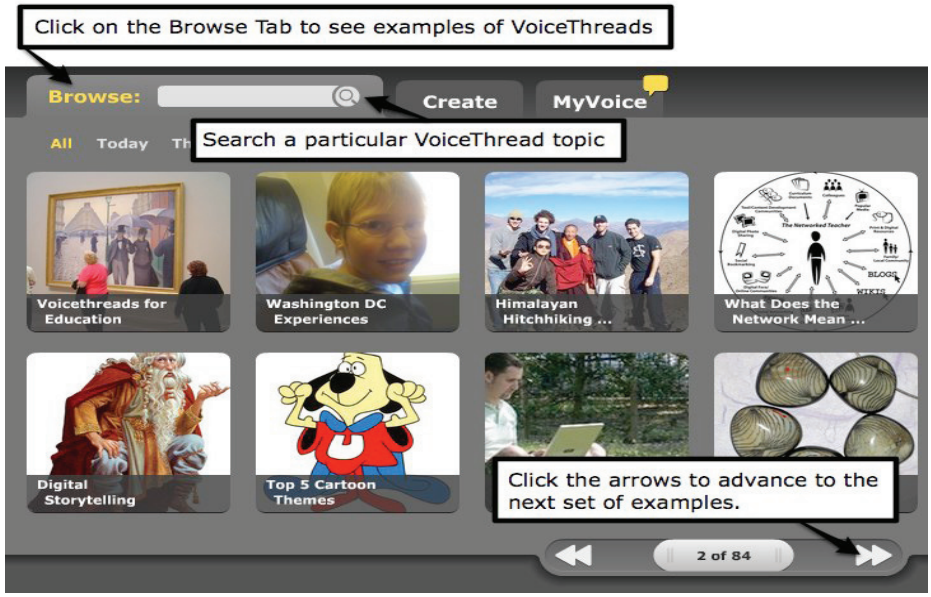
3. Learn about Ed. VoiceThread



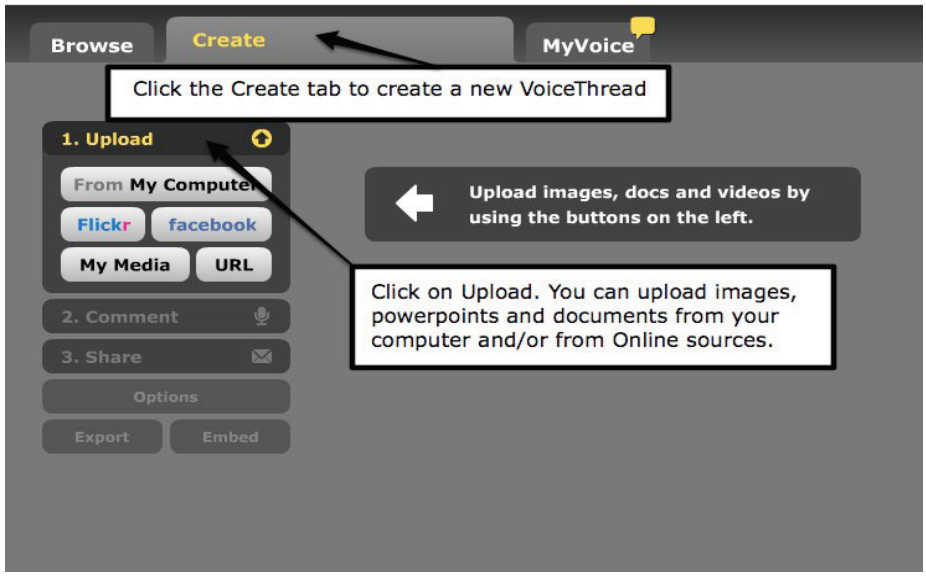
4. Click on the Help tab and watch the VoiceThread tutorials.



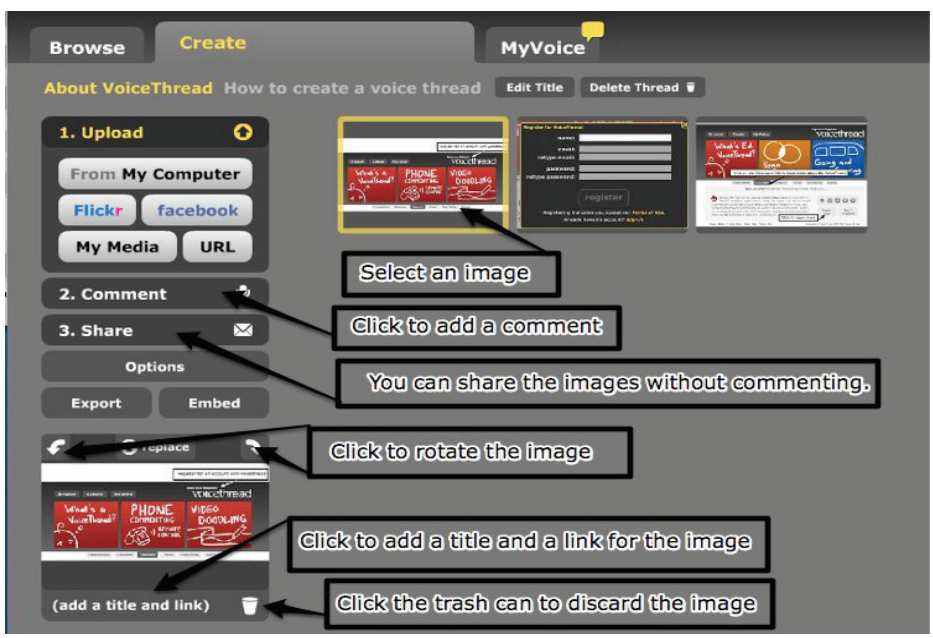
5. Explore VoiceThread examples



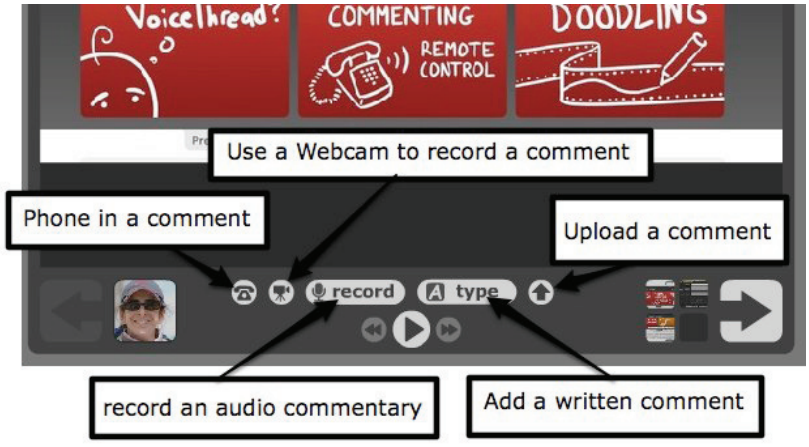
6. Create your own VoiceThread



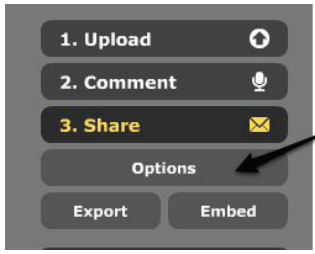
7. Select your first image.



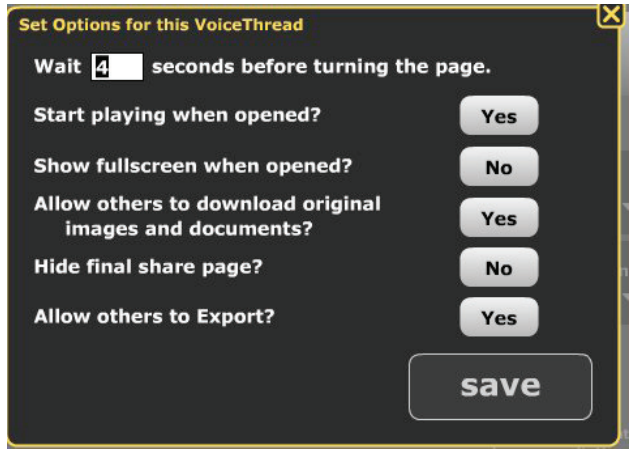
8. Add an audio, video or text comment



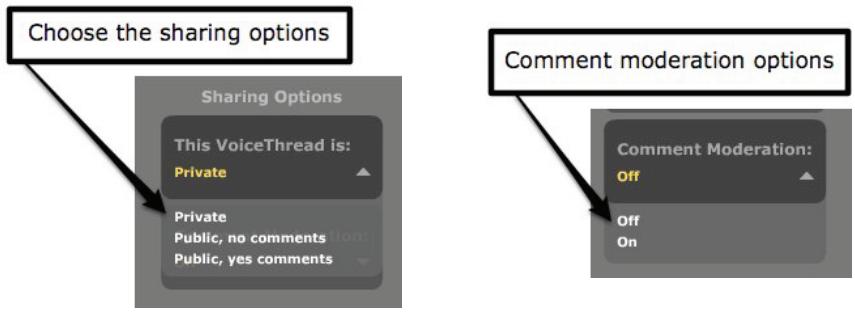
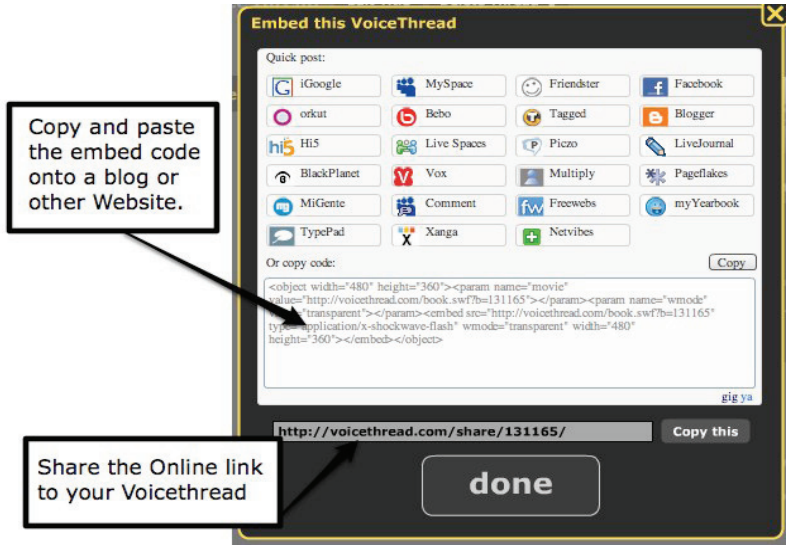
9. VoiceThread Options



Set Options for the VoiceThread



10. Choose your Sharing Options



11. Embed or share your VoiceThread