

Technology for Aspire Programs & Classrooms

A Guide to Usage and Selection



Purpose of Guide

As all Ohio Aspire programs are implementing technology into operations and instructional delivery, it is important to have a foundational understanding of what tools are currently available and what should be considered when selecting them.

This guide is intended to provide Ohio Aspire practitioners with information on technology tools and supports for their program and classroom. Each resource will be described in terms of:

- What it is and what it does
- Components of the tool (e.g., physical and/or internal)
- Possible uses for Aspire instructors and students (see page 4 for explanation of uses)
- Skills needed to use the tool (see page 5 for explanation of skills)
- Points of consideration in acquiring and using the tool
- Training and technical assistance needed to utilize the tool

Contents

Hardware

Desktop/Laptop/Netbook

Tablet/iPad

Peripherals

Digital Camera/Video

Digital Projector

Document Camera

eReader

Interactive White Boards

Printer/Scanner/Fax

Smartphone

Speakers/Microphone/Headset

Student/Audience Response Systems

Webcam

Web 2.0 Tools

Blog

Cloud Computing

Mobile Platforms

Podcast

Social Bookmarking

Social Networking

Website

Wiki

If you have any questions about the tools included in this guide, please contact sschab@highered.ohio.gov

Possible Uses for Tool

Each tool included in this guide can be used for a wide variety of supports for both instructors and students. When selecting a tool, first consider the intended goal and then find the tool that meets your needs.

Instructional

- Lesson planning (e.g., storage, digital versions)
- Lesson delivery (e.g., presentation, activities)
- Lesson participation (e.g., active engagement with lesson delivery or content; feedback)

Communication

- Staff (e.g., from and to)
- Students (e.g., from and to)
- Marketing

Personal productivity

- Word processing
- Spreadsheets and databases
- Publishing

Data

- Management (e.g., attendance, test scores)
- Analysis

Professional development

- Required and/or continuing education

Distance education

- Extended learning beyond classroom

Research

- Internet searches
- Post-secondary and/or employment

Skills Needed to Use Tool

Each tool included in this guide requires a variety of skills to use. Some of these skills are more “universal” such as keyboarding and/or mouse skills, while others are specific to the tool itself. All technology users are encouraged to broaden and deepen their knowledge of technology terminology. Often knowing the vocabulary and icons/buttons associated with technology can help with the unfamiliar.

Set-up

- Cabling (connecting all the necessary components)
- Installation of any necessary software

Keyboarding/Mouse

- Note: this may also include “finger swipes” on touch screens

Operating System (Windows/Mac)


- Navigation
- Commands
- Troubleshooting


Internet skills


- Connecting/Set-up (e.g., options, browsers, firewalls)
- Searching
- Evaluation of websites


Skills specific to software/tool of choice


- Login
- Navigation
- Download/upload
- Peripherals
- Troubleshooting


Tool	Desktop/Laptop/ Netbook					
What it is/ what it does	<p>A desktop is a personal computer which allows the user to utilize software and internet-based tools to complete tasks. It is the central hub for technology. Laptops and netbooks are portable variations of the desktop computer. Differences are typically in the screen size, processor speed and memory size.</p>					
Components	<p>Personal computer: CPU (processor); motherboard; hard drive (storage); memory (RAM); video card; external ports; power supply; connection cables; monitor; keyboard; mouse; operating system; Wi-Fi capability Laptop/netbook: CPU (processor); motherboard; hard drive (storage); memory (RAM); video card; external ports; power supply; connection cables; built-in screen; built-in keyboard; track pad; operating system; Wi-Fi capability</p>					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>	<i>Research</i>	
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Portability requirements • Storage requirements – larger capacity hard drives are needed for devices that will carry the load of several students/staff members • Monitor size • Memory requirements – check operating system and other minimum software requirements to determine the necessary memory amount • USB connections – additional port connections (or an external USB splitter) are needed if the device will be used as a central hub for presentations, etc. 					
Training/Technical Assistance	<ul style="list-style-type: none"> • To learn computer basics, go to: http://www.gcflearnfree.org/ComputerBasics • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Tablet/iPad					
What it is/ what it does	Tablets and iPads are portable, hand-held devices that allow the user to download and run applications (“apps”) and internet-based tools. They connect via wireless networks or data plans with cellular providers.					
Components	Varying screen size; storage (some are expandable); on-screen keyboards (via touch screen interface); connection cables; power supply; operating system; external ports; some have integrated microphones and webcams; Wi-Fi capability (wireless or via data plan connections)					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>	<i>Research</i>	
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Compatibility with other technologies used in the program/classroom (e.g., operating systems, printing, projection) • Storage requirements – larger capacities are needed for devices that will carry the load of several students/staff members • Screen size • Operating system and applications (“apps”) • Covers/cases – due to the size and portability, protection for the screen is needed 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Digital Camera/Video					
What it is/ what it does	Digital cameras and video cameras take photographs and/or videos that are stored electronically on the device and/or a separate storage device.					
Components	Camera or video camera; power supply (may be rechargeable batteries or power cord connection); storage device (e.g., SD [Secure Digital] or CF [Compact Flash] card); connection cables; software (may allow for editing, emailing, etc.)					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>	<i>Research</i>	
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Image resolution – the higher the megapixels, the sharper the image • Storage capacity/method – SD/CF card or other • Image display on device • Modes – landscape, portrait, lighting options • Transfer of images/video • Print directly from Wi-Fi enabled device • Image file formats (e.g., JPEG, TIFF for images; AVI, MPEG, MP4 for video) 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Digital Projector					
What it is/ what it does	Digital projectors receive a signal from a computer, laptop or DVD player (via cables) and project images onto any surface (e.g., wall/screen). Some models include built-in software to project images from a flash drive.					
Components	projector; connection cables (VGA/HDMI); power supply; bulb; size of lens (projection ratio)					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
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Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>
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Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Portability or mounted unit • Size and scope of desired projection (e.g., widescreen, large-scale; targeted to specific whiteboard) • Digital remotes allow the user to switch projections without being near device. 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					

Tool	Document Camera											
What it is/ what it does	Document cameras capture an image of a 2-or 3-D object for projection. They are used in conjunction with a projector. Generally, anything placed in view of the document camera (papers, books, objects, etc.) is converted to an image for display.											
Components	document camera; connection cables (typically VGA, USB or firewire); power supply; image refinement buttons; bulb; software; may have base or be free-standing; may have gooseneck											
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>						
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>						
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>							
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Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>							
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Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Need projector to use • Portability • Connection type • Image resolution – how precise must the image be (e.g., microscopic) • Other devices used in the classroom (i.e., level of integration needed) • Learning curve on technology/software for classroom teachers 											
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 											
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 											


Tool	eReader					
What it is/ what it does	eReaders are portable devices that allow users to read digital books and periodicals. Some models also allow for games, internet searches and other tasks.					
Components	varying screen size; some have integrated keyboards while others have on-screen keyboards (via touch screen interface); connection cables; power supply; operating system; Wi-Fi capability					
Instructor Uses	<i>Instruction</i> <input checked="" type="checkbox"/>	<i>Communication</i> <input type="checkbox"/>	<i>Personal Productivity</i> <input checked="" type="checkbox"/>	<i>Data</i> <input type="checkbox"/>	<i>PD</i> <input checked="" type="checkbox"/>	<i>Research</i> <input checked="" type="checkbox"/>
Student Use	<i>Instruction</i> <input checked="" type="checkbox"/>	<i>Communication</i> <input type="checkbox"/>	<i>Personal Productivity</i> <input checked="" type="checkbox"/>	<i>Distance learning</i> <input type="checkbox"/>		<i>Research</i> <input checked="" type="checkbox"/>
Instructor Skills	<i>Set-Up</i> <input checked="" type="checkbox"/>	<i>Keyboard/Mouse</i> <input type="checkbox"/>	<i>Operating System</i> <input type="checkbox"/>	<i>Internet</i> <input checked="" type="checkbox"/>	<i>Tool Specific</i> <input checked="" type="checkbox"/>	
Student Skills	<i>Set-Up</i> <input type="checkbox"/>	<i>Keyboard/Mouse</i> <input type="checkbox"/>	<i>Operating System</i> <input type="checkbox"/>	<i>Internet</i> <input type="checkbox"/>	<i>Tool Specific</i> <input checked="" type="checkbox"/>	
Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Screen size • Color • Keyboard/menu buttons – integrated or touch screen • Battery life • Storage capacity • eBook purchase costs • Carrying case/cover to protect screen 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals • Consult eBook providers (e.g., http://www.gutenberg.org/ or http://www.free-ebooks.net/) – also consult your local public library system 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Interactive White Boards					
What it is/ what it does	<p>Interactive white boards are large, interactive display boards that allow users to project images, files and programs and manipulate the screen via touch. With some devices, the board itself is touch responsive. With other devices, a portable unit is attached to a board or wall and a special infrared pen is used to manipulate the projection. Accessory portable pads also allow instructors to roam classroom and still manipulate the display from a distance.</p>					
Components	<p>interactive white board; projector; digital pens; connection cables; operating system/software</p>					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>
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Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Connection to computer/laptop and other devices used in the classroom (i.e., level of integration needed) • Portability – mounted board or device; accessory pad for teacher to roam room • Projection needs – ceiling mounted; arm on interactive white board • Additional digital pens • Learning curve on technology/software for classroom teachers • Internet connection 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Printer/Scanner/Fax (Multifunction printer)					
What it is/ what it does	Multifunction printers are devices which print, scan and fax.					
Components	multifunction printer; connection cables (may be Wi-Fi); power supply; paper tray(s); operating system/software; memory					
Instructor Uses	<i>Instruction</i> <input checked="" type="checkbox"/>	<i>Communication</i> <input checked="" type="checkbox"/>	<i>Personal Productivity</i> <input checked="" type="checkbox"/>	<i>Data</i> <input checked="" type="checkbox"/>	<i>PD</i> <input checked="" type="checkbox"/>	<i>Research</i> <input checked="" type="checkbox"/>
Student Use	<i>Instruction</i> <input checked="" type="checkbox"/>	<i>Communication</i> <input checked="" type="checkbox"/>	<i>Personal Productivity</i> <input checked="" type="checkbox"/>	<i>Distance learning</i> <input type="checkbox"/>	<i>Research</i> <input checked="" type="checkbox"/>	
Instructor Skills	<i>Set-Up</i> <input checked="" type="checkbox"/>	<i>Keyboard/Mouse</i> <input type="checkbox"/>	<i>Operating System</i> <input type="checkbox"/>	<i>Internet</i> <input type="checkbox"/>	<i>Tool Specific</i> <input checked="" type="checkbox"/>	
Student Skills	<i>Set-Up</i> <input type="checkbox"/>	<i>Keyboard/Mouse</i> <input type="checkbox"/>	<i>Operating System</i> <input type="checkbox"/>	<i>Internet</i> <input type="checkbox"/>	<i>Tool Specific</i> <input checked="" type="checkbox"/>	
Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Black & White versus Color • Ink costs (laser versus ink jet and number of cartridges needed) • Connection to phone lines for fax • Image size, resolution and image format for scanning • Paper needs (e.g., size, thickness, type) • Footprint of device • Wi-Fi capability 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					

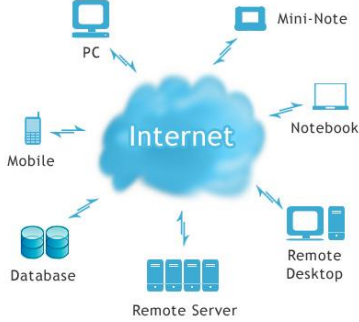
Tool	Smartphone					
What it is/ what it does	Smartphones are portable devices that allow the user to make/receive phone calls, send/receive text/multimedia messages and utilize web-based applications and tools.					
Components	varying screen size; storage capacity (internal and possible expansion via SD card); some have integrated keyboards while others have on-screen keyboards (via touch screen interface); connection cables; power supply; operating system; applications; Wi-Fi capability (wireless or via data plan connections)					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
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Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>	<i>Research</i>	
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Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Consideration Points	<p><i>When purchasing, it is important to consider:</i></p> <ul style="list-style-type: none"> • Voice/Messaging/Data plans • Service coverage area • Availability and cost of applications (“apps”) 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Speakers/Microphone/Headset					
What it is/ what it does	Speakers and microphones allow users to integrate audio input and output. Headsets are hands-free combinations of the two audio devices.					
Components	Speakers: device, connection cables, power supply; some have wireless capability Microphone: device, connection cables, power supply [varies on type]; software; some have wireless capability Headset: device, connection cables; software; some have wireless capability					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
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Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Consideration Points	When purchasing, it is important to consider: <ul style="list-style-type: none"> • Portability and range of speakers • Sensitivity of microphone (both separate or integrated into headset) • Single or double-earpiece headsets • Wireless capability or connection cables • Noise-canceling features 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Student/Audience Response Systems					
What it is/ what it does	Student/Audience Response System or “clickers” are portable, hand-held devices that send a signal to a receiver. They are used in conjunction with software that analyzes the received data and displays results. These devices encourage student engagement and provide real-time assessment/feedback.					
Components	individual response device (“clicker”); receiver; software					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
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Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>	<i>Research</i>	
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Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
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Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Compatibility with other technologies used in the program/classroom • Number of systems utilized in the space provided (i.e., which is best option: RF; IR or wireless?) • Battery life • Learning curve on technology/software for classroom teachers 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Webcam					
What it is/ what it does	Webcams are video cameras that connect to a computer allowing for users to be seen and heard (via optional integrated microphone). Possible uses include internet-based communications, meetings, distance learning and capturing images/video.					
Components	device; connection cables; power supply (varies); software (may allow for still photos, editing, emailing, etc.)					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Consideration Points	<p>When purchasing, it is important to consider:</p> <ul style="list-style-type: none"> • Connection type (USB, Wireless) • Image resolution (megapixels; HD) • Auto focus • Integrated microphones 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the company website and user manuals 					
For more information	<ul style="list-style-type: none"> • Consult buying guides • Visit a technology vendor to preview products • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


Tool	Blog					
What it is/ what it does	Blogs are web-based journals. They can be informational, entertaining, educational and/or productive. Blogs can be stand-alone websites or integrated into other platforms. Users can be either the writer or the reader of a blog.					
Components	Requirements: Internet connection; hosting service; online site Features: posts; comments; subscribe option; archived posts; search; some may include advertisements and links					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>	<i>Research</i>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Consideration Points	<p>When using this tool, it is important to consider:</p> <ul style="list-style-type: none"> • Accessibility of users to the internet • Author credibility and bias • Privacy when posting/subscribing • On-going management of a blog 					
Training/Technical Assistance	<ul style="list-style-type: none"> • http://www.commoncraft.com/video/blogs • http://www.qcflearnfree.org/blogbasics • Consult the website and user guides of your selected blogging site 					
For more information	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


<p>Tool</p>	<p>Cloud Computing</p>					
<p>What it is/ what it does</p>	<p>Cloud computing refers to the usage and management of web-based tools and applications. It is different from traditional computing wherein the tools and software are managed through a direct connection to a computer or server. Cloud computing allows users to access information from any web-capable device. It also allows for fast updates to applications for all users.</p>					
<p>Components</p>	<p>Requirements: Internet connection; syncing software Features: remote storage; remote application; multi-device accessibility</p>					
<p>Instructor Uses</p>	<p><i>Instruction</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Communication</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Personal Productivity</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Data</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>PD</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Research</i></p> <p><input checked="" type="checkbox"/></p>
<p>Student Use</p>	<p><i>Instruction</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Communication</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Personal Productivity</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Distance learning</i></p> <p><input checked="" type="checkbox"/></p>		<p><i>Research</i></p> <p><input checked="" type="checkbox"/></p>
<p>Instructor Skills</p>	<p><i>Set-Up</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Keyboard/Mouse</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Operating System</i></p> <p><input type="checkbox"/></p>	<p><i>Internet</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Tool Specific</i></p> <p><input checked="" type="checkbox"/></p>	
<p>Student Skills</p>	<p><i>Set-Up</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Keyboard/Mouse</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Operating System</i></p> <p><input type="checkbox"/></p>	<p><i>Internet</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Tool Specific</i></p> <p><input checked="" type="checkbox"/></p>	
<p>Consideration Points</p>	<p>When using this tool, it is important to consider:</p> <ul style="list-style-type: none"> • Accessibility of users to the internet • Storage capacity • User fees • Data security 					
<p>Training/Technical Assistance</p>	<ul style="list-style-type: none"> • http://www.commoncraft.com/video/cloud-computing 					
<p>For more information</p>	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					


<p>Tool</p>	<p>Mobile Apps</p>					
<p>What it is/ what it does</p>	<p>Mobile apps are smartphone-based applications that allow users to access and process data over the internet. Some are simplified versions of traditional software while others are developed specifically for mobile usage.</p>					
<p>Components</p>	<p>Requirements: Internet connection; application; compatibility with mobile device; syncing software Features: access to data and internet sites; communications; productivity (limited)</p>					
<p>Instructor Uses</p>	<p><i>Instruction</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Communication</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Personal Productivity</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Data</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>PD</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Research</i></p> <p><input checked="" type="checkbox"/></p>
<p>Student Use</p>	<p><i>Instruction</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Communication</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Personal Productivity</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Distance learning</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Research</i></p> <p><input checked="" type="checkbox"/></p>	
<p>Instructor Skills</p>	<p><i>Set-Up</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Keyboard/Mouse</i></p> <p><input type="checkbox"/></p>	<p><i>Operating System</i></p> <p><input type="checkbox"/></p>	<p><i>Internet</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Tool Specific</i></p> <p><input checked="" type="checkbox"/></p>	
<p>Student Skills</p>	<p><i>Set-Up</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Keyboard/Mouse</i></p> <p><input type="checkbox"/></p>	<p><i>Operating System</i></p> <p><input type="checkbox"/></p>	<p><i>Internet</i></p> <p><input checked="" type="checkbox"/></p>	<p><i>Tool Specific</i></p> <p><input checked="" type="checkbox"/></p>	
<p>Consideration Points</p>	<p>When using this tool, it is important to consider:</p> <ul style="list-style-type: none"> • Accessibility of users to the internet • Data plan with cellular carrier • Application costs • Data security 					
<p>Training/Technical Assistance</p>	<ul style="list-style-type: none"> • Consult the device website and user manuals • Consult the mobile application user manuals and help features 					
<p>For more information</p>	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					

Tool	Podcast					
What it is/ what it does	Podcasts are audio or video files that are downloaded and accessed on media players or computers/tablets. Users can subscribe to ongoing series or access single podcasts. They can be informational, educational and/or entertaining.					
Components	Requirements: Internet connection; personal computer or media player device with appropriate software					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>		<i>Tool Specific</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>		<i>Tool Specific</i>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Consideration Points	<p>When using this tool, it is important to consider:</p> <ul style="list-style-type: none"> • Accessibility of users to the internet • Accessibility to media player and speakers if using computer • Voice and rate of speech options • Fees, if applicable 					
Training/Technical Assistance	<ul style="list-style-type: none"> • http://www.commoncraft.com/video/podcasting • Consult the website and user guides of your selected podcasting site 					
For more information	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					

Tool	Social Bookmarking					
What it is/ what it does	<p>Social bookmarking is a means to manage online resources (bookmarks or saved websites). Users can organize, store, share and search for online resources. Users create an account and then import and add bookmarks to favorite and relevant websites. Bookmarks are organized via keywords that indicate the primary topic and usage in a process called “tagging.” This allows for efficient searches and organization.</p>					
Components	<p>Requirements: Internet connection; account with hosting service Features: tagging “button” to add to browser bar (optional); searching and categorizing bookmarks; access on other internet-capable devices</p>					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>		<i>Tool Specific</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>		<i>Tool Specific</i>
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Consideration Points	<p>When using this tool, it is important to consider:</p> <ul style="list-style-type: none"> • Accessibility of users to the internet • Public versus private settings: users can limit which sites are public if used in a educational setting with students • Tagging buttons: these allow for easier management of bookmarks, but may not be permitted on work devices 					
Training/Technical Assistance	<ul style="list-style-type: none"> • http://www.commoncraft.com/video/social-bookmarking • Consult the website and user guides of your selected social bookmarking site 					
For more information	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					

Tool	Social Networking					
What it is/ what it does	Social networking is an Internet-based form of communication and community building. Users can share information, photos, links and more with personal and professional contacts.					
Components	Requirements: Internet connection; account with hosting service Features: individual profile or business/agency/group page; links; photos; updates; comments					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>	<i>Research</i>	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Consideration Points	When using this tool, it is important to consider: <ul style="list-style-type: none"> • Accessibility of users to the internet • Public versus private settings: users can limit what information is public • Compliance with Technology Use policy of educational entity • Adaptability with mobile devices 					
Training/Technical Assistance	<ul style="list-style-type: none"> • http://www.commoncraft.com/video/social-networking • http://www.commoncraft.com/video/twitter • http://www.qcflernfree.org/facebook101 • Consult the website and user guides of your selected social networking site 					
For more information	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					

Tool	Websites (customized)					
What it is/ what it does	For educators, customized websites are an Internet-based form of communication, information sharing, marketing and more. Developers can add elements such as blogs, links, downloadable files, audio/video, assignments and calendars based on audience and content needs.					
Components	Requirements: Internet connection; account with hosting service Features: content varies based on audience					
Instructor Uses	<i>Instruction</i> <input checked="" type="checkbox"/>	<i>Communication</i> <input checked="" type="checkbox"/>	<i>Personal Productivity</i> <input type="checkbox"/>	<i>Data</i> <input type="checkbox"/>	<i>PD</i> <input checked="" type="checkbox"/>	<i>Research</i> <input checked="" type="checkbox"/>
Student Use	<i>Instruction</i> <input checked="" type="checkbox"/>	<i>Communication</i> <input checked="" type="checkbox"/>	<i>Personal Productivity</i> <input type="checkbox"/>	<i>Distance learning</i> <input checked="" type="checkbox"/>	<i>Research</i> <input checked="" type="checkbox"/>	
Instructor Skills	<i>Set-Up</i> <input checked="" type="checkbox"/>	<i>Keyboard/Mouse</i> <input checked="" type="checkbox"/>	<i>Operating System</i> <input type="checkbox"/>	<i>Internet</i> <input checked="" type="checkbox"/>	<i>Tool Specific</i> <input checked="" type="checkbox"/>	
Student Skills	<i>Set-Up</i> <input type="checkbox"/>	<i>Keyboard/Mouse</i> <input checked="" type="checkbox"/>	<i>Operating System</i> <input type="checkbox"/>	<i>Internet</i> <input checked="" type="checkbox"/>	<i>Tool Specific</i> <input checked="" type="checkbox"/>	
Consideration Points	When using this tool, it is important to consider: <ul style="list-style-type: none"> • Accessibility of users to the internet • Public versus private settings: users can limit what information is public • Compliance with Technology Use policy of educational entity • Adaptability with mobile devices • Subscription options • Data security • On-going management 					
Training/Technical Assistance	<ul style="list-style-type: none"> • Consult the website and user guides of your selected social networking site 					
For more information	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					

Tool	Wiki					
What it is/ what it does	Wikis are websites where all users can collaborate, share and edit information. The most commonly known wiki is Wikipedia. Wikis are often hosted by sites that also provide hosting services for customized websites. The primary difference is in the settings for adding, modifying and deleting information – websites are typically one, whereas wikis are typically for all users.					
Components	Requirements: Internet connection; account with hosting service Features: shared content varies based on users; shared editing; shared links					
Instructor Uses	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Data</i>	<i>PD</i>	<i>Research</i>
Student Use	<i>Instruction</i>	<i>Communication</i>	<i>Personal Productivity</i>	<i>Distance learning</i>		<i>Research</i>
Instructor Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Student Skills	<i>Set-Up</i>	<i>Keyboard/Mouse</i>	<i>Operating System</i>	<i>Internet</i>	<i>Tool Specific</i>	
Consideration Points	<p>When using this tool, it is important to consider:</p> <ul style="list-style-type: none"> • Accessibility of users to the internet • Public versus private settings: users can limit what information is public • Compliance with Technology Use policy of educational entity • Adaptability with mobile devices • Data security • On-going management 					
Training/Technical Assistance	<ul style="list-style-type: none"> • http://www.commoncraft.com/video/wikis • Consult the website and user guides of your selected wiki site 					
For more information	<ul style="list-style-type: none"> • Consult reputable technology sites (e.g., http://www.cnet.com/; http://www.pcmag.com/; http://www.zdnet.com/) 					