21st Century Technology Tools

Tutorials for Teachers

Liz B. Davis
May, 2008

Table of Contents

Page 2 - Set up a Gmail Account
Page 5 - Set up a Google Docs Account
Page 7 - Create and Share a Google Document
Page 13 - Create and Share a Google Presentation
Page 20 - Google Spreadsheets, Data and Graphs
Page 24 - Google Spreadsheets, Forms
Page 28 - Get started with Del.icio.us
Page 34 - Get started with Diigo, Part 1
Page 40 - Get started with Diigo, Part 2
Page 48 - Create a VoiceThread
Page 54 - Create a Ning network
Page 62 - Get started with Wikispaces

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

Created by Liz B. Davis
May 12, 2008

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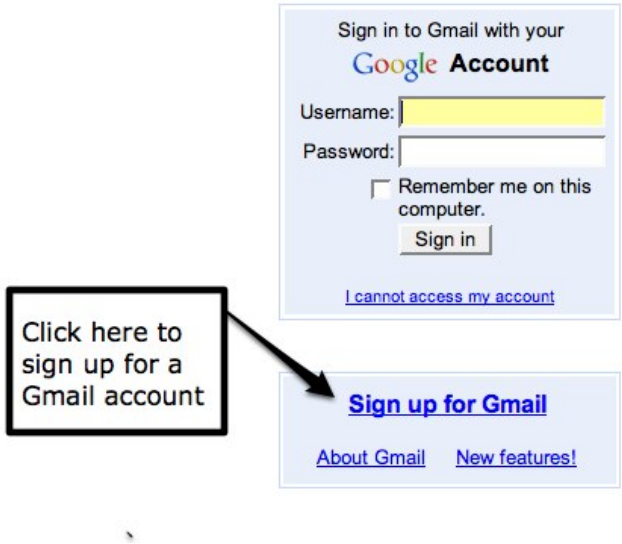
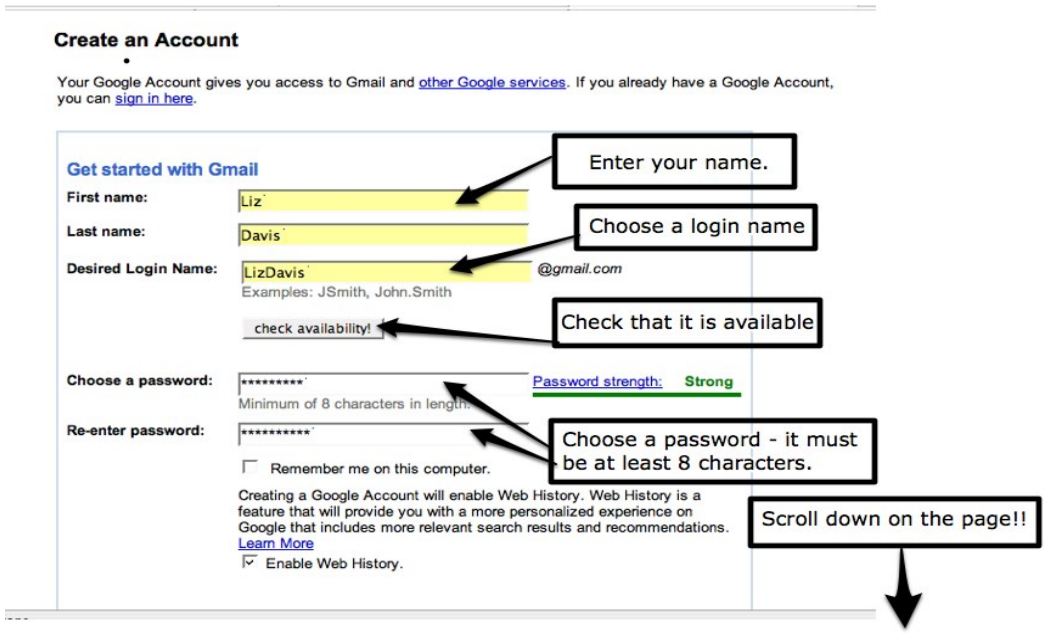
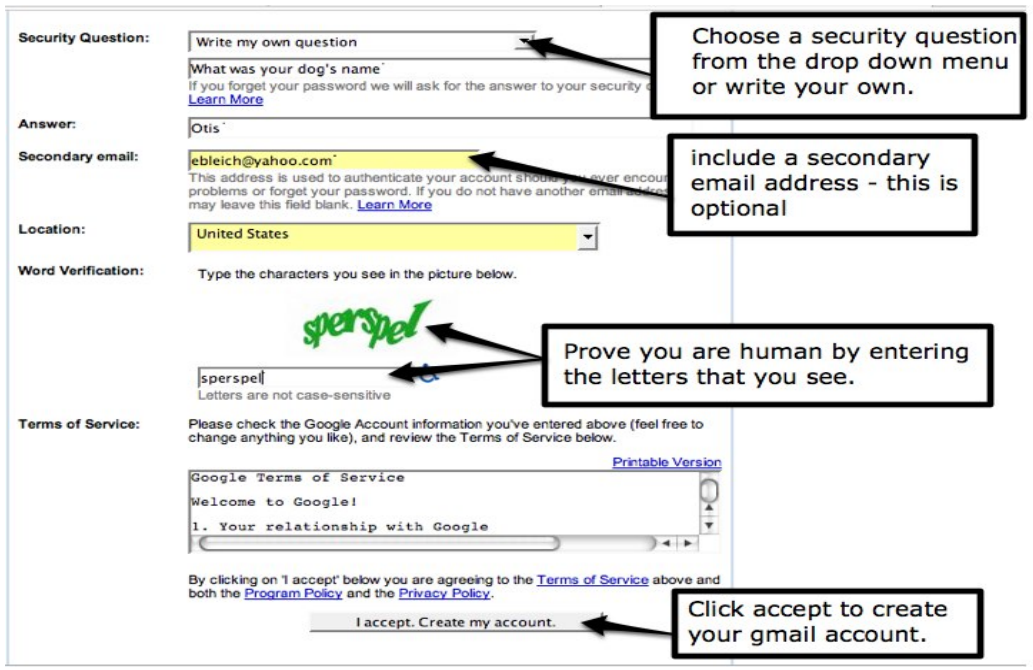
1. Click to sign up for Gmail



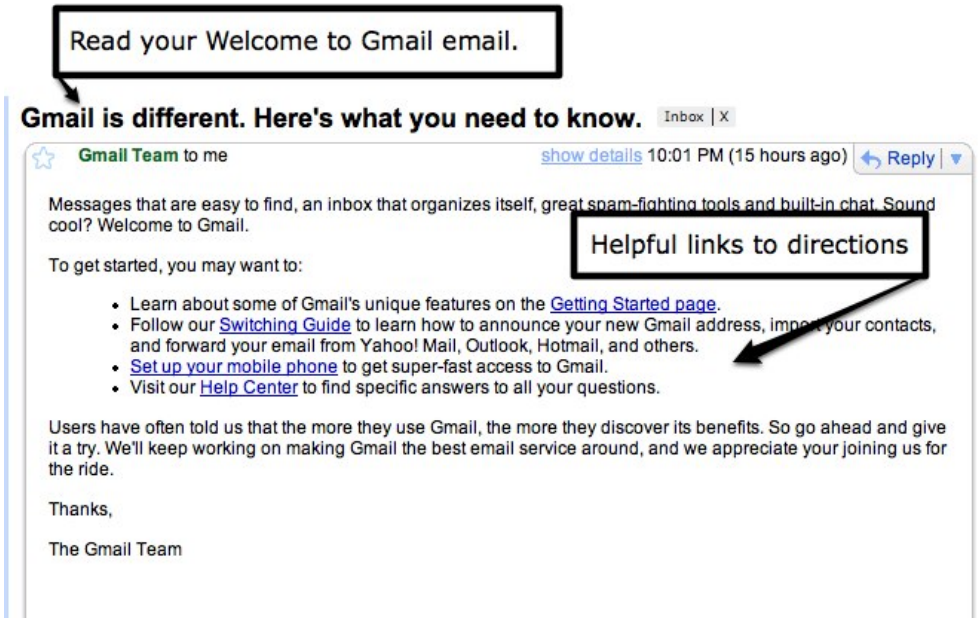
2. Create an account - Part 1



3. Create an account - Part 2



4. Start using Gmail



How to Create a Google Docs Account

(if you don't use Gmail)

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May 1, 2008

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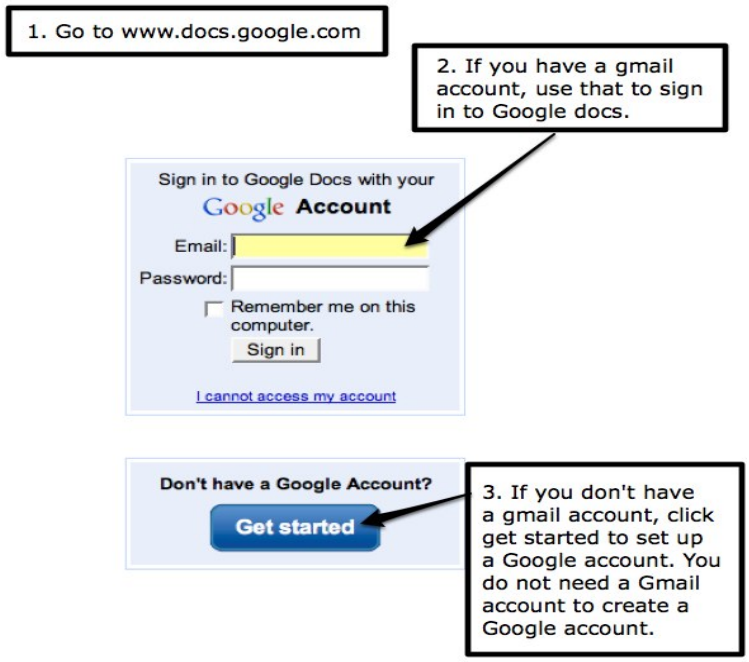
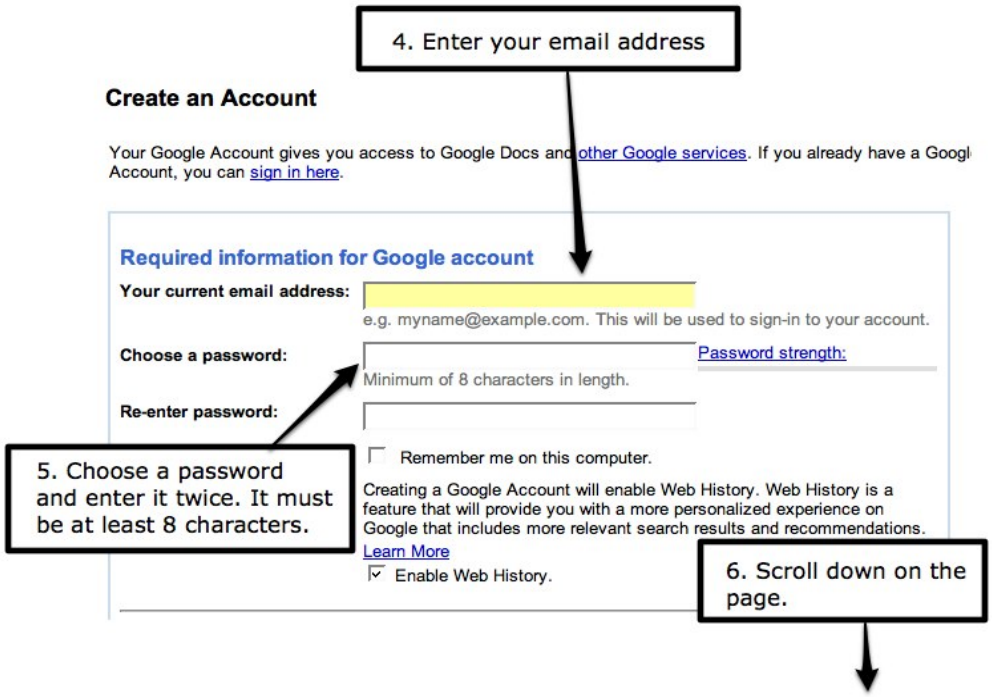
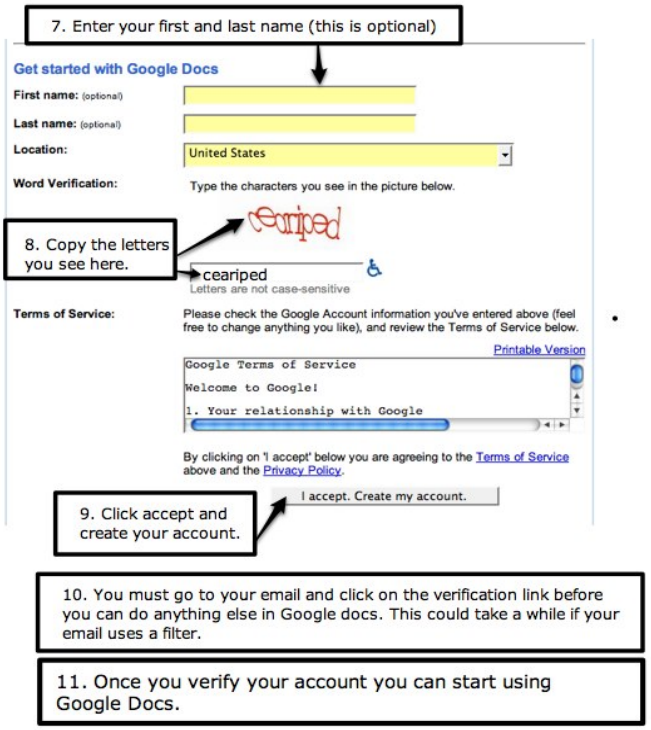
1. Get Started



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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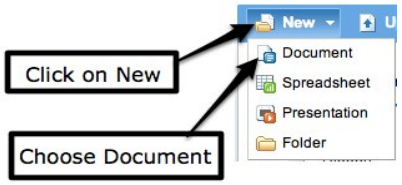
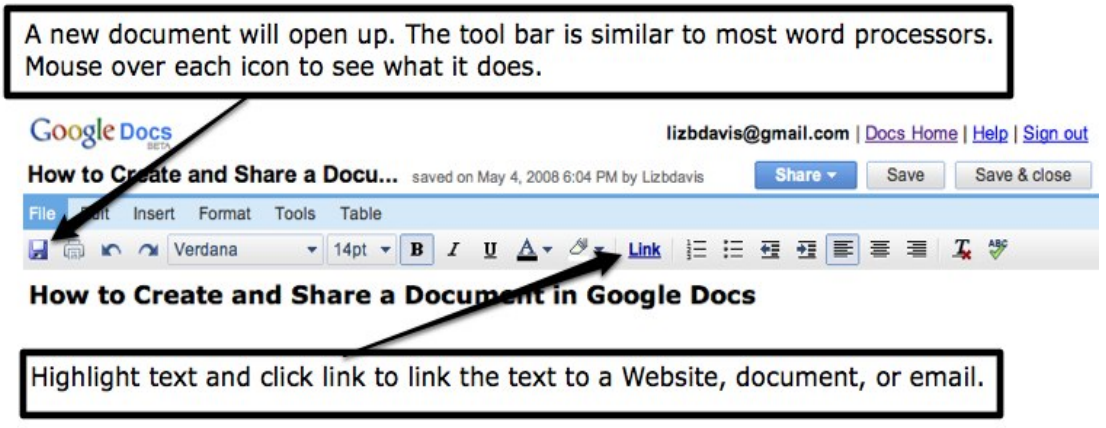
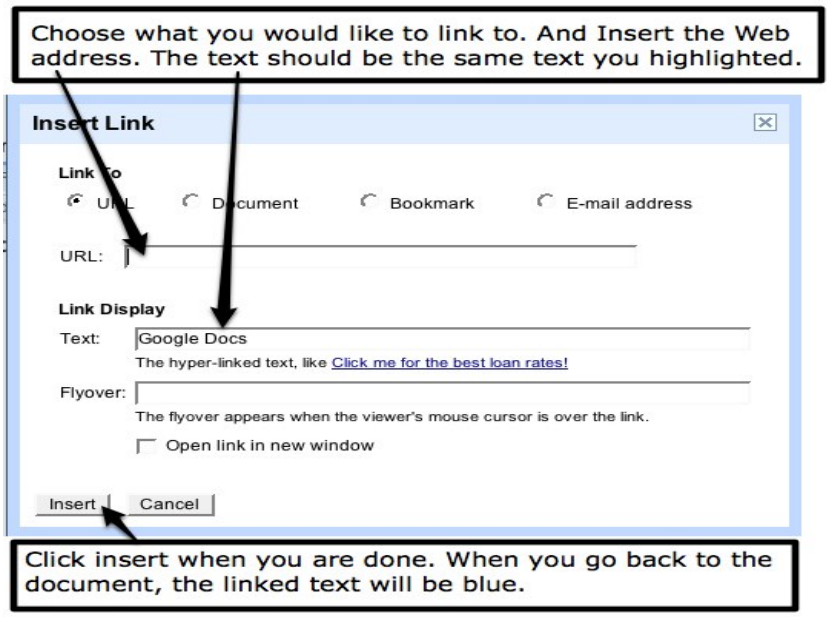
1. Create a new Document

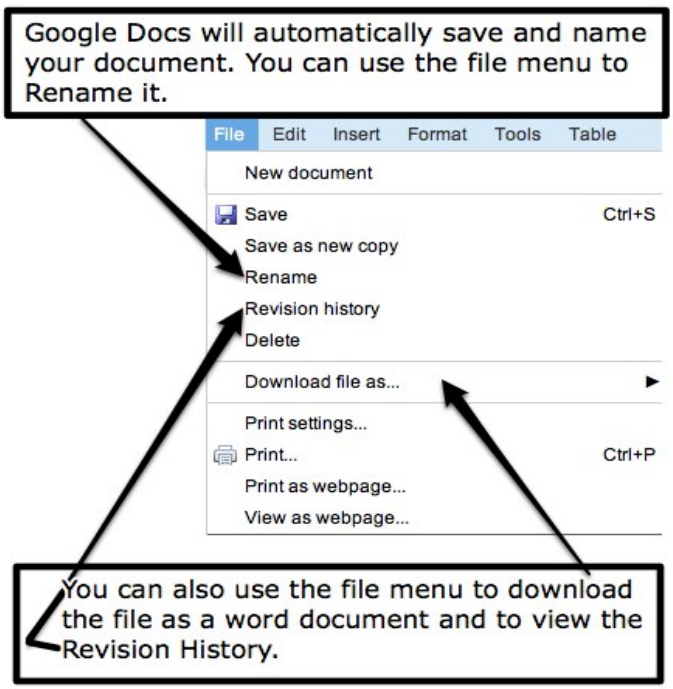




2. Adding Links



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

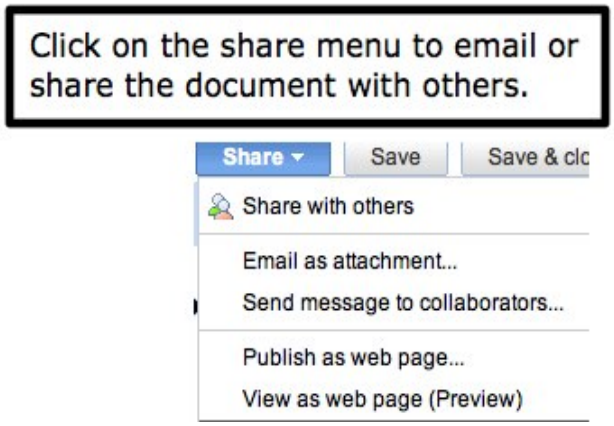
Revisions made by different authors are color coded.

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

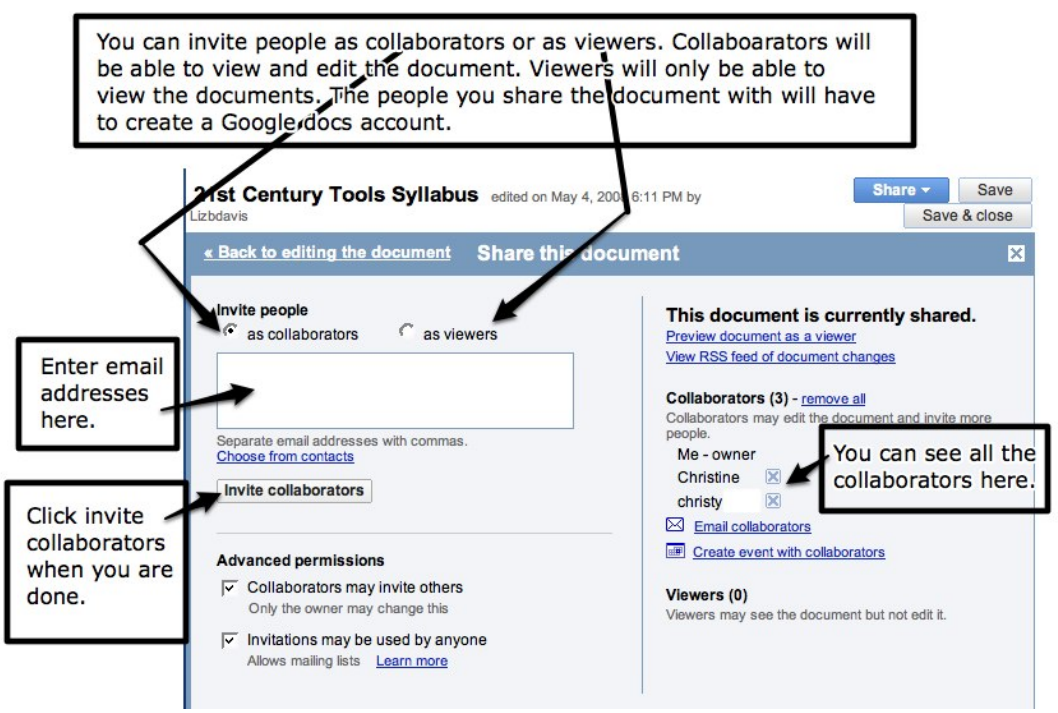
~~Introduce Podcasting~~
~~Learn how to find and listen to podcasts~~
~~Learn how to create a podcast.~~
~~Write and record a Podcast~~Find and listen to Podcasts.

Create, write and record a Podcast

6. Sharing a document (part 1)

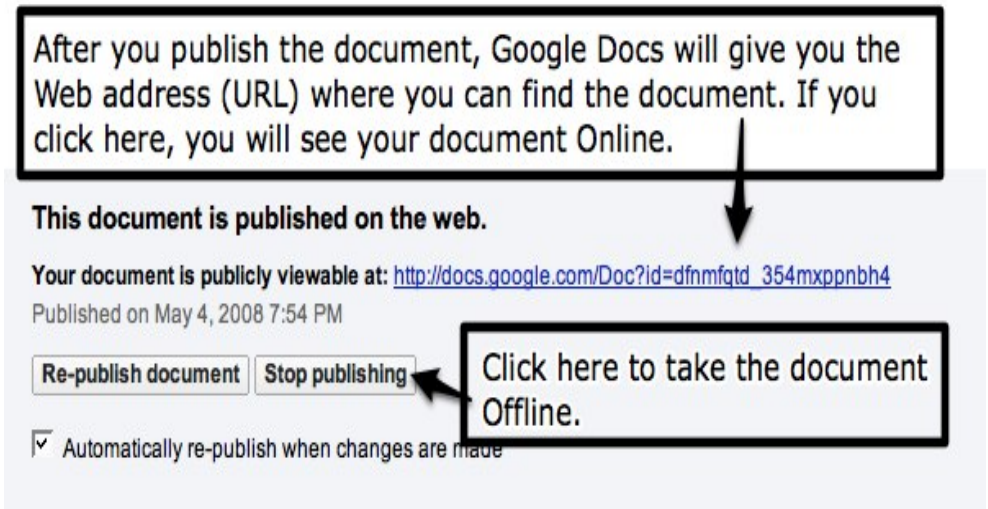


7. Sharing a document (Part 2)

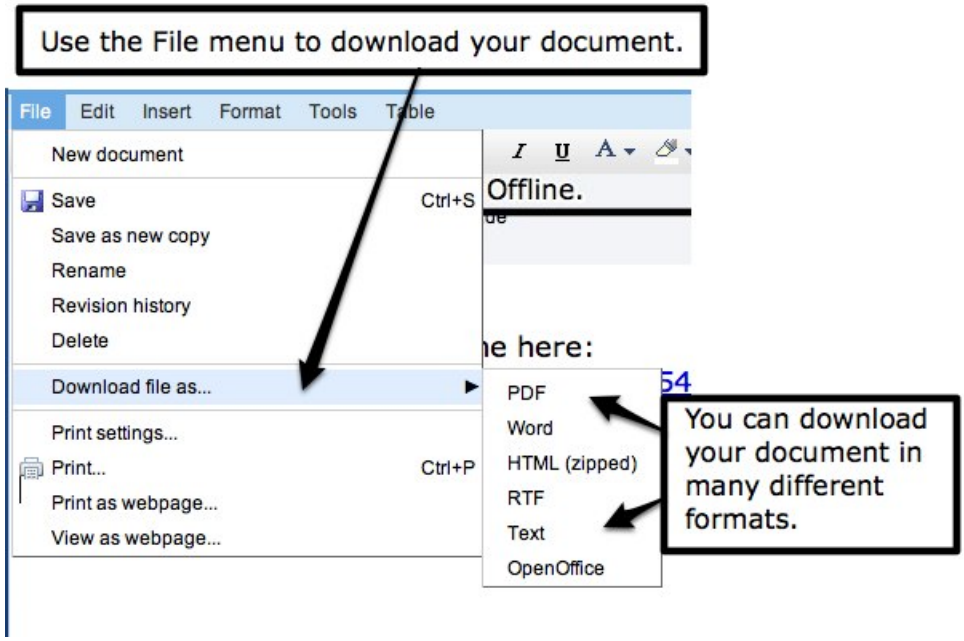


8. Publishing your document (part 1)

9. Publishing your document (part 2)



10. Download your document



Creating and Sharing a Presentation using Google Presentations.

Created by Liz B. Davis
May 4, 2008

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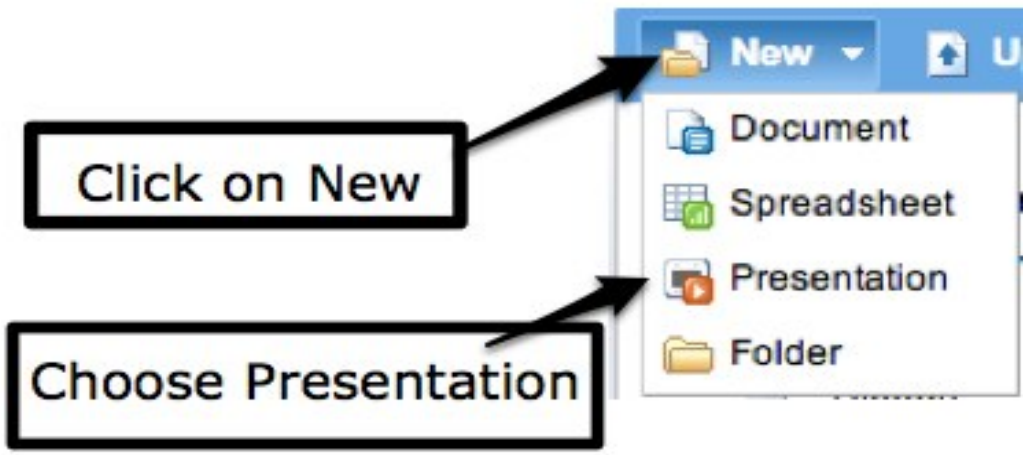
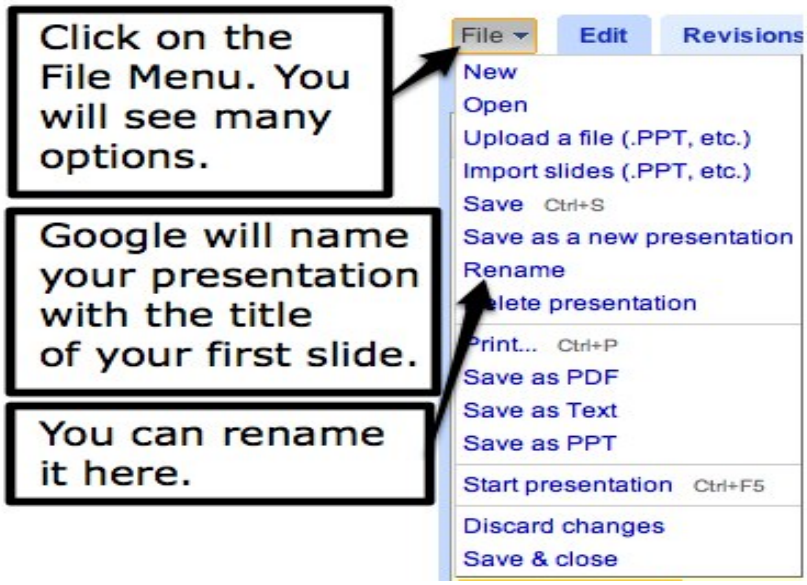
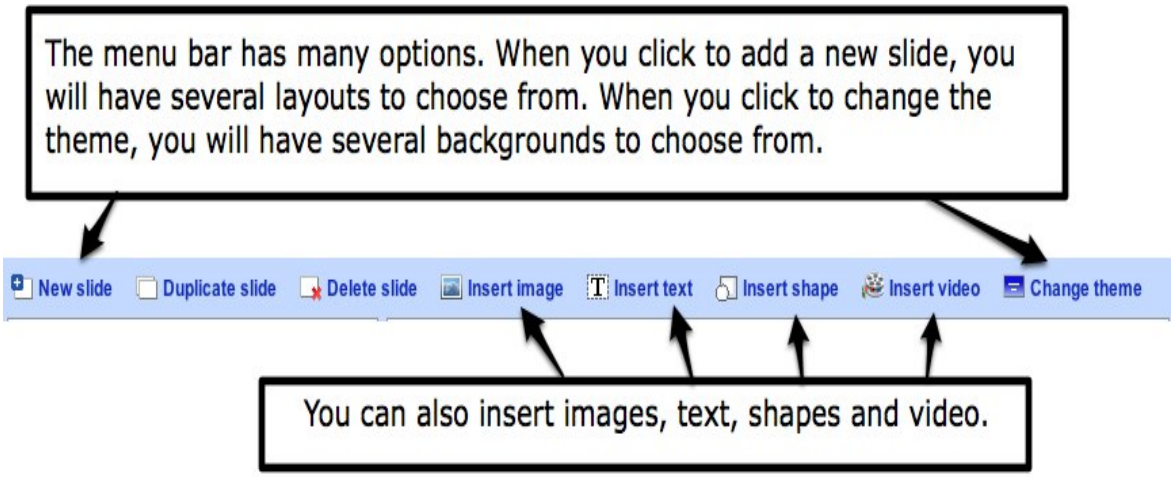
1. Open a New Presentation



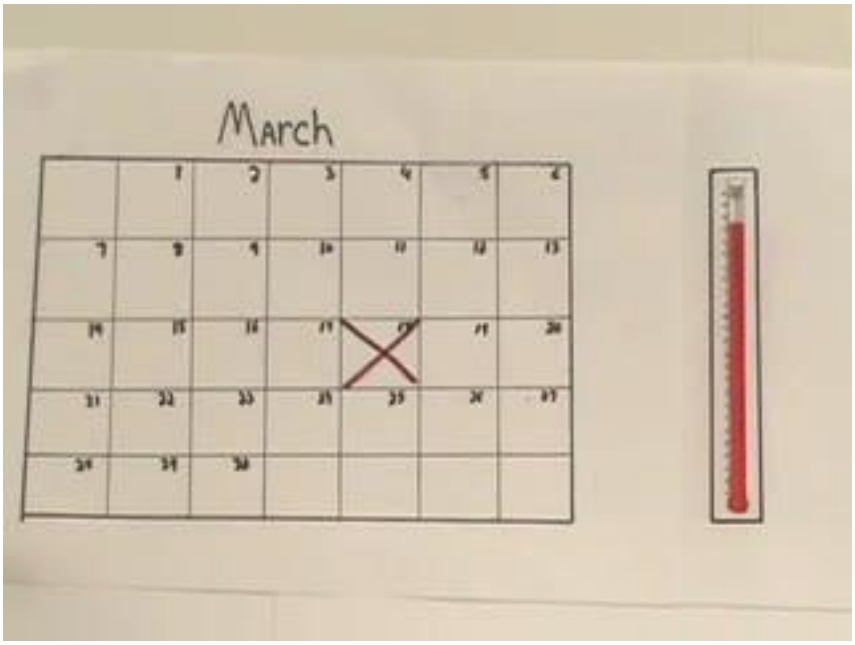
2. A New Presentation will Open



3. The Menu Bar



4. Only YouTube videos are supported.



Google Docs in Plain English

5. Revision History

Click the Revisions tab to view the revision history.

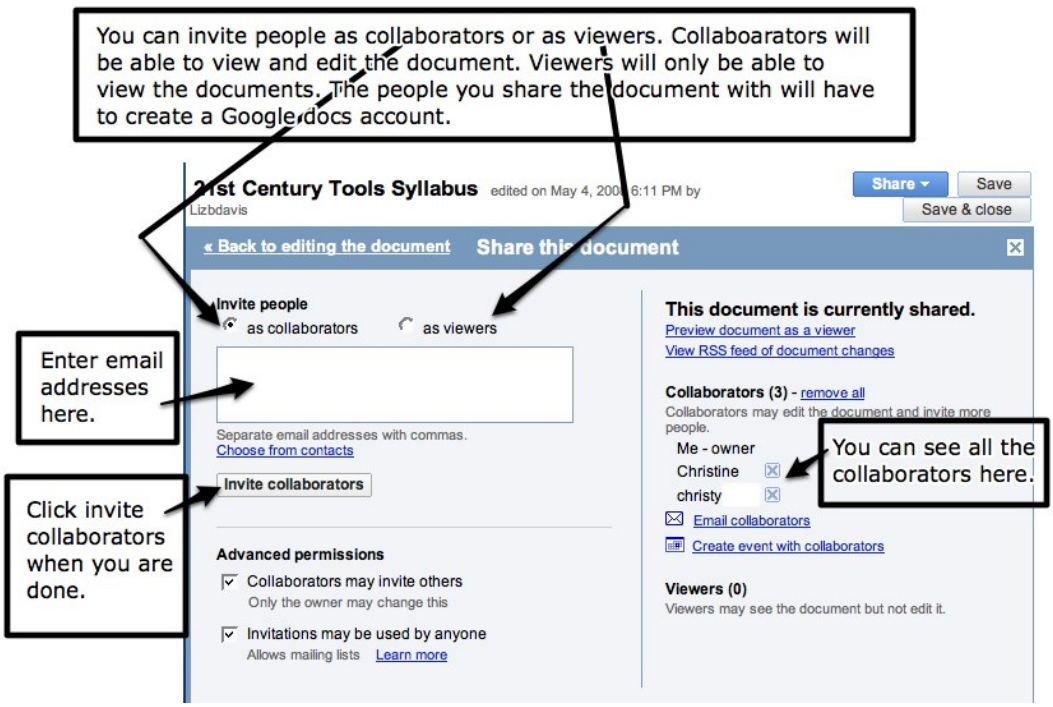
File | Edit | Revisions

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.

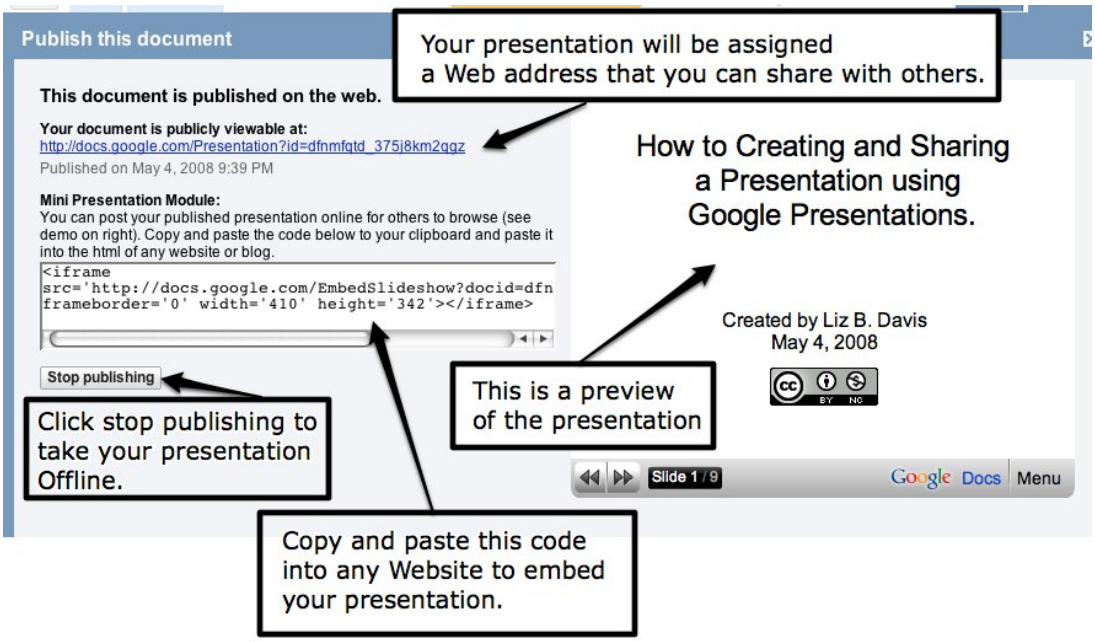
Revision	Last Edited	Changes
Revision 25	2 seconds ago by Me	Modified 1 slide
Revision 24	2 minutes ago by Me	Modified 1 slide
Revision 23	2 minutes ago by Me	Added 1 slide, Modifie
Revision 22	3 minutes ago by Me	Modified 1 slide

6. Share Presentation with Others

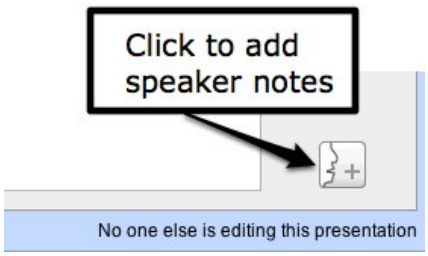
7. Share Presentation with Others

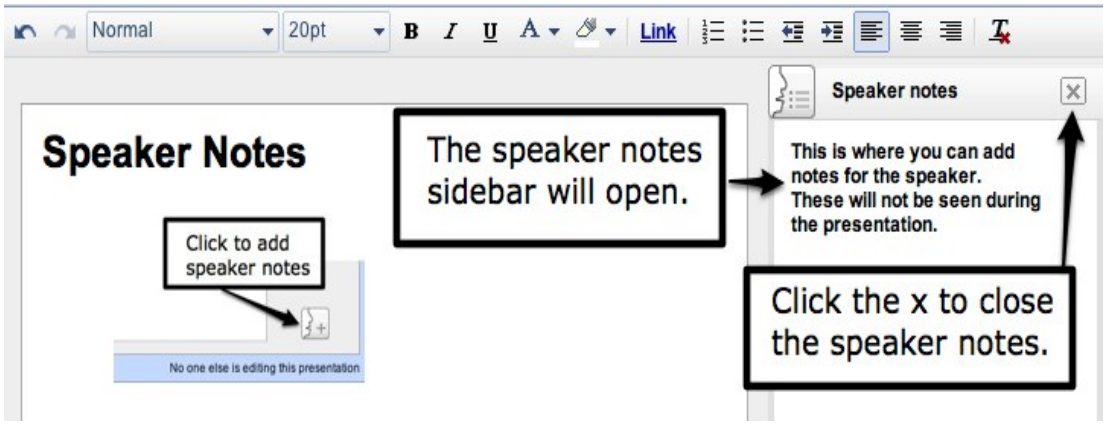


8. Publish Presentation Online

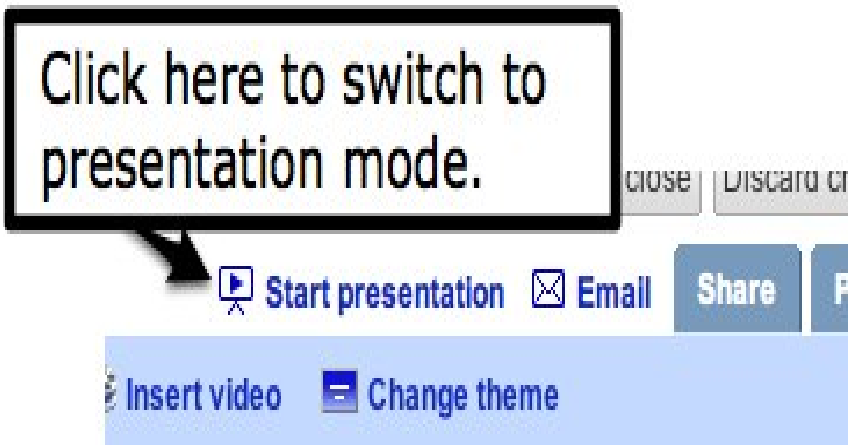


9. Speaker Notes

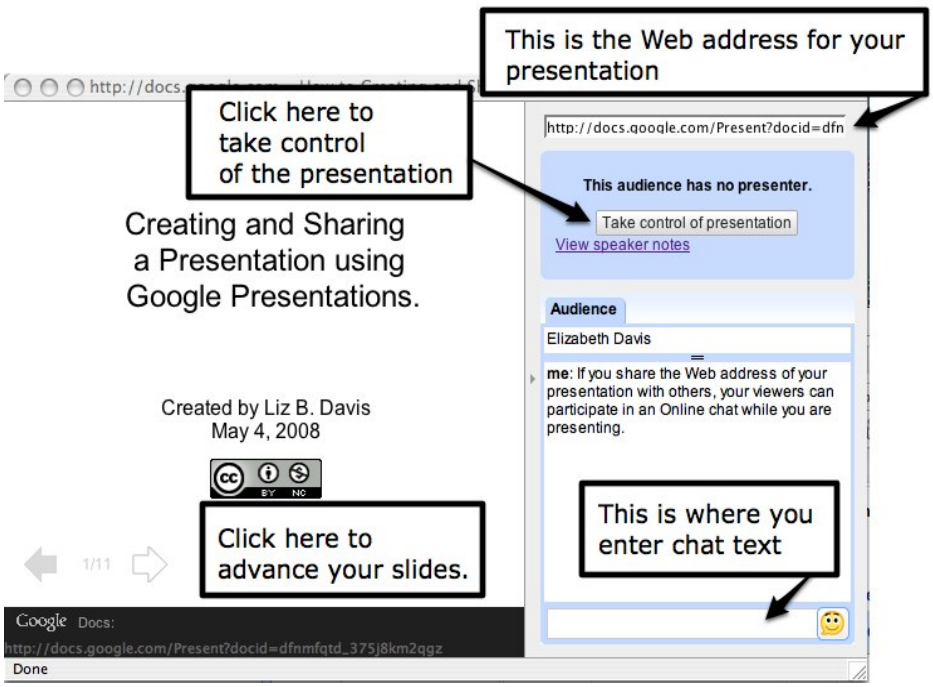




10. Start the Presentation



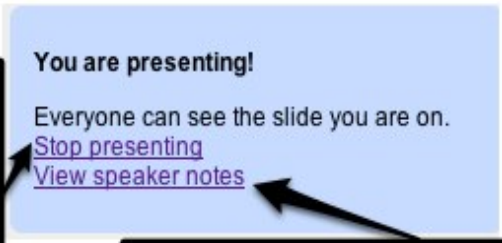
11. Start the Presentation



12. 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



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

13. Download and Print your Presentation

Use the File menu to print your slides (with or without speaker notes), save your presentation as a PDF file, as a PowerPoint file or as a Text file.

Using Google Spreadsheets to enter and graph data

http://docs.google.com

Created by Liz B. Davis
May 11, 2008

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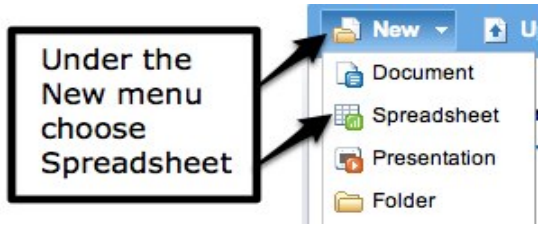
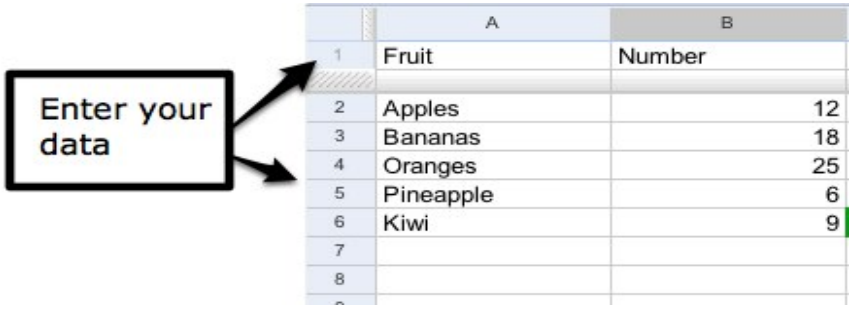
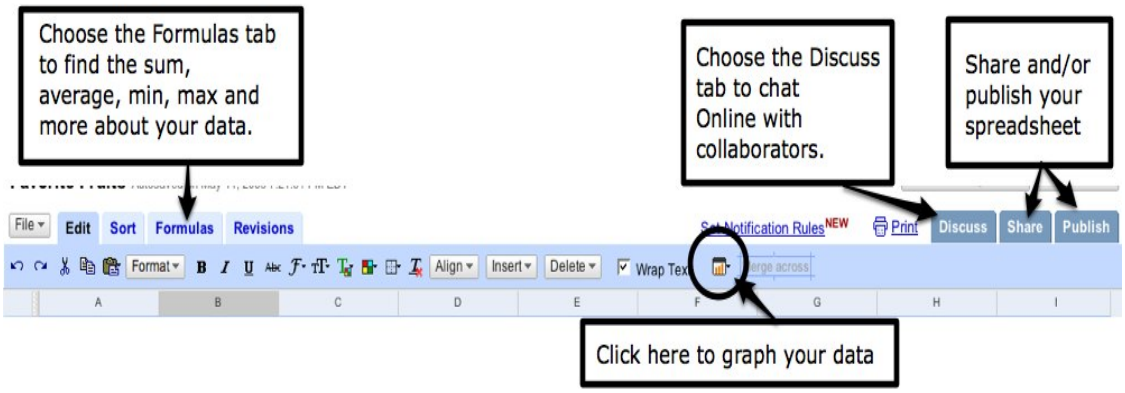
1. Open a new spreadsheet and enter your data.

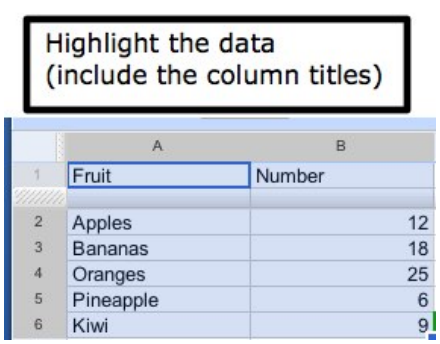


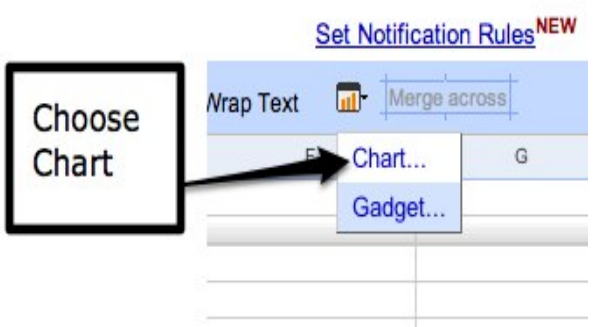


2. Toolbar Options

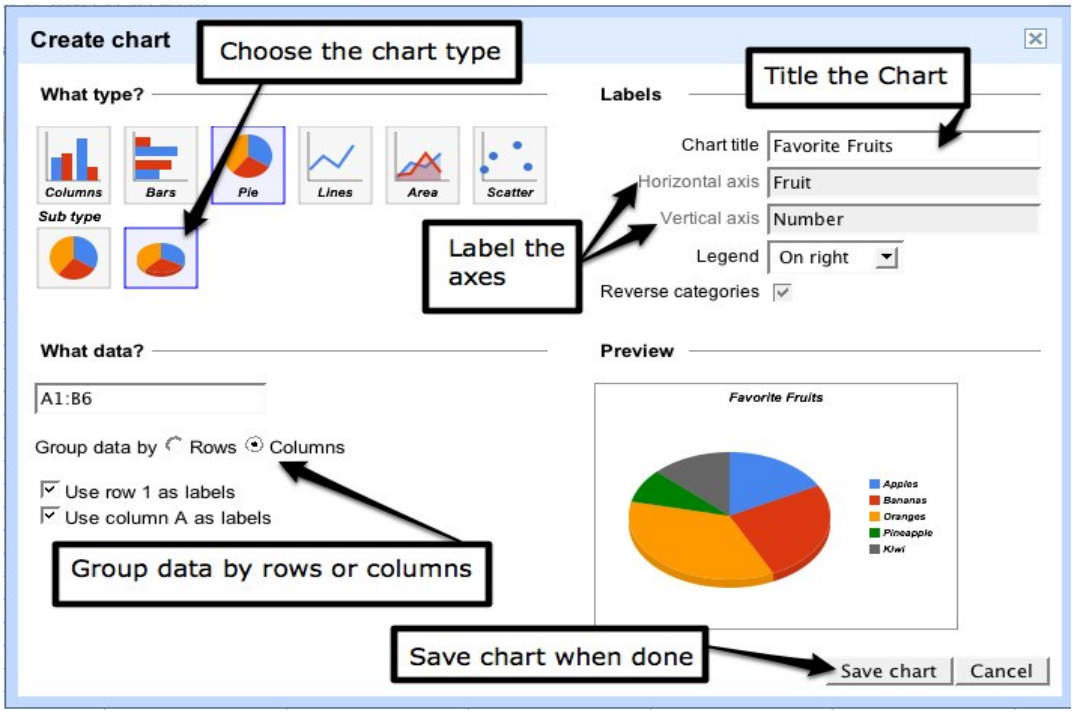


3. Highlight the data and choose Chart

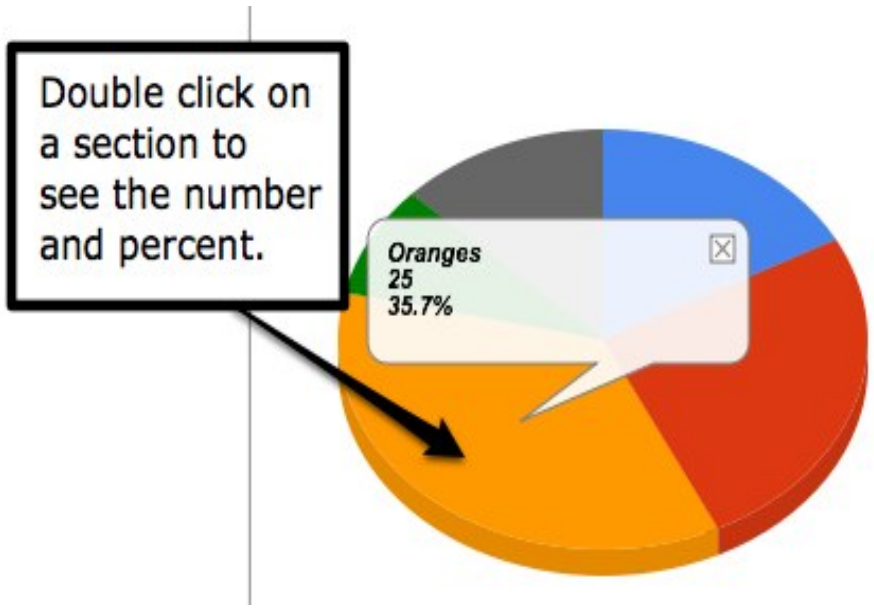




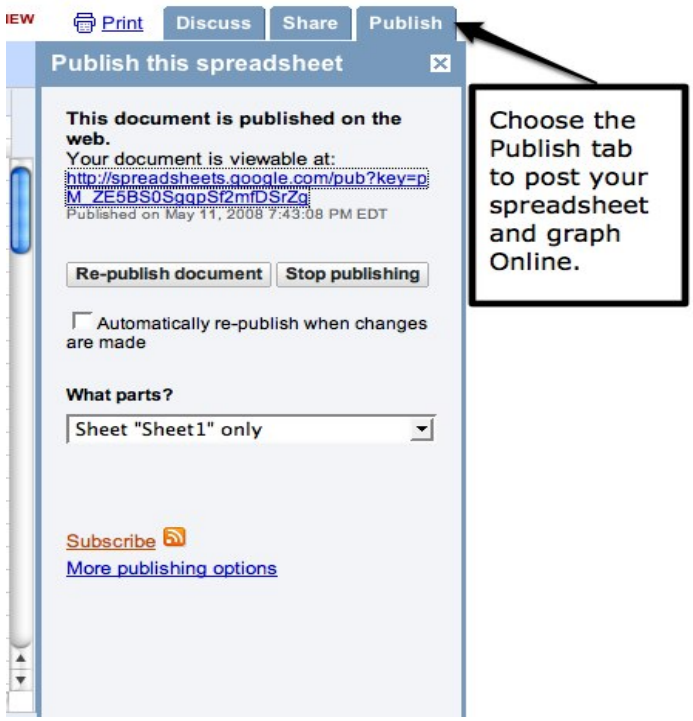
4. Enter your chart preferences.



5. Interact with the chart.



6. Publish the spreadsheet and chart.



Using Google Spreadsheets to create a form and collect data

http://docs.google.com

Created by Liz B. Davis

May 11, 2008

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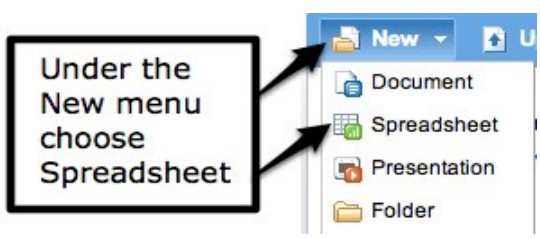
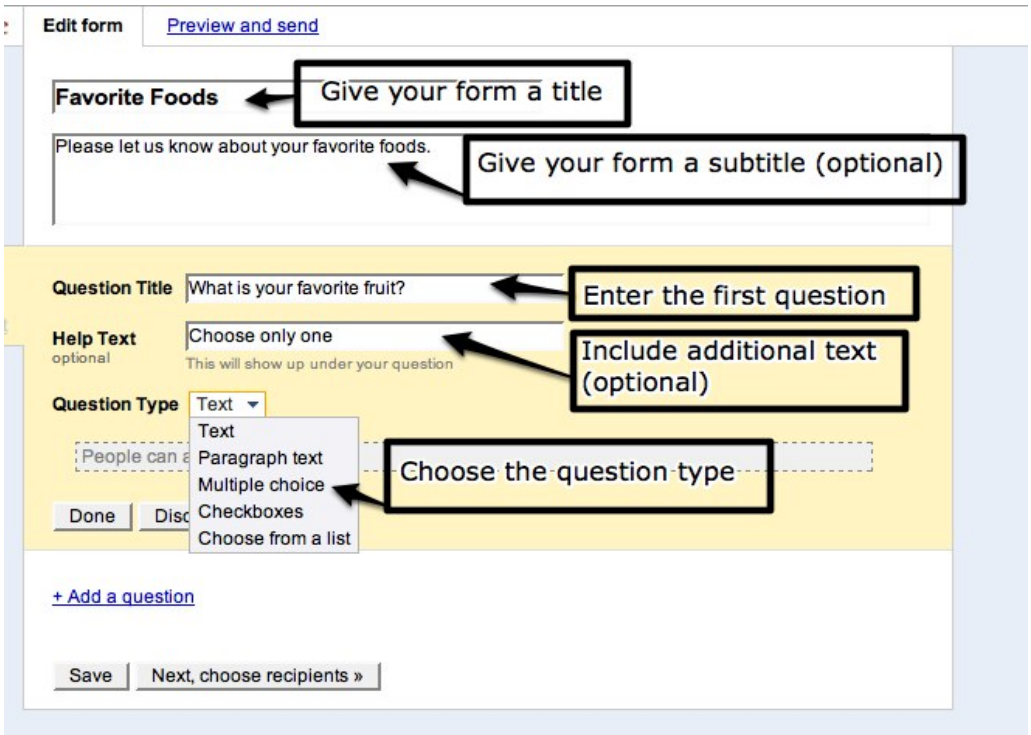
1. Open a new spreadsheet and click on the Share tab.

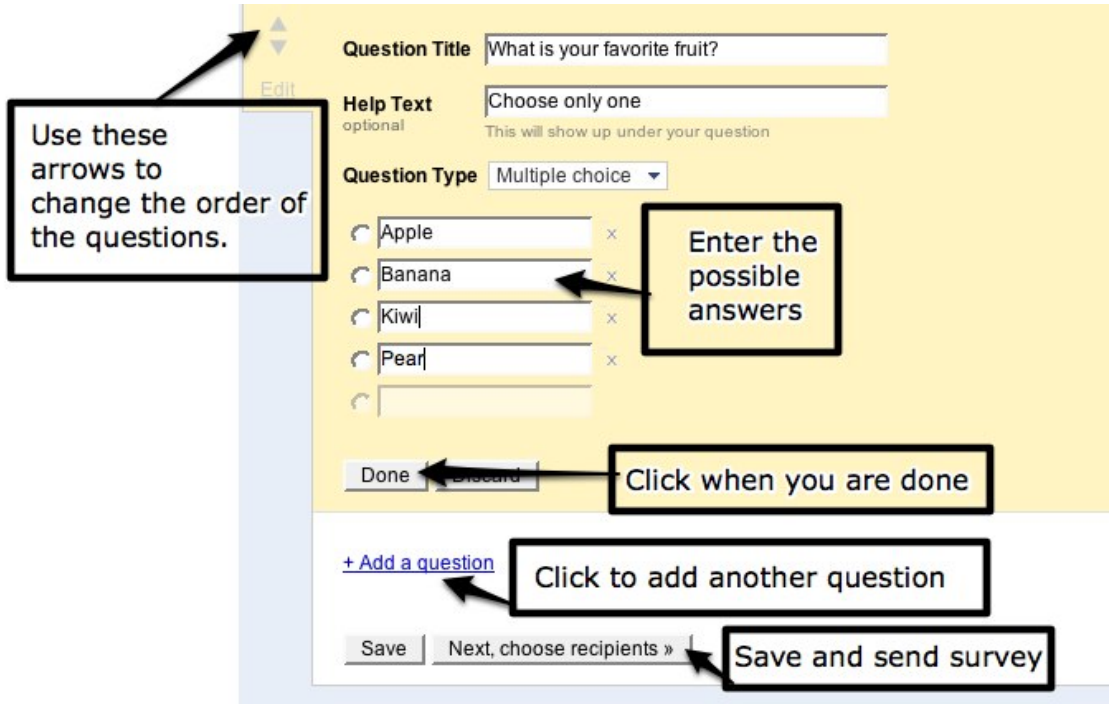


2. Invite people to fill out a form.

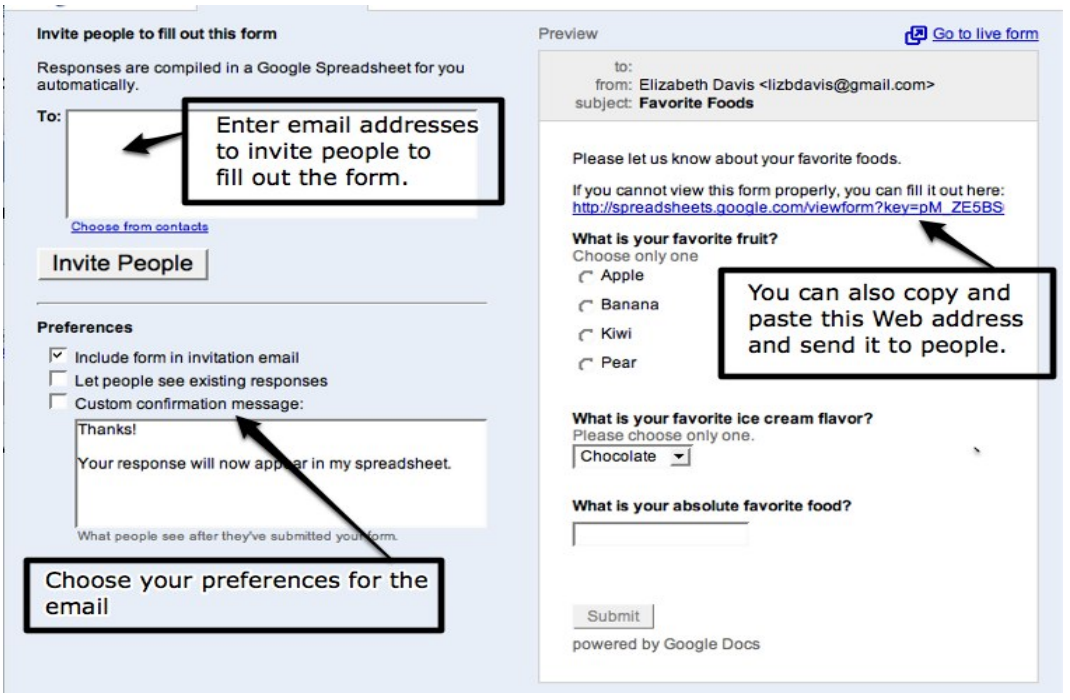
3. Enter your questions.



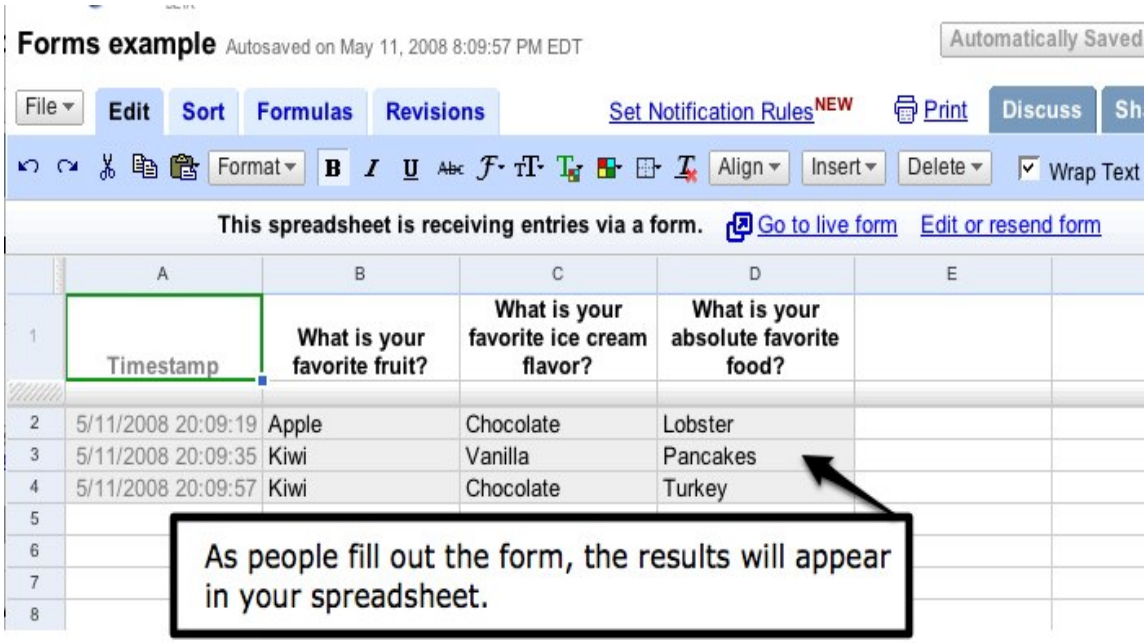
4. Enter the answer choices.



5. Send email or post the form Online.



6. View the results.



Getting Started with Del.icio.us

http://del.icio.us

Created by Liz B. Davis
May 12, 2008

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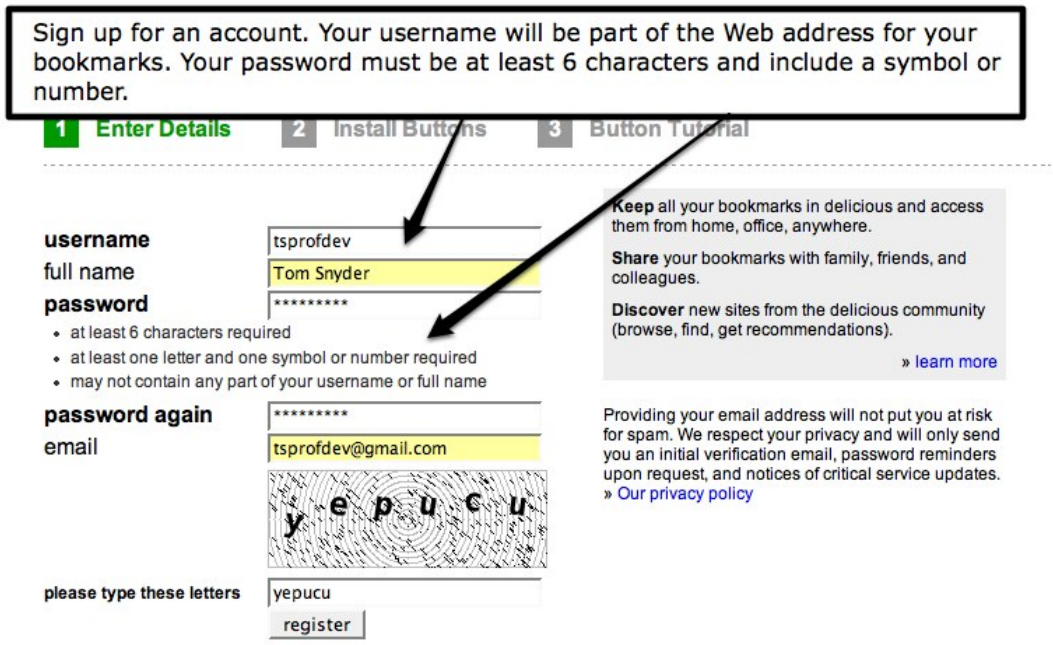
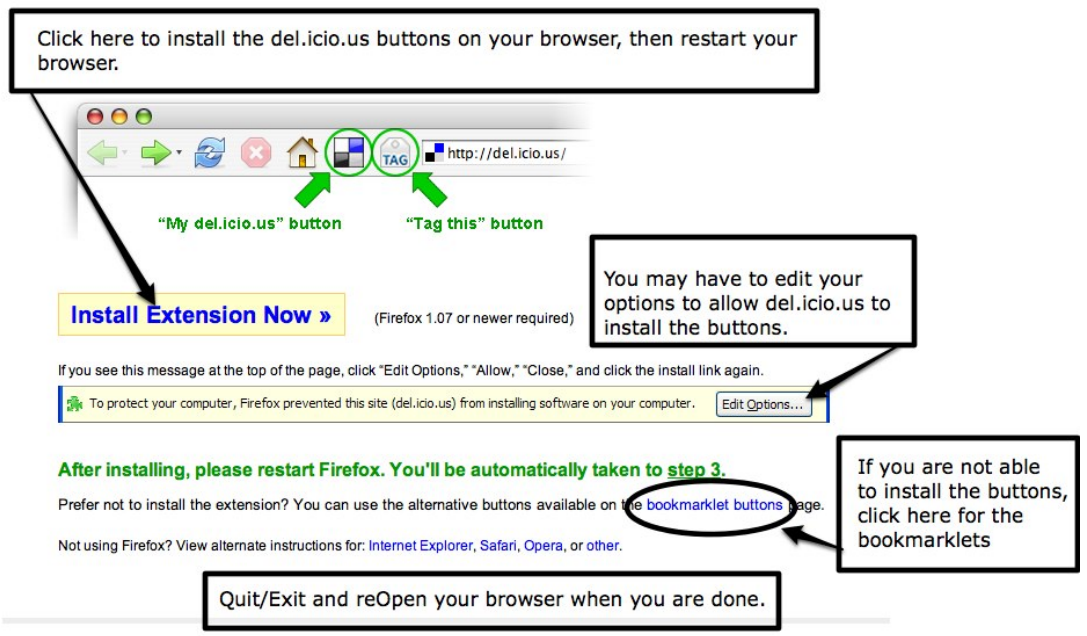
1. Create an account on Del.icio.us

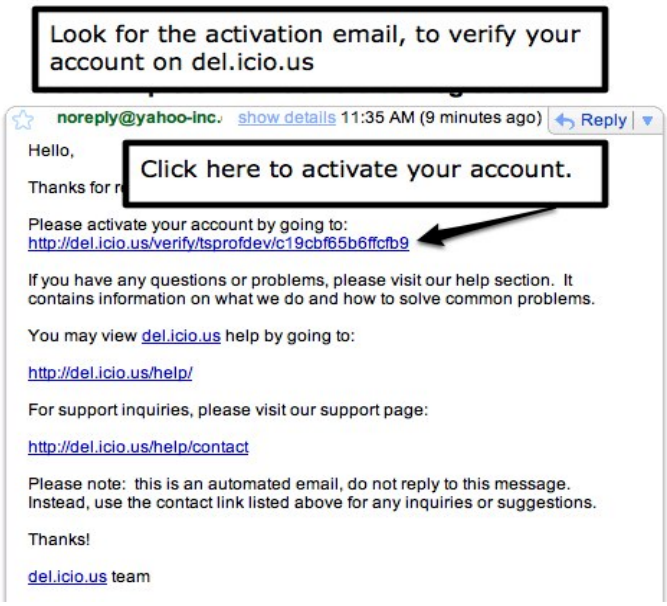
2. Choose a user name and password



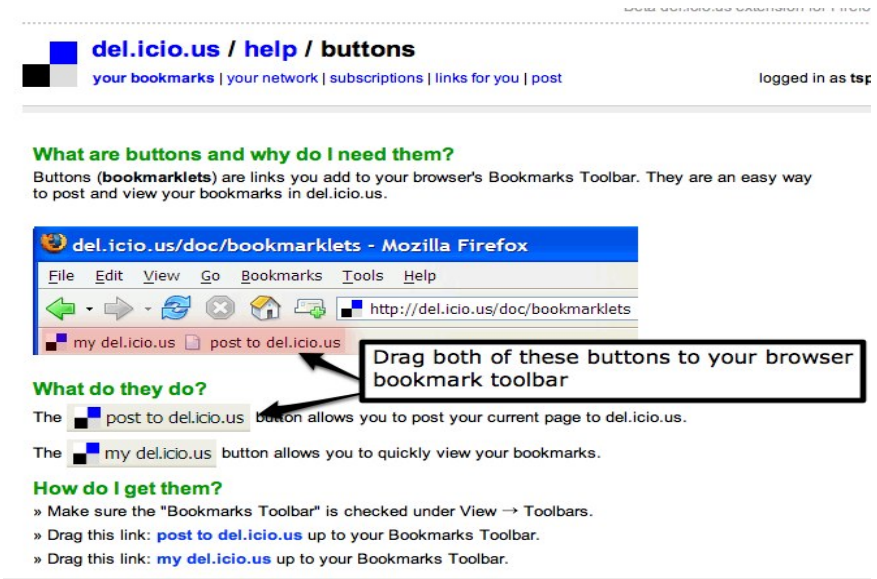
3. Add browser buttons



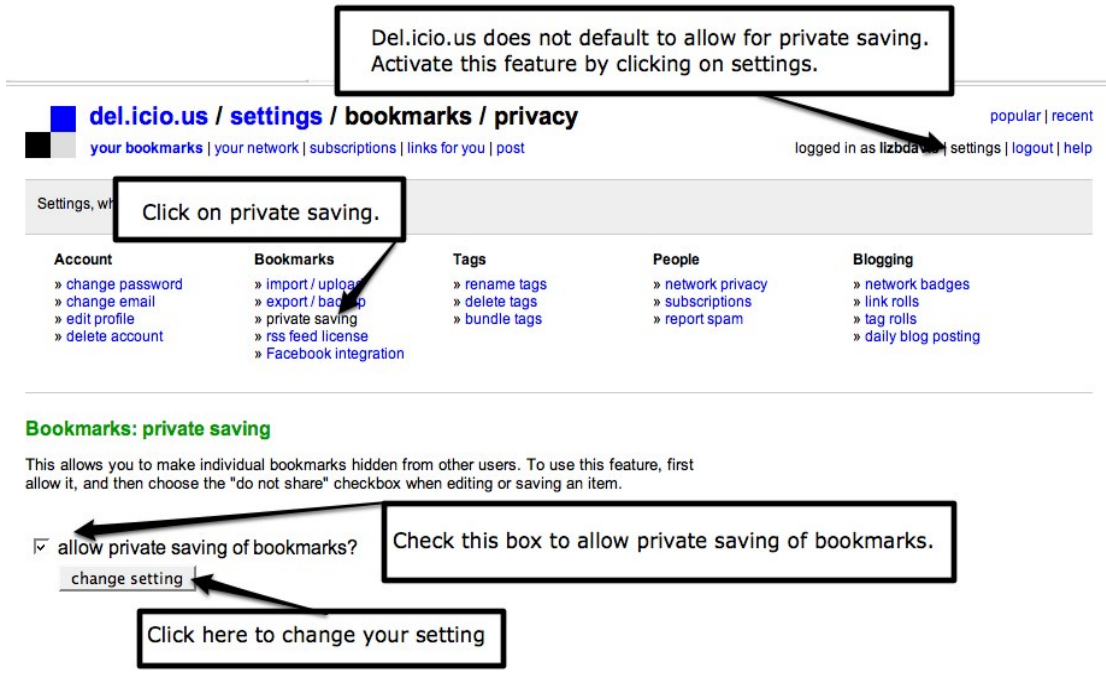
4. Check your email to activate your account. Look in your bulk mail, if you don't see a message in your inbox.



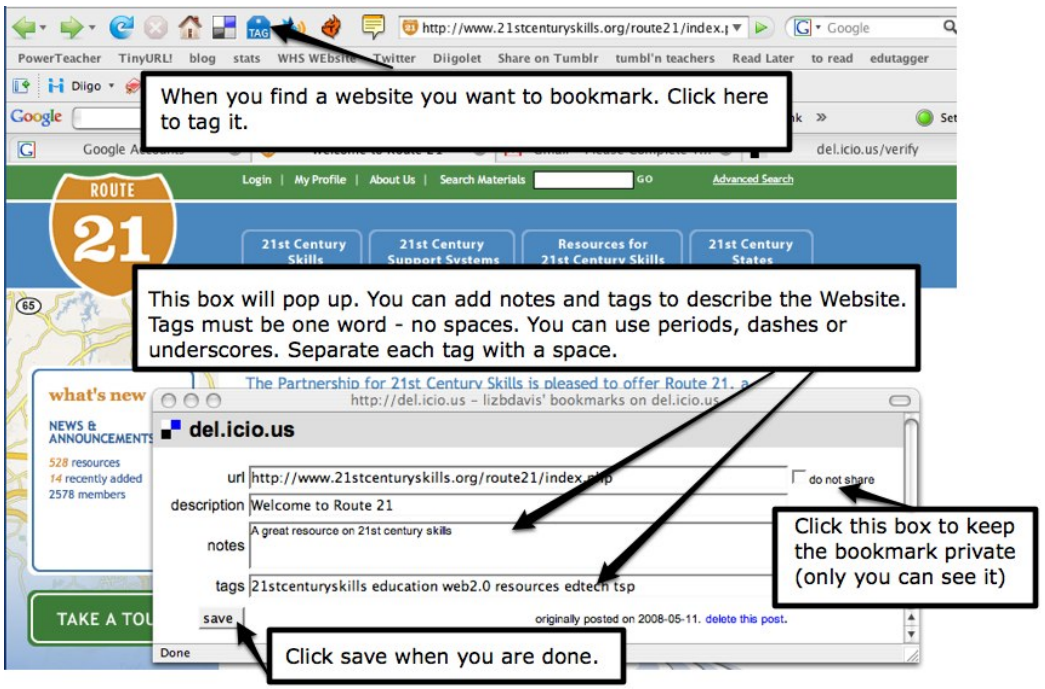
5. If you can't download the buttons, add the browser bookmarkletts to your bookmark toolbar.



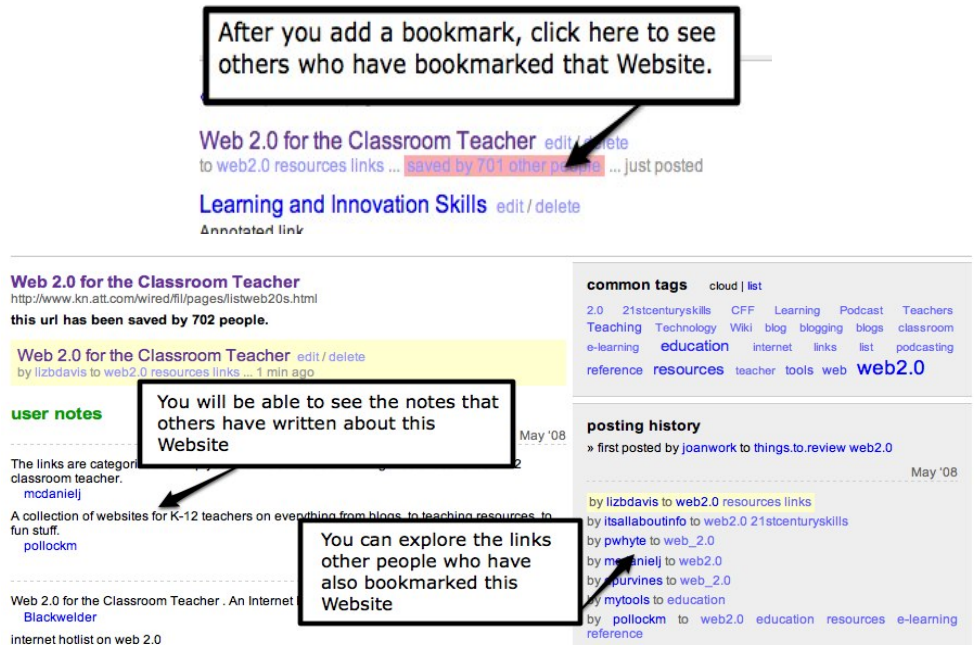
6. Allow private saving of bookmarks



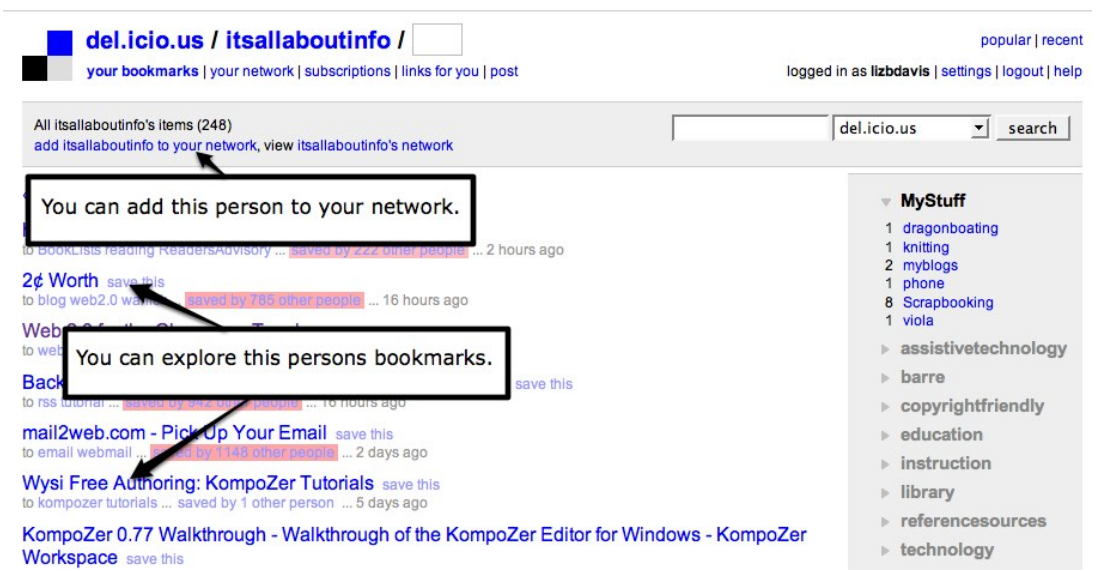
7. Tag and describe Websites.



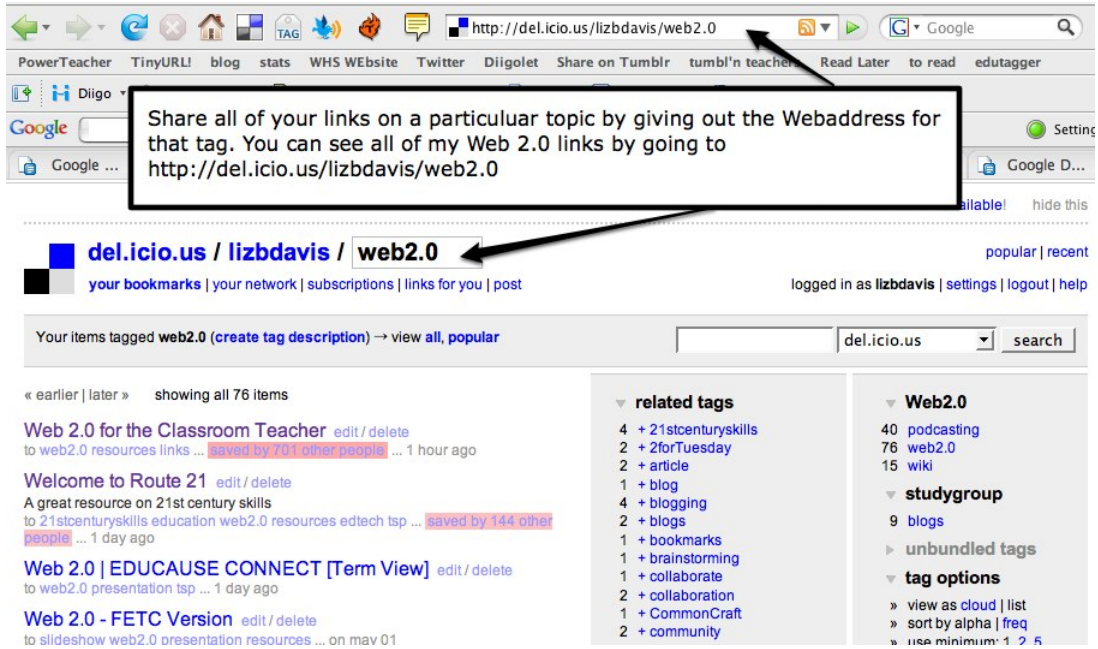
8. The social part of social bookmarking.



9. Exploring other people's bookmarks.



10. Sharing your links with others.



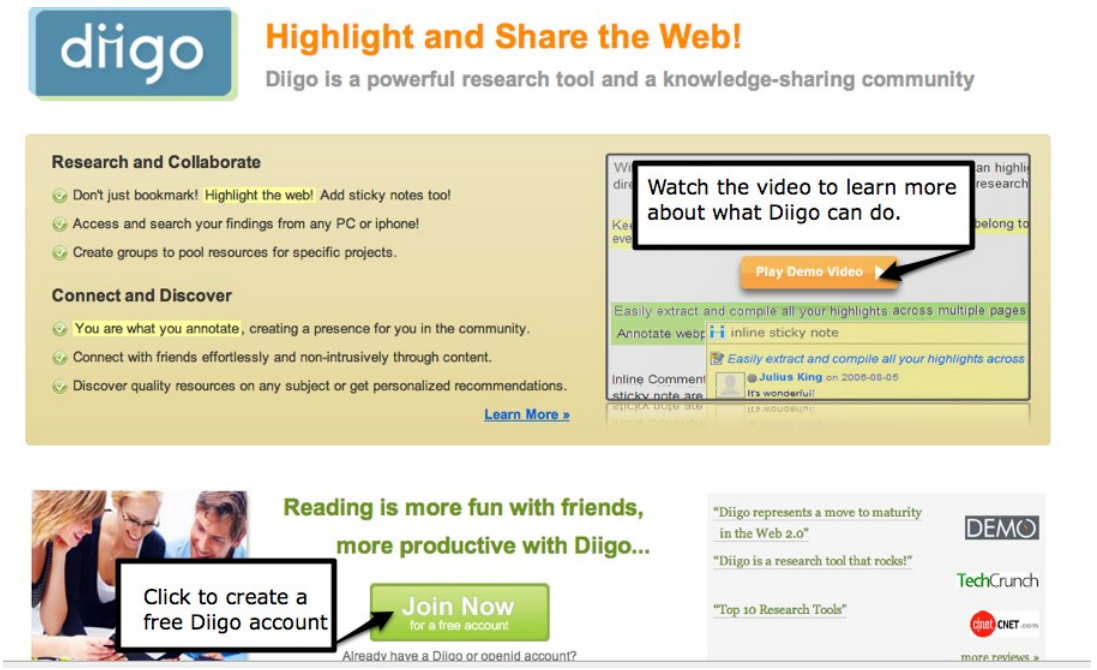
Getting Started with Diigo - Part 1 Setting up your account

http://www.diigo.com

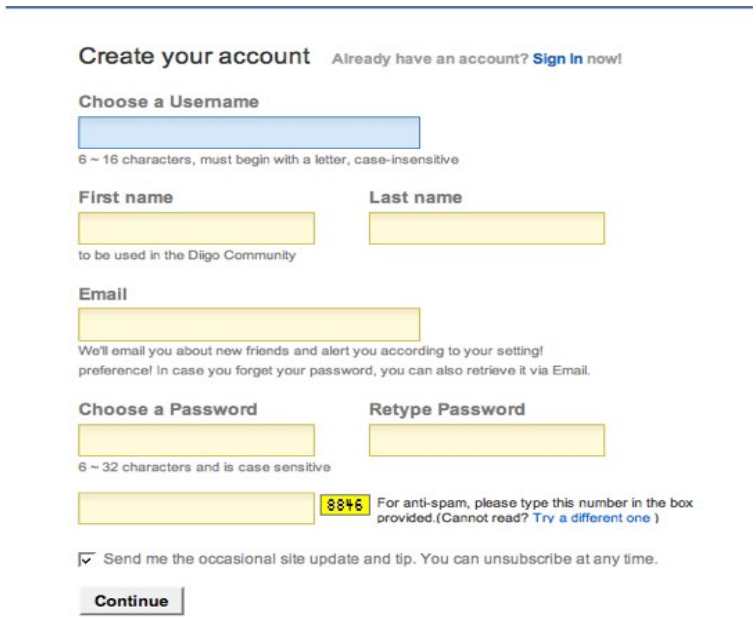
Created by Liz B. Davis
May 12, 2008

CC BY NC

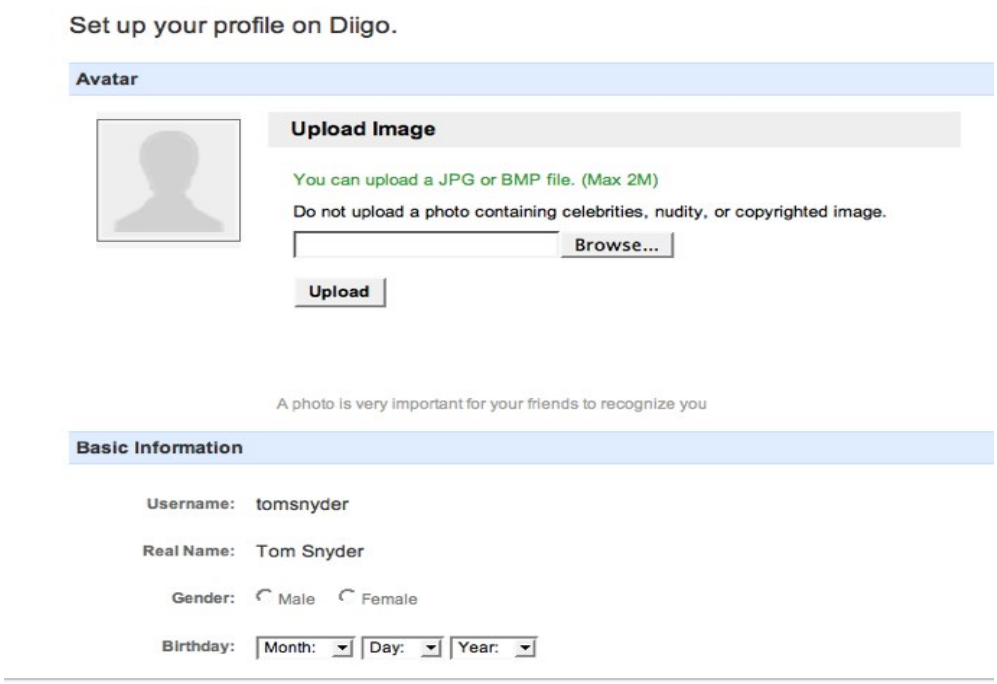
1. Create your Diigo account.



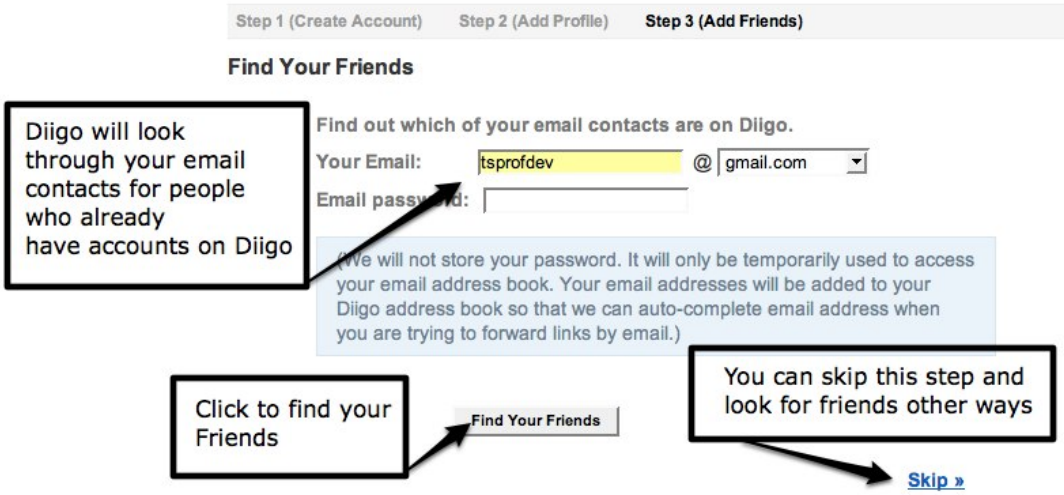
2. Choose a username and password.



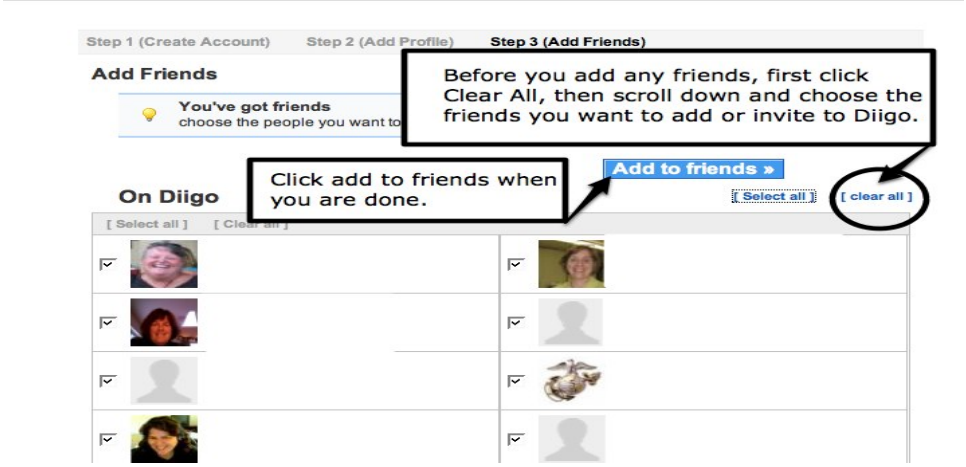
3. Set up your profile.



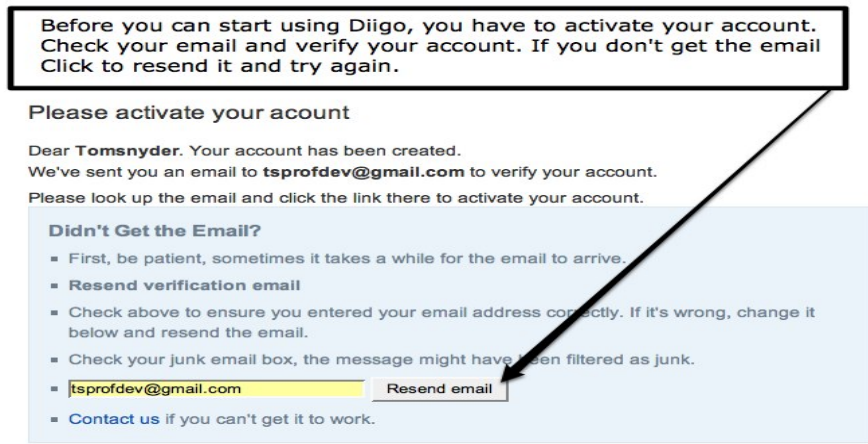
4. Find friends on Diigo or skip this step.



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.

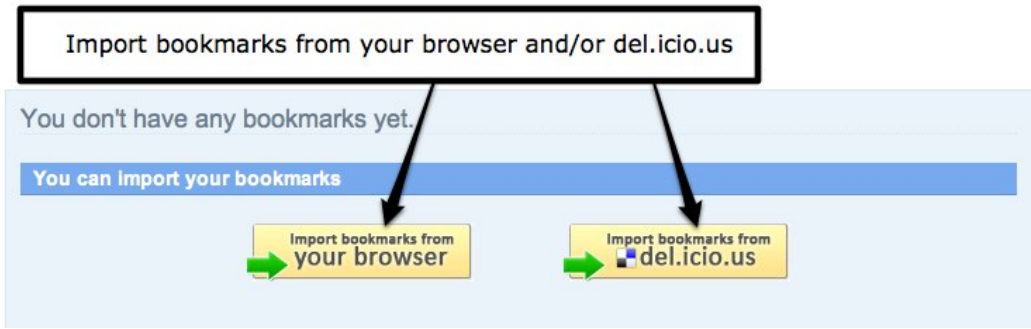


6. Check for your activation email. Look in your bulk folder if you don't see it in your inbox. Click to resend if you don't receive it.

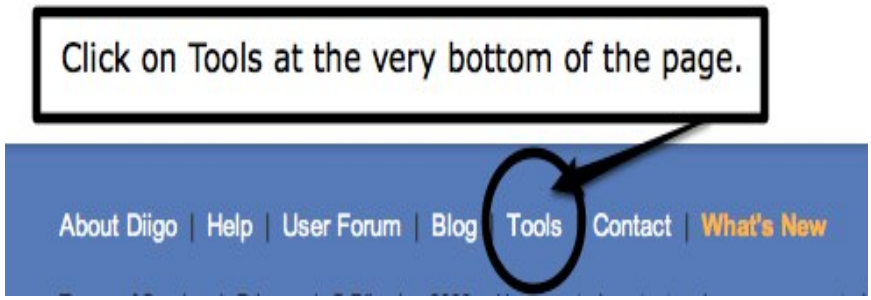


7. Follow the steps to install the Diigo Toolbar.

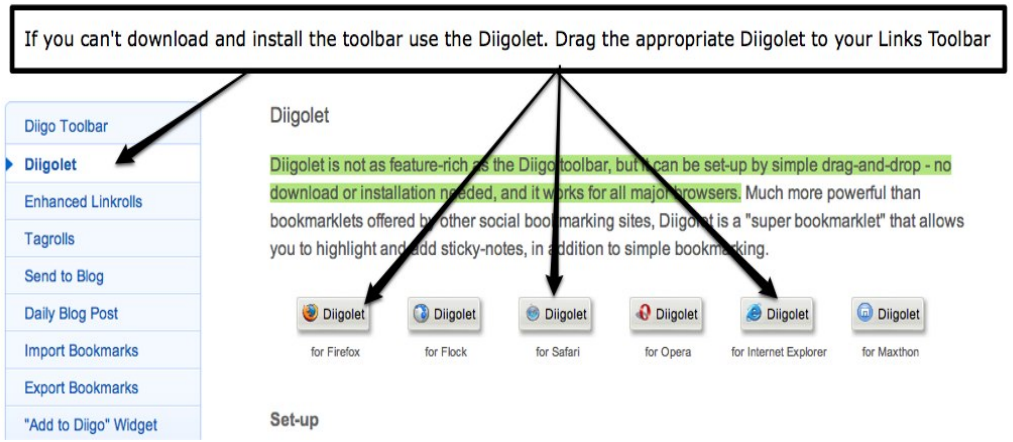
8. Import your browser bookmarks to Diigo - you will now be able to get to them from any computer. You can also import your del.icio.us bookmarks to Diigo.



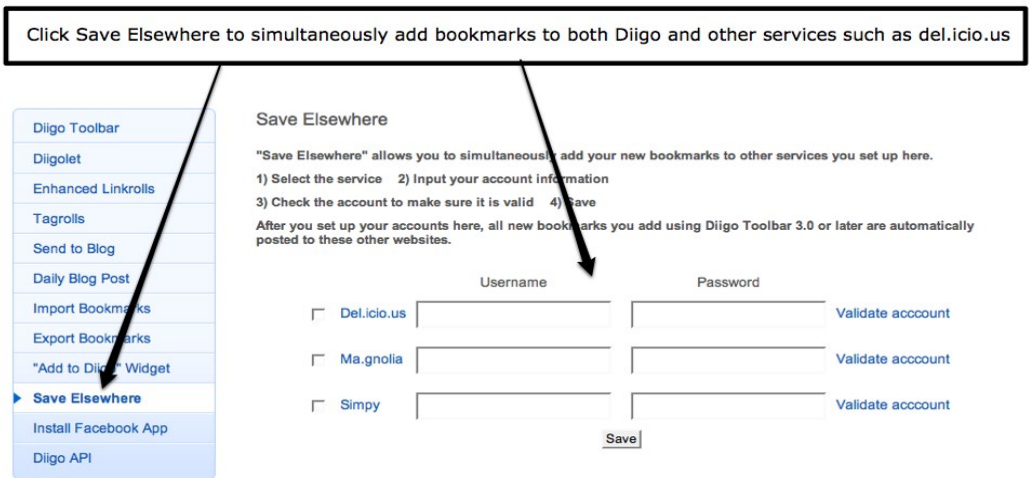
9. Click on the Tools link at the bottom of the Webpage (it is at the bottom of all Diigo pages).



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.



Getting Started with Diigo - Part 2 Using Diigo

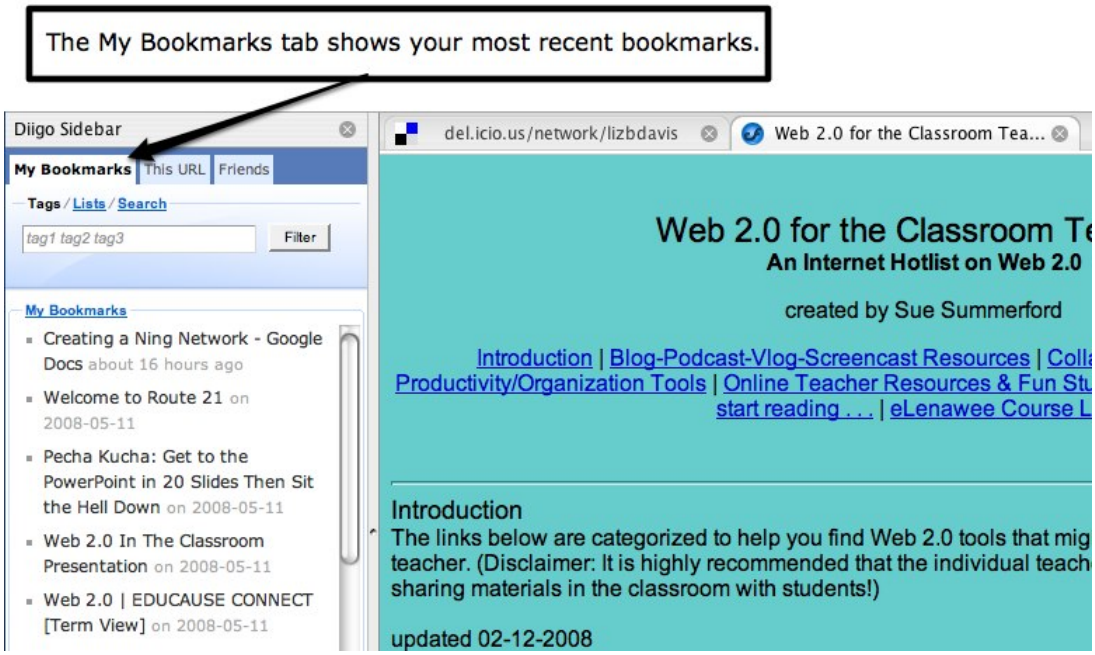
http://www.diigo.com

Created by Liz B. Davis
May 12, 2008

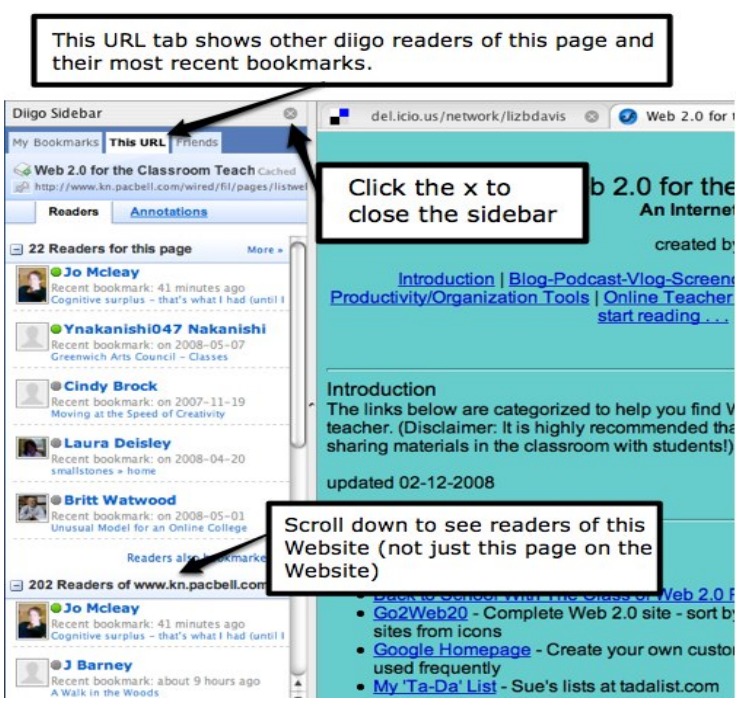
CC BY NC

1. The Diigo Sidebar

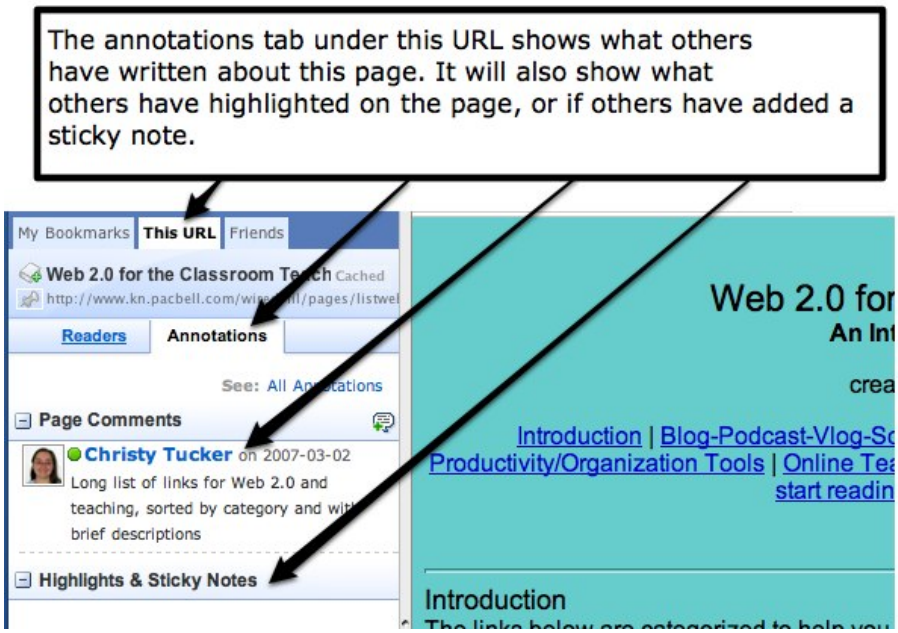
2. My Bookmarks Tab



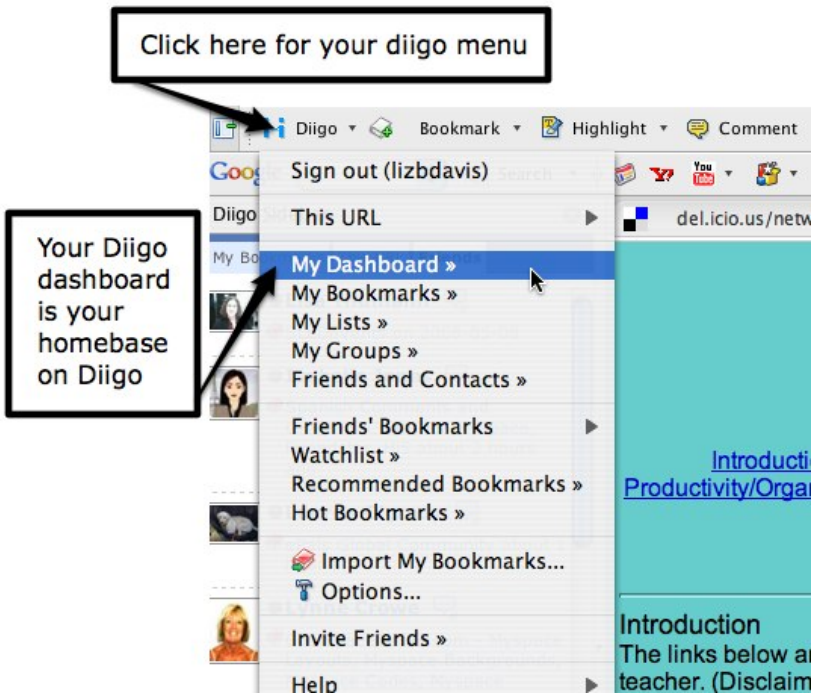
3. This URL tab



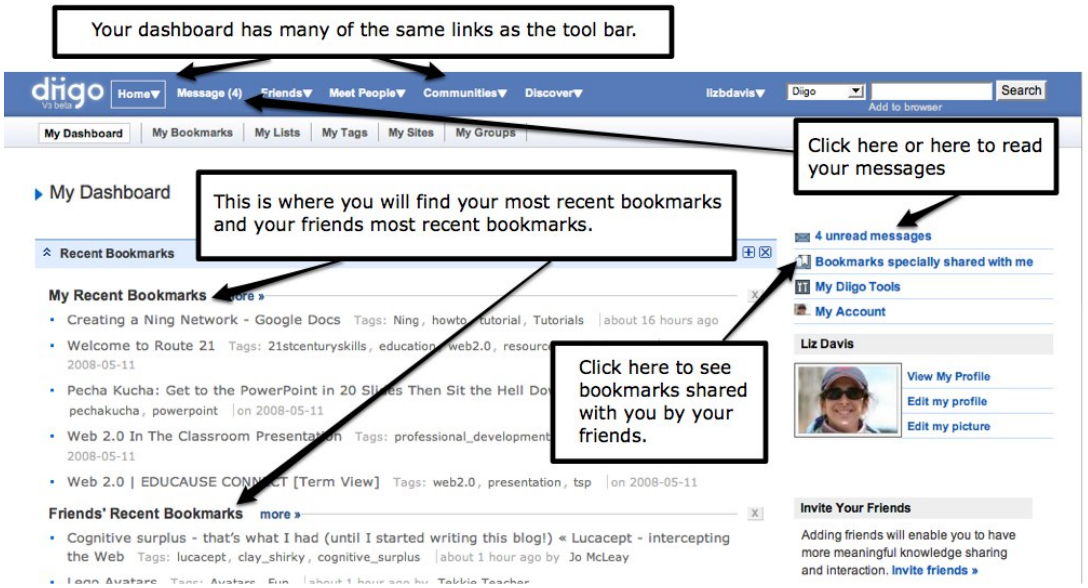
4. Annotations Tab



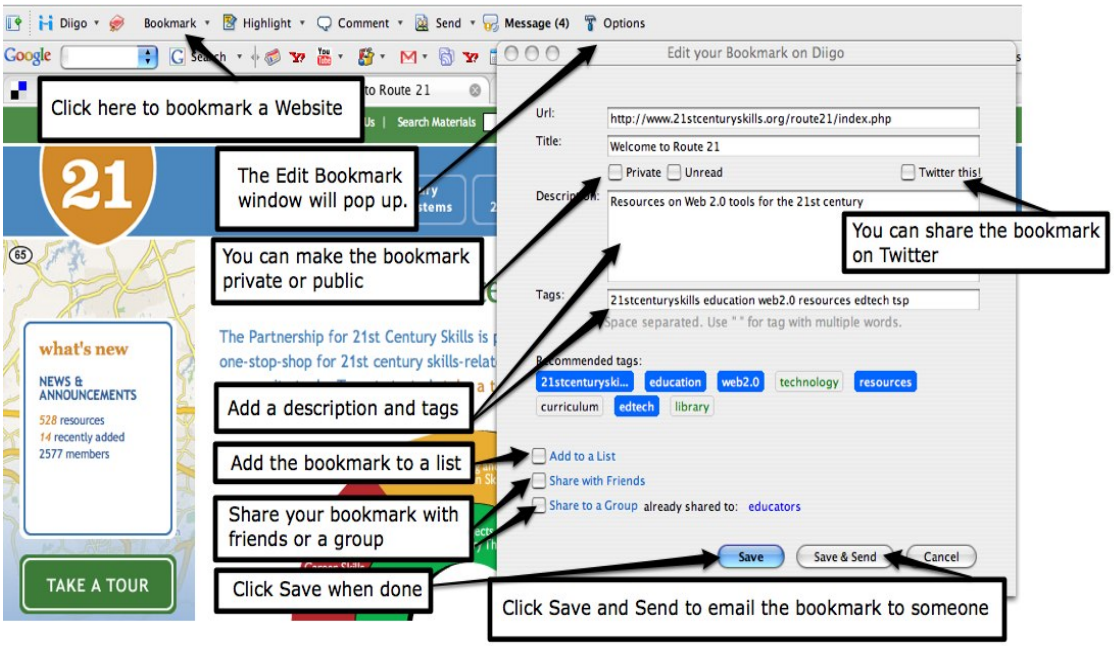
5. Diigo menu - My Dashboard



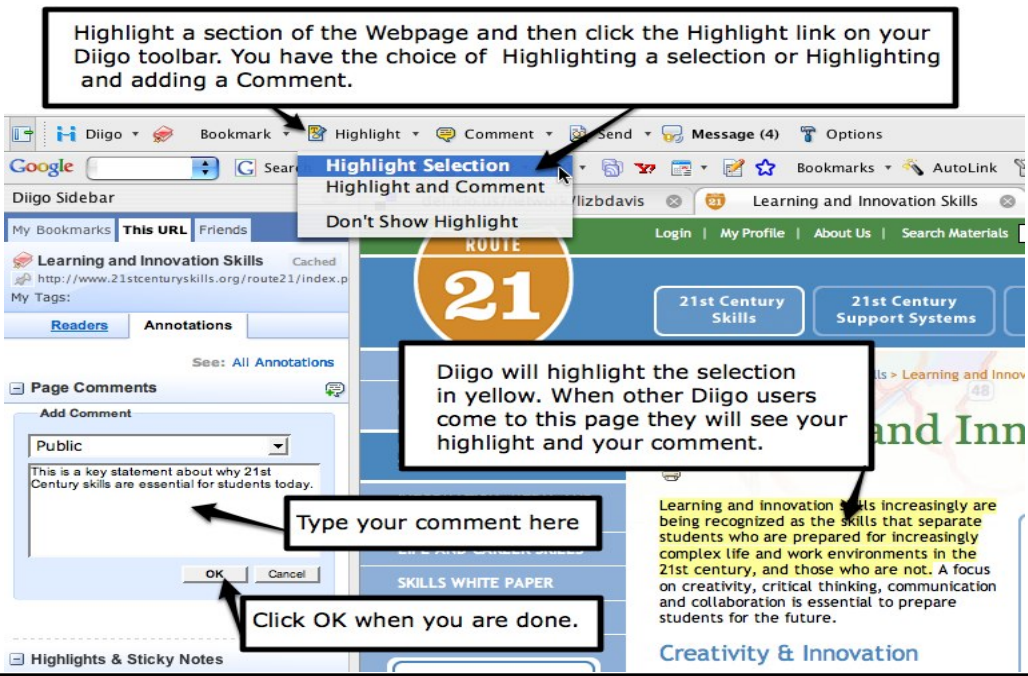
6. Understanding your Dashboard



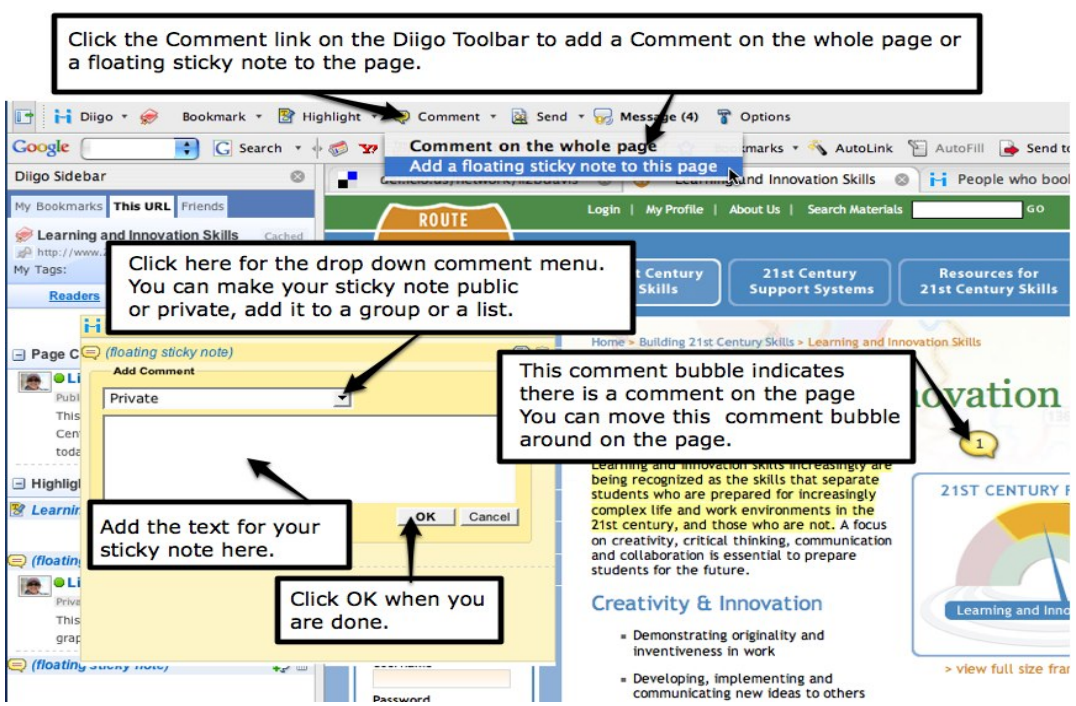
7. Adding bookmarks to Diigo



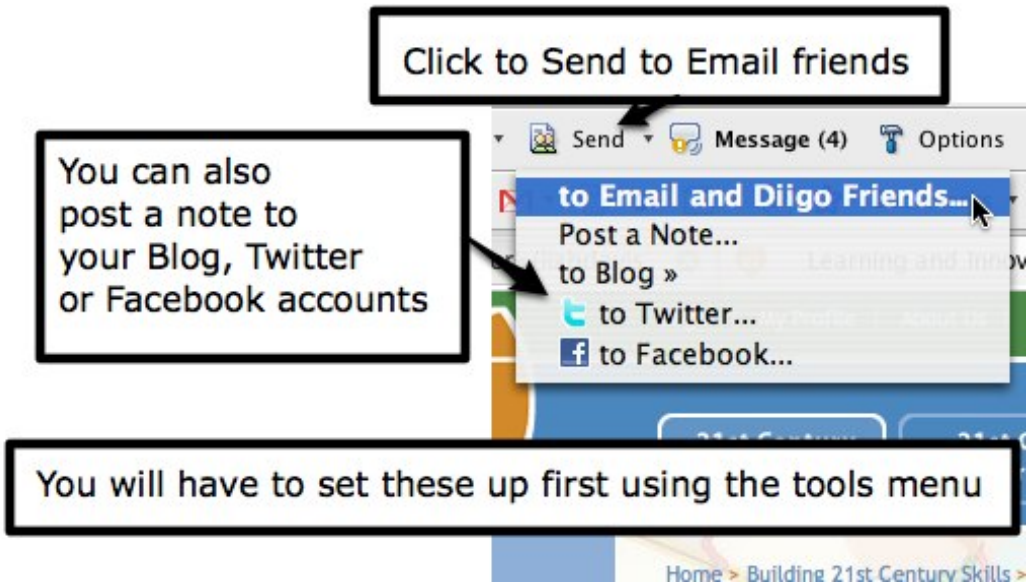
8. Highlighting and annotating on Webpages.



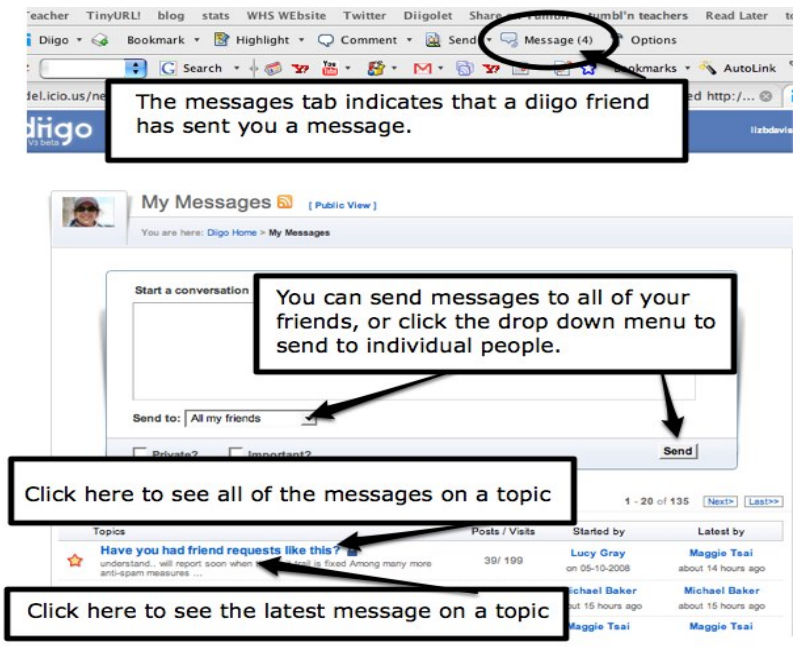
9. Adding comments to Webpages.



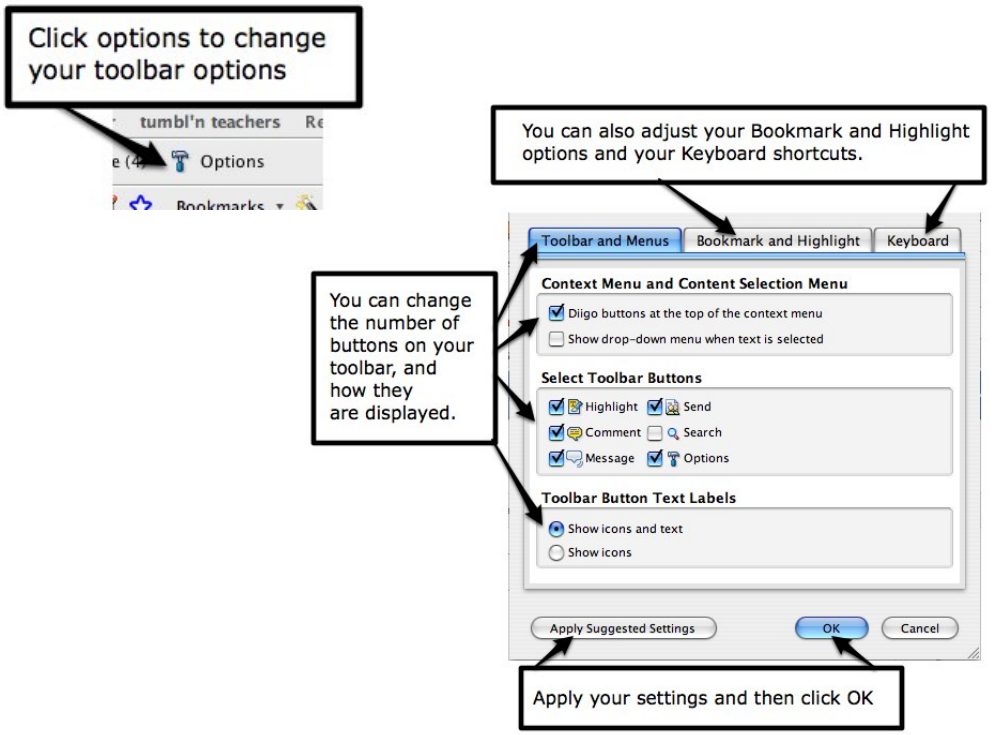
10. Sending links via email.



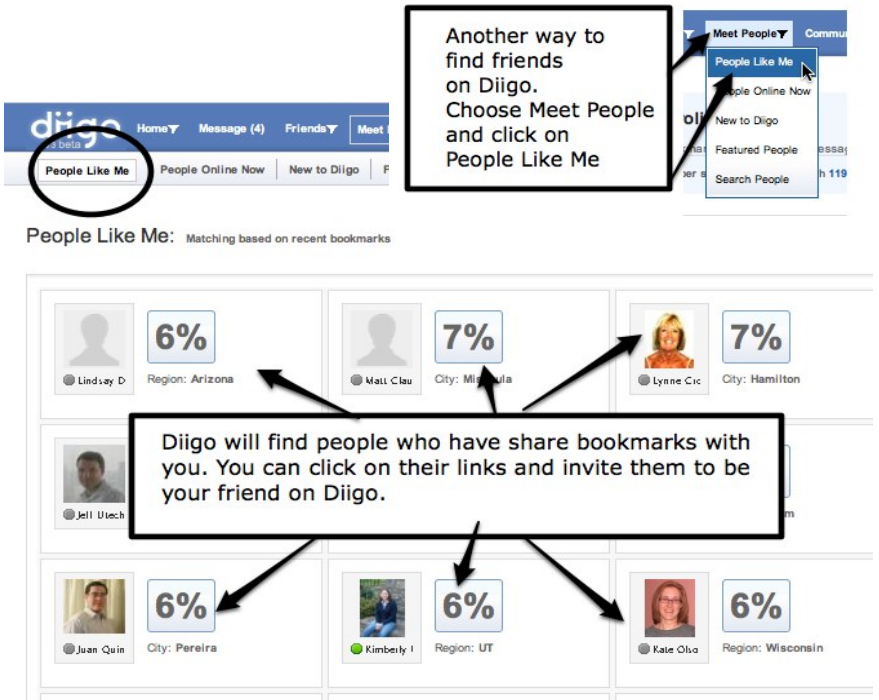
11. Messaging on Diigo



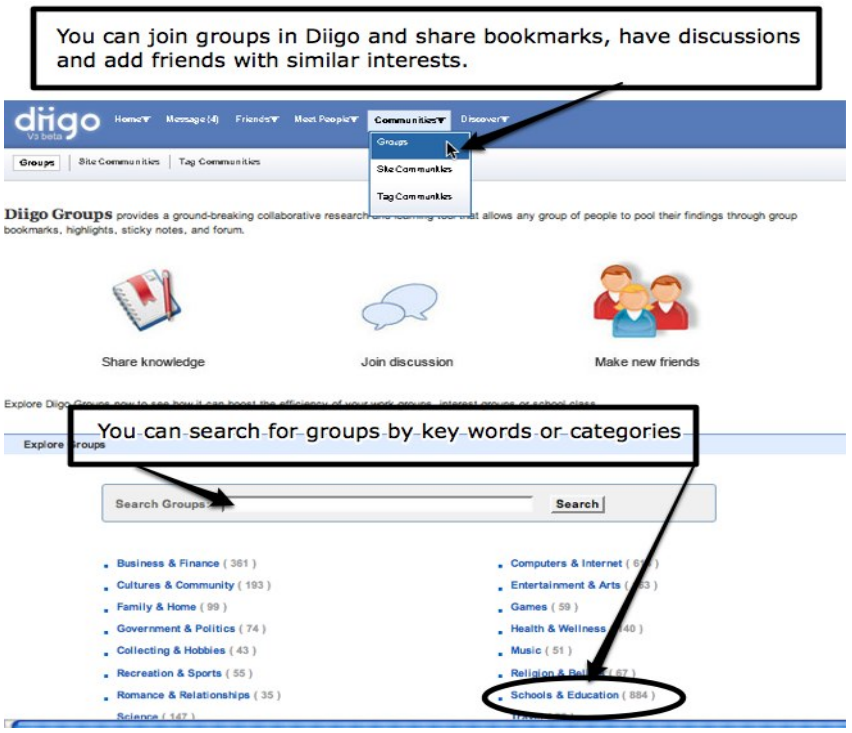
12. Diigo toolbar options.



13. Find people like you on Diigo



14. Join groups on Diigo



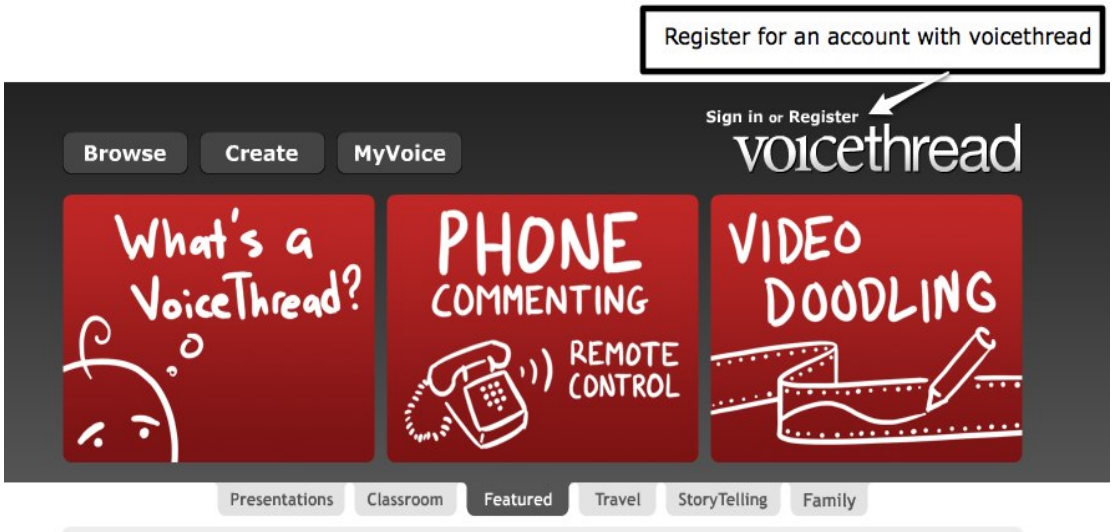
How to Create a VoiceThread

http://www.voicethread.com

Created by Liz B. Davis
May 11, 2008

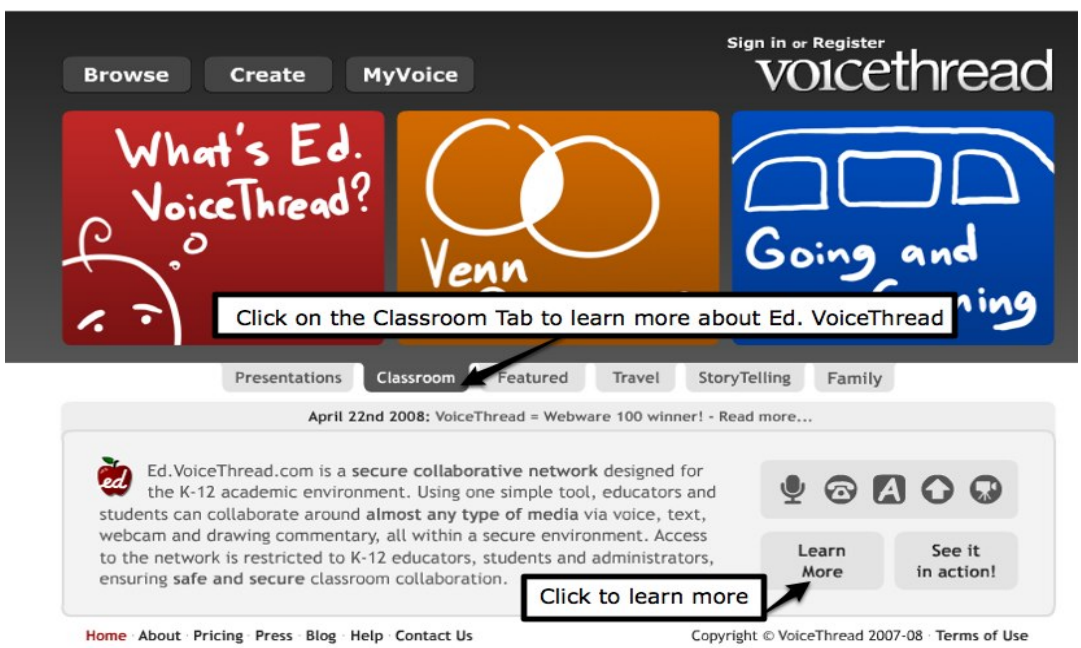
CC BY NC

1. Register for an account. (part 2)

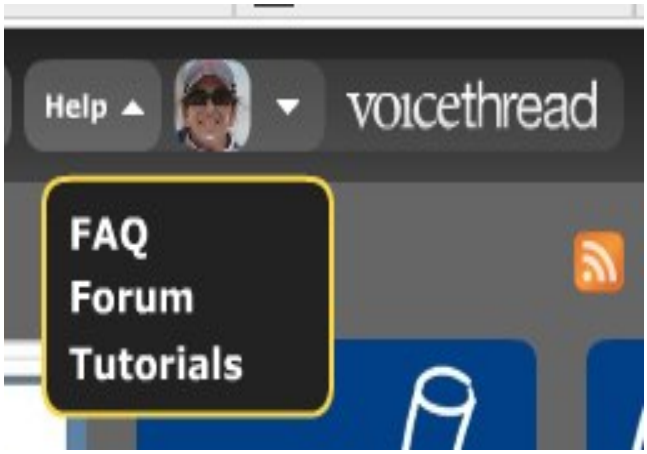


2. Register for an account (part 1)

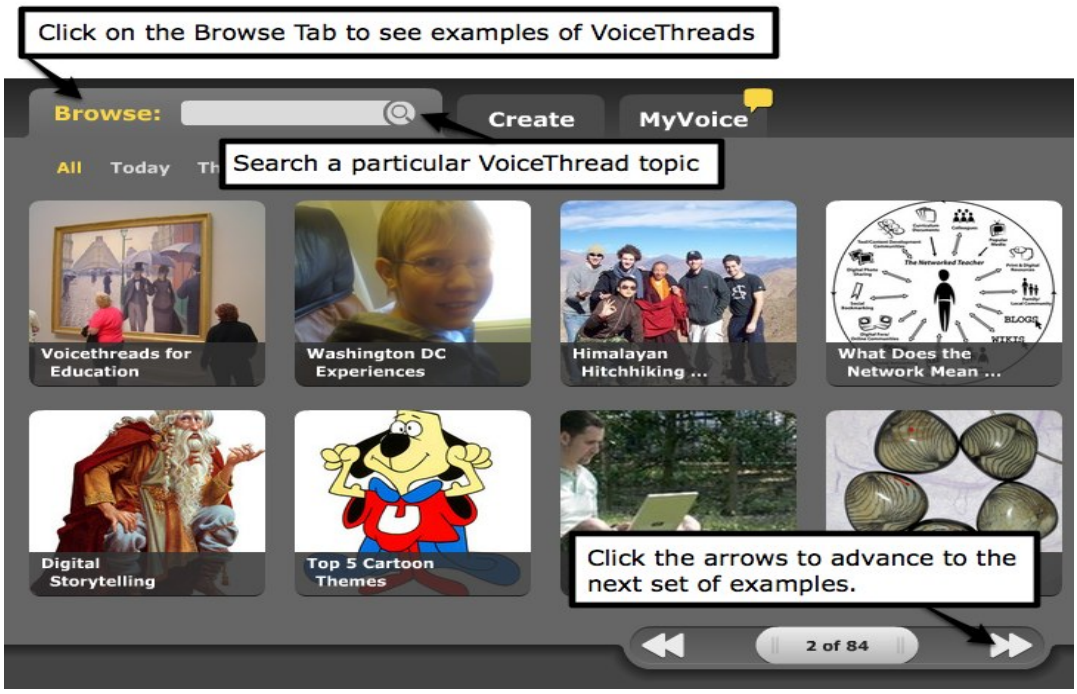
3. Learn about Ed. VoiceThread



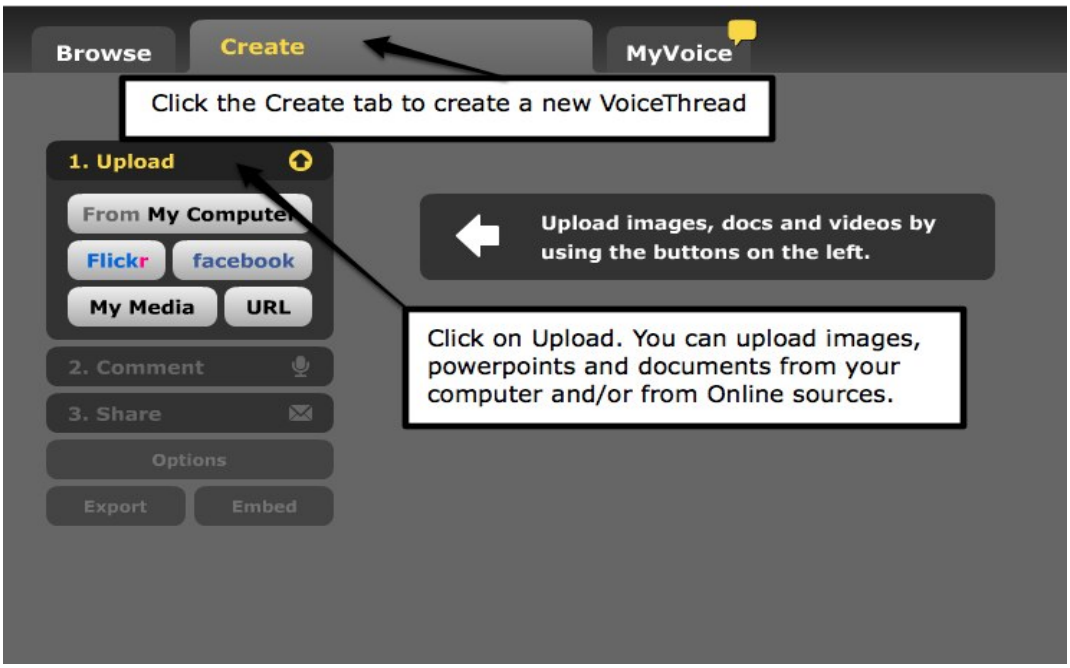
4. Click on the Help tab and watch the VoiceThread tutorials.



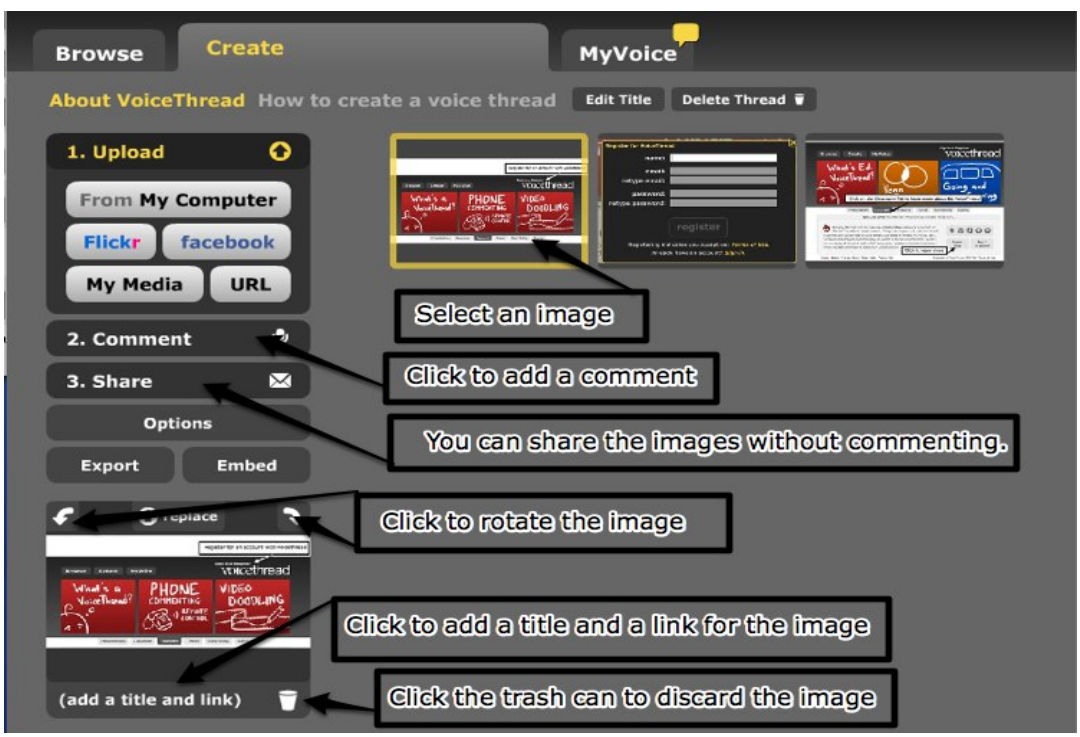
5. Explore VoiceThread examples



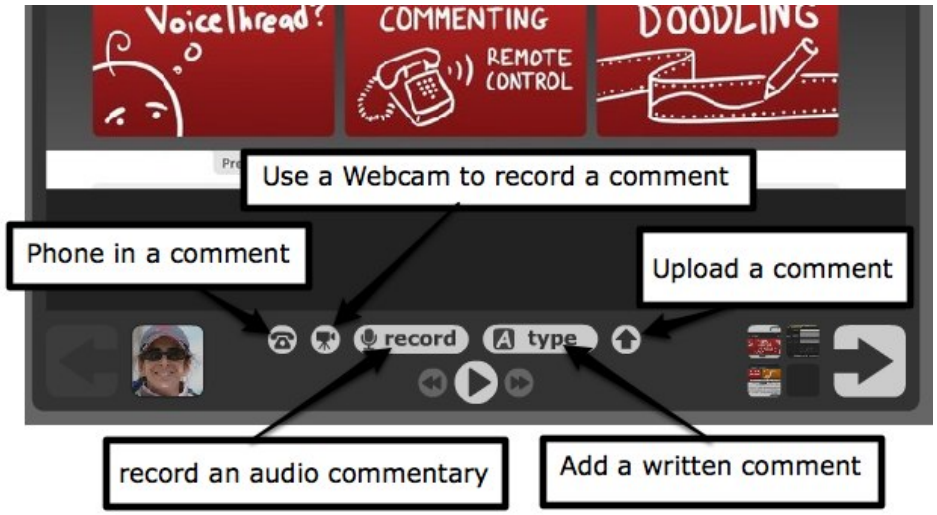
6. Create your own VoiceThread



7. Select your first image.

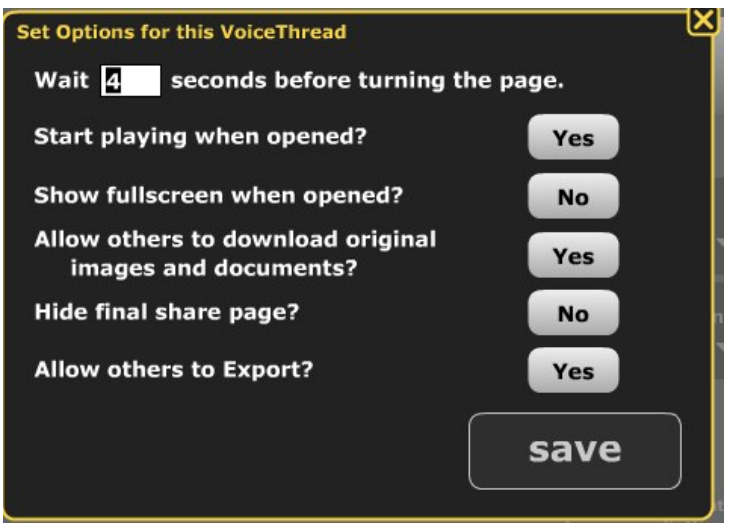


8. Add an audio, video or text comment

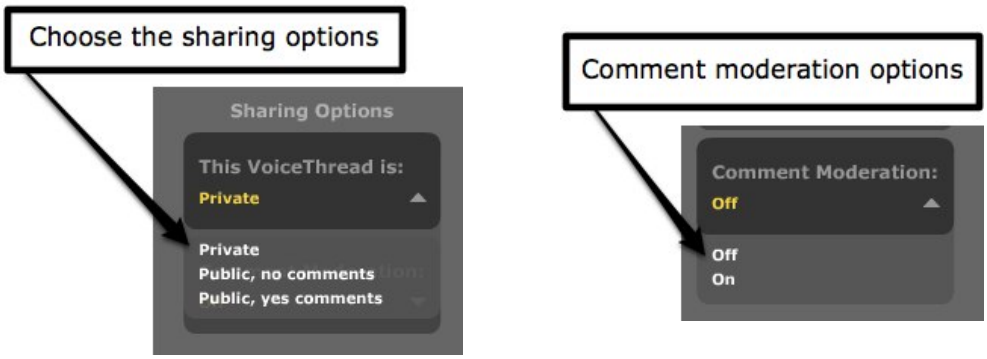


9. VoiceThread Options

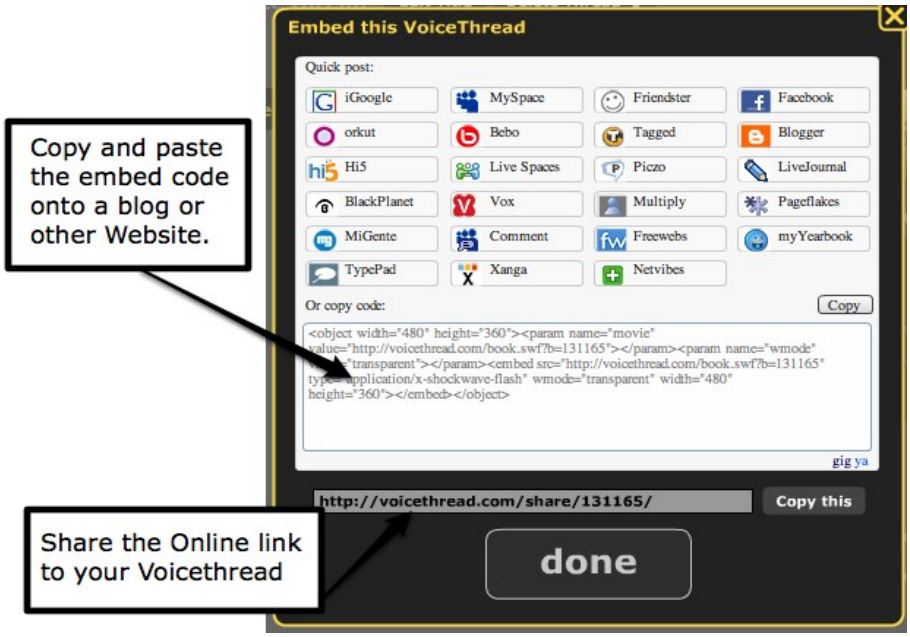
Set Options for the VoiceThread



10. Choose your Sharing Options



11. Embed or share your VoiceThread



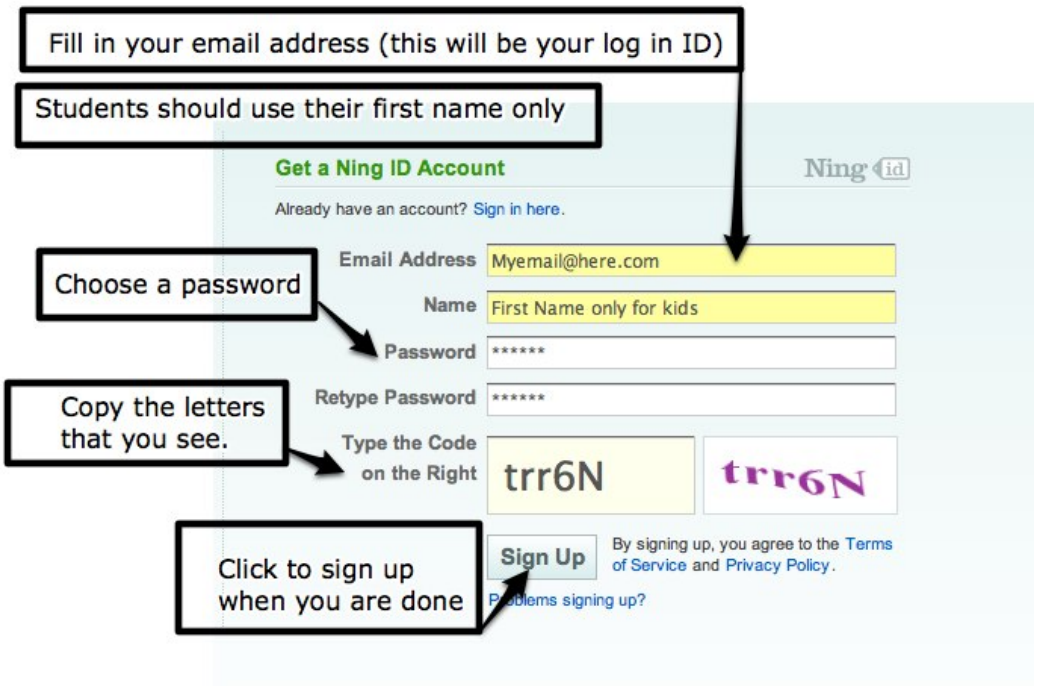
How to Create a Ning Network
http://www.ning.com

Liz B. Davis ~ May 11, 2008

CC BY NC

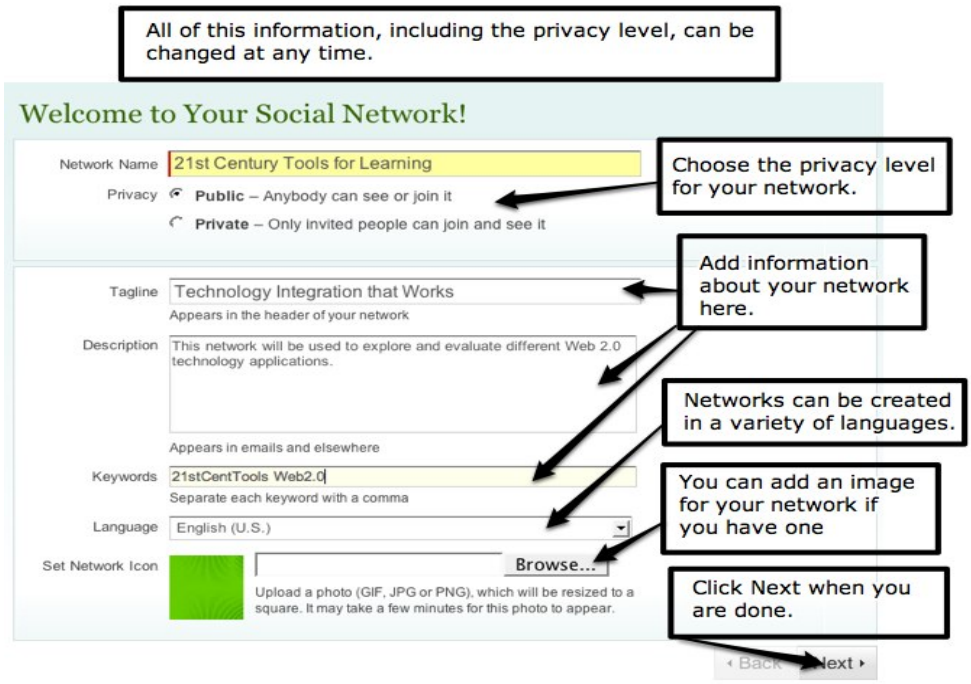
1. Sign up for a Ning Account (part 1)

2. Sign up for a Ning account (part 2)

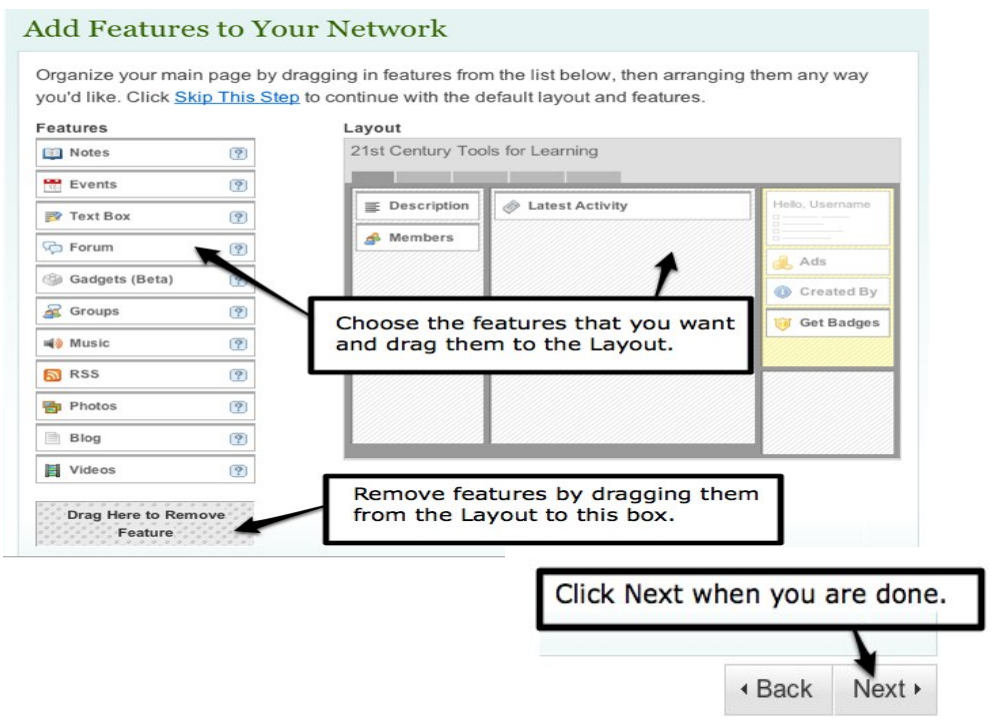


3. Create your network

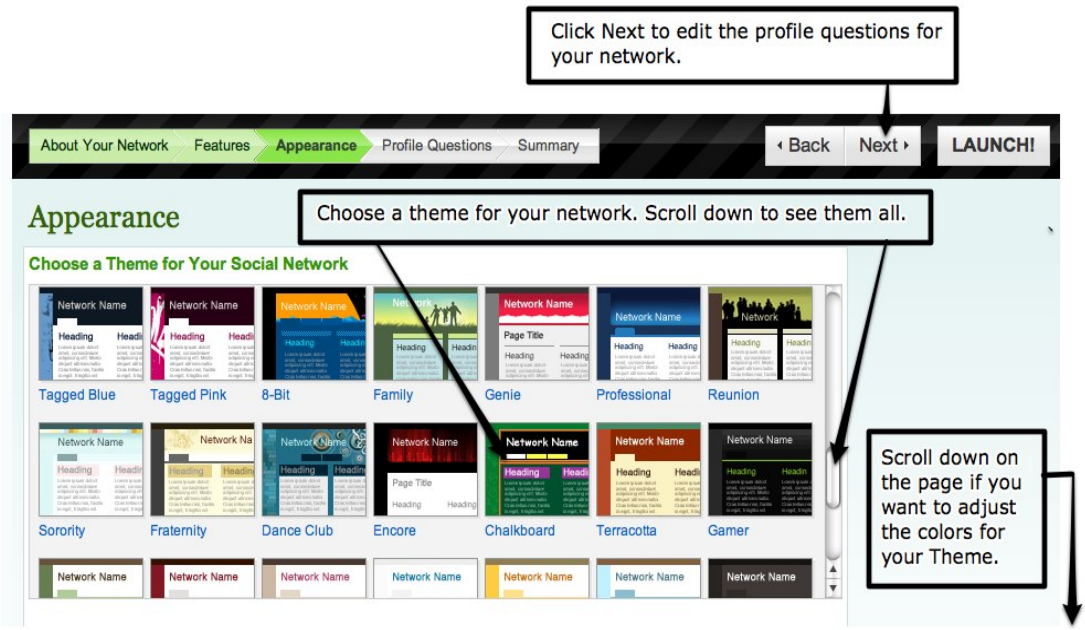
4. Add your network information



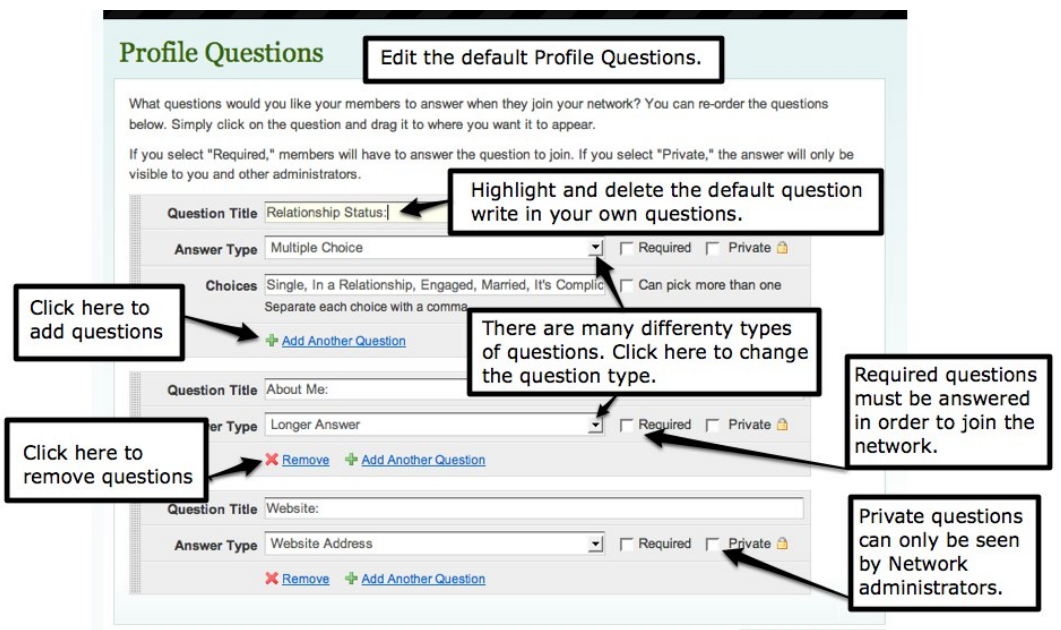
5. Add features to your network



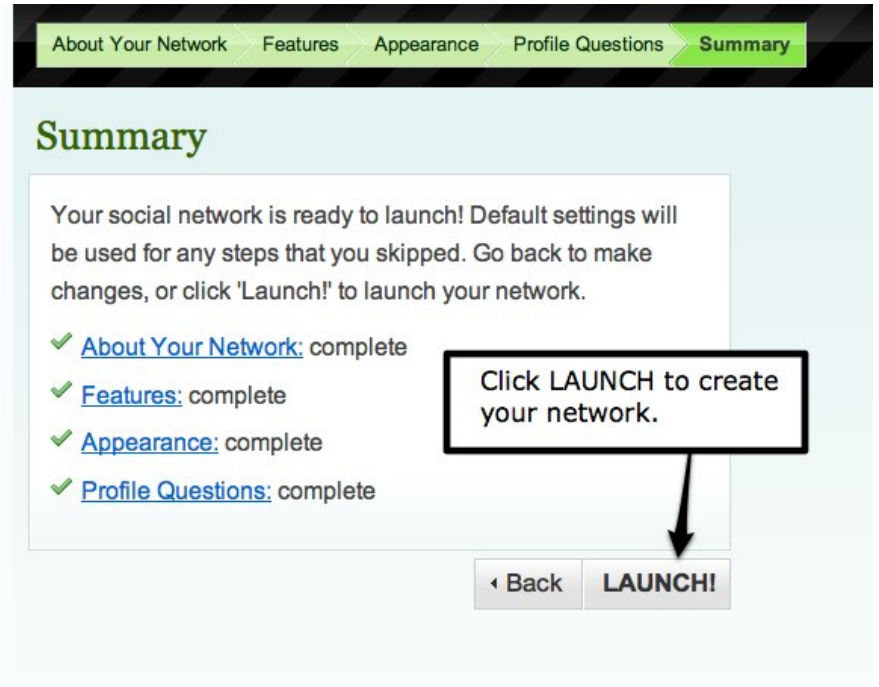
6. Choose a theme for your network.



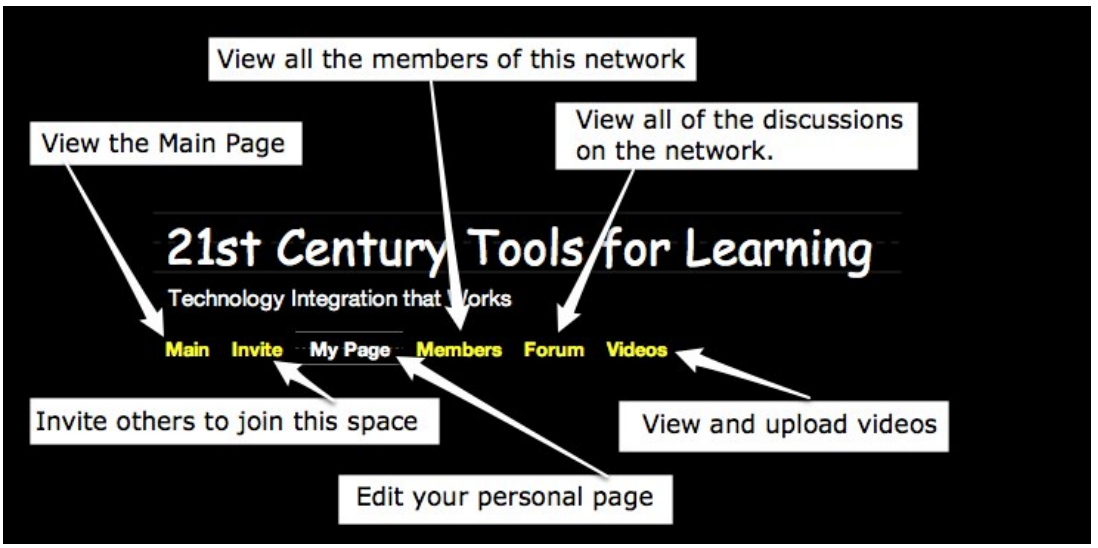
7. Edit the profile questions.



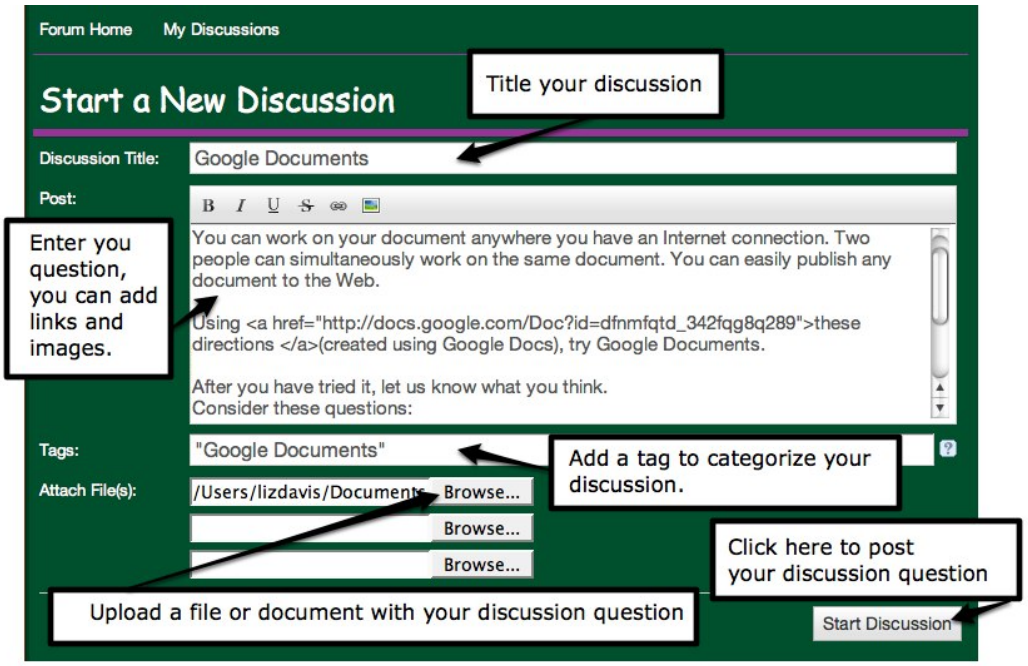
8. Launch your network.



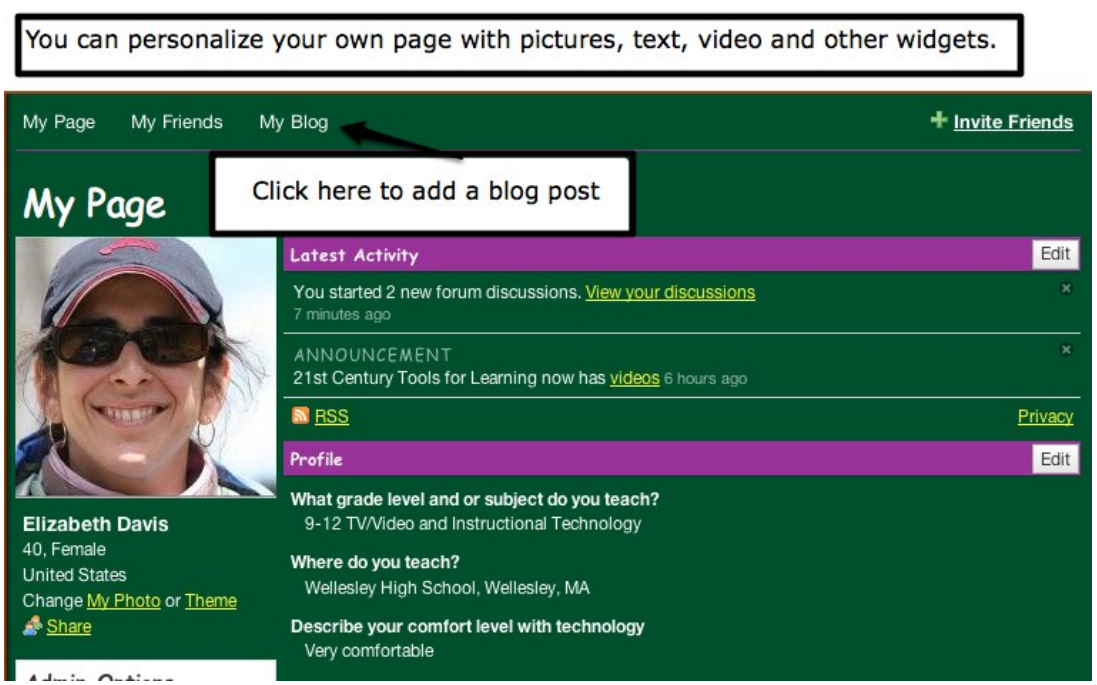
9. What you can do on ning.



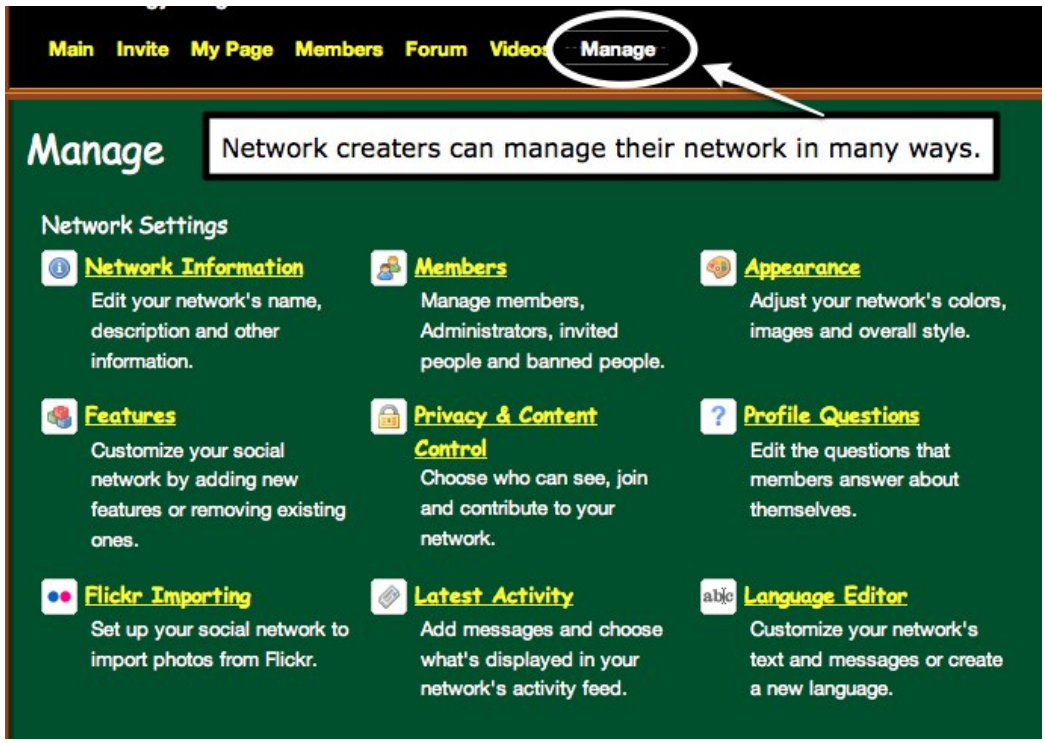
10. Start a discussion



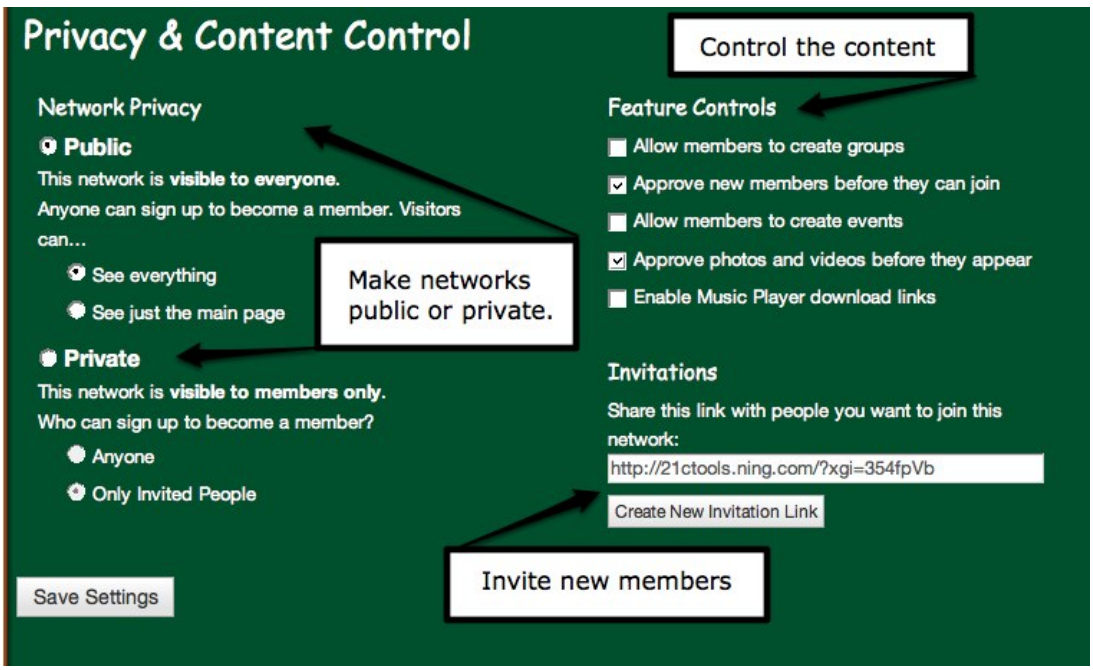
11. Personalize your page.



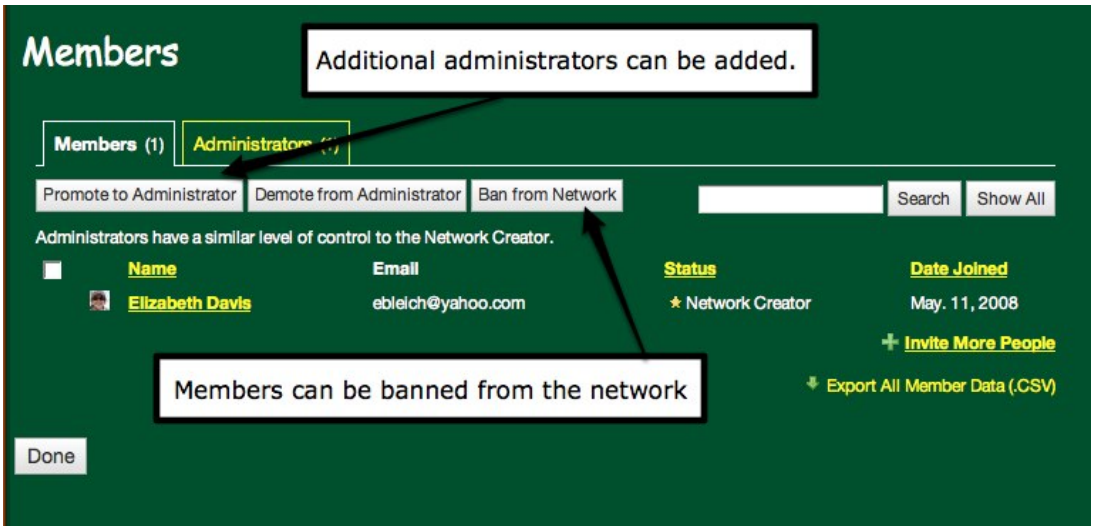
12. Manage your network



13. Change privacy settings.



14. Manage your members:



15. Ning Resources for educators

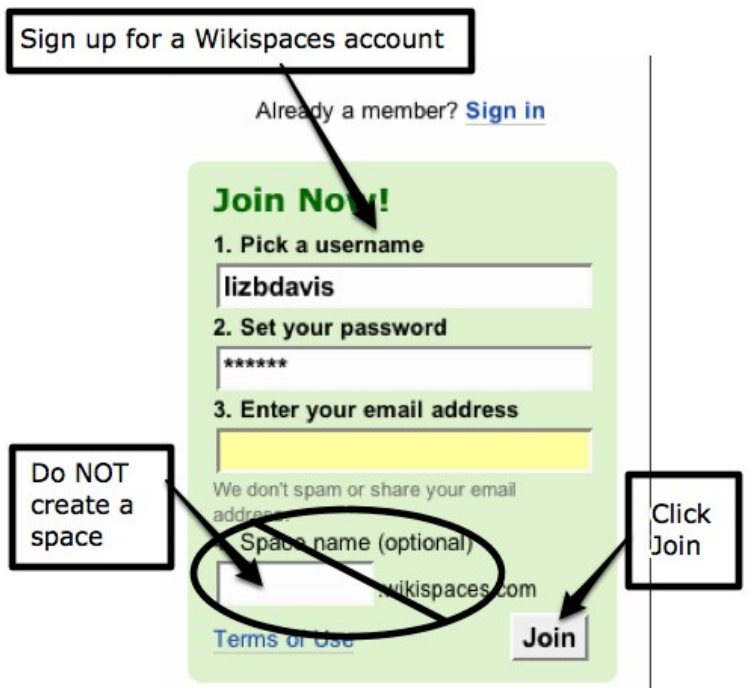
- Directions for how to remove ads on educator networks: http://tinyurl.com/22cwdc
- Network for learning about Web 2.0 tools: http://www.classroom20.com/
- Network for people using ning in education: http://education.ning.com/

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

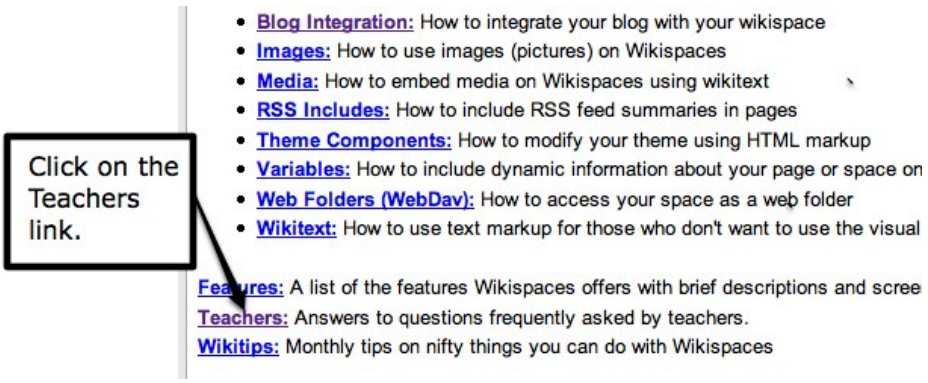
Created by Liz B. Davis
May 16, 2008

CC BY NC

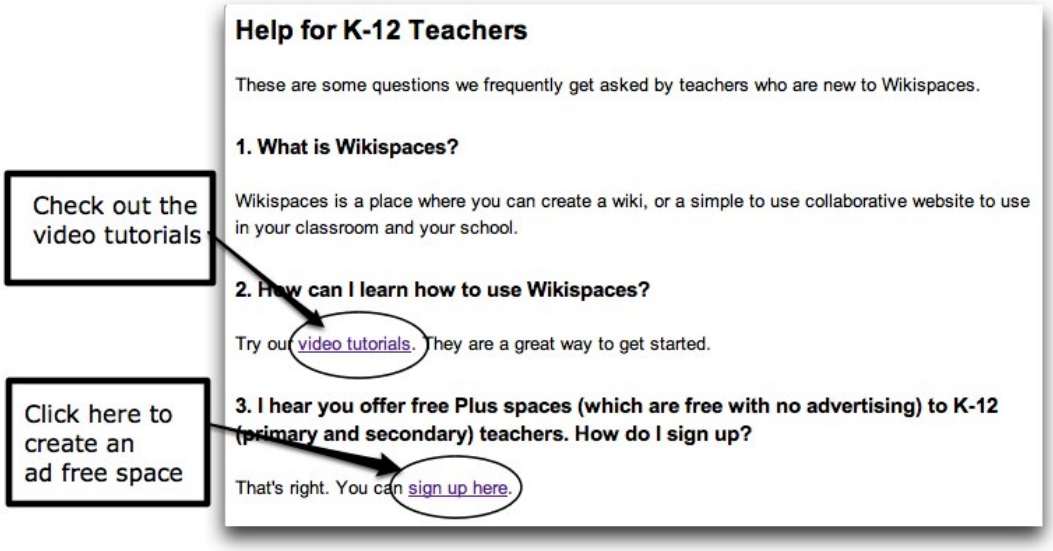
1. Sign up for an account



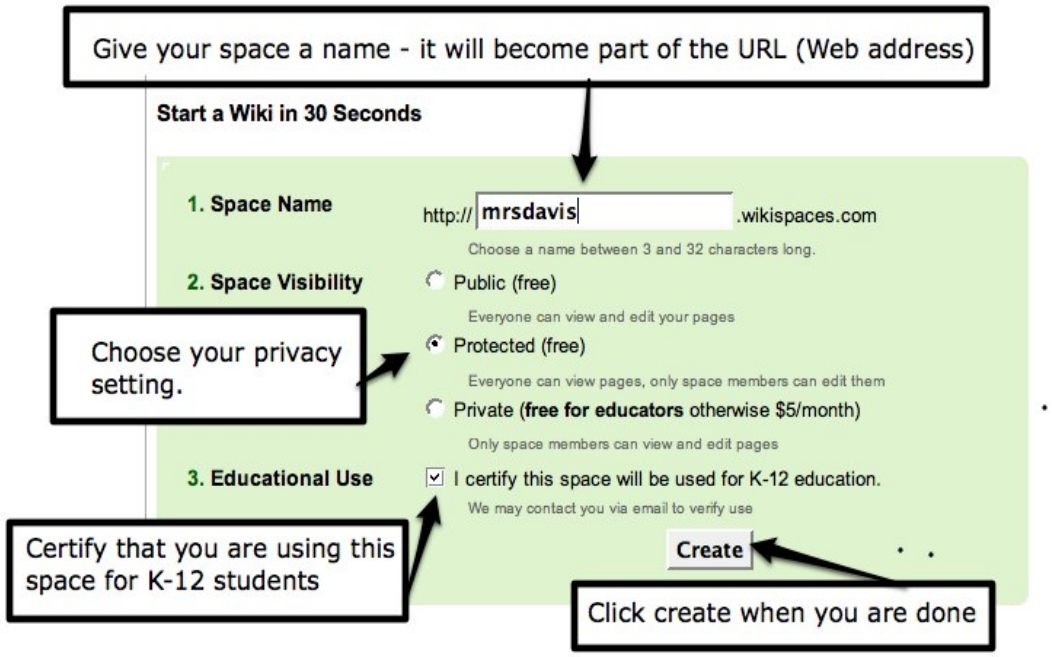
2. The help menu



3. Wikispaces for teachers

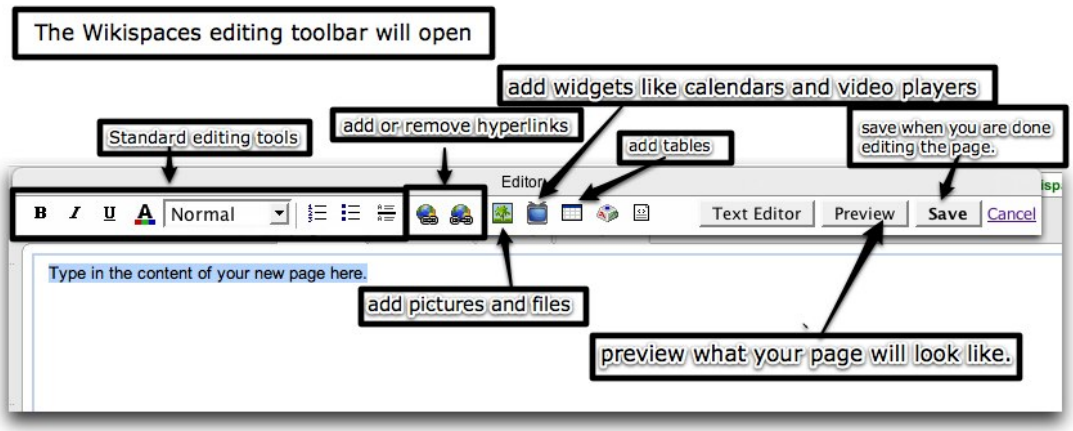


4. Create your ad-free space

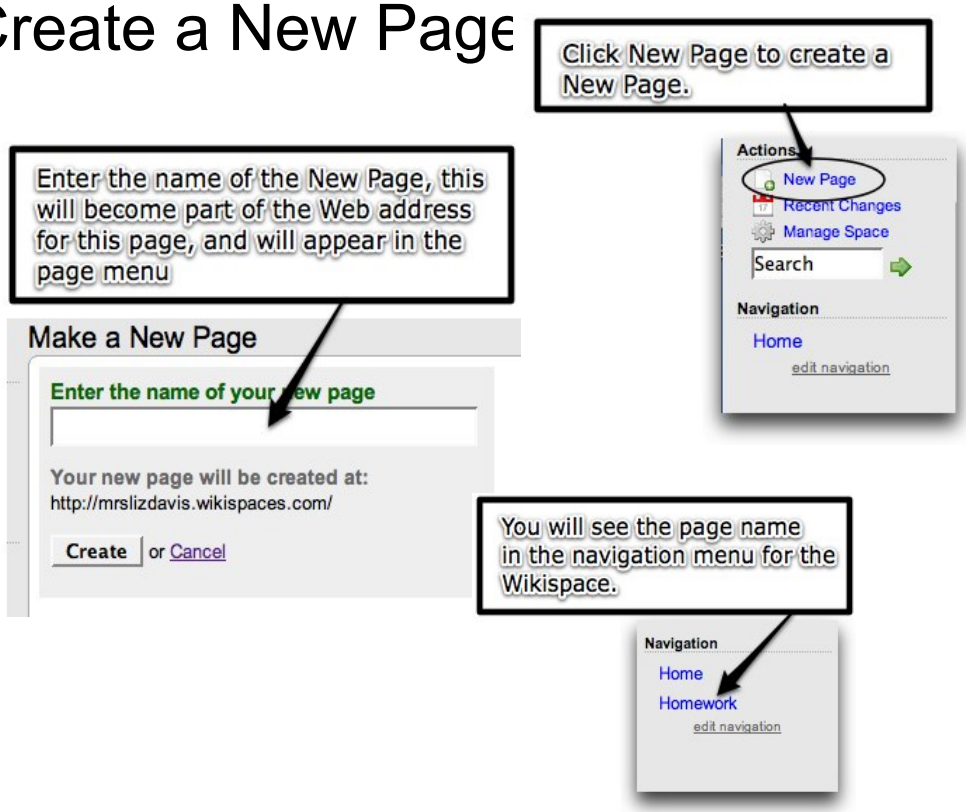


5. Your Website

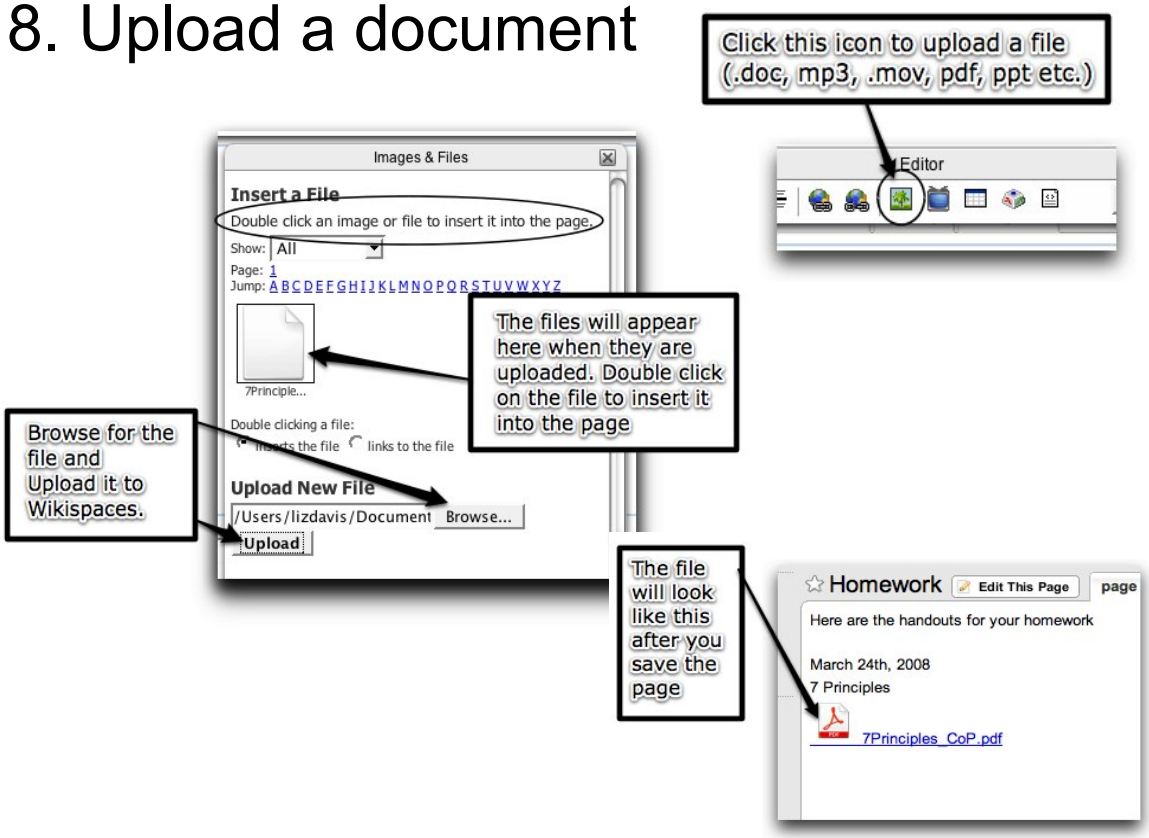
6. The Editing Toolbar:



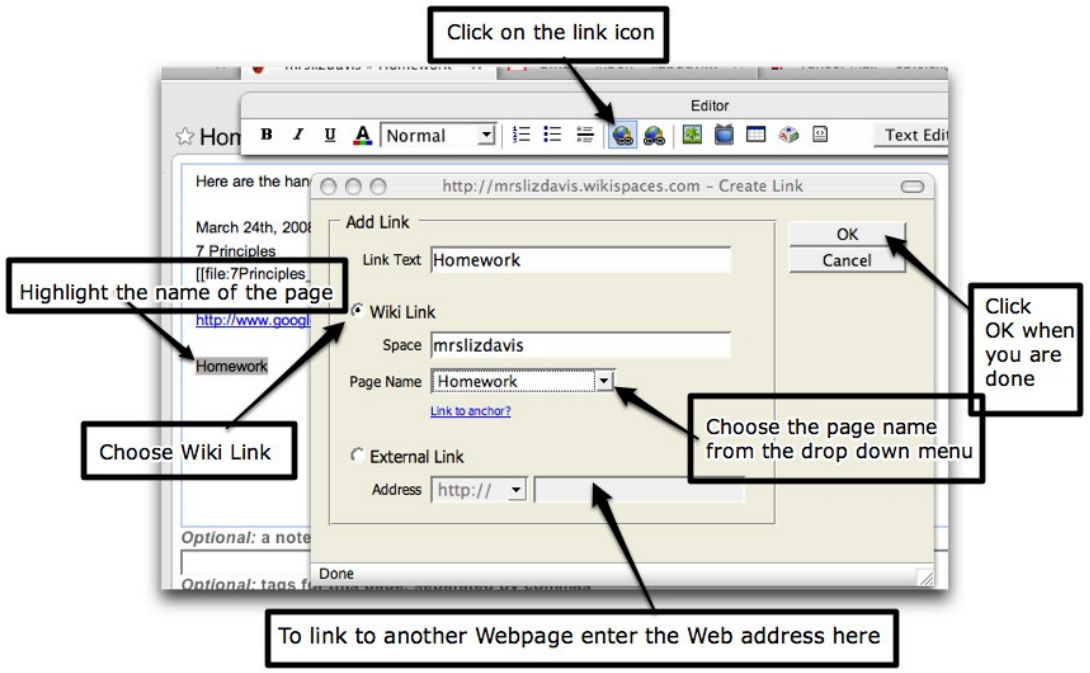
7. Create a New Page



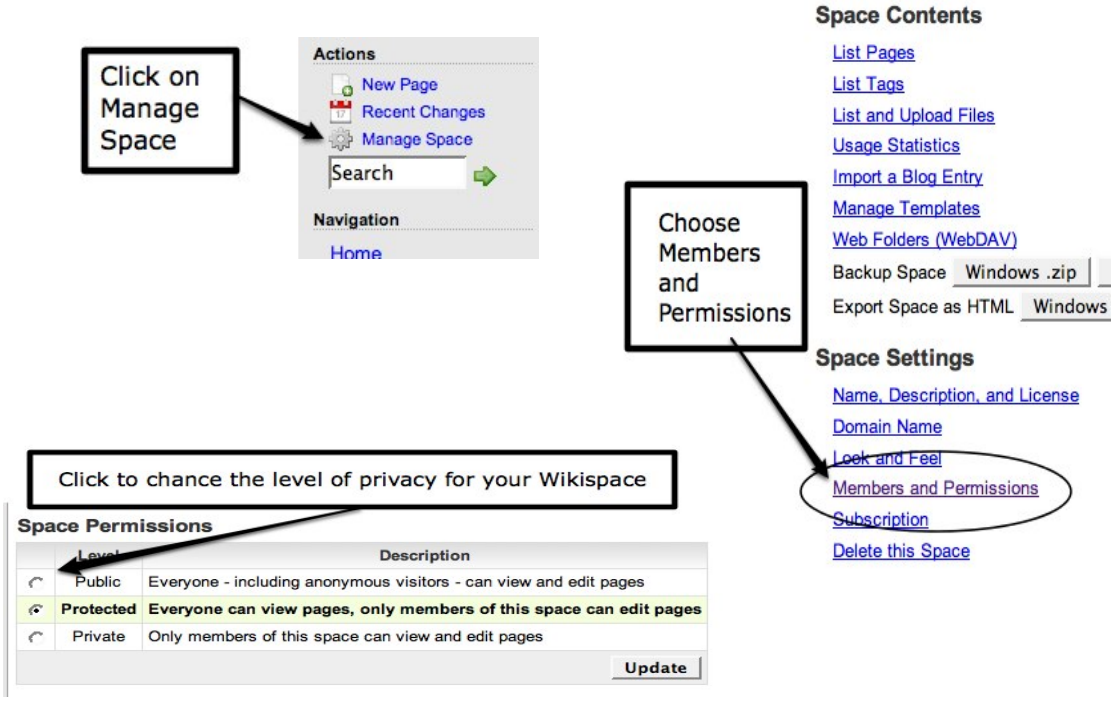
8. Upload a document



9. Create Links



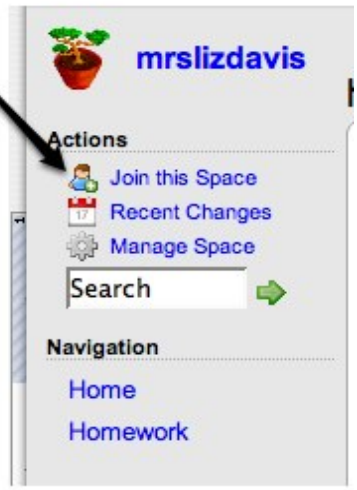
10. Change your Space Privacy



11. You can invite people to your space:

12. 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.



13. Wikispaces will add members for you:

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

14. Wikispaces will add members

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.