TRAINING
2016
CONFERENCE
& EXPO

Training
technology
test kitchen

# Reduced Fat Meetings & Collaboration

Everyone has been to one of THOSE meetings... too much information, not enough action, and maybe not worth the cost. What if you could have better meetings and provide more information, more context, with less overall time and cost? By using Snagit you can! With Snagit's powerful ability to capture both images and video of anything on your screen, you can prepare everyone in your meeting beforehand. Communication has never been tastier!

## Ingredients

- Snagit
- delivery system (email, group chat [e.g. Slack, Hipchat, Flowdock])
- sharing destination (Microsoft Onedrive for Business/Dropbox/Google Drive/Network Drive)
- a way to capture audio

## Directions

1. Prepare information to share with co-workers (i.e. PowerPoint, software, notes, sketches, websites -- whatever you want to talk about or convey)
2. Open Snagit.
3. Use Snagit Video capture to select area and start recording.
4. Record information
5. Stop capture.
6. Trim as needed.
7. Select sharing destination.
8. Insert into delivery system.
9. Send.
10. Repeat as desired.
11. Enjoy the fruits of your labor.

# High Impact Learning

Promote is a platform that makes it possible to design and deliver instructor led High Impact Learning programs with hing management involvement and a really high rate of learning transfer and also makes it easier to evaluate the outcomes afterwards.

## Ingredients

An existing soft skill program or clear training need, someone with a good knowledge about High Impact Learning and instructional design of instructor led trainings/learning processes, what ever content you have available in almost any form, Promote, facilitator, participants, the participants manager(s)

## Directions

1. Design a soft skill training program according to best practice with the end and application in mind.
2. Build it into Promote according to Professor Brinkerhoffs High Impact Learning framework.
3. Deliver the program
4. Evaluate the program using for example the Success Case Method.

http://bit.ly/1EF9JU0 (Professor Brinkerhoff on Promote)
http://bit.ly/1tLvZyW (A few short infomercials explaining Promote)

# Jira + HipChat = Agile + Effective Development Teams

There are many tools for project management and communication. Unlike some of the project management tools that are solely oriented around tasks, Atlassian's Jira is highly customizable for tracking data points and creating dashboards of information about your projects, as well as provides transparent project and task tracking and team communications. Coupled with HipChat, you have a suite of tools for both remote and F2F development teams.

## Ingredients

- Atlassian Jira
- Hipchat
- your organization's process flow charts and/or documentation for project management

## Directions

1. Gather all the workflow, flow chart, organization chart, and/or spreadsheets you use for project management and/or tracking.
2. Set up a free demo of Jira at Atlassian.com
3. Configure Jira to match your organization's project management workflows, including types of work/issues, hierarchy of projects to tasks, people and working groups, statuses of various types of tasks or issues, prioritization, time an date stamps, etc.
4. If you were using spreadsheets to track projects, use the top row column headers to set up Custom Fields for a customized issue type in Jira, and set up the rows to set up the customized options available. It is also possible to set up the spreadsheets to be imported into Jira, so that you can use your current data as a jumping off point.
5. Configure the workflows each type of task or issue goes through, including the notifications that need to be sent to various team members at different stages.
6. Once you have your data in the system: the issue types, custom fields, statuses, priorities, people, dates, workflows, entered, set up filters to find and display the data that you or specific groups or users need.
7. Configure Dashboards using the various filters and custom fields to display data, links, statuses, pie charts, calendars of due dates, essential links to files, sites, etc.
8. To get group members going, start slowly, with, say, logging time on the various projects/issues/tasks, updating data fields and info, and using the comment feature to keep email and other communications "on the record."
9. Tweak the workflow steps, statuses, email notifications, etc. as you go - adding, deleting, and changing the system as you evolve.
10. Add HipChat in the mix for easy chat among team members, @mentions, video/audio/screensharing calls, group chat rooms about projects, workplace comradery, and easy linkage to the projects, issues, and tasks in Jira.

# I came, I saw, I conquered - Badges for Digital Credentialing

Who doesn't like to a badge to show they've been there and done that! Keep your learners engaged and on track by creating digital badges with Credly. Earn a badge for joining us in the Technology Test Kitchen.

## Ingredients
- Computer
- Credly.com

## Directions
1. Create an account with Credly https://credly.com/
2. Create a new badge
3. Use a template or upload your own creation and customize it.
4. Share it with your learners

## Resources - Technological

https://credly.com/

# Transcript Soup on the Fly: Using Google Doc Voice Typing for Transcripts and Dictation in Chrome

If you need transcripts for training videos, or just want to be able to dictate instead of type incessantly, the Voice Recognition add-on with Google Docs in Safari can come in handy for quick, free, on-the-fly help.

## Ingredients

- Google Drive account
- Chrome web browser
- Microphone
- possibly a second video playing device

## Directions

1. In a Chrome browser, create a new Google document.
2. Click Tools menu –> "Voice typing".
3. Pop-up microphone box appears. Click the microphone when ready to speak into your microphone or play the audio you want transcribed (which may require another device). (The first time you will also have to click "Allow" to allow your microphone to be accessed.)
4. Play or say whatever it is you want transcribed. (You may need to check your default system microphone and/or speaker settings. Most likely you'll want the internal microphone and speakers.)
5. The voice recognition will print the text it has come up with during longer pauses, so you might want to periodically pause your video or audio source to let it put the text on the google doc. OR, you can just let it play.
6. Of course, there will be plenty of errors, almost no punctuation, and so on, but you'll have a great head start. Once complete, go back and play the item again, while you listen and edit the google doc, inserting punctuation, correcting errors, starting new paragraphs, etc…
7. If you are dictating, you can also provide voice commands such as "period" "comma" and other punctuation. See a complete list here: https://support.google.com/docs/answer/4492226?hl=en
8. When you're finished, click the microphone again to stop.

## Resources - Technological

https://support.google.com/docs/answer/4492226?hl=en

# Adobe Captivate Draft: Storyboard and design eLearning on your iPad

Convert your ideas into storyboards complete with eLearning elements such as content and question slides, branching, and more. Create storyboards in minutes using the all-new iPad app, and share them for real-time, collaborative reviewing on the cloud; reviewers don't need to have either the app or Adobe Captivate. Once the storyboard is ready, simply import it into Adobe Captivate 9, and publish it, to seamlessly create responsive eLearning projects.

## Ingredients

- iPad
- Adobe Captivate Draft app
- Creative Cloud account

## Directions

1. Install and launch Adobe Captivate Draft app on your iPad.
2. Tap the Create New Project thumbnail.
3. Add objects either by selecting it from the left toolbar or simply draw them on the screen.
4. Start populating the objects with text, images, or video. You will find the editing properties for the object on the right side.
5. To add new slides in your storyboard, click the + symbol on the right.
6. To add a question slide, swipe left next to the plus sign and then tap Add Question Slide. You can create True/False, Multiple Choice, Matching, and Sequence type questions.
7. To add more answer options, tap the Q button on the left. Then swipe the Answers control up or down.
8. You can also add hotspots on the slide or to the objects to enable branching and view the links in the branching view.
9. Once you have created the storyboard, you can either share it with the reviewers, or send it to Creative Cloud folder, which you can then open in Adobe Captivate 9 and flesh out as an eLearning course.

# DIY! Recipe for making information visuals

How often do you need to create a project from soup to nuts? A visual that convey meaningful information are an important part of a project. Piktochart is a free web based tool that has a variety of free templates to create very professional visuals with no heavy learning curve.

## Ingredients

- Computer
- iPad or iPhone

## Directions

1. Create a fee account at http://piktochart.com/
2. Take a tour to see how to use pictochart https://magic.piktochart.com/editor/704
3. Choose a template from the categories-
   a. Infographic
   b. Presentation
   c. Poster
   d. Report
4. Customize you project
5. Download as a graphic (PNG orJEPG) or a PDF
6. Your colleagues will be impressed by your mad skills!

# A Picture OR 1000 Words?
# Show, Don't Tell using Skitch

*Often when we need to describe something on our screen - or send someone an image from our screen - capturing a small portion of the screen and annotating it saves time and many thousands of words...*

Often when collaborating on a project, we need to describe something on our screen to a colleague. Capturing a small portion of the screen and annotating it can save time and many thousands of words typing or trying to describe over the phone… alas, use Skitch! (for Mac)

## Ingredients

- Skitch
- images

## Directions

1. Download and install Skitch from skitch.com
2. Open the app - and look under the "Capture" menu for the various ways you can capture an image from your screen. Crosshair snapshots are normally recommended, capturing a portion of the screen, rather than the entire screen. A timed crosshair shot may help capture mouseovers that otherwise disappear.
3. Learn the quick keys for bringing up the crosshairs. For example, shift-command-5 on the Mac… this way, you can easily hit that key command to start up Skitch with crosshairs to capture your screen.
4. Once you have the crosshair, highlight the portion of your screen you need captured, and release. You will then see the size and have the option to start a timer, or change to full screen capture.
5. Once captured, use the tools to crop, annotate, highlight, circle, or scrub portions of the image as needed. You have a choice in file types by dropdown in the lower left. (.png, .jpg, .pdf, .tif, .bmp, etc.)
6. Drag the icon from the middle of the bottom of the Skitch window to your desktop or images folder when complete.
7. 
8. You can also share the image using the Share icon in upper right - to email, Twitter, Facebook, etc…

## Resources - Technological

Mac Skitch guide: https://evernote.com/skitch/guide/mac/?var=3

## Resources - Pedagogical

Skitch as a teaching tool: https://blog.evernote.com/blog/2012/06/04/skitch-as-a-teaching-tool/
Using Skitch in the classroom
http://reflectandrefine.blogspot.com/2012/07/using-skitch-in-your-classroom.html

# Extraordinary Virtual Meetings with Join.Me or Hangouts

It's 2016. People travel, work from home, work from vacation, work from conferences, etc… We can't always be in the same place at the same time, but we often need to communicate well at a distance, and better than you can on the telephone or via email. This recipe provides some ideas for hosting virtual meetings that break down the barriers of time and location.

Join.Me is great for connecting easily when you want to share your screen, but unlike some others, it's also handy when you need some people to connect via phone and some via computer. Also, unlike other technologies, Pro accounts allow mouse control sharing - which can be great for collaboration.

Google Hangouts is also great for group meetings and collaboration. It features even better video capability so that you can see all your colleagues in the meeting.

## Ingredients

- Join.Me application or Google+ account
- Headset
- Webcam

## Directions

### Join.me

1. You can literally start a Join.Me session by just going to Join.Me and clicking on the orange arrow, but you will likely want to download the application and start from there.
2. Copy the Join.Me session ID (9 digits) and send to colleagues via email, IM, etc. Instruct them to click the audio icon to choose an audio connecting method.
3. Connect to the audio - via internet or phone - and use the sliders to adjust volume input and output.
4. Share your screen, allow mouse control, text chat, or have the others share their screen or give mouse control as you work through your agenda.
5. With a pro account, you can also make annotations on the screen.
6. You can also record the session with a pro account for others to review if needed.

### Hangouts

1. You can start a Hangout several different ways:
   a. from Gmail chat
   b. from within Google Plus
   c. by setting up a Google Calendar entry and "adding a video call" - this will insert a link and at the time of the meeting, all can click on the link to connect to the Hangout
2. You can invite people to your hangout in several ways as well -- either via Google Plus, Google Calendars, Hangouts, or emailing/IM'ing the URL to the Hangout. Please note that all participants will need to have a Google account/profile set up.
3. Once you have everyone connected, you can share your screen or set up any number of different sharing scenarios. For example, you can share a Google Doc and have everyone in the Hangout work on that doc together in real time.

# Audio: Course Announcements using SoundCloud

SoundCloud is an online audio recording and streaming service.  Using your browser and a microphone, you can create and share audio announcements.  The free account lets you record a total of 2 hours.  That could be one recording of 2 hours or multiple recordings totaling 2 hours.

Substitution Note – See AudioBoo.com if you'd like a free way to do an unlimited number of 10 minute recordings.

## Ingredients

- SoundCloud account  http://soundcloud.com
- Announcement transcript
- Microphone (built-in or external)

## Directions

1. Go to SoundCloud http://soundcloud.com
2. Create a free account and sign in  (or sign in with Facebook or Google).
3. Click Upload button.
4. Click Start New Recording button.
5. Click REC button.
6. When you're prompted to let Adobe to access your microphone, click Allow and close the box.
7. Click REC again and begin reading/recording your audio announcement and click Stop (red square) to finish.
8. Click Upload Your Recording button.
9. Enter Audio title and info and click Save
10. I recommend you paste your transcript in the description box (for ADA purposes).
11. Click Share button to get link or embed code.
12. Distribute link or embed the audio in your Learning Management System.

## Resources

How to Use SoundCloud to Record or Post Audio:  http://youtu.be/1F7mGAfLYjY

# Audio: Adding Audio Feedback using Evernote[1]

Evernote is a multipurpose tool that allows you save web clips, images, notes, and files and then sync and share those items across multiple devices.   As part of its function, you can record audio notes and insert them in documents or attach the audio to documents.   The Premium version  of Evernote adds collaboration capabilities that make it easy for your students to share assignments with you tso you can then add text or audio feedback . However, this recipe covers the free version.

## Ingredients

- Evernote account  http://evernote.com
- Evernote app http://evernote.com/evernote
- There is a browser-based version of Evernote but you will need the app for Mac, PC, or mobile device to record audio.
- A student-created document

## Directions

1. Go to Evernote http://evernote.com and sign up for a free account
2. Download the Evernote app for your computer or mobile device http://evernote.com/evernote
3. Open the student created document
4. Student can send you the document using your Evernote email address (located in account settings)
5. You can upload the file to your Evernote using the Mac or PC app by dragging it into Evernote
6. You can upload the file to your Evernote using the mobile app by using the Share icon or the Open In icon and selecting Evernote.
7. Place the cursor where you'd like to insert an audio comment.
8. Click the microphone icon to record and save your audio comment.
9. When feedback is completed,  click the Share icon (an curved arrow) and copy the Share link that you can give your student.

## Resources

Evernote Guide: http://evernote.com/evernote/guide

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[1] Tech Note - audio created using Evernote on any device can be shared with users of any other devices without worrying about file format issues  EXCEPT - audio comments created on an Android device can't be shared with people using iOS (iPad / iPhone) devices.   So, to save yourself tech woes, only use iPads, Macs, or Windows devices to create your audio comments.  Do not use an Android device to create audio comments because iPad / iPhone users will not be able to access those comments easily.

# Create a Study Aide Using Google Forms and Autocrat

Google Forms have become a standard in data collection and, in some cases, assessment. Students frequently ask for study guides, self-tests, and other learning aides they see as helpful in their preparation for course assessments. Here is a way you can help, and see where they're struggling.

## Ingredients

- Google Form
- Google Form response spreadsheet
- Google Doc
- Gmail*

*NOTE: Gmail is an invisible need. In my experience, your Google installation must have it for this to work, but you will not configure Gmail in these instructions.

## Directions

1. Create a folder for this study guide, in which you save all of the files you create.
2. Create your Google Form study guide. This may look like a sample test or exam, or even a series of "think about it" questions, with text answers.
3. Go to the spreadsheet that will collect the answers for your form. You can find this by clicking Responses, then View Responses. When the spreadsheet opens, click Add-ons, then Get add-ons. When the script gallery opens, search for, and install Autocrat.
4. Now, take some time to think about design. I found this blog link very useful when I was deciding how to use AutoCrat in my work: http://www.edtechcoaching.org/2012/10/the-greatest-google-mail-merge-script.html . Autocrat is built on the premise that Form responses will be piped into the document template via mail merge tags that look like this: <<mail merge tag>>. What would you want the message you send to your students to say? What feedback would you want to give them for each question? You might want to tell them what they answered, then give them some background. Right? Start experimenting with designing your memo now.
5. When you have everything ready, click Add-ons, then autoCrat, then Launch. You will be walked through the process.
6. After you have configured AutoCrat, make sure you fill out the form to make sure that the report it spits out looks like you expect, and will be useful to your students. Additional support resources are included below.

## Resources

autoCrat Basic Tutorial
https://docs.google.com/document/d/1lLoz3ytEDEKF4Ceov3OglsxDFw0SY89aRVHXn_1zoWI/edit
Creating Personalized Quiz Reports
https://www.youtube.com/watch?v=65kqSrZ9UjU

# Communication: Extraordinary Virtual Office Hours with Join.Me or Hangouts

Instructor availability to students - to answer questions, provide feedback or resources, is extremely important. This recipe provides some ideas for hosting virtual office hours that break down the barriers of time and location.

Join.Me is great for connecting easily when you want to share your screen and don't need video of yourself or the students. Unlike other technologies, Pro accounts allow mouse control sharing.

Hangouts are great for small group up to very large group Q&A sessions.

## Ingredients

- Join.Me application or Google+ account
- Headset
- Webcam (optional - for Hangouts)

## Directions - Join.Me

1. You can literally start a Join.Me session by just going to Join.Me and clicking on the orange arrow, but you will likely want to download the application and start from there.
2. Copy the Join.Me session ID (9 digits) and send to students via email, IM, etc. Instruct them to click the audio icon to choose an audio connecting method.
3. Connect to the audio - via internet or phone - and use the sliders to adjust volume input and output.
4. Share your screen, allow mouse control, text chat, or have the student share her screen or mouse control to discuss various topics.
5. With a pro account, you or students can annotate on the screen.
6. You can also record the session with a pro account for other students or later review if needed.

## Directions - Hangouts

1. You can start a Hangout several different ways:
2. from Gmail chat
3. from within Google Plus
4. by setting up a Google Calendar entry and "adding a video call" - this will insert a link and at the time of the meeting, all can click on the link to connect to the Hangout
5. You can invite people to your hangout in several ways as well -- either via Google Plus, Google Calendars, Hangouts, or emailing/IM'ing the URL to the Hangout. Please note that all participants will need to have a Google account/profile set up.
6. Once you have everyone connected, you can share your screen or set up any number of different sharing scenarios. For example you can share a Google Doc and have everyone in the Hangout work on that doc together in real time.

## Resources - Technological

Join.Me Knowledge base
Hangouts Help

Holding Virtual Office Hours via Hangouts


## Resources - Pedagogical

Examples of G+ Hangouts in Education
18 Ways Teachers Can Use Hangouts
One Teacher's Hangout Office Hours Experience - note: better for former students than present
More Ways Hangouts are used by Educators

# Diigo

Diigo is a social bookmarking site that allows you to save your bookmarks into your own library that is viewable across devices and platforms. Once you save the webpage to your Diigo library you can highlight parts of the webpage, make virtual sticky notes, and annotations on the page. You can even save offline for viewing later without an internet connection. Use tags and create lists to organize your collection and share with other groups if you wish. There are some great groups you can join to keep up with a variety of interests, web2.0, iPhones, or create your own group! The Diigo community contains hot bookmarks so you can keep up with trending information. There is even a screen shot tool to capture all or part of a webpage as an image.

## Ingredients

- Computer, tablet, or smartphone
- Free account https://www.diigo.com/
- Optional but cool tools https://www.diigo.com/tools

## Directions

1. Watch the tutorial http://vimeo.com/12687333
2. Start collecting websites for your library.
3. Your learners can create groups and libraries and share them with each other and you too!
4. My recipe includes students collecting libraries for projects they develop during the course and sharing the library with me as an assignment… of course I share my library with them too! https://www.diigo.com/user/annmusgrove

## Resources - Pedagogical

Classroom Collaboration Using Social Bookmarking Service Diigo
http://www.educause.edu/ero/article/classroom-collaboration-using-social-bookmarking-service-diigo
7 Things you should know about…Social Bookmarking
https://net.educause.edu/ir/library/pdf/eli7001.pdf

# Video: Adding Feedback on Video using Comment Bubble

Comment Bubble lets you add time-coded comments directly on a video and then share the commented video with your students. Additionally, your students can then reply to your individual comments.

Note – This tool is in Beta testing. It works well and is currently free. Pricing may change after beta testing is complete.

## Ingredients

- Comment Bubble account http://commentbubble.com
- Video from YouTube or your computer

## Directions

1. Go to Comment Bubble http://commentbubble.com
2. Sign up for free account and sign in
3. Click on Upload button
4. Enter a YouTube URL or upload a video from your computer
5. Enter video information and customize the comment buttons
6. Add appropriate feedback comments on video as you watch it.
7. Click on email icon to get link that you will provide to student(s)
8. The student will be able to view your comments without creating an account. To reply to your feedback using Comment Bubble, the student will be prompted to create a free account.

## Resources

Comment Bubble Demo
http://commentbubble.com/#/video/Rkok2DaITJWSFiWaX1gd6A

# Google Drive + Voicethread = Collaboration Station

When students want or need to collaborate, the free Google Drive tools provide an excellent set of functions that foster collaboration. When mixed with Voicethread: even better!

## Directions

1. Students are grouped and choose/assigned topic to explore, research, and present about.
2. One student sets up a Google Presentation and makes it available to the others for editing. (Easiest to choose to share it so that "anyone with the link can edit…" and send everyone the link.)
3. Students work either synchronously or asynchronously, face-to-face or virtually, to research and develop their slides/presentation.
4. Advisable to have a draft submitted for review prior to final publication
5. Once complete and proofed, a student downloads the presentation as a PDF.
6. In Voicethread, a student clicks "Create" and uploads the PDF
7. Using the "Sharing" function, the student shares the thread with the group, with ability to view AND comment.
8. Students add narration to the slides using Voicethread's comment function, either with audio, video (preferred when possible for enhanced presence) or text.
9. The completed project is then shared with the rest of the class (usually asynchronously/online) for viewing and note-taking.
10. Followup is conducted, either face-to-face or online, where students provide feedback, ask questions, quiz each other, assess, or otherwise follow up on each others' work.

## Resources - Technological

- Voicethread Tutorials
- Google Docs Help Center

## Resources - Pedagogical

- Voicethread How-Tos and Use Cases
- Voicethread in Education
- More Voicethread teaching ideas

# PowerPoint Karaoke for Learning and Assessment

PowerPoint Karaoke, or Battle Decks, is an activity where an individual, or group of individuals, must give a presentation in front of an audience, based on a PowerPoint presentation they have never seen. While in popular culture these presentations lean more toward the outrageous, applying this spirit to education not only helps students learn more about the content they're learning, but assesses them on what they've learned, and provides an engaging activity for blended learning classrooms, and can even be done at a distance.

## Ingredients

- Students broken into small groups
- Google Presentation (or PowerPoint, if preferred)
- A spreadsheet to keep track of students or teams and their topics:

| Students | Content Developed | Content Delivered |
|---|---|---|
| Alice and Jeffrey | Pythagorean Theorem | Area of a Circle |
| Rachael and Summer | Area of a Circle | Pythagorean Theorem |

## Directions

1. Divide students into small groups, depending on desired outcomes and class size. If you wish for students to present individually, it may be best to use groups of two. If you want them to present in pairs, groups of four would work best, and so on.
2. Assign each group the content they will DEVELOP. Some ideas you may wish to consider: Divide them into pros/cons on a current events issue, have them research and develop a presentation on a historical event, ask them to develop a presentation that explains and illustrates a scientific concept or mathematical formula.
3. Ask them to develop a five minute Google presentation or PowerPoint covering their assigned content. This presentation should contain 20 slides that will automatically advance every 20 seconds. You will review these slides for content and accuracy, prior to presentation day.
4. Now, assign each group the content they will DELIVER. This allows them to prepare their knowledge base.
5. On the day of the presentations, students will not have seen the slide deck they are given to deliver. Give them three minutes to review it. Set a timer. This alleviates the complete unknown, and allows for brief preparation.
6. Have the students present the slide decks that were created for them. Consider having students provide peer review feedback on the presentation and content. You can also choose whether to make the question and answer session the responsibility of presenters, or have the paired individuals work as a group.

## Resources

PowerPoint Karaoke - http://ppt-karaoke.com/
Ignite talks - http://scottberkun.com/2009/how-to-give-a-great-ignite-talk/Jet-setting

# Let's Plot! Building Collaborative Maps

## Directions

1. Go to maps.google.com
2. Click in the text window in the upper left and click on "My Custom Maps"
3. Click on "Create"
4. You will then have an untitled map with 1 untitled layer. Click on either of those to name the map and/or layer.
5. It's possible to then import data from a .csv file, for example if you have a file full of zip codes and names, or addresses and some other data.
6. Use the tools in the upper middle to add markers or draw lines on the map. For example, you could have students add their locations, or plot out frequency of diseases, births and deaths or some other points based on a dataset.
7. Click on "add marker" and the cursor will turn into a plus sign (+). Then click the map at the location to add the marker. Alternatively you can enter an address or specific location in the search bar first.
8. Name the point you are inserting and any other text to go with it.
9. You will see all the points plotted on the map, and the data displayed as you mouse over them.
10. Back in the box on the upper left, you can add layers and edit style, data, or labels.
11. Most importantly, you can now click "Share" in the upper right to share the map and have others collaborate with you on it. The share functions similarly to Google Drive - private, public, with certain people, or anyone with the link.

As an example, here's a shared collaborative map where you can add your home location:
https://mapsengine.google.com/map/edit?mid=zsXwzlTxWgu0.knc2XouYoIN8

## Resources - Technological

Google Maps help


## Resources - Pedagogical

Google Maps for Education
Google Maps Education Ideas
Google account
Maps.Google.com

# Locating OER Audio, Video, Presentation Content or More with OER Commons

There are many thousands of online audio and video resources already created and available as open educational resources.  If you're looking for a great way to find content rather than creating it from scratch, and if you don't want to worry about copyright issues, then look no farther than OER Commons.  They have a library of thousands of items and an easy advanced search tool to help you locate exactly what you need by subject, level, type of resource, and media format just to name a few!

## Ingredients

- Web browser
- OER Commons account (optional unless you want to save your searches, rate or comment on resources, etc.)

## Directions

1. Go to OER Commons https://www.oercommons.org
2. Optional – sign up for a free account if you want to save your searches, etc.
3. Click on Use Advanced Search link in upper right corner of screen.
4. Enter key terms and select your search criteria  - select Additional Search Criteria to narrow your search to specific media types, etc.
5. Click Search button at lower right of Additional Search Criteria box
6. Browse search results to locate the perfect resource

## Resources

OER Commons: Advanced Search Tutorial
http://youtu.be/V3jAO9V87Ls
Finding OER Materials You Can Start Using Now
http://wiki.oercommons.org/index.php/Finding_OER_Materials_You_Can_Start_Using_Now

# Video: Notetaking & Discussion with VideoNot.es

VideoNot.es is a tool that lets you add time-coded notes to a video. Since it is tied to Google Drive, the video notes can be shared and edited collaboratively. This is a great tool for individual or collaborative note taking and discussion and it supports active learning through video in traditional, flipped, blended, and online courses.

Note: A VideoNot.es folder will be created in your Google Drive area and any documents created using VideoNot.es will be stored there by default. Additionally, in Google Drive, under the create button, you will find that you can create a VideoNot.es document right in Google Drive.

## Ingredients

- Google account
- VideoNot.es http://www.videonot.es
- URL of Online video from YouTube, Vimeo, Khan Academy

## Directions

1. **Go to VideoNot.es at http://www.videonot.es
2. Click on Connect to Google Drive
3. Sign in to Google account
4. Enter URL of video
5. Optional but recommended – add directions to students
6. Click Share button
7. Under Who has access, change "Anyone who has the link can view" to 'Access: Anyone (no sign in required) can edit' and then click Save button
8. Above the Done button, change "Editors will be allowed to add people and change permissions" to "Only the owner can change permissions" and then click Save button
9. Copy link
10. Distribute share link via email or place in course for students to click on.
11. **Alternatively, you can log in to Google Drive, click Create and then click Connect More Apps. Locate VideoNot.es app and connect. VideoNot.es will be a type of document you can create right from your Google Drive. Once you do that, simply follow the recipe from step 4, above.

## Resources

VideoNot.es Demo
http://youtu.be/CCZDIjP3KF0

# Padlet



Padlet is a website that lets you easily create a webpage called a wall where you can upload images, text, and video. It's like an online bulletin board or poster. Sharing the wall with other learners is where the magic begins. It's a creative process you can facilitate or have learners create their own walls. You can sign up for a free account or work without an account. There are a variety of privacy options or it can be totally public. Padlet generates a simple web link, embed code and CR code for the wall.

## Ingredients

- Computer, tablet or smartphone
- http://padlet.com/

## Directions

1. View tutorial for instructions and ideas for teachers using padlet http://education.fcps.org/trt/padlet
2. Add text, images, and videos about a topic and have students add to the wall.
3. Create walls to explore topics with your learners.
4. Have learners create walls to expand on topics or introduce themselves to the learning community.
5. Resources – Pedagogical
6. Five Ways to Use Padlet in the Classroom http://www.educationworld.com/a_tech/using-padlet-in-the-classroom.shtml

## Resources

- Three Good Ways to Use Padlet In Your School http://www.freetech4teachers.com/2013/04/three-good-ways-to-use-padlet-in-your.html#.U7GXYvldVF4
- Padlet in Action (examples)
- http://ctreichler.wikispaces.com/Padlet#x-Padlet in Action

# PBWorks Wiki

PBWorks has a free wiki for use in education. Wiki means fast in Hawaiian.  With this tool you and your students can easily and quickly set up a wiki website for to share resources and collaborate. Students can use is the site as a portfolio for their work.

## Ingredients

1. Free Education basic account
2. Directions
3. Go to http://www.pbworks.com/education.html
4. Click Get Started in the upper right corner



5. Then click on



6. Finally chose the basic free account



## Resources - Pedagogical

50 Ways to Use Wikis for a More Collaborative and Interactive Classroom
http://www.smartteaching.org/blog/2008/08/50-ways-to-use-wikis-for-a-more-collaborative-and-interactive-classroom/

# Peer Review with Video

Peer review in Google Docs, or using track changes in Microsoft Word is great. It allows students to provide feedback to each other, and allows you to teach your students that good peer review is more than just proofreading for grammar, punctuation, and spelling. Video feedback offers another dimension to this exercise, lending voice to the suggestions received, and removing potential misinterpretations students might get from reading words alone.

## Ingredients

- Jing
- Spreadsheet (or other mechanism) to keep track of peer review groups

## Directions

1. Have students download Jing from http://www.techsmith.com. I recommend Jing here, because it is easy to use and allows for 5 minutes of video capture that can be shared on the Web or uploaded to a Google Drive folder, Learning Management System, or other storage option. Screenr (http://www.screenr.com) is another option that is web-based, and offers five minutes of free recording.
2. When you ask students to perform their peer reviews, have them do their track changes, or edits as normal. However, as an additional step, ask them to pull up their peer's work and capture a five minute video in which they provide specific, illustrative feedback. Ask them to show their peers what they mean by clicking, highlighting, drawing, speaking, anything that will help better illustrate their point.
3. Be specific in what you want them to video review. A video taking their peers through grammatical mistakes, for example, will likely not be as useful as a video in which the reviewer points out sentences that don't seem to fit where they are or different ways a paper could be structured.
4. Remember, also, that peer review does not simply apply to written work. With video-based peer review, students can offer feedback on a variety of assignments, from web design to programming projects to theatre performances (use Jing to review a YouTube video, for example).

## Resources

Using Peer Review to Help Students Improve Writing: http://teachingcenter.wustl.edu/strategies/Pages/peer-review.aspx
Jing Tutorials: http://www.techsmith.com/tutorial-jing.html

# Presentations and More with PixiClip

PixiClip is an online interactive whiteboard that allows you to upload and markup images, draw, type, and narrate via audio or video. All of this becomes a recorded presentation you can share easily via email, embedding in a website, and more. This is a great tool for faculty to create presentation material or to mark up/provide feedback on student work. OR, you can have your students create presentations to demonstrate learning.

Note: PixiClip is currently in Beta testing and is currently free.

## Ingredients

- PixiClip account http://www.pixiclip.com/beta/
- Microphone
- Webcam

Directions

1. Create a free account at PixiClip or sign in with your Google, Facebook, or Twitter account
2. Click one of the three option buttons – Start Doodling, Add Audio Message, or Add Video Message
3. It doesn't matter which you choose as you can do any of the three once you've clicked one of the options.
4. Click on the Upload Image button if you have images you want to mark up as part of your presentation (or drag/drop the images into the target area)
5. Click on Mic or Webcam to narrate via audio or video if you wish
6. You can always just record yourself drawing on the whiteboard without audio or video if you want. Each time you draw or write on whiteboard, it gets recorded. You'll only see the 'record' buttons if you add mic or webcam option.
7. Drag an image to the whiteboard – recording will start automatically but you can press pause if you want.
8. Use the tools to mark up an image or draw on whiteboard – remember to press record.
9. When finished, click Publish & Share button to get link or embed code to share.

## Resources

PixiClip Demo by Kathy Schrock (demo of recording video narration)
http://youtu.be/Pgs5vygEPbw
PixiClip Demo by Holly Clark (demo of recording audio narration)
http://youtu.be/9Pr0j91WOKQ

# Quick and Easy Audio Announcements and Oral Exams with Google Voice

When students want or need to collaborate, the free Google Drive tools provide an excellent set of functions that foster collaboration.

## Ingredients

- GoogleVoice
- A phone (cellphone, softphone, or even a landline telephone)

## Directions

1. If you don't have one already, set up a Google Voice # (voice.google.com)
2. Call into your Google Voice number from another phone, cell phone, or softphone and leave a message
3. Log into voice.google.com and find the message.
4. Go under the "More" menu to email, download, embed or edit transcript - and choose your method. You could:
5. email it to students,
6. download Mp3 and post it to your course LMS, or
7. simply embed it into an announcement, email or page in your LMS.
8. Within a few minutes, Google will also have created a text transcript of the message. It will almost inevitably contain errors, but you can use the edit transcript feature to fix it up, and you can also use that for accessibility or as a dictation tool.
9. Directions for Oral Exams
10. Submit directions to students for their oral assessment assignment. For example, in a foreign language class, students might be assigned to speak certain phrases or a short piece that they have written aloud, or speak pairs of similar words out loud.
11. Inform students of the Google Voice phone number to call, and time they should call to leave their voicemail.
12. Students call and leave voicemail, stating their name at the beginning and end, and with their spoken assignment.
13. The instructor can then listen via Google Voice and assess the work.

## Resources - Technological

Google Voicemail help: https://support.google.com/voice/answer/164648?hl=en&ref_topic=1708439

# Screen-Cast-Omatic

**SCREENCAST O MATIC**

This free tool allows you to capture whatever you have on your monitor as you talk about it. The free version gives you one screencast that can be as long as 15 minutes. One screencast can stay on their website but you have options to download the screencast or transfer it over to YouTube with just a click. I use the free version and zap them over to my free YouTube channel.

## Ingredients

- Screencast-o-matic account http://www.screencast-o-matic.com/
- Computer with a microphone
- A transcript of your narration for accommodations for hearing impairment

## Directions

1. Watch help videos at http://som.screencasthost.com/channels/cXhI3EVTh#navback
2. Sign up for a free Screencast-o-matic account and sign in.
3. On your computer open the website, Word file, PowerPoint file, whatever you want to talk about.
4. Adjust the size of what you want to record on the screen. It check your microphone volume. Start recording!
5. When you're done you can link to the file on screencast-o-matic, download the file in MP4 format or transfer it to YouTube.

## Resources – Pedagogical

Screencasting to Engage Learners
http://www.educause.edu/ero/article/screencasting-engage-learning
Stretch your Digital Dollar – Affordable strategies to bridge the digital divide
http://digitaldollar.edublogs.org/2010/03/08/screencasts-turn-students-into-digital-teachers/

## Resources – Examples

Chef's collection of screencasts Resources
https://www.youtube.com/user/DrAnnMusgrove

# Tellagami



Tellagami is a fun and simple to use mobile app that lets your create and share quick animated video with customizable avatars. The video called a "Gami" can only be no longer than 30 seconds. You can customize the video backgrounds or use your own photos. Voices can be add either by you or typed in for a gami to read it for you.

## Ingredients

- Tellagami App
- Smart phone or tablet

## Directions

1. Download the appropriate app for your iPhone, iPad or android device.
2. https://tellagami.com/app/
3. Reviews the features and see an example at the same link https://tellagami.com/app/
4. Share your gami by SMS message, web link or embed code.

## Resources – Pedagogical

Avatars in E-Learning
http://www.astd.org/Publications/Blogs/Learning-Technologies-Blog/2013/09/Avatars-in-E-Learning

# NearPod



Mobile App Main Course
Chef: Robbie K. Melton

The NearPod (free) platform enables teachers to use their mobile devices to manage content on students' mobile devices (BYOD). It combines , collaboration, and real-time assessment tools into one integrated solution.

## Ingredients

- NearPod Account
- Uploaded Content or Create Multimedia Content
- Mobile Devices: BYOD: laptop computers, smartphones, tablets, (Apple, Androids, Windows, Blackberry, etc.)

## Directions

1. Presenter / Teacher
2. Sign up for a 'Teacher' account at http://www.nearpod.com
3. Log In with your account information.
4. Select What You Want To Do:
    a. My Library (Teaching Tool: deliver your lesson as the instructor)
    b. Store (lessons, resources, etc.)
    c.  Join (participate in a session as a participant or learner)
    d. Create (create your lessons or upload your content)
    e. Reports (access reports)
5. Select a lesson (uploaded or created) from the library
6. Click on "Live Session"
7. You will be given a 'Pin Number" to share with the participants
8. Click on the bottom arrow to select the slide that you want share
9. Click on the 'Share' button and your slide will show on the participants' mobile device
10. Participants / Students
    a. Download the free NearPod App:
    b. NearPod App for iOS Devices:
    c. NearPod App for Androids: Google Play Store
    d. NearPod for Windows: Windows Store
    e. Laptop Computers (PC & Mac) http://www.nearpod.com (Join a Session)

## Resources

NearPod Website: http://www.nearpod.com
How to Use NearPod: http://www.nearpod.com/how-it-works/
Video YouTube Demonstration: http://vimeo.com/39006989

# Word Lens

Word Lens (free) gives you translation on the go: - NO NETWORK required - results appear immediately on your video screen when you need it, anywhere in the world. Instantly translate printed words with your phone's camera!

## Ingredients

Word Lens Mobile App (free):
- Apple App Store:
  - https://itunes.apple.com/us/app/word-lens/id383463868?mt=8
- Android Google Play Store
  - https://play.google.com/store/apps/details?id=com.questvisual.wordlens.demo&hl=en
- Mobile Devices: Apple & Androids smartphones and tablets
- Printed materials, posters, papers, etc.

## Directions

1. Download app on your mobile device (smartphone/tablet)
2. Click on Word Lens App
3. Select language (English to Spanish/French/etc.)
4. Hold mobile device over printed materials for instant translation.

## Resources

Word Lens Wiki Website: https://en.wikipedia.org/wiki/Word_Lens
How to Use Word Lens (YouTube): http://youtu.be/h2OfQdYrHRs

# CloudOn



CloudOn App (free) allows you to create, review and share Microsoft Office® docs on your favorite mobile device. • Collaborate on documents! Invite people to co-edit and discuss your doc, with the Add People feature• Send copies of docs via email, with the option of including an attachment.• Easily add co-editors and device contacts with the autocomplete recipient feature. You can also connect to your Box, Dropbox, Google Drive and OneDrive account(s), and send or share files with colleagues and contacts via email directly from the app.

## Ingredients

- CloudOn Mobile App (free):
- Apple App Store
- https://itunes.apple.com/app/cloudon/id474025452?1=1&utm_source=download%20page&utm_medium=website&utm_campaign=2013%20website&utm_content=app%20store
- Android Google Play Store:
  https://play.google.com/store/apps/details?id=com.cloudon.client&utm_source=download%20page&utm_medium=website&utm_campaign=2013%20website&utm_content=google%20play
- Mobile Devices: Apple & Androids smartphones and tablets

## Directions

1. Download app on your mobile device (smartphone/tablet)
2. Create Account (use your DropBox/Google Drive/OneDrive Account)
3. Create or upload Microsoft Office docs.

## Resources

- CloudOn Website: http://www.cloudon.com
- How to Use CloudOn (YouTube): http://youtu.be/2Bl-kA5JhP4

# Evernote



Evernote App (free) is an easy-to-use, free app that helps you remember everything across all of your devices. Collect information from anywhere into a single place. From text notes to web pages to files to snapshots, everything is always at your fingertips. Evernote runs on laptops, smartphones, tablets and the Web, allowing you to find your memories at any time from anywhere. Stay organized, save your ideas and improve productivity. Save entire webpages to your Evernote account with our nifty web clipper browser extensions. You get the whole page: text, images and links.

## Ingredients

Evernote Mobile App (free):

- Apple App Store (iOS)
- https://itunes.apple.com/us/app/evernote/id281796108?mt=8
- Google Play Store (Android)
- https://play.google.com/store/apps/details?id=com.evernote&hl=en
- Windows Store
- http://apps.microsoft.com/windows/en-us/app/evernote-touch/5aba7f8c-318f-42aa-9590-b1fc31e5cba6
- Computers (PC & Mac)
- http://evernote.com/evernote/guide/windows/
- A mobile devices: Apple & Androids & Windows smartphones and tablets

## Directions

1. Download app on your mobile device (smartphone/tablet)
2. Create Account
3. Start taking notes, researching, websites, audio, organizing, etc.

## Resources

Evernote Website: https://evernote.com
How to Use Evernote (YouTube): http://youtu.be/2Bl-kA5JhP4

# Using Vialogues

Vialogues is an online video annotation application sponsored by EdLab where you and your students can watch and participate in time-stamped discussion around a video. This encourages meaningful discussion and productive dialogue around the videos you are integrating into your blended classes.

## Ingredients

- Vialogue Account
- Uploaded Video(s)
- Assignment Instructions for Students

## Directions

1. Sign up for an account at https://vialogues.com/.
2. Log In with your account information.
3. Click on CREATE.
4. Select a video from your own computer, or link to a video from another site.
5. Add a Video Title and Description.
6. Select Privacy Settings (Public or Selective). Determine if you wish the Vialogue to be public or private. If you do not see the privacy settings box, look for the Manage button located below the video. This will return you to the video settings. Click the Change button to make the Vialogue private.
7. Copy the Secure Link (this is what you will share with your students).
8. Email link to your students. This link works as an invitation. Once they click on the link, they will be prompted to create an account. After this, they will be redirected to your Vialogue. NOTE: If your students have already created Vialogue accounts, you will be able to select their names from the user list and add them to the Vialogue.

## Resources

- Vialogues Help
- https://vialogues.com/support/help
- How to Use Vialogues
- https://www.youtube.com/watch?v=sAKRcmZFcW0

# Using Zoom to Collaborate, Create and Practice

Zoom calls itself a "cloud meeting company." With Zoom, you can host and attend 1-on-1 or group meetings from your desktop, laptop, or mobile device. Zoom works on Windows, Macintosh, iOS, and Android devices. For a full list of Zoom features and compatibility, visit http:// http://zoom.us/pricing . For this recipe, we will talk about the robustly-featured free account, which allows unlimited, 40 minute 1-on-1 or group meetings that up to 25 participants to join.

## Ingredients
- Zoom account and app

## Directions
(to host an Instant Screen Share Meeting)
1. If you don't already have an account, visit http://zoom.us and sign up for one. You can sign up with an e-mail and password, or with a Facebook or Google account.
2. Once you are logged in for the first time, your profile page displays. Most of this information can be left as it is, but be sure to upload a photo right away.
3. Clean up your desktop and get it ready to share. A best practice you might consider is to set your background to a neutral solid color like gray.
4. Click Host a Meeting, then Host a Screen Share Meeting. Click the Start Meeting button, and open the Zoom launcher that automatically downloads.
5. Share the invitation URL (and phone number information, if you have people joining by phone) with those you wish to invite, and click Share Screen.
6. Select the window you wish to share, and decide if you want to share the screen only, or if you also want to share the sound from your computer.
7. When your screen share begins, notice this toolbar. Its location will vary, but it is where you will find the tools that allow you to annotate and control your session.
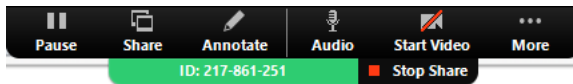


## Ideas to Try:
- Schedule meeting spaces for students to use in small group collaboration
- Hold virtual presentation sessions
- Save commuting students travel time for office hours
- Bring expert lecturers to your blended or online course
- Have students find and share resources in a group conversation
- Have students design and deliver webinars as a course assessment

# Index