

21st Century Technology Tools

Tutorials for Teachers

Liz B. Davis
May, 2008



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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

The image is a screenshot of the Gmail sign-in/sign-up page. At the top, it says "Sign in to Gmail with your Google Account". Below this are fields for "Username:" and "Password:". There is a checkbox for "Remember me on this computer." and a "Sign in" button. A link for "I cannot access my account" is at the bottom of the sign-in section. Below the sign-in section is a "Sign up for Gmail" link. A separate box with the text "Click here to sign up for a Gmail account" has an arrow pointing to the "Sign up for Gmail" link. At the bottom of the sign-up section are links for "About Gmail" and "New features!".

Sign in to Gmail with your
Google Account

Username:

Password:

Remember me on this computer.

[I cannot access my account](#)

[Sign up for Gmail](#)

[About Gmail](#) [New features!](#)

Click here to sign up for a Gmail account

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: [Password strength: Strong](#)
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.

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!!

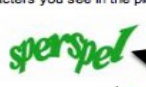
3. Create an account - Part 2

Security Question: Learn More"/>

Answer:

Secondary email:
This address is used to authenticate your account should you ever encounter problems or forget your password. If you do not have another email address, you may leave this field blank. [Learn More](#)

Location:

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


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!
1. Your relationship with Google

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

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.

Gmail is different. Here's what you need to know. Inbox | X

☆ **Gmail Team** to me show details 10:01 PM (15 hours ago) Reply

Messages that are easy to find, an inbox that organizes itself, great spam-fighting tools and built-in chat. Sound cool? Welcome to Gmail.

To get started, you may want to:

- Learn about some of Gmail's unique features on the [Getting Started page](#).
- Follow our [Switching Guide](#) to learn how to announce your new Gmail address, import your contacts, and forward your email from Yahoo! Mail, Outlook, Hotmail, and others.
- [Set up your mobile phone](#) to get super-fast access to Gmail.
- Visit our [Help Center](#) to find specific answers to all your questions.

Users have often told us that the more they use Gmail, the more they discover its benefits. So go ahead and give it a try. We'll keep working on making Gmail the best email service around, and we appreciate your joining us for the ride.

Thanks,

The Gmail Team

Helpful links to directions

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.



Sign in to Google Docs with your
Google Account

Email:

Password:

Remember me on this computer.

[I cannot access my account](#)

Don't have a Google Account?

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:

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

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.

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.





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!
1. 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.

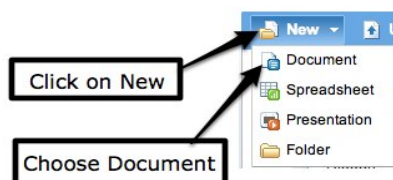
How to Create and Share a Google Document

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

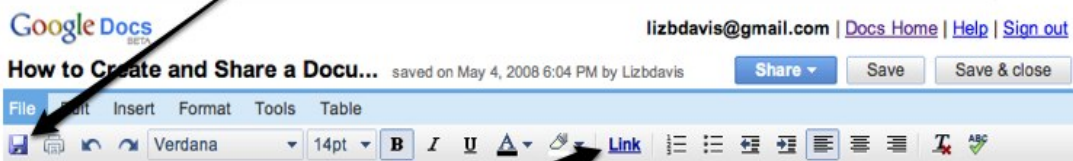
Created by Liz B. Davis
May 12, 2008



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.



How to Create and Share a Document in Google Docs

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!](#)

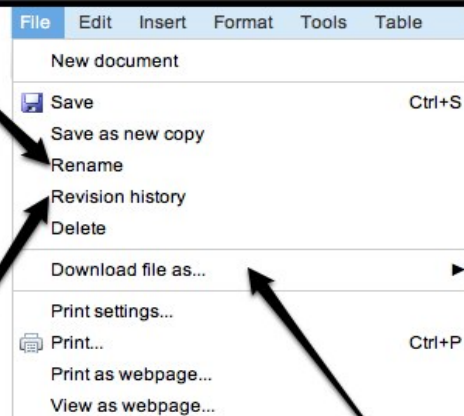
Flyover: _____
The flyover appears when the viewer's mouse cursor is over the link.

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
<input type="checkbox"/>	Revision 307	3 weeks ago by christy	, listen and create a P Introdu	Revisions 305-307
<input type="checkbox"/>	Revision 305	3 weeks ago by Me	Reading: Freedman, Terry et.e	Revisions 303-305
<input type="checkbox"/>	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.

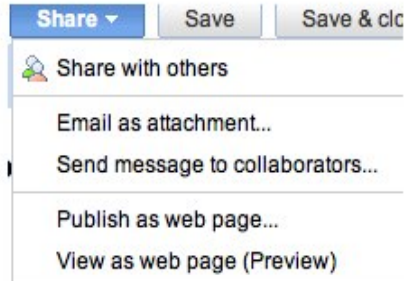
Authors: Me christy

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.

A screenshot of the Google Docs 'Share this document' dialog box. The dialog is titled '21st Century Tools Syllabus' and shows options to invite people as collaborators or viewers. There are several annotations with arrows pointing to specific parts of the interface:

- An arrow points from the text box above to the 'Invite people' section.
- An arrow points from the text box above to the 'as collaborators' radio button.
- An arrow points from the text box above to the 'as viewers' radio button.
- An arrow points from the text box 'Enter email addresses here.' to the text input field.
- An arrow points from the text box 'Click invite collaborators when you are done.' to the 'Invite collaborators' button.
- An arrow points from the text box 'You can see all the collaborators here.' to the list of collaborators.

The dialog also shows a list of collaborators: 'Me - owner', 'Christine', and 'christy'. There are also options for 'Advanced permissions' and 'Viewers (0)'. The dialog is titled 'Share this document' and has a 'Back to editing the document' link.

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' edited on May 4, 2008. There are buttons for 'Share', 'Save', and 'Save & close'. Below that, there are links for 'Back to editing the document' and 'Publish this document'. The main text says 'This document is not yet published.' and explains that publishing makes the document accessible online. There is a 'Publish document' button and a checkbox for 'Automatically re-publish when changes are made'. Below that, it says 'This document has not been published to your blog.' and provides a link to 'set your blog site settings'. There is a 'Post to blog' button and a link to 'Blogger'.

You can check this box to automatically update the Webpage whenever you make changes to your document.

You also have the option of using Google Docs to publish directly to your blog.

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.

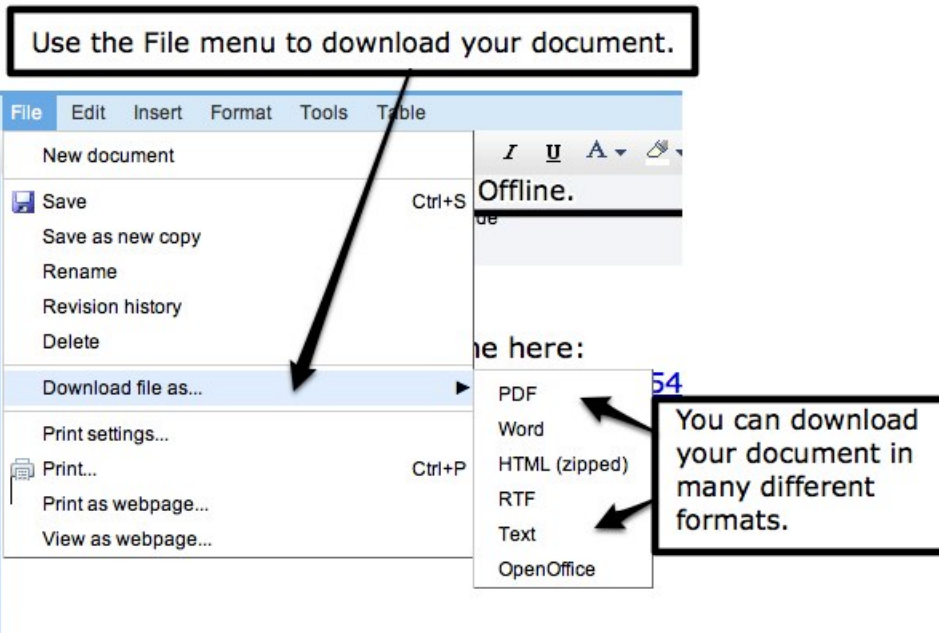
Your document is publicly viewable at: http://docs.google.com/Doc?id=dfnmftqd_354mxppnbh4

Published on May 4, 2008 7:54 PM

Click here to take the document Offline.

Automatically re-publish when changes are made

10. Download your document

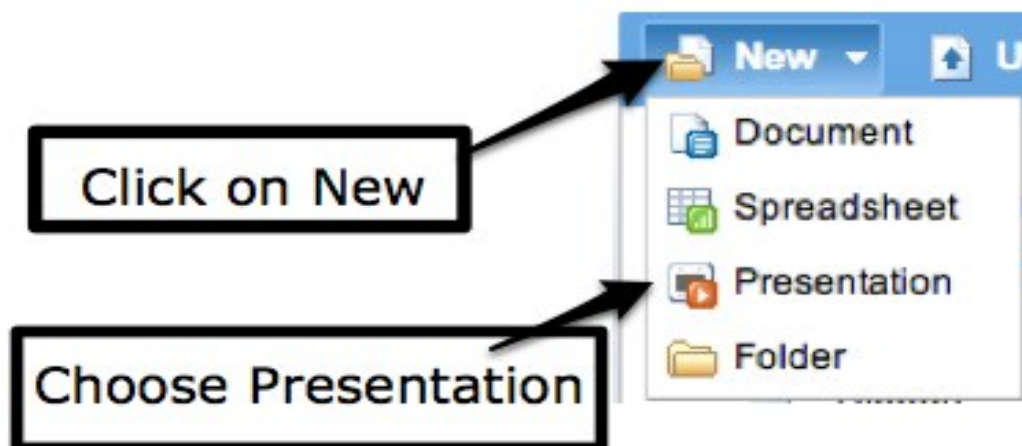


Creating and Sharing a Presentation using Google Presentations.

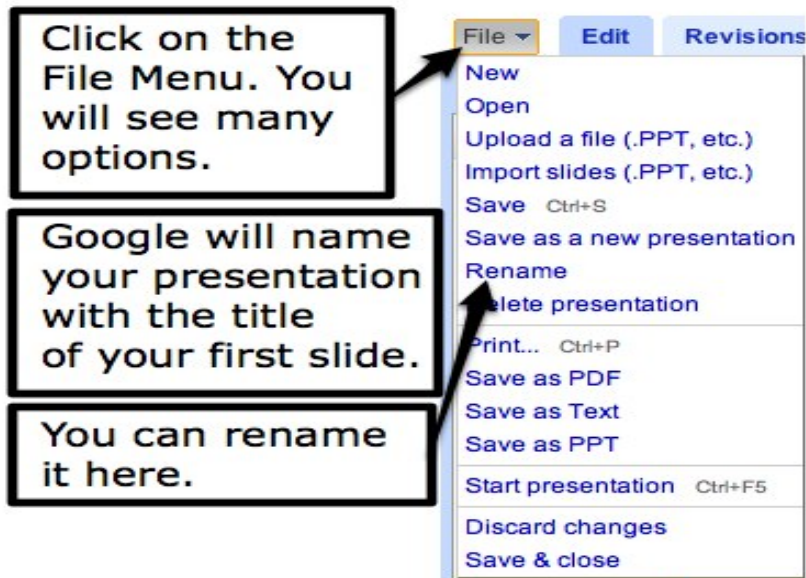
Created by Liz B. Davis
May 4, 2008



1. Open a New Presentation



2. A New Presentation will Open

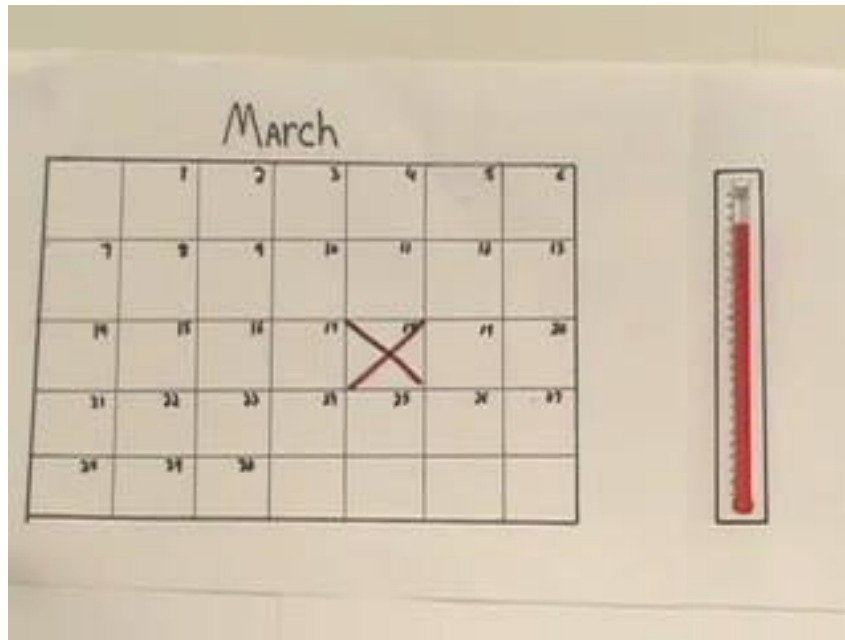


3. The Menu Bar

The menu bar has many options. When you click to add a new slide, you will have several layouts to choose from. When you click to change the theme, you will have several backgrounds to choose from.



4. Only YouTube videos are supported.



Google Docs in Plain English

5. Revision History

Click the Revisions tab to view the revision history.

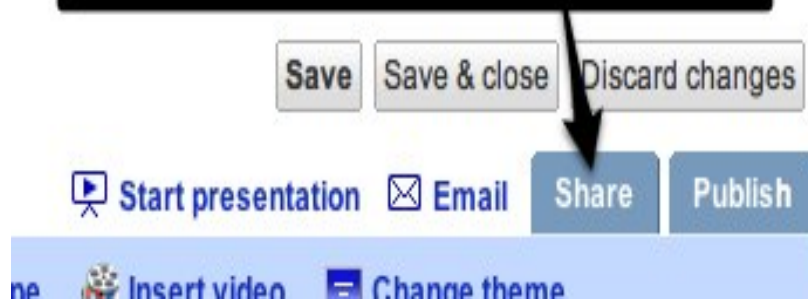


The revision history shows when the presentation was last edited, by who and what changes were made. Click on a revision to see the history of the presentation.

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

6. Share Presentation with Others

Click the share tab to share presentation with others



7. Share Presentation with Others

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.

The screenshot shows the 'Share this document' dialog box for a document titled '21st Century Tools Syllabus'. It includes a text input field for email addresses, a 'Share' dropdown menu, and buttons for 'Save', 'Save & close', 'Invite collaborators', 'Email collaborators', and 'Create event with collaborators'. The 'Advanced permissions' section is checked for 'Collaborators may invite others' and 'Invitations may be used by anyone'. The 'Collaborators (3)' list shows 'Me - owner', 'Christine', and 'christy'. Annotations include: 'Enter email addresses here.' pointing to the input field; 'Click invite collaborators when you are done.' pointing to the 'Invite collaborators' button; and 'You can see all the collaborators here.' pointing to the collaborator list.

8. Publish Presentation Online

Publish this document

This document is published on the web.

Your document is publicly viewable at:
http://docs.google.com/Presentation?id=dfnmfqt_d_375j8km2qgz
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>
```

Created by Liz B. Davis
May 4, 2008

Google Docs Menu

Annotations:

- Your presentation will be assigned a Web address that you can share with others.
- How to Creating and Sharing a Presentation using Google Presentations.
- This is a preview of the presentation
- Click stop publishing to take your presentation Offline.
- Copy and paste this code into any Website to embed your presentation.

9. Speaker Notes

Click to add speaker notes

No one else is editing this presentation

Click to add speaker notes

No one else is editing this presentation

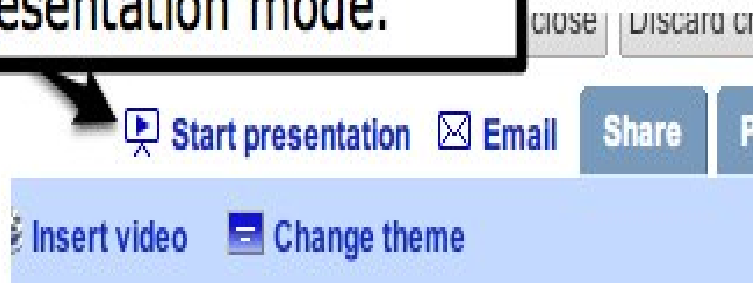
The speaker notes sidebar will open.

Click the x to close the speaker notes.

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

10. Start the Presentation

Click here to switch to presentation mode.



11. Start the Presentation

Creating and Sharing a Presentation using Google Presentations.

Created by Liz B. Davis
May 4, 2008

Click here to take control of the presentation

This is the Web address for your presentation

Click here to advance your slides.

This is where you enter chat text

A screenshot of the Google Docs presentation sharing interface. The browser address bar shows a URL: http://docs.google.com/Presen... A callout box points to the 'Take control of presentation' button. Another callout box points to the URL. A third callout box points to the 'View speaker notes' link. A fourth callout box points to the chat input field at the bottom right. The interface also shows the 'Audience' section with the name 'Elizabeth Davis' and a message: 'me: If you share the Web address of your presentation with others, your viewers can participate in an Online chat while you are presenting.' The bottom of the screen shows the Google Docs logo and the text 'Done'.

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

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.

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.



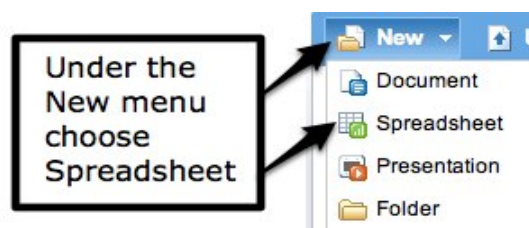
Using Google Spreadsheets to enter and graph data

<http://docs.google.com>

Created by Liz B. Davis
May 11, 2008



1. Open a new spreadsheet and enter your data.

A screenshot of a Google Spreadsheet. The spreadsheet has two columns: 'Fruit' and 'Number'. The data is as follows:

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

An arrow points from a text box to the data cells in the spreadsheet.


Enter your data

2. Toolbar Options

Choose the Formulas tab to find the sum, average, min, max and more about your data.

Choose the Discuss tab to chat Online with collaborators.

Share and/or publish your spreadsheet



Click here to graph your data

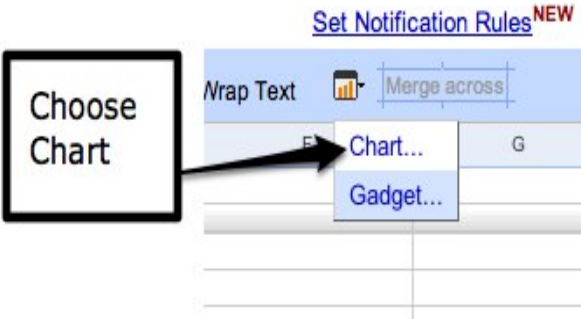
The screenshot shows the Google Sheets toolbar with the following callouts: 'Formulas' is highlighted with an arrow pointing to the 'Formulas' tab; 'Discuss' is highlighted with an arrow pointing to the 'Discuss' button; 'Share and/or publish your spreadsheet' has arrows pointing to the 'Share' and 'Publish' buttons; and the 'Chart' icon is circled with an arrow pointing to a callout box that says 'Click here to graph your data'.

3. Highlight the data and choose Chart

Highlight the data (include the column titles)

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

Choose Chart



The screenshot shows the Google Sheets toolbar with the 'Chart' icon highlighted. A callout box labeled 'Choose Chart' has an arrow pointing to the 'Chart...' menu option. The 'Gadget...' option is also visible below it. The 'Set Notification Rules' button is also visible in the background.

4. Enter your chart preferences.

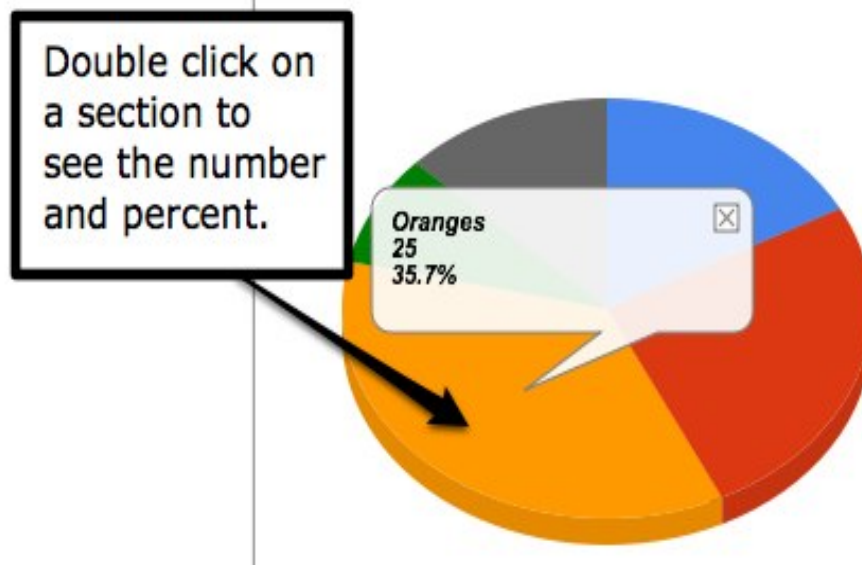
The screenshot shows the 'Create chart' dialog box with several annotations:

- Choose the chart type:** Points to the 'Pie' chart type icon.
- Title the Chart:** Points to the 'Chart title' field containing '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 where 'Columns' is selected and 'Use column A as labels' is checked.
- Save chart when done:** Points to the 'Save chart' button.

The dialog box includes the following sections:

- What type?:** Columns, Bars, Pie, Lines, Area, Scatter.
- Sub type:** Two pie chart sub-type icons.
- What data?:** A1:B6.
- Group data by:** Rows, Columns (selected).
- Use row 1 as labels:**
- Use column A as labels:**
- Labels:** Chart title (Favorite Fruits), Horizontal axis (Fruit), Vertical axis (Number), Legend (On right), Reverse categories (checked).
- Preview:** A 3D pie chart titled 'Favorite Fruits' with a legend for Apples, Bananas, Oranges, Pineapple, and Kiwi.
- Buttons:** Save chart, Cancel.

5. Interact with the chart.



6. Publish the spreadsheet and chart.

IEW Print Discuss Share Publish

Publish this spreadsheet [X]

This document is published on the web.
Your document is viewable at:
http://spreadsheets.google.com/pub?key=pM_ZE5BS0SgqSf2mfDSrZg
Published on May 11, 2009 7:43:08 PM EDT

Re-publish document Stop publishing

Automatically re-publish when changes are made

What parts?
Sheet "Sheet1" only

Subscribe [RSS icon]
[More publishing options](#)

Choose the Publish tab to post your spreadsheet and graph Online.

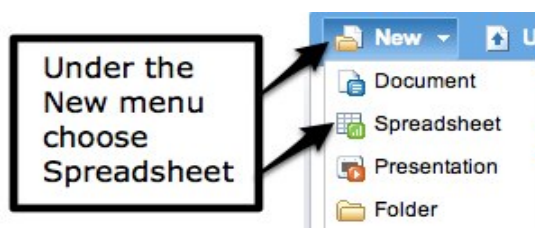
Using Google Spreadsheets to create a form and collect data

<http://docs.google.com>

Created by Liz B. Davis
May 11, 2008



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



2. Invite people to fill out a form.

Invite people to fill out a form

The screenshot shows the 'Invite people' section of a form editor. At the top, there are three radio button options: 'as collaborators', 'as viewers', and 'to fill out a form' (which is selected and has a 'NEW' badge). Below this is a 'How it works' section with two steps: 1. 'Create a form and invite people to fill it out...' (illustrated with a document icon) and 2. '...their answers will be automatically added to this spreadsheet.' (illustrated with a spreadsheet icon). At the bottom, there is a button labeled 'Start editing your form...'. Annotations include a box at the top pointing to the 'to fill out a form' option, and a box at the bottom pointing to the 'Start editing your form...' button.

Invite people:
as collaborators as viewers to fill out a form^{NEW}

How it works:

Create a form and invite people to fill it out...

...their answers will be automatically added to this spreadsheet.

Start editing your form...

Click to start editing your form...

3. Enter your questions.

[Edit form](#) [Preview and send](#)

Favorite Foods ← **Give your form a title**

Please let us know about your favorite foods. ← **Give your form a subtitle (optional)**

Question Title What is your favorite fruit? ← **Enter the first question**

Help Text optional Choose only one ← **Include additional text (optional)**
This will show up under your question

Question Type Text
Text
Paragraph text
Multiple choice
Checkboxes
Choose from a list ← **Choose the question type**

Done Discard

[+ Add a question](#)

Save Next, choose recipients »

4. Enter the answer choices.

Use these arrows to change the order of the questions.

Enter the possible answers

Click when you are done

Click to add another question

Save and send survey

The screenshot shows the Google Forms editor interface. At the top, the question title is "What is your favorite fruit?". Below it, the help text is "Choose only one" and the question type is "Multiple choice". There are four answer choices: Apple, Banana, Kiwi, and Pear, each with a radio button. A "Done" button is at the bottom left of the question editor. Below the question editor, there is a "+ Add a question" link, a "Save" button, and a "Next, choose recipients" button. Callout boxes with arrows point to the up/down arrows for reordering questions, the answer choice input fields, the "Done" button, the "+ Add a question" link, and the "Next, choose recipients" button.

5. Send email or post the form Online.

Enter email addresses to invite people to fill out the form.

You can also copy and paste this Web address and send it to people.

Choose your preferences for the email

The screenshot shows the "Invite people to fill out this form" screen on the left and a "Preview" of the form on the right. The "Invite people" screen has a "To:" field with a callout box, an "Invite People" button, and a "Preferences" section with checkboxes for "Include form in invitation email", "Let people see existing responses", and "Custom confirmation message:". The "Preview" screen shows the form's appearance, including the question "What is your favorite fruit?" with radio button options and a URL to the form. Callout boxes with arrows point to the "To:" field, the URL, and the "Custom confirmation message:" field.

6. View the results.

Forms example Autosaved on May 11, 2008 8:09:57 PM EDT Automatically Saved

File Edit Sort Formulas Revisions Set Notification Rules^{NEW} Print Discuss Sh

Format **B** *I* U Abc *F* *tI* Align Insert Delete Wrap Text

This spreadsheet is receiving entries via a form. [Go to live form](#) [Edit or resend form](#)

	A	B	C	D	E
1	Timestamp	What is your favorite fruit?	What is your favorite ice cream flavor?	What is your absolute favorite food?	
2	5/11/2008 20:09:19	Apple	Chocolate	Lobster	
3	5/11/2008 20:09:35	Kiwi	Vanilla	Pancakes	
4	5/11/2008 20:09:57	Kiwi	Chocolate	Turkey	
5					
6					
7					
8					

As people fill out the form, the results will appear in your spreadsheet.

Getting Started with Del.icio.us

<http://del.icio.us>

Created by Liz B. Davis
May 12, 2008



1. Create an account on Del.icio.us

The screenshot shows the Del.icio.us homepage in a browser window. The browser tabs include "Google Docs - Items not in fol...", "del.icio.us", and "Gmail - Google Calendar Upda...". A notification bar at the top says "Beta del.icio.us extension for Firefox 3 now available!". The main content area features the Del.icio.us logo, a search bar, and a navigation menu with links: "all your bo...", "bookmark things for yourself and friends", and "check out what other people are bookmarking". A "learn more..." link is also present. A prominent "» get started «" link is highlighted. A text box with a black border contains the instruction: "Click get started or register to set up your del.icio.us account". Two arrows originate from this box: one points to the "register" link in the top right, and the other points to the "» get started «" link.

2. Choose a user name and password

Sign up for an account. Your username will be part of the Web address for your bookmarks. Your password must be at least 6 characters and include a symbol or number.

1 Enter Details

2 Install Buttons

3 Button Tutorial

username

tsprofdev

full name

Tom Snyder

password

- 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

password again

email

tsprofdev@gmail.com



please type these letters

yepucu

register

Keep all your bookmarks in delicious and access them from home, office, anywhere.

Share your bookmarks with family, friends, and colleagues.

Discover new sites from the delicious community (browse, find, get recommendations).

» [learn more](#)

Providing your email address will not put you at risk for spam. We respect your privacy and will only send you an initial verification email, password reminders upon request, and notices of critical service updates. » [Our privacy policy](#)

3. Add browser buttons

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



[Install Extension Now »](#)

(Firefox 1.07 or newer required)

You may have to edit your options to allow del.icio.us to install the buttons.

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.

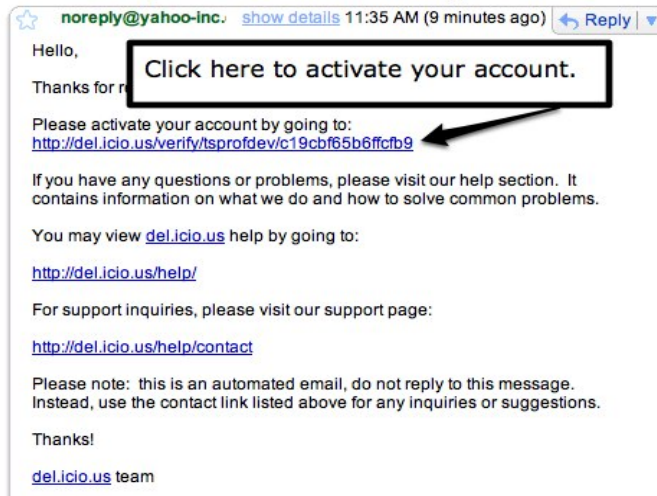
Not using Firefox? View alternate instructions for: [Internet Explorer](#), [Safari](#), [Opera](#), or [other](#).

If you are not able to install the buttons, click here for the bookmarklets

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

4. 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



5. 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 tsp

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.

The screenshot shows a Mozilla Firefox browser window with the address bar at <http://del.icio.us/doc/bookmarklets>. The bookmarks toolbar contains two items: "my del.icio.us" and "post to del.icio.us". A callout box with a black border and white background contains the text "Drag both of these buttons to your browser bookmark toolbar" with arrows pointing to the two bookmarklets.

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.

6. Allow private saving of bookmarks

Del.icio.us does not default to allow for private saving. Activate this feature by clicking on settings.

del.icio.us / settings / bookmarks / privacy

popular | recent

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

logged in as lizbdavis | settings | logout | help

Settings, with

Account

- » change password
- » change email
- » edit profile
- » delete account

Bookmarks

- » import / upload
- » export / backup
- » private saving
- » rss feed license
- » Facebook integration

Tags

- » rename tags
- » delete tags
- » bundle tags

People

- » network privacy
- » subscriptions
- » report spam

Blogging

- » network badges
- » link rolls
- » tag rolls
- » daily blog posting

Bookmarks: private saving

This allows you to make individual bookmarks hidden from other users. To use this feature, first allow it, and then choose the "do not share" checkbox when editing or saving an item.

allow private saving of bookmarks?

change setting

Check this box to allow private saving of bookmarks.

Click here to change your setting

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.

url do not share

description

notes

tags

save

originally posted on 2008-05-11. delete this post.

8. The social part of social bookmarking.

After you add a bookmark, click here to see others who have bookmarked that Website.

[Web 2.0 for the Classroom Teacher](#) [edit](#) / [delete](#)
to web2.0 resources links ... [saved by 701 other people](#) ... just posted

[Learning and Innovation Skills](#) [edit](#) / [delete](#)
Annotated link

Web 2.0 for the Classroom Teacher
<http://www.kn.att.com/wired/fil/pages/listweb20s.html>
this url has been saved by 702 people.

[Web 2.0 for the Classroom Teacher](#) [edit](#) / [delete](#)
by lizbdavis to web2.0 resources links ... 1 min ago

user notes

You will be able to see the notes that others have written about this Website

The links are categorized by classroom teacher.

A collection of websites for K-12 teachers on everything from blogs to teaching resources to fun stuff.

[Web 2.0 for the Classroom Teacher](#) . An Internet Blackwelder
internet hotlist on web 2.0

You can explore the links other people who have also bookmarked this Website

common tags

cloud | list
2.0 21stcenturyskills CFF Learning Podcast Teachers Teaching Technology Wiki blog blogging blogs classroom e-learning education internet links list podcasting reference resources teacher tools web web2.0

posting history

» first posted by joanwork to things.to.review web2.0

by lizbdavis to web2.0 resources links

by itsallaboutinfo to web2.0 21stcenturyskills

by pwhyte to web_2.0

by mcdanielj to web2.0

by spurvines to web_2.0

by mytools to education

by pollockm to web2.0 education resources e-learning reference

9. Exploring other people's bookmarks.

[del.icio.us / itsallaboutinfo /](#)

[your bookmarks](#) | [your network](#) | [subscriptions](#) | [links for you](#) | [post](#)

[popular](#) | [recent](#)

logged in as [lizbdavis](#) | [settings](#) | [logout](#) | [help](#)

All itsallaboutinfo's items (248)

[add itsallaboutinfo to your network](#), [view itsallaboutinfo's network](#)

del.icio.us

You can add this person to your network.

to booklists teaching ReadersAdvisory ... [saved by 222 other people](#) ... 2 hours ago

[2¢ Worth](#) [save this](#)
to blog web2.0 walk ... [saved by 705 other people](#) ... 16 hours ago

[Web 2.0 for the Classroom Teacher](#) [save this](#)
to web ... [saved by 702 other people](#) ... 1 min ago

[Back to School](#) [save this](#)
to rss tutorial ... [saved by 295 other people](#) ... 10 hours ago

[mail2web.com - Pick Up Your Email](#) [save this](#)
to email webmail ... [saved by 1148 other people](#) ... 2 days ago

[Wysi Free Authoring: KompoZer Tutorials](#) [save this](#)
to kompozer tutorials ... [saved by 1 other person](#) ... 5 days ago

[KompoZer 0.77 Walkthrough - Walkthrough of the KompoZer Editor for Windows - KompoZer Workspace](#) [save this](#)

MyStuff

- 1 [dragonboating](#)
- 1 [knitting](#)
- 2 [myblogs](#)
- 1 [phone](#)
- 8 [Scrapbooking](#)
- 1 [viola](#)

- ▶ [assistivetechnology](#)
- ▶ [barre](#)
- ▶ [copyrightfriendly](#)
- ▶ [education](#)
- ▶ [instruction](#)
- ▶ [library](#)
- ▶ [referencesources](#)
- ▶ [technology](#)

10. Sharing your links with others.

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>

del.icio.us / lizbdavis / web2.0 popular | recent

your bookmarks | your network | subscriptions | links for you | post logged in as **lizbdavis** | settings | logout | help

Your items tagged **web2.0** (create tag description) → view all, popular

« earlier | later » showing all 76 items

- Web 2.0 for the Classroom Teacher** edit / delete
to web2.0 resources links ... saved by 701 other people ... 1 hour ago
- Welcome to Route 21** edit / delete
A great resource on 21st century skills
to 21stcenturyskills education web2.0 resources edtech tsp ... saved by 144 other people ... 1 day ago
- Web 2.0 | EDUCAUSE CONNECT [Term View]** edit / delete
to web2.0 presentation tsp ... 1 day ago
- Web 2.0 - FETC Version** edit / delete
to slideshow web2.0 presentation resources ... on may 01

related tags

- 4 + 21stcenturyskills
- 2 + 2forTuesday
- 2 + article
- 1 + blog
- 4 + blogging
- 2 + blogs
- 1 + bookmarks
- 1 + brainstorming
- 1 + collaborate
- 2 + collaboration
- 1 + CommonCraft
- 2 + community

Web2.0

- 40 podcasting
- 76 web2.0
- 15 wiki

studygroup

- 9 blogs

unbundled tags

tag options

- » view as cloud | list
- » sort by alpha | freq
- » use minimum: 1 2 5

Getting Started with Diigo - Part 1

Setting up your account

<http://www.diigo.com>

Created by Liz B. Davis
May 12, 2008



1. Create your Diigo account.

The screenshot shows the Diigo homepage with several key elements:

- Logo:** The Diigo logo is in a blue box on the left.
- Tagline:** "Highlight and Share the Web!" in orange text, followed by "Diigo is a powerful research tool and a knowledge-sharing community" in grey.
- Research and Collaborate:** A section with three bullet points: "Don't just bookmark! Highlight the web! Add sticky notes too!", "Access and search your findings from any PC or iPhone!", and "Create groups to pool resources for specific projects."
- Connect and Discover:** A section with three bullet points: "You are what you annotate, creating a presence for you in the community.", "Connect with friends effortlessly and non-intrusively through content.", and "Discover quality resources on any subject or get personalized recommendations."
- Learn More:** A blue link at the bottom of the second section.
- Video Callout:** A white box with a black border containing the text "Watch the video to learn more about what Diigo can do." with an arrow pointing to a "Play Demo Video" button.
- Bottom Banner:** A banner with a photo of three people looking at a screen. It says "Reading is more fun with friends, more productive with Diigo..." and features a "Join Now for a free account." button. A callout box says "Click to create a free Diigo account".
- Testimonials:** On the right, there are quotes from TechCrunch and CNET, along with a "DEMO" button and a "more reviews" link.

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

to be used in the Diigo Community

Last name

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

6 ~ 32 characters and is case sensitive

Retype Password

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

Birthdate: 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

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

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.)

Click to find your Friends

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.

Add to friends »

[Select all] [clear all]

<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.

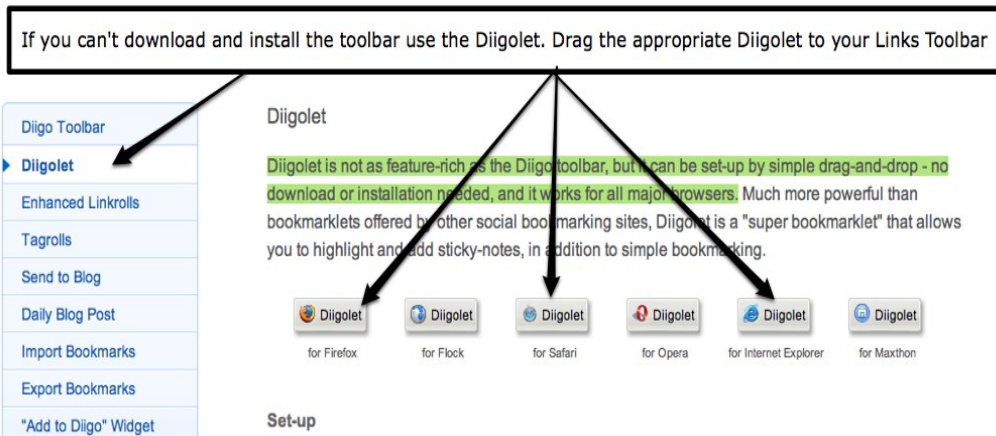


9. Click on the Tools link at the bottom of the Webpage (it is at the bottom of all Diigo pages).



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

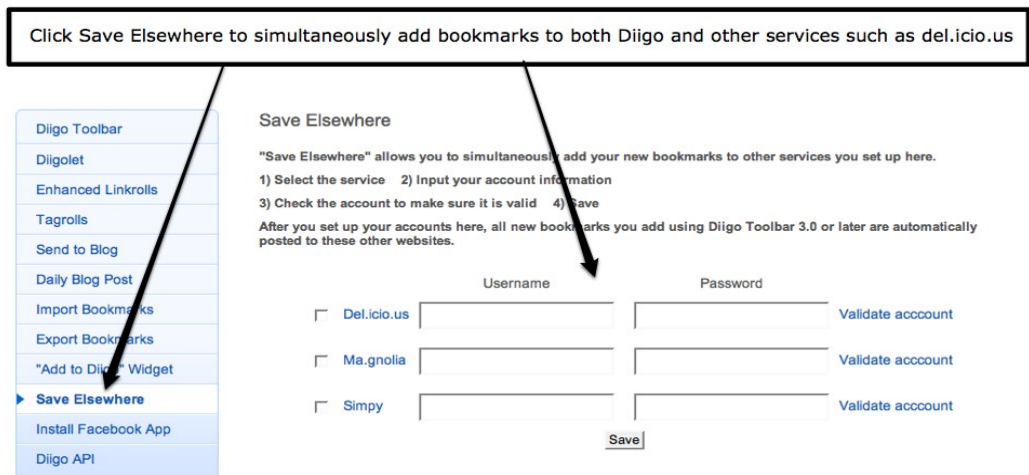
If you can't download and install the toolbar use the Diigolet. Drag the appropriate Diigolet to your Links Toolbar



The screenshot shows a sidebar menu on the left with the following items: Diigo Toolbar, Diigolet (highlighted), Enhanced Linkrolls, Tagrolls, Send to Blog, Daily Blog Post, Import Bookmarks, Export Bookmarks, and "Add to Diigo" Widget. The main content area is titled "Diigolet" and contains a paragraph: "Diigolet is not as feature-rich as the Diigo toolbar, but it can be set-up by simple drag-and-drop - no download or installation needed, and it works for all major browsers. Much more powerful than bookmarklets offered by other social bookmarking sites, Diigolet is a "super bookmarklet" that allows you to highlight and add sticky-notes, in addition to simple bookmarking." Below this text are six browser-specific Diigolet buttons: for Firefox, for Flock, for Safari, for Opera, for Internet Explorer, and for Maxthon. A "Set-up" link is located at the bottom left of the main content area.

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.

Click Save Elsewhere to simultaneously add bookmarks to both Diigo and other services such as del.icio.us



The screenshot shows the "Save Elsewhere" form. The sidebar menu on the left includes: Diigo Toolbar, Diigolet, Enhanced Linkrolls, Tagrolls, Send to Blog, Daily Blog Post, Import Bookmarks, Export Bookmarks, "Add to Diigo" Widget, Save Elsewhere (highlighted), Install Facebook App, and Diigo API. The main content area is titled "Save Elsewhere" and contains the following text: "Save Elsewhere" allows you to simultaneously add your new bookmarks to other services you set up here. 1) Select the service 2) Input your account information 3) Check the account to make sure it is valid 4) Save. After you set up your accounts here, all new bookmarks you add using Diigo Toolbar 3.0 or later are automatically posted to these other websites. The form has two columns: "Username" and "Password". There are three rows of input fields, each with a checkbox and a "Validate account" link: Del.icio.us, Ma.gnotia, and Simpy. A "Save" button is located at the bottom right of the form.

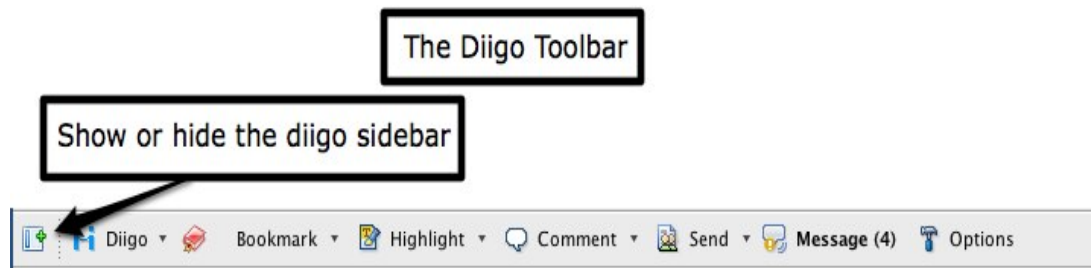
Getting Started with Diigo - Part 2 Using Diigo

<http://www.diigo.com>

Created by Liz B. Davis
May 12, 2008



1. The Diigo Sidebar



2. My Bookmarks Tab

The My Bookmarks tab shows your most recent bookmarks.

Diigo Sidebar

My Bookmarks | This URL | Friends

Tags / Lists / Search

tag1 tag2 tag3 Filter

My Bookmarks

- Creating a Ning Network - Google Docs about 16 hours ago
- Welcome to Route 21 on 2008-05-11
- Pecha Kucha: Get to the PowerPoint in 20 Slides Then Sit the Hell Down on 2008-05-11
- Web 2.0 In The Classroom Presentation on 2008-05-11
- Web 2.0 | EDUCAUSE CONNECT [Term View] on 2008-05-11

del.icio.us/network/lizbdavis Web 2.0 for the Classroom Tea...

Web 2.0 for the Classroom Teacher

An Internet Hotlist on Web 2.0

created by Sue Summerford

[Introduction](#) | [Blog-Podcast-Vlog-Screencast Resources](#) | [Collaborative Productivity/Organization Tools](#) | [Online Teacher Resources & Fun Stuff](#) | [start reading ...](#) | [eLenawee Course List](#)

Introduction

The links below are categorized to help you find Web 2.0 tools that might help you as a teacher. (Disclaimer: It is highly recommended that the individual teacher share materials in the classroom with students!)

updated 02-12-2008

3. This URL tab

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

Diigo Sidebar

This URL | My Bookmarks | Friends

Web 2.0 for the Classroom Teacher Cached

Readers Annotations

22 Readers for this page

- Jo Mcleay Recent bookmark: 41 minutes ago Cognitive surplus - that's what I had (until I...)
- Ynakanishi047 Nakanishi Recent bookmark: on 2008-05-07 Greenwich Arts Council - Classes
- Cindy Brock Recent bookmark: on 2007-11-19 Moving at the Speed of Creativity
- Laura Deisley Recent bookmark: on 2008-04-20 smallstones + home
- Britt Watwood Recent bookmark: on 2008-05-01 Unusual Model for an Online College

Readers also bookmarked

202 Readers of www.kn.pacbell.com

- Jo Mcleay Recent bookmark: 41 minutes ago Cognitive surplus - that's what I had (until I...)
- J Barney Recent bookmark: about 9 hours ago A Walk in the Woods

del.icio.us/network/lizbdavis Web 2.0 for the Classroom Tea...

Web 2.0 for the Classroom Teacher

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[Introduction](#) | [Blog-Podcast-Vlog-Screencast Resources](#) | [Collaborative Productivity/Organization Tools](#) | [Online Teacher Resources & Fun Stuff](#) | [start reading ...](#) | [eLenawee Course List](#)

Introduction

The links below are categorized to help you find Web 2.0 tools that might help you as a teacher. (Disclaimer: It is highly recommended that the individual teacher share materials in the classroom with students!)

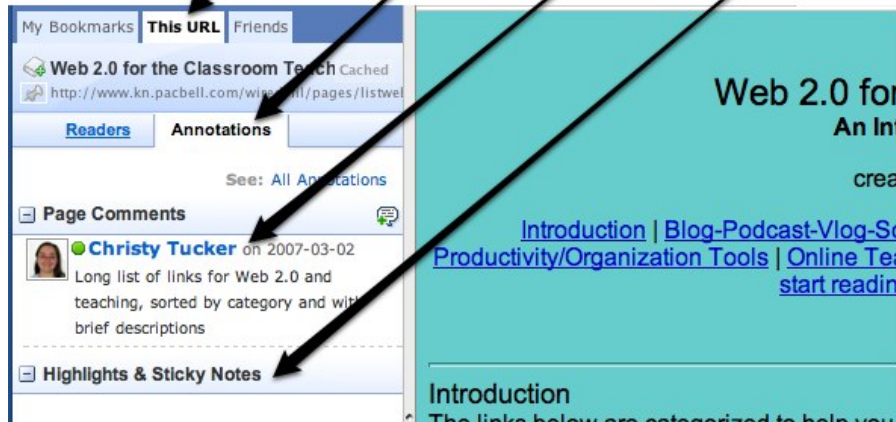
updated 02-12-2008

Click the x to close the sidebar

Scroll down to see readers of this Website (not just this page on the Website)

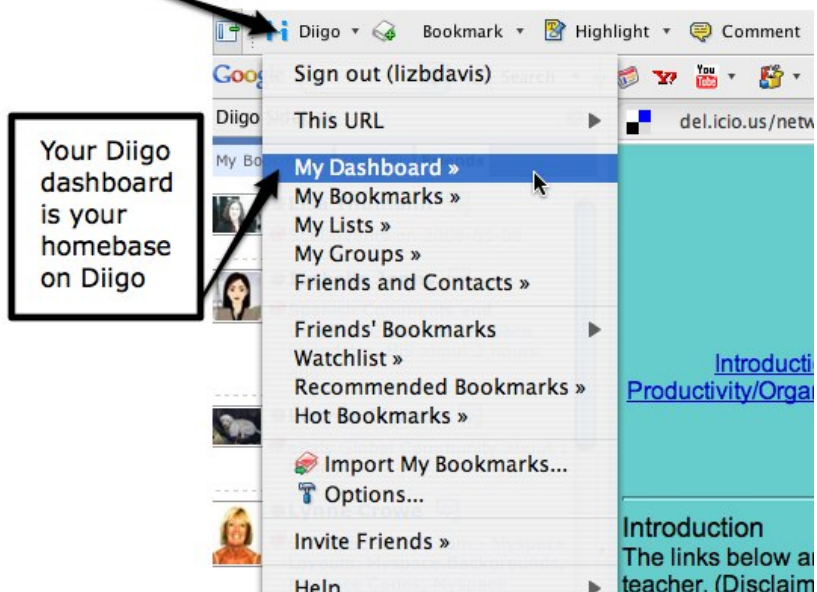
4. Annotations Tab

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.



5. Diigo menu - My Dashboard

Click here for your diigo menu



6. Understanding your Dashboard

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

Click here or here to read your messages

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

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

My Dashboard

Recent Bookmarks

- My Recent Bookmarks
- Friends' Recent Bookmarks

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](#)

7. 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

You can share the bookmark on Twitter

Url:

Title:

Private Unread Twitter this!

Description:

Tags:

Recommended tags: 21stcenturyskills education web2.0 technology resources curriculum edtech library

Add to a List

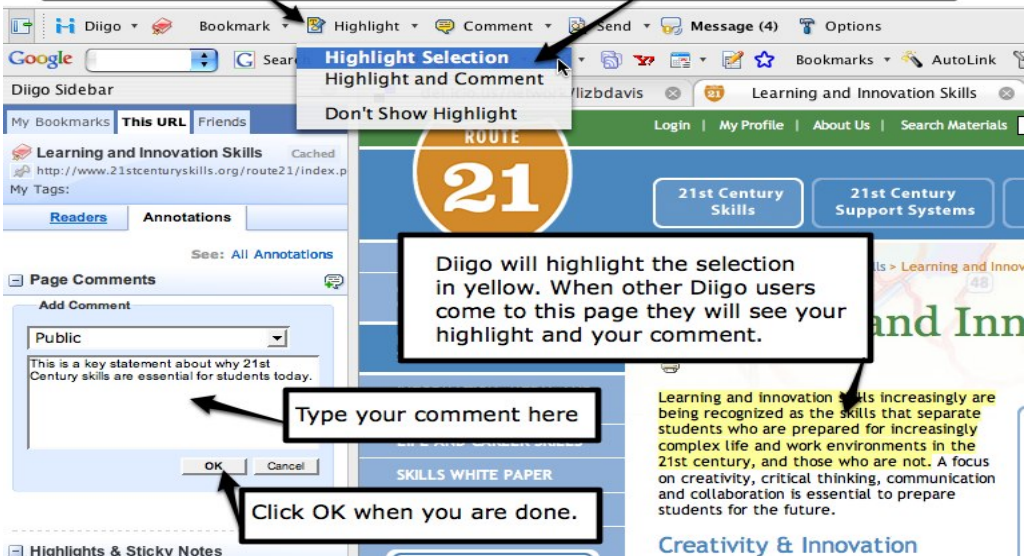
Share with Friends

Share to a Group already shared to: educators

Save Save & Send Cancel

8. 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.



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.

Learning and innovation skills increasingly are being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century, and those who are not. A focus on creativity, critical thinking, communication and collaboration is essential to prepare students for the future.

21st Century Skills

21st Century Support Systems

21

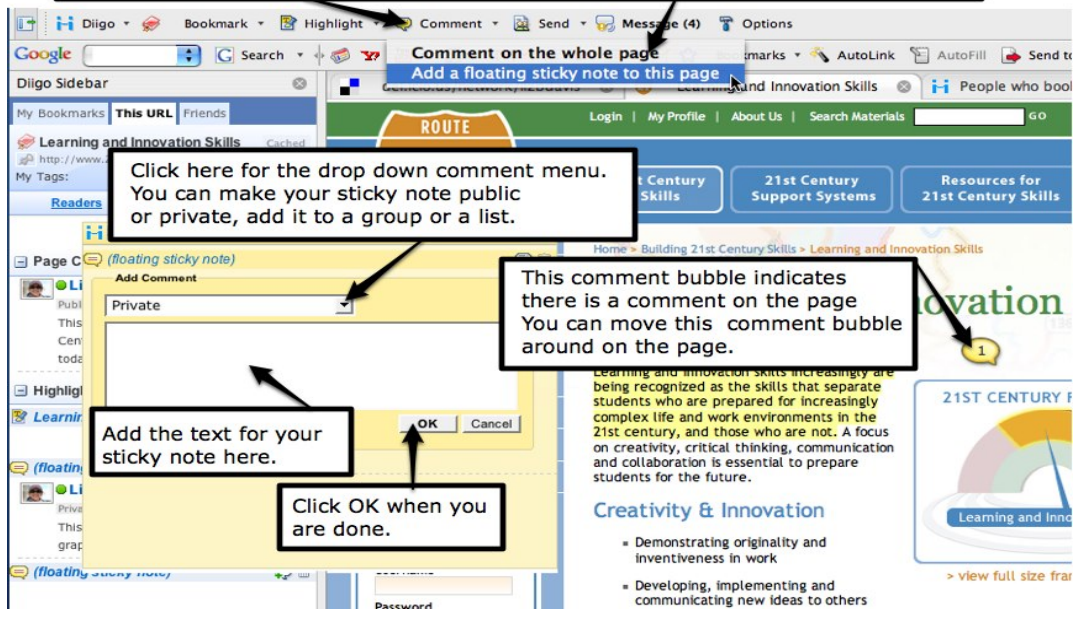
ROUTE

SKILLS WHITE PAPER

Creativity & Innovation

9. 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.



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.

Comment on the whole page

Add a floating sticky note to this page

Private

OK Cancel

Learning and innovation skills increasingly are being recognized as the skills that separate students who are prepared for increasingly complex life and work environments in the 21st century, and those who are not. A focus on creativity, critical thinking, communication and collaboration is essential to prepare students for the future.

21st Century Skills

21st Century Support Systems

Resources for 21st Century Skills

Home > Building 21st Century Skills > Learning and Innovation Skills

Creativity & Innovation

- Demonstrating originality and inventiveness in work
- Developing, implementing and communicating new ideas to others

21ST CENTURY F

Learning and Inn

> view full size fra

10. Sending links via email.

Click to Send to Email friends

You can also post a note to your Blog, Twitter or Facebook accounts

You will have to set these up first using the tools menu

Send Message (4) Options

- to Email and Diigo Friends...
- Post a Note...
- to Blog »
- to Twitter...
- to Facebook...

Home > Building 21st Century Skills >

Detailed description: This screenshot shows the 'Send' dropdown menu in the Diigo interface. A mouse cursor is hovering over the 'to Email and Diigo Friends...' option. Three callout boxes provide instructions: one points to the 'Send' button, another points to the email option, and a third points to the 'Post a Note...' option. The background shows a browser window with the Diigo logo and navigation links.

11. Messaging on Diigo

The messages tab indicates that a diigo friend has sent you a message.

You can send messages to all of your friends, or click the drop down menu to send to individual people.

Click here to see all of the messages on a topic

Click here to see the latest message on a topic

Message (4) Options

My Messages [Public View]

You are here: Diigo Home > My Messages

Start a conversation

Send to: All my friends

Send

1 - 20 of 135 [Next] [Last]

Topics	Posts / Views	Started by	Latest by
Have you had friend requests like this? ... understand... will report soon when ... anti-spam measures ...	39 / 199	Lucy Gray on 05-10-2008	Maggie Tsai about 14 hours ago
		Michael Baker about 15 hours ago	Michael Baker about 15 hours ago
		Maggie Tsai	Maggie Tsai

Detailed description: This screenshot shows the 'My Messages' page in Diigo. A callout box points to the 'Message (4)' notification in the top navigation bar. Another callout points to the 'Send to' dropdown menu, which is currently set to 'All my friends'. A third callout points to a message in a list, specifically to the 'Latest by' column. A fourth callout points to the 'Next' link in the pagination controls. The message list shows a topic about friend requests with 39 posts and 199 views, started by Lucy Gray and the latest message by Maggie Tsai.

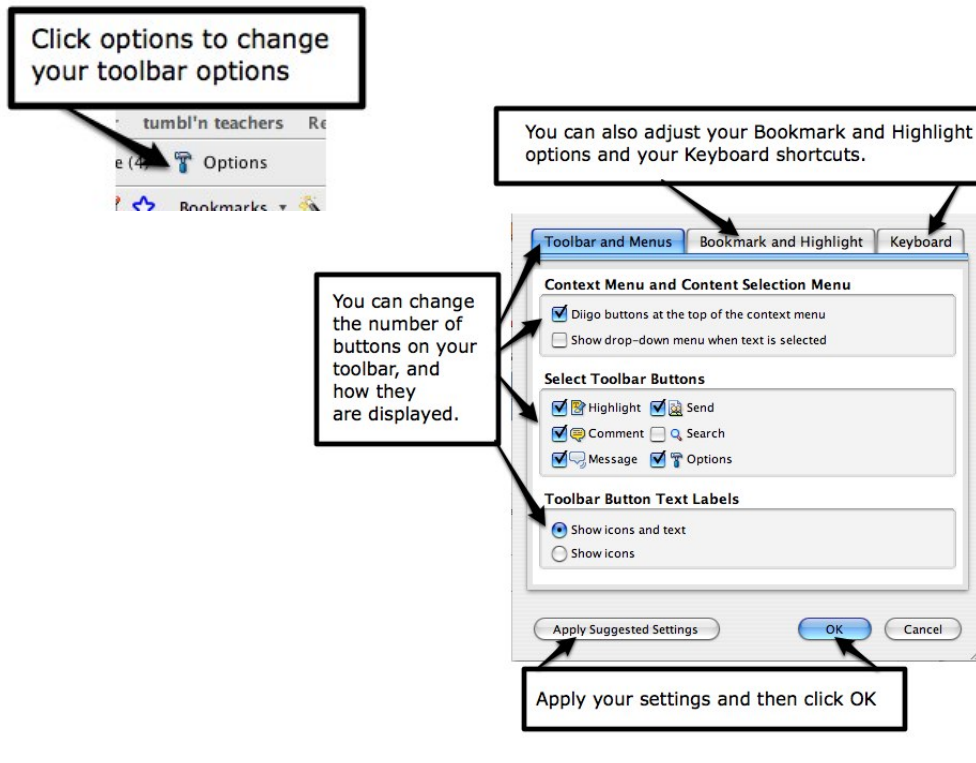
12. Diigo toolbar options.

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

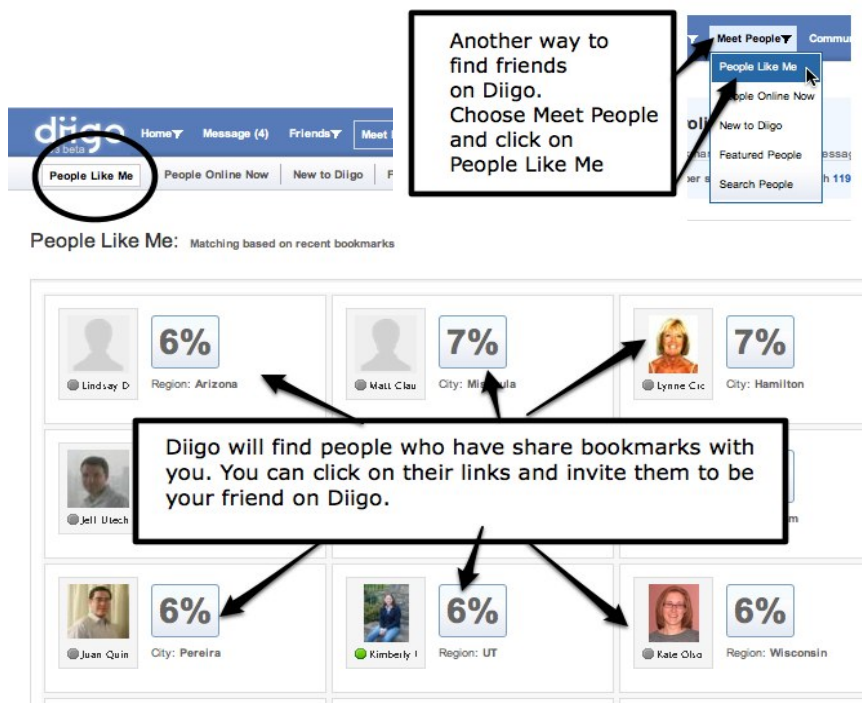


13. Find people like you on Diigo

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.



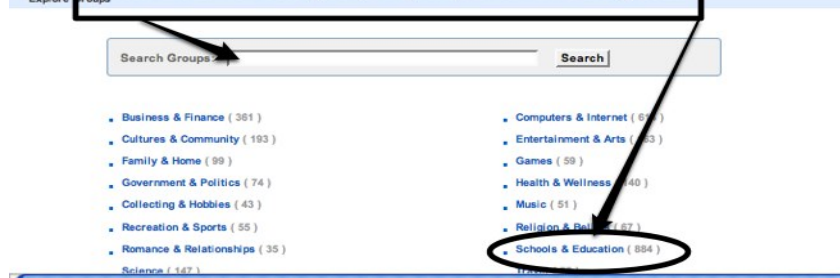
Name	Percentage	Location
Lindsay D	6%	Region: Arizona
Matt Clau	7%	City: Missoula
Lynne Cic	7%	City: Hamilton
Jell Utech		
Juan Quin	6%	City: Pereira
Kimberly I	6%	Region: UT
Kate Ota	6%	Region: Wisconsin

14. Join groups on Diigo

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



You can search for groups by key words or categories



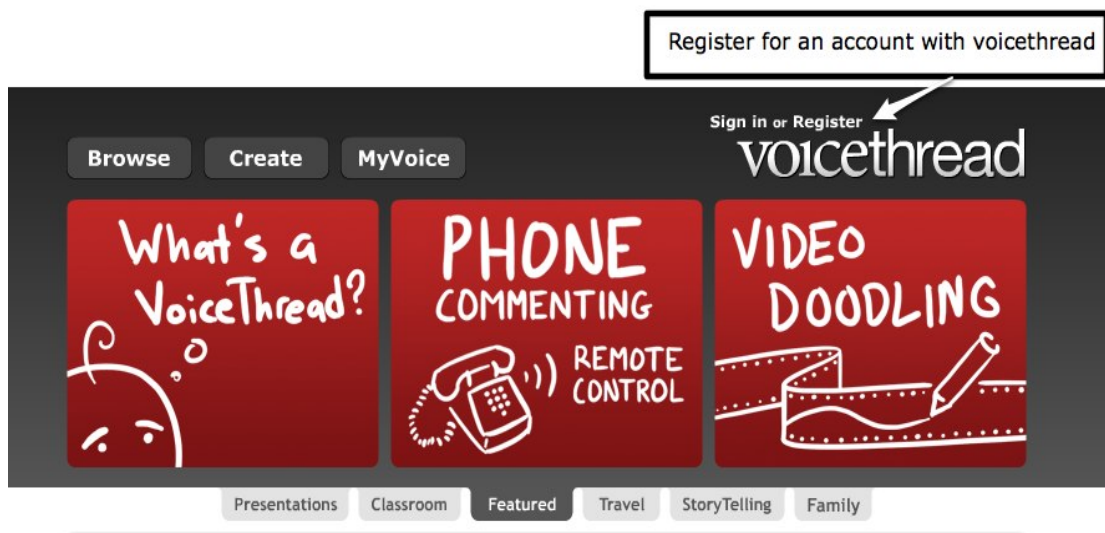
How to Create a VoiceThread

<http://www.voicethread.com>

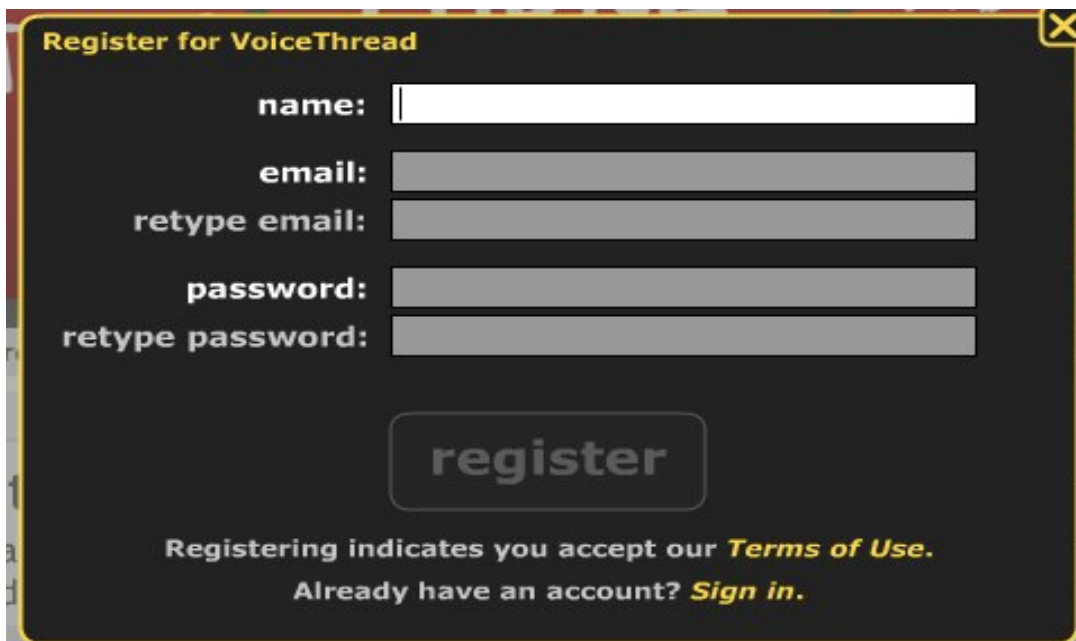
Created by Liz B. Davis
May 11, 2008



1. Register for an account. (part 2)



2. Register for an account (part 1)



Register for VoiceThread

name:

email:

retype email:

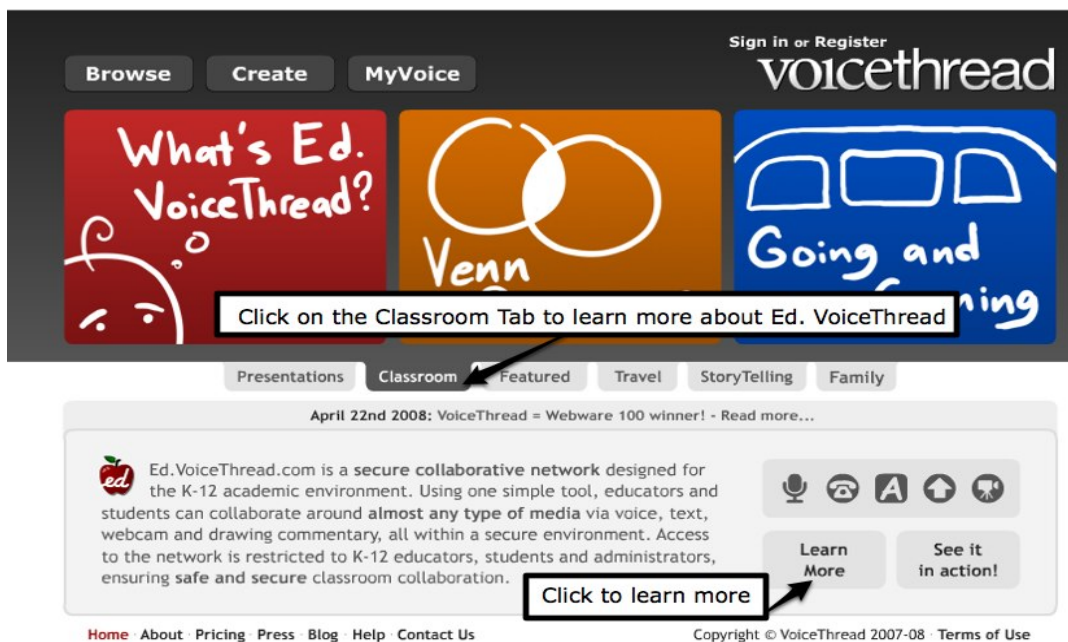
password:

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.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

Click on the Browse Tab to see examples of VoiceThreads

Browse: Create MyVoice

All Today Th Search a particular VoiceThread topic

Voicethreads for Education Washington DC Experiences Himalayan Hitchhiking ... What Does the Network Mean ...

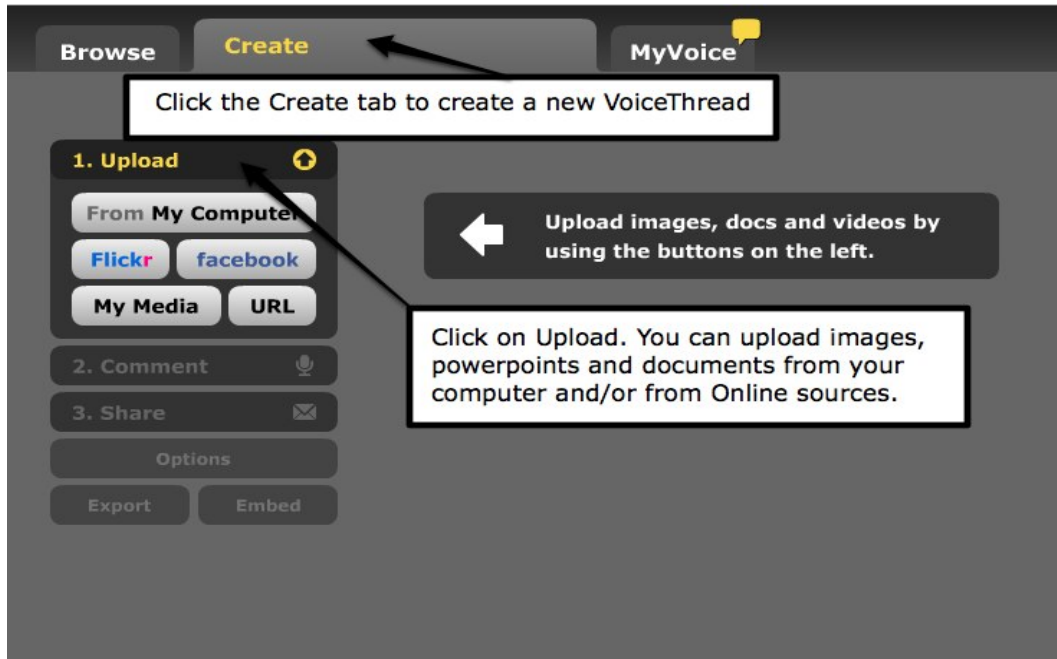
Digital Storytelling Top 5 Cartoon Themes

Click the arrows to advance to the next set of examples.

2 of 84

The screenshot shows the 'Browse' page of VoiceThread. At the top, there is a search bar and navigation tabs for 'Browse', 'Create', and 'MyVoice'. Below the search bar, there are tabs for 'All', 'Today', and 'Th'. A search bar is also present with the text 'Search a particular VoiceThread topic'. The main content area displays a grid of eight example thumbnails. The first row includes 'Voicethreads for Education', 'Washington DC Experiences', 'Himalayan Hitchhiking ...', and 'What Does the Network Mean ...'. The second row includes 'Digital Storytelling', 'Top 5 Cartoon Themes', and a partially visible thumbnail. At the bottom, there are navigation arrows and a page indicator '2 of 84'. A callout box points to the right arrow with the text 'Click the arrows to advance to the next set of examples.'

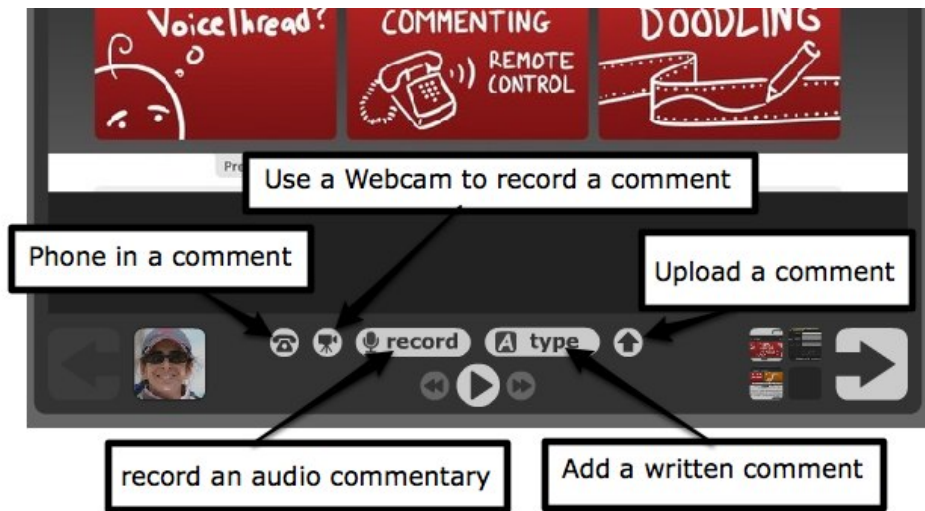
6. Create your own VoiceThread



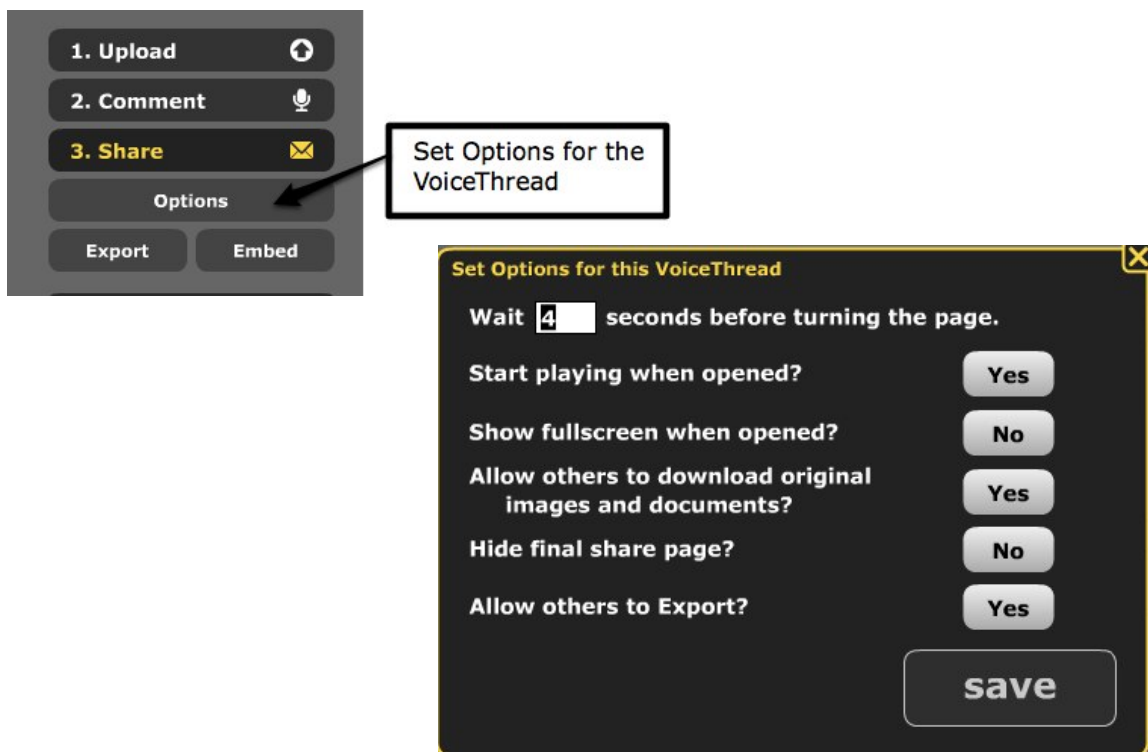
7. Select your first image.



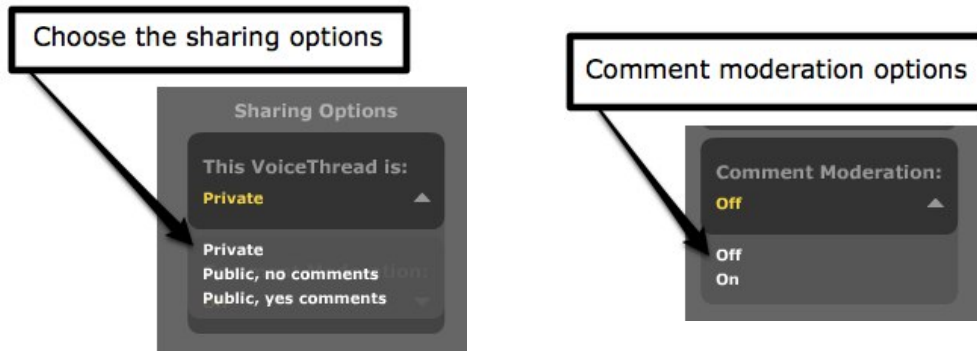
8. Add an audio, video or text comment



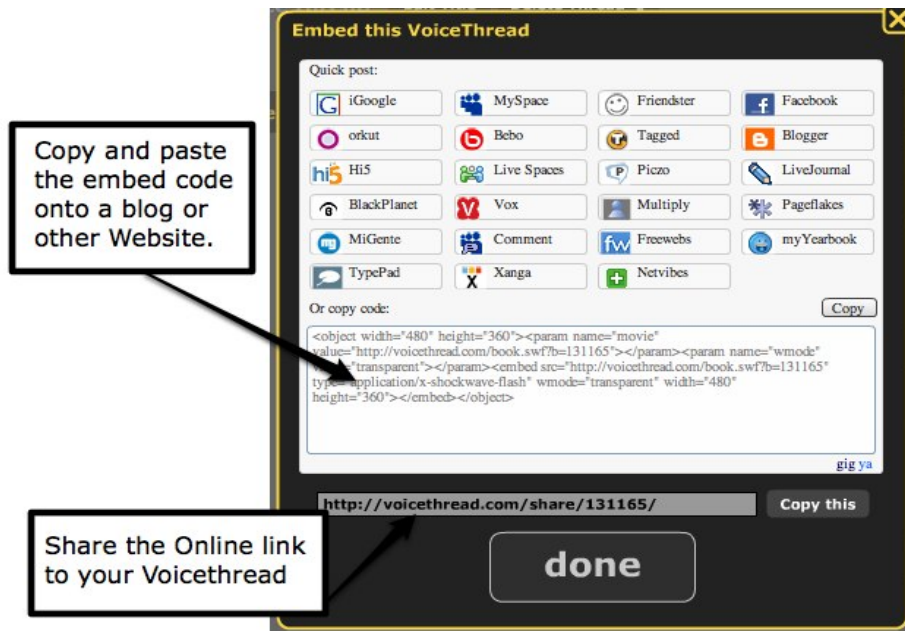
9. VoiceThread Options



10. Choose your Sharing Options



11. Embed or share your VoiceThread



How to Create a Ning Network

<http://www.ning.com>



[Liz B. Davis](#) ~ May 11, 2008



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



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

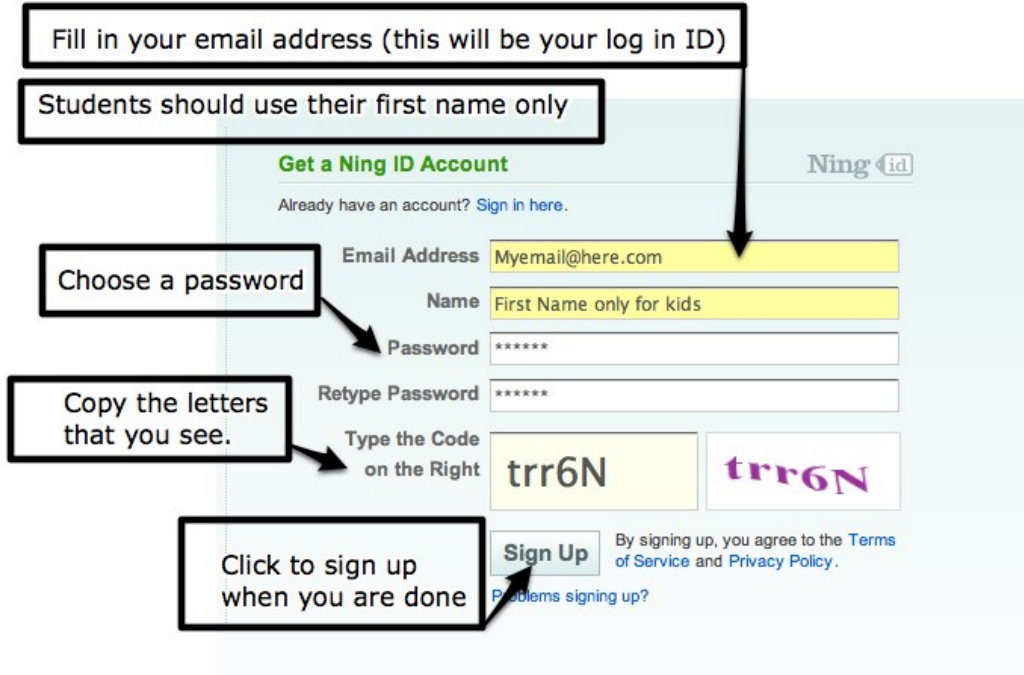
Fill in your email address (this will be your log in ID)

Students should use their first name only

Choose a password

Copy the letters that you see.


Click to sign up when you are done



The screenshot shows the 'Get a Ning ID Account' form. The 'Email Address' field contains 'Myemail@here.com'. The 'Name' field contains 'First Name only for kids'. The 'Password' and 'Retype Password' fields contain six asterisks. Below the password fields is a CAPTCHA image showing the code 'trr6N' in two boxes. The 'Sign Up' button is highlighted. A link for 'Problems signing up?' is visible below the button. The Ning logo is in the top right corner.

Get a Ning ID Account

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

Ning 

Email Address

Name

Password

Retype Password

Type the Code on the Right

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

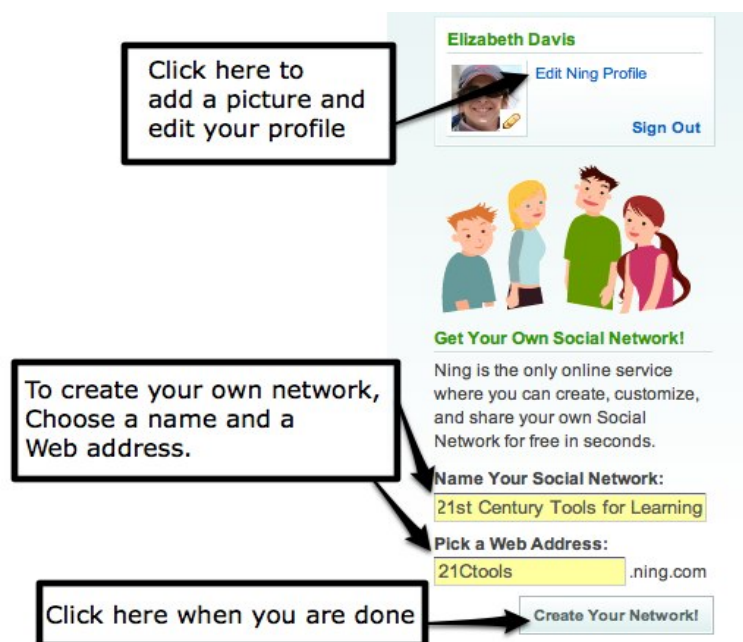
[Problems signing up?](#)

3. Create your network

Click here to add a picture and edit your profile

To create your own network, Choose a name and a Web address.

Click here when you are done



The screenshot shows the 'Get Your Own Social Network!' form. The user's profile is visible at the top, including a picture and the name 'Elizabeth Davis'. Below the profile is a link to 'Edit Ning Profile' and a 'Sign Out' button. The main form has a heading 'Get Your Own Social Network!' and a sub-heading 'Name Your Social Network:'. The 'Name Your Social Network' field contains '21st Century Tools for Learning'. The 'Pick a Web Address' field contains '21Ctools.ning.com'. The 'Create Your Network!' button is highlighted. A link for 'Problems signing up?' is visible below the button.

Elizabeth Davis

Get Your Own Social Network!

Ning is the only online service where you can create, customize, and share your own Social Network for free in seconds.

Name Your Social Network:

Pick a Web Address:

4. Add your network information

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

Welcome to Your Social Network!

Network Name:

Privacy: **Public** – Anybody can see or join it
 Private – Only invited people can join and see it

Tagline:
Appears in the header of your network

Description:
Appears in emails and elsewhere

Keywords:
Separate each keyword with a comma

Language:

Set Network Icon:
Upload a photo (GIF, JPG or PNG), which will be resized to a square. It may take a few minutes for this photo to appear.

Navigation: < Back Next >

Annotations:

- Choose the privacy level for your network.
- Add information about your network here.
- Networks can be created in a variety of languages.
- You can add an image for your network if you have one
- Click Next when you are done.

5. Add features to your network

Add Features to Your Network

Organize your main page by dragging in features from the list below, then arranging them any way you'd like. Click [Skip This Step](#) to continue with the default layout and features.

Features

- Notes
- Events
- Text Box
- Forum
- Gadgets (Beta)
- Groups
- Music
- RSS
- Photos
- Blog
- Videos

Layout

21st Century Tools for Learning

Layout components: Description, Latest Activity, Members, Hello, Username, Ads, Created By, Get Badges

Drag Here to Remove Feature

Navigation: < Back Next >

Annotations:

- Choose the features that you want and drag them to the Layout.
- Remove features by dragging them from the Layout to this box.
- Click Next when you are done.

6. Choose a theme for your network.

Click Next to edit the profile questions for your network.

Choose a theme for your network. Scroll down to see them all.

Scroll down on the page if you want to adjust the colors for your Theme.

Appearance

Choose a Theme for Your Social Network

Tagged Blue Tagged Pink 8-Bit Family Genie Professional Reunion

Sorority Fraternity Dance Club Encore Chalkboard Terracotta Gamer

7. Edit the profile questions.

Edit the default Profile Questions.

What questions would you like your members to answer when they join your network? You can re-order the questions below. Simply click on the question and drag it to where you want it to appear.

If you select "Required," members will have to answer the question to join. If you select "Private," the answer will only be visible to you and other administrators.

Highlight and delete the default question write in your own questions.

Click here to add questions

There are many different types of questions. Click here to change the question type.

Required questions must be answered in order to join the network.

Private questions can only be seen by Network administrators.

Click here to remove questions

Profile Questions

Question Title Relationship Status:

Answer Type Multiple Choice

Choices Single, In a Relationship, Engaged, Married, It's Complic...
Separate each choice with a comma

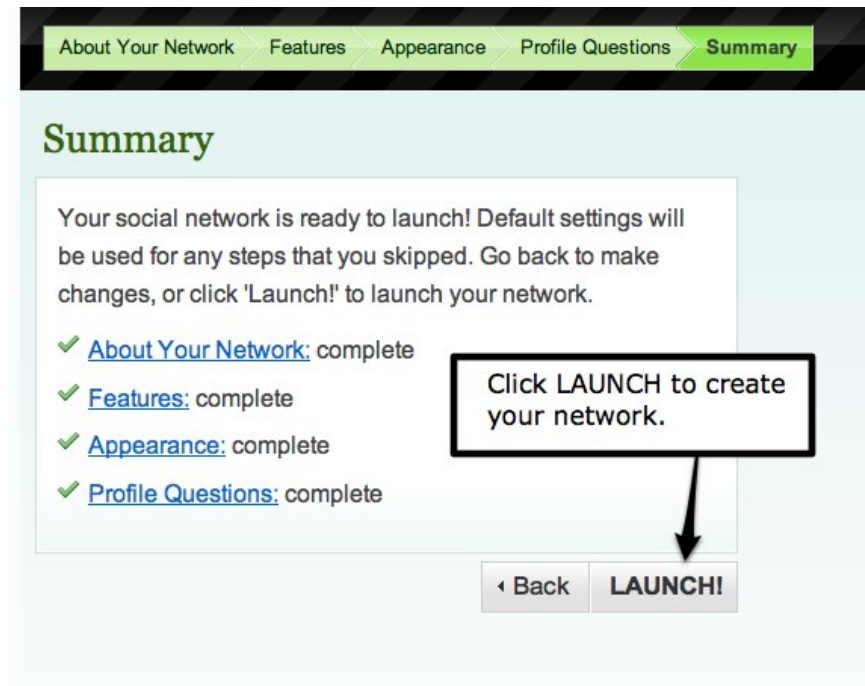
Question Title About Me:

Answer Type Longer Answer

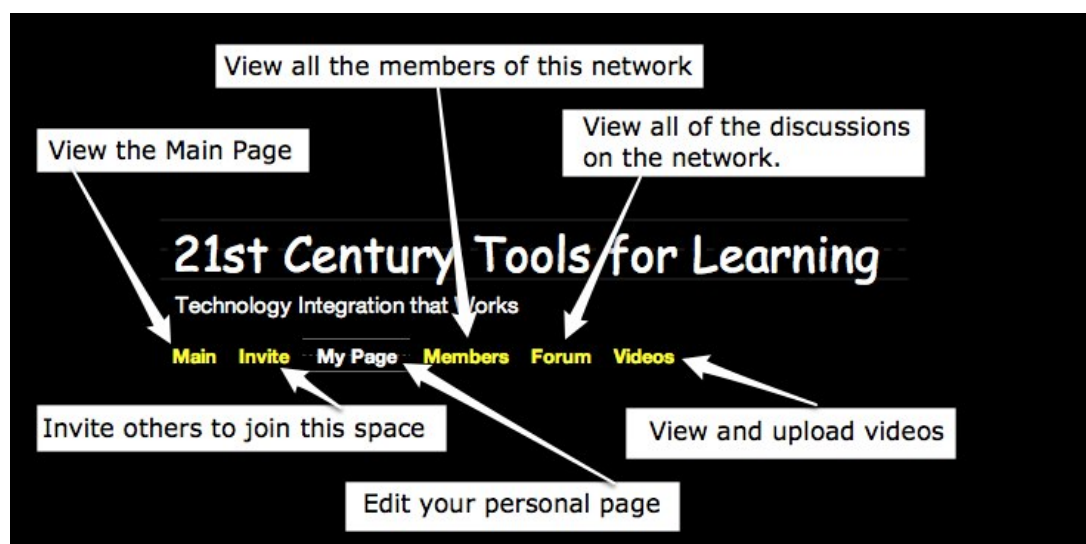
Question Title Website:

Answer Type Website Address

8. Launch your network.



9. What you can do on ning.



10. Start a discussion

Forum Home My Discussions




Start a New Discussion

Title your discussion

Discussion Title:

Enter you question, you can add links and images.

Post:

B I U   

You can work on your document anywhere you have an Internet connection. Two people can simultaneously work on the same document. You can easily publish any document to the Web.

Using [this](http://docs.google.com/Doc?id=dfnmfqt_d_342fqg8q289) directions (created using Google Docs), try Google Documents.

After you have tried it, let us know what you think.
Consider these questions:

Add a tag to categorize your discussion.

Tags:

Upload a file or document with your discussion question

Attach File(s):

Click here to post your discussion question


11. Personalize your page.

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

My Page My Friends My Blog [+ Invite Friends](#)

My Page


Click here to add a blog post



Latest Activity

You started 2 new forum discussions. [View your discussions](#)
7 minutes ago

ANNOUNCEMENT
21st Century Tools for Learning now has [videos](#) 6 hours ago

 [RSS](#) [Privacy](#)

Profile

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

Describe your comfort level with technology
Very comfortable

Elizabeth Davis
40, Female
United States
[Change My Photo](#) or [Theme](#)
[Share](#)

12. Manage your network

The screenshot shows a navigation bar with links: Main, Invite, My Page, Members, Forum, Videos, and Manage. The 'Manage' link is circled in white with an arrow pointing to a text box that says "Network creators can manage their network in many ways." Below this is a section titled "Manage" with a green background. It contains several settings categories:

- Network Settings**
 - Network Information**: Edit your network's name, description and other information.
 - Members**: Manage members, Administrators, invited people and banned people.
 - Appearance**: Adjust your network's colors, images and overall style.
 - Features**: Customize your social network by adding new features or removing existing ones.
 - Privacy & Content Control**: Choose who can see, join and contribute to your network.
 - Profile Questions**: Edit the questions that members answer about themselves.
 - Flickr Importing**: Set up your social network to import photos from Flickr.
 - Latest Activity**: Add messages and choose what's displayed in your network's activity feed.
 - Language Editor**: Customize your network's text and messages or create a new language.

13. Change privacy settings.

The screenshot shows the "Privacy & Content Control" settings page. It is divided into several sections:

- 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:
 -
-

Annotations with arrows point to specific elements:

- "Control the content" points to the Feature Controls section.
- "Make networks public or private." points to the Public and Private options.
- "Invite new members" points to the Invitations section.

14. Manage your members:


Members

Additional administrators can be added.

Members (1) Administrators (1)

Promote to Administrator Demote from Administrator Ban from Network Search Show All

Administrators have a similar level of control to the Network Creator.

Name	Email	Status	Date Joined
 Elizabeth Davis	ebleich@yahoo.com	★ Network Creator	May. 11, 2008

+ Invite More People

Export All Member Data (.CSV)

Members can be banned from the network

Done

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



1. Sign up for an account

Sign up for a Wikispaces account

Already a member? [Sign in](#)

Join Now!

1. Pick a username

2. Set your password

3. Enter your email address

We don't spam or share your email address

Space name (optional)
 .wikispaces.com

[Terms of Use](#)

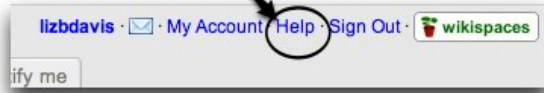
Do NOT create a space

Click Join

The image is a screenshot of the Wikispaces sign-up form. It features a green background for the main form area. The form is titled 'Join Now!' and has three numbered steps: '1. Pick a username' with the input 'lizbdavis', '2. Set your password' with masked characters '*****', and '3. Enter your email address' with an empty input field. Below the email field is a note: 'We don't spam or share your email address'. There is also a 'Space name (optional)' field with a pre-filled example '.wikispaces.com'. At the bottom left is a link for 'Terms of Use' and at the bottom right is a 'Join' button. Annotations include a box at the top left pointing to the form, a box on the left pointing to the space name field with the text 'Do NOT create a space', and a box on the right pointing to the 'Join' button with the text 'Click Join'.

2. The help menu

Click on the help menu at the top of the page



Click on the Teachers link.

- [Blog Integration](#): How to integrate your blog with your wikispace
- [Images](#): How to use images (pictures) on Wikispaces
- [Media](#): How to embed media on Wikispaces using wikitext
- [RSS Includes](#): How to include RSS feed summaries in pages
- [Theme Components](#): How to modify your theme using HTML markup
- [Variables](#): How to include dynamic information about your page or space on
- [Web Folders \(WebDav\)](#): How to access your space as a web folder
- [Wikitext](#): How to use text markup for those who don't want to use the visual

[Features](#): A list of the features Wikispaces offers with brief descriptions and screenshots

[Teachers](#): Answers to questions frequently asked by teachers.

[Wikitips](#): Monthly tips on nifty things you can do with Wikispaces

3. Wikispaces for teachers

Check out the video tutorials

Help for K-12 Teachers

These are some questions we frequently get asked by teachers who are new to Wikispaces.

1. What is Wikispaces?

Wikispaces is a place where you can create a wiki, or a simple to use collaborative website to use in your classroom and your school.

2. How can I learn how to use Wikispaces?

Try our [video tutorials](#). They are a great way to get started.

Click here to create an ad free space

3. I hear you offer free Plus spaces (which are free with no advertising) to K-12 (primary and secondary) teachers. How do I sign up?

That's right. You can [sign up here](#).

4. Create your ad-free space

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

Start a Wiki in 30 Seconds

1. Space Name .wikispaces.com
Choose a name between 3 and 32 characters long.

2. Space Visibility

- 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

Choose your privacy setting.

3. 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 students

Click create when you are done

5. Your Website

The Web address for your Wikispace will look like this

<http://mrslizdavis.wikispaces.com/>

You will be taken to your Website

Click to Edit the page

Actions

- New Page
- Recent Changes
- Manage Space
- Search

Navigation

- Home

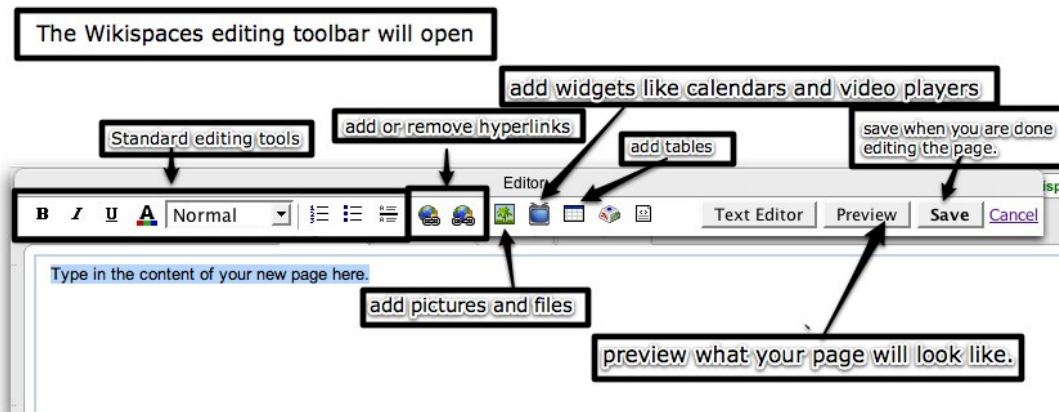
home page discussion

Welcome to the mrslizdavis space

Getting Started

To get started, click on the 'edit' link above to add content to 'discussion' link at the top of every page.

6. The Editing Toolbar:

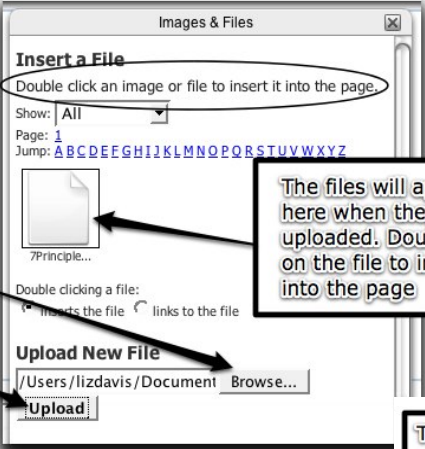


7. Create a New Page



8. Upload a document

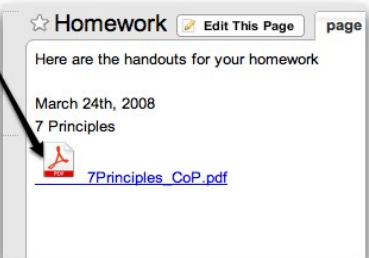

Click this icon to upload a file (.doc, mp3, .mov, pdf, ppt etc.)



Browse for the file and Upload it to Wikispaces.

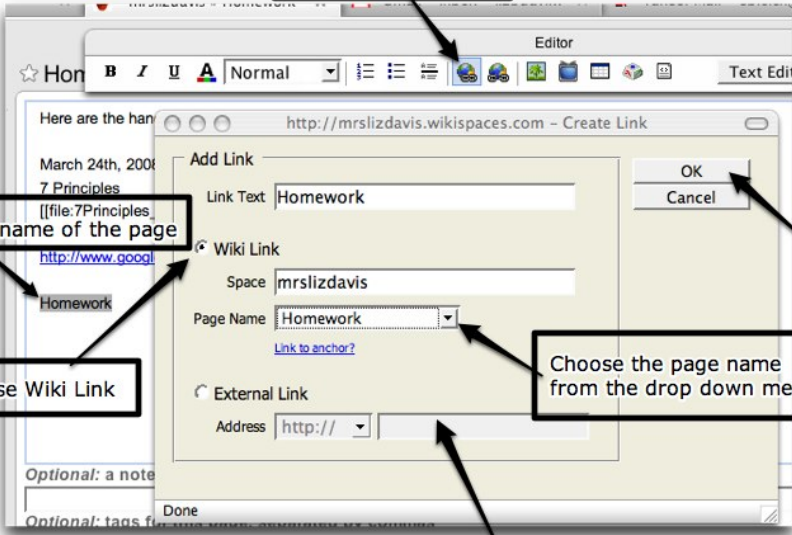
The files will appear here when they are uploaded. Double click on the file to insert it into the page

The file will look like this after you save the page



9. Create Links

Click on the link icon



Highlight the name of the page

Choose Wiki Link

Choose the page name from the drop down menu

Click OK when you are done

To link to another Webpage enter the Web address here

10. Change your Space Privacy

Click on Manage Space

Choose Members and Permissions

Click to change the level of privacy for your Wikispace

Space Contents

- List Pages
- List Tags
- List and Upload Files
- Usage Statistics
- Import a Blog Entry
- Manage Templates
- Web Folders (WebDAV)
- Backup Space
- Export Space as HTML

Space Settings

- Name, Description, and License
- Domain Name
- Look and Feel
- Members and Permissions
- Subscription
- Delete this Space

Space Permissions

Level	Description
Public	Everyone - including anonymous visitors - can view and edit pages
Protected	Everyone can view pages, only members of this space can edit pages
Private	Only members of this space can view and edit pages

11. You can invite people to your space:

1. Scroll down to the bottom of the Members and Permissions page. Insert the email addresses of the people you would like to join your wiki.

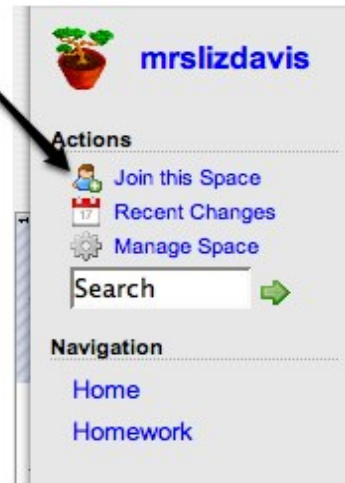
Invite a New Member

Username or Email

Click Invite

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

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.