



# **t**echnology you can use...

**in the classroom and beyond**

**Bilal Zafar  
USC-CET  
Teaching Assistant Fellows  
Program, 2007-08**



# Planning & Brainstorming

- Brainstorming Tools (“Mind mapping”)
  - MindManager
    - Create mindmaps quickly
    - Annotate with notes, attach files, create to-do lists, set deadlines
    - Convert to Power Point or PDF
  - FreeMind (yes, it’s Free)
    - Windows/Mac installers
    - Quick and efficient but less “fancy”
- Shared Calendar – Google Calender
  - Schedule meetings/events
  - Post/Share schedule



# Communication & Feedback

- Surveys: to get feedback from students
  - 👍 Anonymous, easy for participants, automated consolidation of results
  - 👎 Users forget
    - surveymonkey.com
    - polldaddy.com
- Setting up Forums/Discussion Board
  - 👍 Asynchronous, long lasting, easily accessible
  - 👎 Users have to create accounts
    - USC Blackboard
    - wikidot's forums



# Collaborative Authoring

- Google Documents
  - Google Documents can be:
    - Word Documents
    - Spreadsheets
    - Presentations
  - Create documents & collaborate
  - Change permissions as desired
    - Collaborator Vs Viewer
  - Publish documents on the web
    - In just two clicks, Documents become webpages
  - Save as:
    - Microsoft Word, PowerPoint or Excel
    - PDF



Google Docs BETA usc.taf@gmail.com | [Docs Home](#) | [Help](#) | [Sign out](#)

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Unsaved spreadsheet

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# Collaborative Authoring

- Zoho
  - Very similar to Google Docs
  - A lot more tools than Google Docs.
    - Zoho Project Manager
    - Zoho Meeting Manager
    - Zoho Wiki



### Zoho Writer

Online Word Processor

[Try Now](#)



### Zoho Sheet

Spreadsheets. Online

[Try Now](#)



### Zoho Show

Online Presentation Tool

[Try Now](#)



### Zoho Meeting

Web Conferencing

[Try Now](#)



### Zoho Notebook

Online Note Taker

[Try Now](#)



### Zoho DB & Reports NEW

Online Database & Reporting

[Try Now](#)



### Zoho Planner

Online Organizer

[Try Now](#)



### Zoho Projects 1 Project Free

Project Management Software

[Try Now](#)



### Zoho CRM 3 Users Free

On-Demand CRM Solution

[Try Now](#)



### Zoho Creator

Create Database Applications

[Try Now](#)



### Zoho Wiki

Easy to use, full-featured Wiki

[Try Now](#)



### Zoho Chat

Make Group Decisions Faster

[Try Now](#)



### Zoho Mail (private beta)

Collaboration Groupware

[Try Now](#)



### Zoho Business (private beta)

Online Business Solutions

[Try Now](#)





# Collaborative Authoring

- Wiki
  - “Wiki” means fast
  - Wiki is a type of “software that allows users to easily create, edit and link web pages”
  - Unlike Google Documents, Wikis are for creating entire (heavily linked) websites
- Creating a Wiki
  - Choose a wiki hosting website (e.g., [editme.com](http://editme.com), [wikispot.com](http://wikispot.com), [wikidot.com](http://wikidot.com))
  - Wiki hosts use different software, with different features. Some, but not all, are free of charge
  - We have chosen Wikidot as our hosting service





## Using wikidot

- Click on the “edit” button at the bottom of the page to open the “source view” of the page
- Make edits and SAVE (frequently)
- Don’t “Add Pages”, add links.
  - If you need to create a new page, just put up a link for that page where you want it.
  - When you click on a link that doesn’t have a page attached to it (in the normal view, not the source view), wikidot will ask you to create a new page. This way your pages won’t get “lost”
- Write first, format later
  - Don’t bother with the formatting early on. First put up the contents (text) and add comments to remind you of how to edit it later



## Using wikidot

- Wiki Syntax page has all the details about wikidot source language
  - <http://www.wikidot.com/doc:wiki-syntax>
- We have a simplified version of the wiki syntax on our site
  - <http://uscta.wikidot.com/simplified-how-to>
- Most of the common formatting options are available as buttons on the edit panel
  - Hover the mouse close to the button to see what it does
- If you have more questions, post them under the "[How-to Questions](#) " section of the forum

