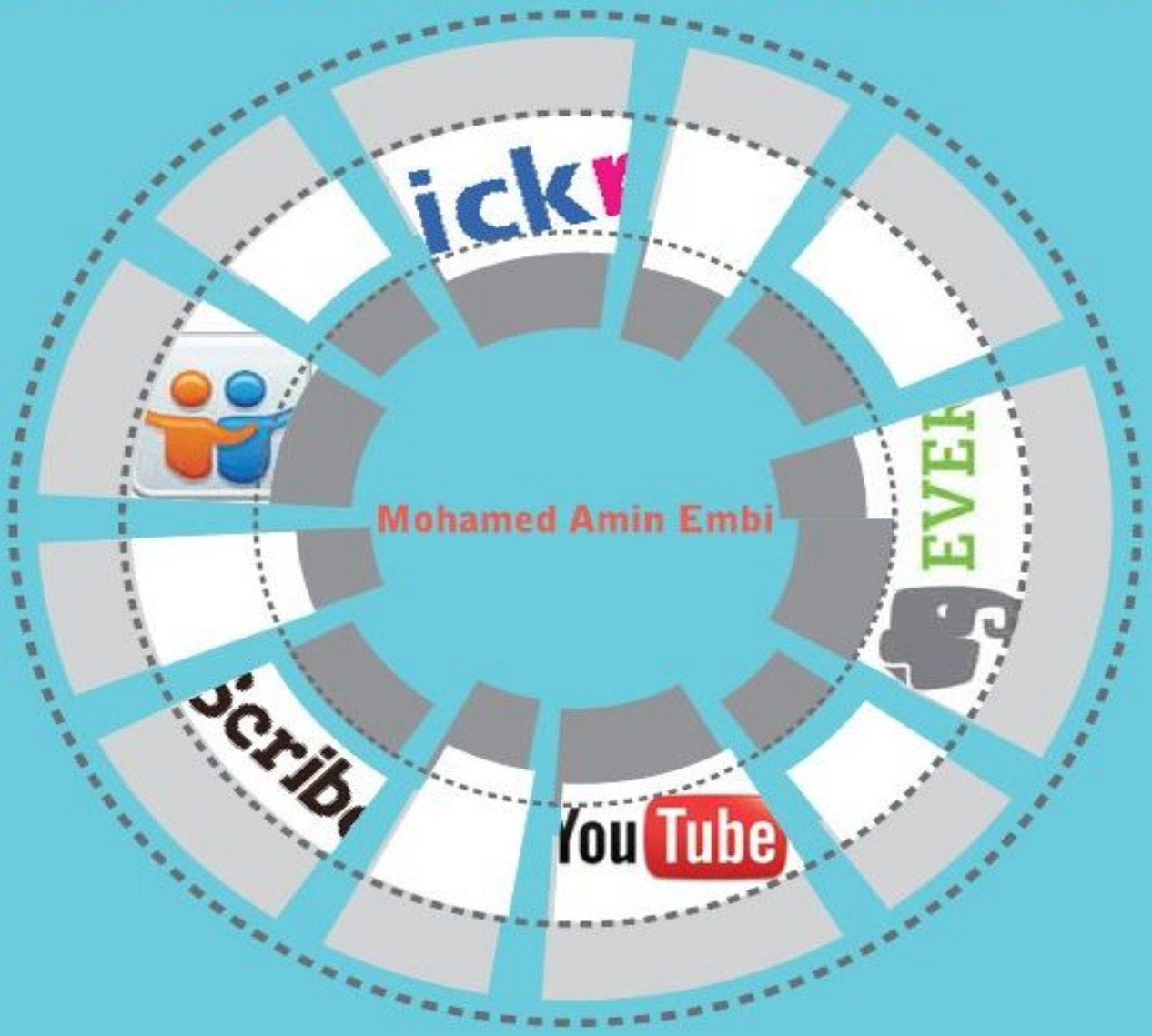
Web 2.0 Tools in Education Series

Web 2.0 Sharing Tools: A Quick Quide



Web 2.0 Sharing Tools: A Quick Guide

MOHAMED AMIN EMBI

Centre for Academic Advancement
Universiti Kebangsaan Malaysia

2011

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Web 2.0 Sharing Tools: A Quick Guide

Mohamed Amin Embi

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Chapter 1
SLIDESHARE

WHAT IS SLIDESHARE?

SlideShare is a media site for sharing presentations, documents and pdfs. SlideShare features a vibrant professional community that regularly comments, favorites and downloads content. Content also spreads virally through blogs and social networks such as LinkedIn, Facebook and twitter. Individuals and organizations upload documents to SlideShare to share ideas, connect with others, and generate leads for their businesses. Anyone can view presentations and documents on topics that interest them.

(Source: http://www.slideshare.net/about?PHPSESSID=cdcd1c967d45a922f503f2147b6d390)

BENEFITS OF USING SLIDESHARE

Patrick Powers (2010) suggests the following benefits of using Slideshare:

1. SlideShare can act as a marketing tool. For example, the presentations can be put together to capitalize on the opportunity to let people know more about an organization.
2. SlideShare can act as an internal organizer for uploading a handful of presentations focused around information pertinent to an internal audience.
3. Slideshare can act as an alumni resource. For example, presentations are geared toward job seekers and alums in the workplace.

WAYS OF USING SLIDESHARE

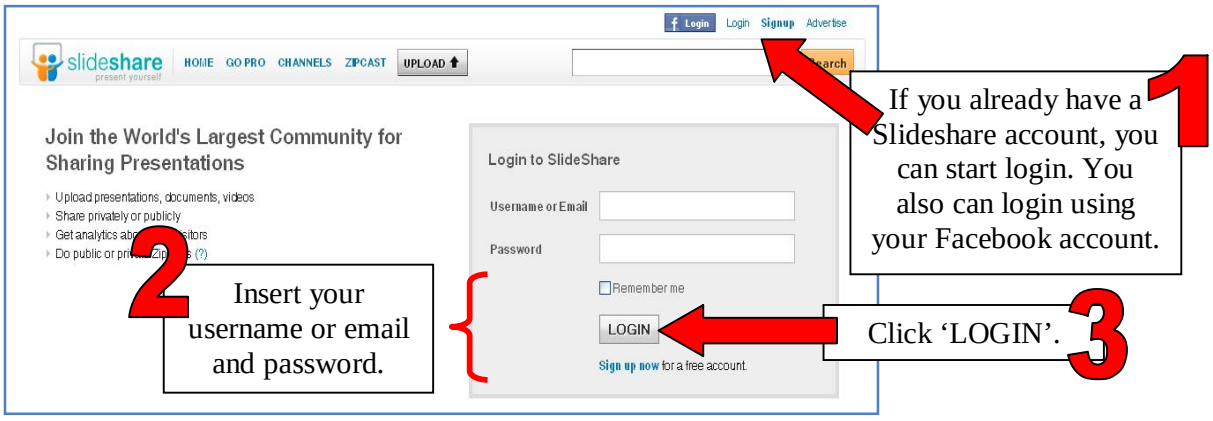
According to Daniel (2010), the following are some of the things you can do on SlideShare:

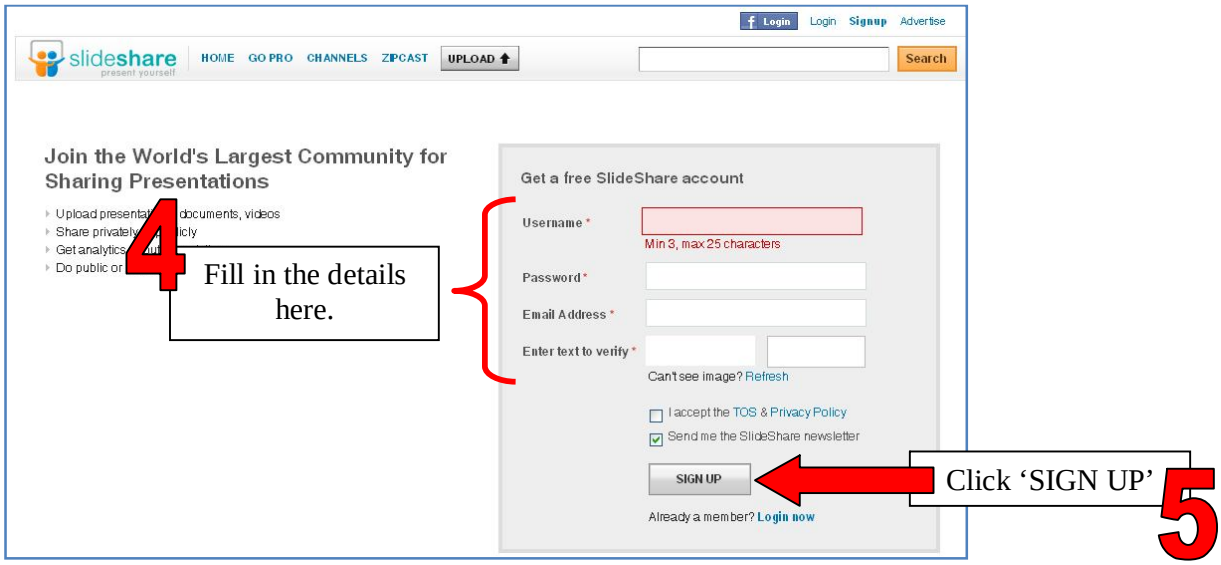
1. Embed slideshows into your own blog or website.
2. Share slideshows publicly or privately. There are several ways to share privately.
3. Synch audio to your slides.
4. Market your own event on slideshare.
5. Join groups to connect with SlideShare members who share your interests.
6. Download the original file.

GET STARTED WITH SLIDESHARE

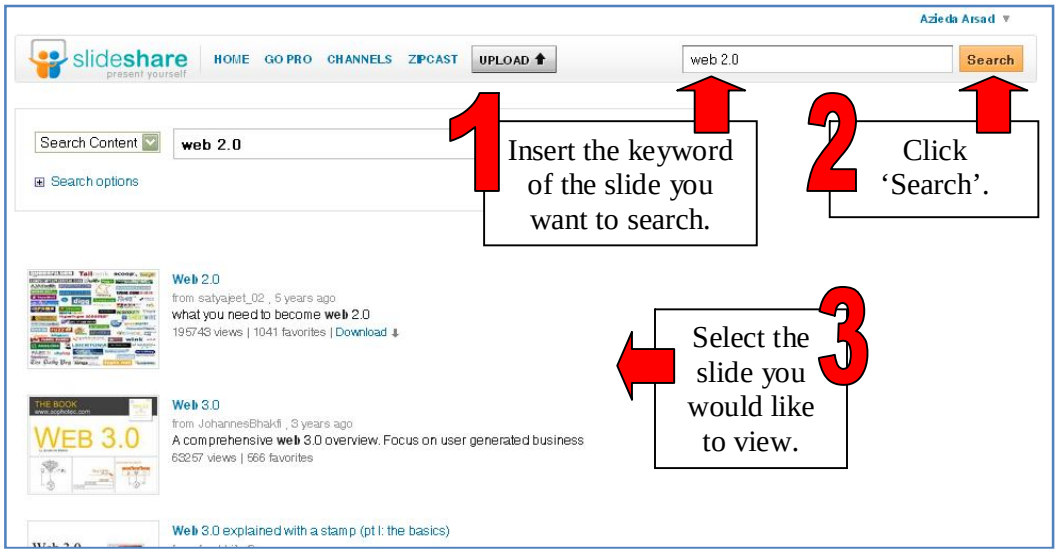
STEP 1 **Go to: http://www.slideshare.net/**

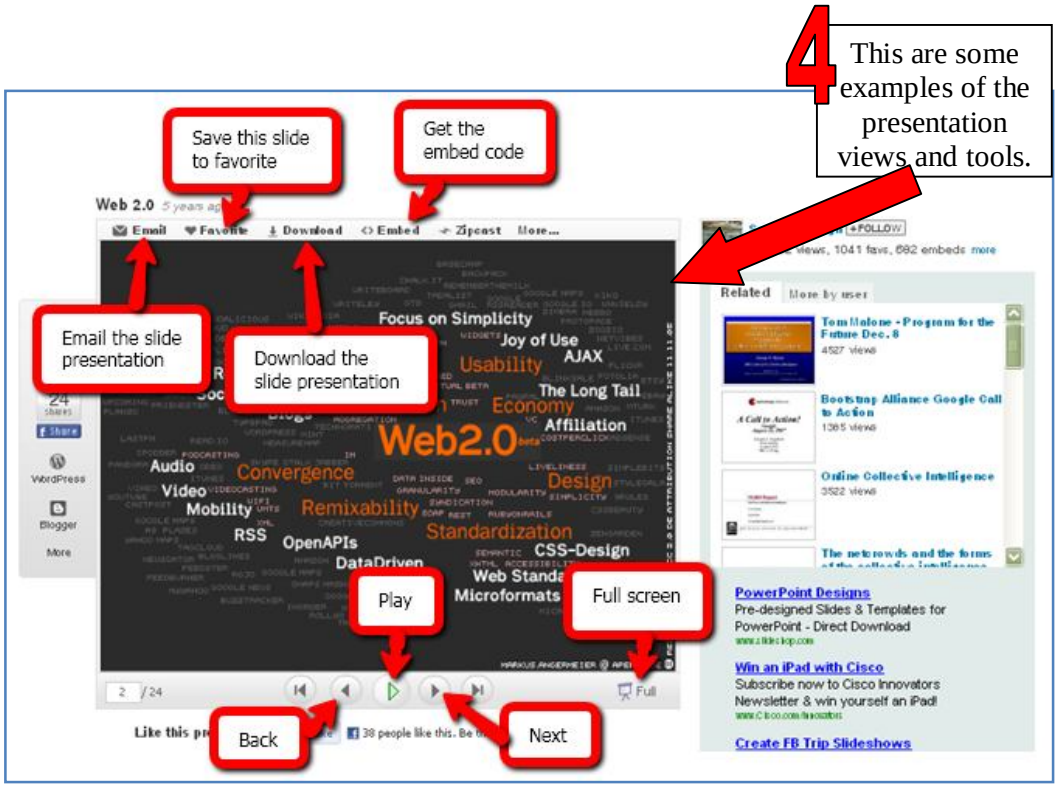
STEP 2 **Sign In/Sign Up**



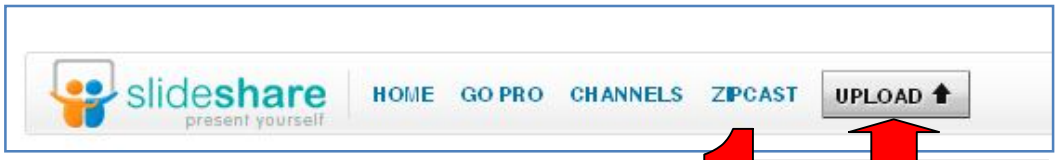


STEP 3 Searching Presentations

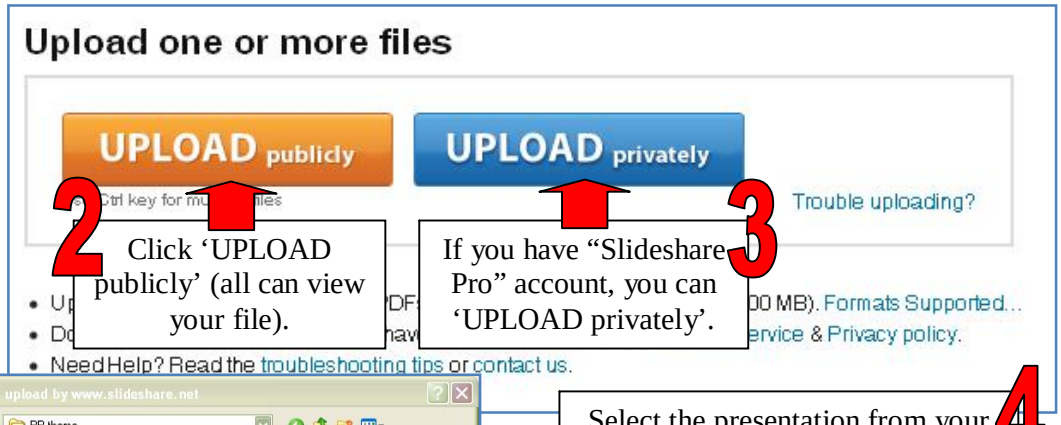




STEP 4 Uploading Presentation

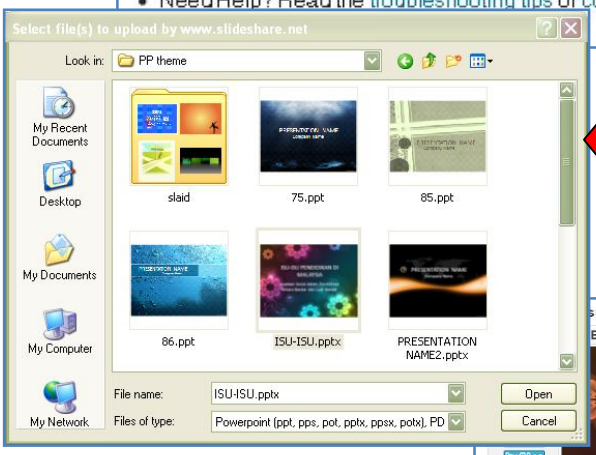


1 At the top of the Slidashare page, click 'UPLOAD'.



2 Click 'UPLOAD publicly' (all can view your file).

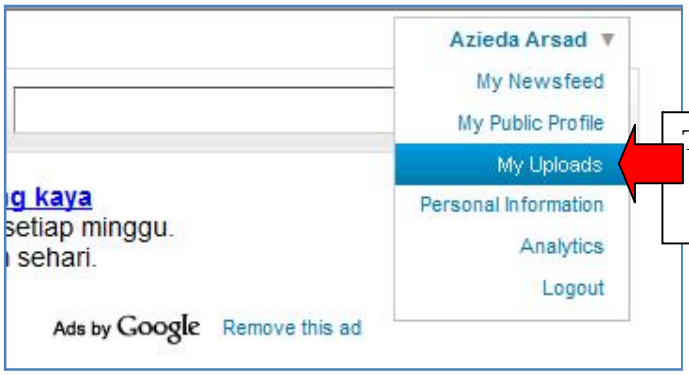
3 If you have "Slideshare Pro" account, you can 'UPLOAD privately'.

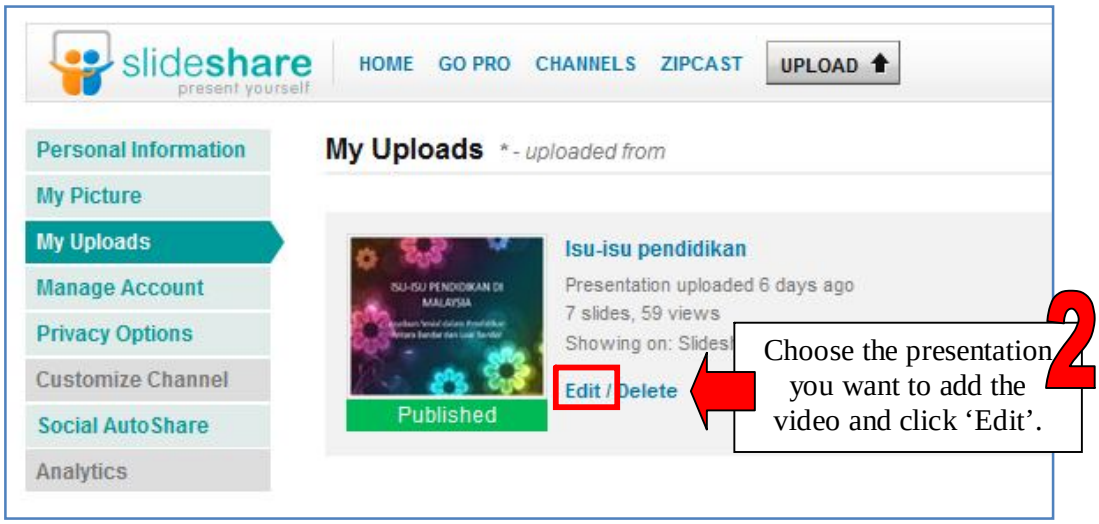


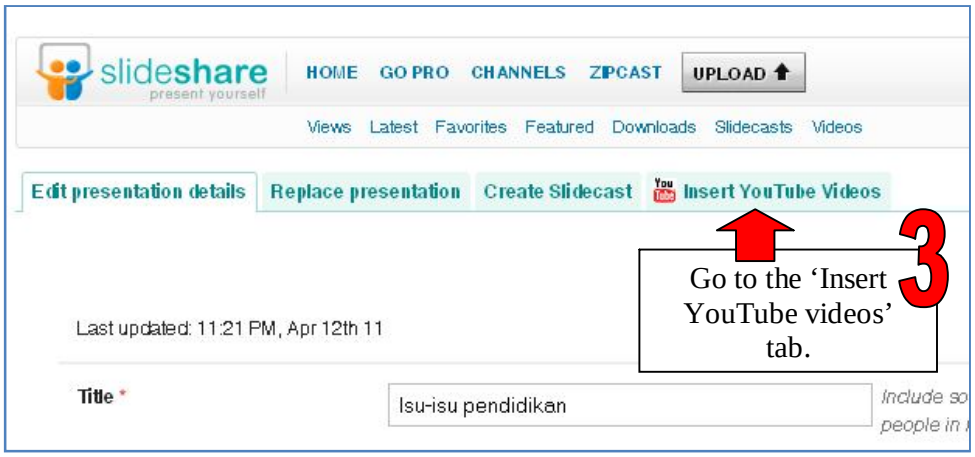
4 Select the presentation from your file. If you want to upload more than one file, use the Ctrl key (you can also upload PDF documents).

5 Now your presentation will appear in the Slideshare and everyone can view it.

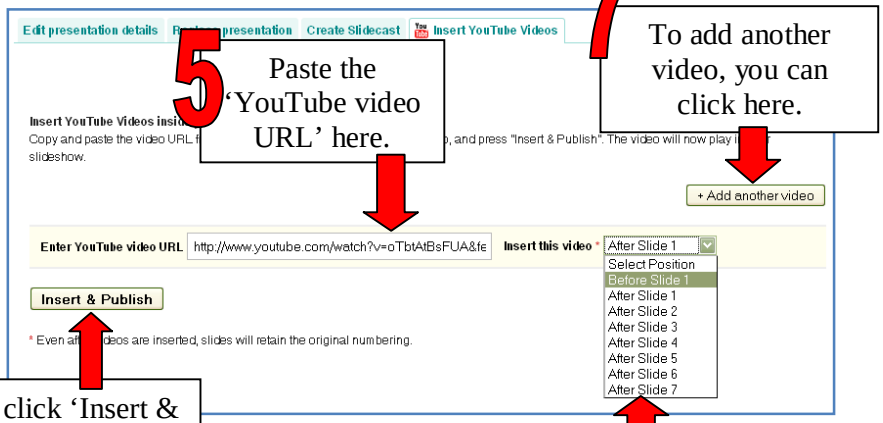
STEP 5 Adding Youtube Videos







At the 'YouTube' web, find the video you want to insert in your presentation and copy the URL. **4**

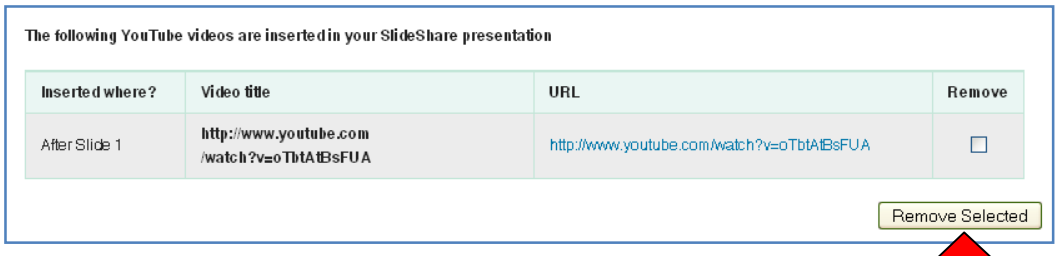


5 Paste the 'YouTube video URL' here.

7 To add another video, you can click here.

8 Next, click 'Insert & Publish' and you are done.

6 Select the position to insert your video in the presentation.



9 If you want to remove the video you have inserted, tick at remove box and click 'Remove Selected'.

STEP 6 Posting a Comment

1 To start commenting at the presentation slide view, go to the bottom of the page.

2 Write your comments here.

3 Then, click 'Post Comment'.

REFERENCES

Daniel St. Pierre. 2010. What is SlideShare and how can it Benefit You? http://www.cybergenica.com/blog/business-post/what-is-slideshare-and-how-can-it-benefit-you/ [6 April 2011]

Patrick Powers. 2010. Three ways universities could better use SlideShare. http://patrickpowers.net/2010/11/three-ways-universities-could-better-use-slideshare/ [6 April 2011]

Why you should use SlideShare? http://www.slideshare.net/about?PHPSESSID=cdcd1c967d45a922f503f2147b6d3902 [6 April 2011]

Chapter 2
ZOHO SHARE

WHAT IS ZOHO SHARE?

Zoho Share allows you to view your published documents, presentations, spreadsheets and PDFs in a nice Flash-based embeddable viewer. Once documents are up on Zoho Share, users can comment, rate, bookmark, email and embed them. Zoho Share also offers you the ability to find friend and chat with users whose documents you find interesting (Scott Gilbertson 2008).

.

ADVANTAGES OF USING ZOHO SHARE

The following are the advantages of using Zoho Share:

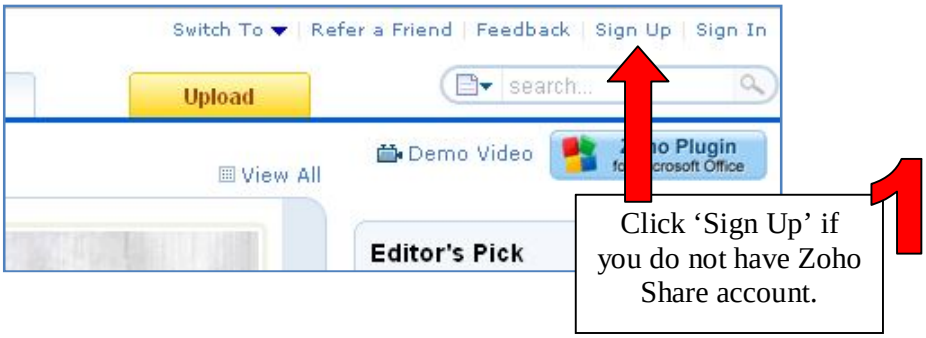
- No need to be registered to view content.
- Can rate the content online.
- Chat function in Zoho Share allows for better communication and productivity between users.
- Allow bookmarks.
- All documents are free for uploading and for viewing.

(Source: http://www.comp.nus.edu.sg/~a0083062/Zoho%20Share%20Advantages%20and%20Disadvantages.html)

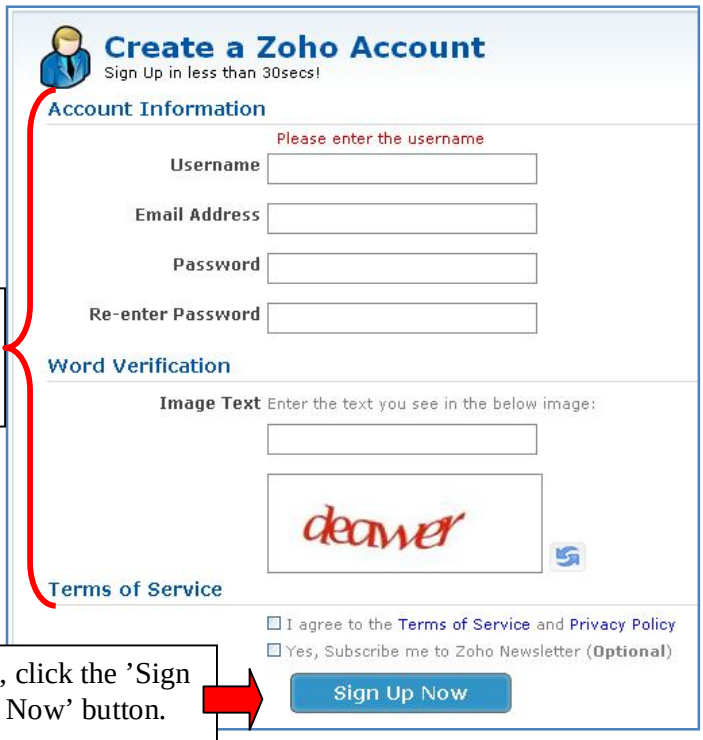
GET STARTED WITH ZOHO SHARE

STEP 1 **Go to: https://share.zoho.com/homepage**

STEP 2 **Creating Account**



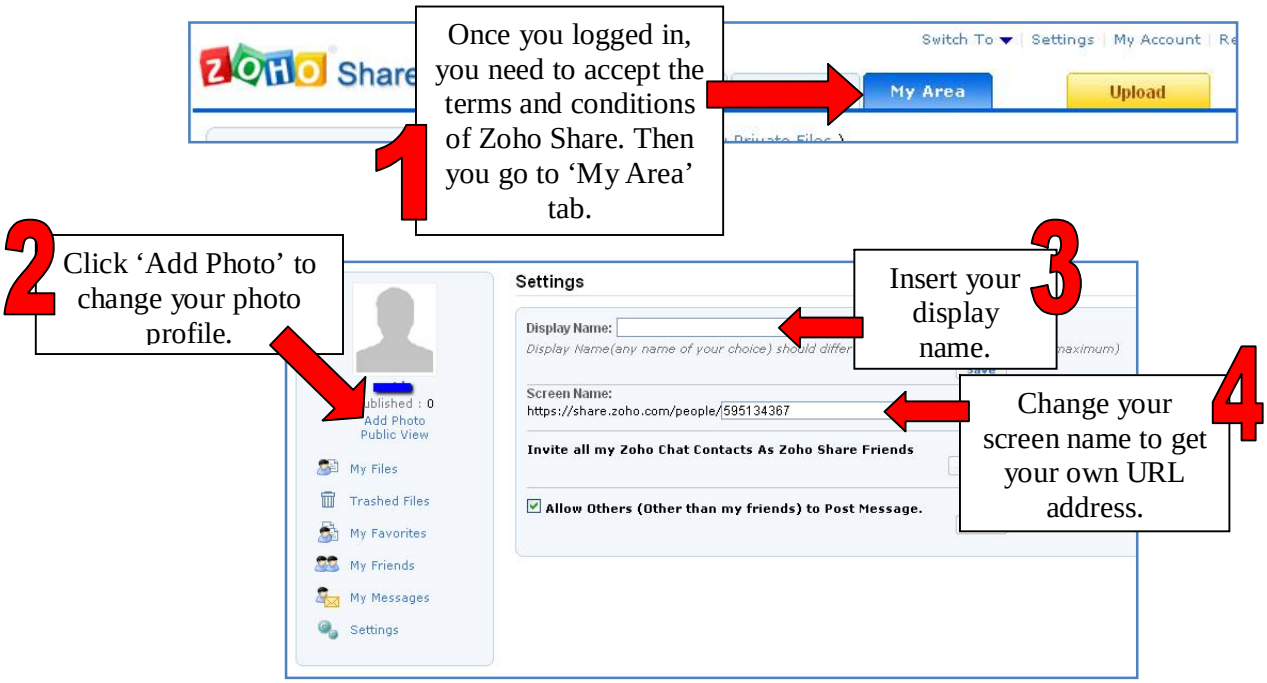
2 Or, you can sign in using these accounts.



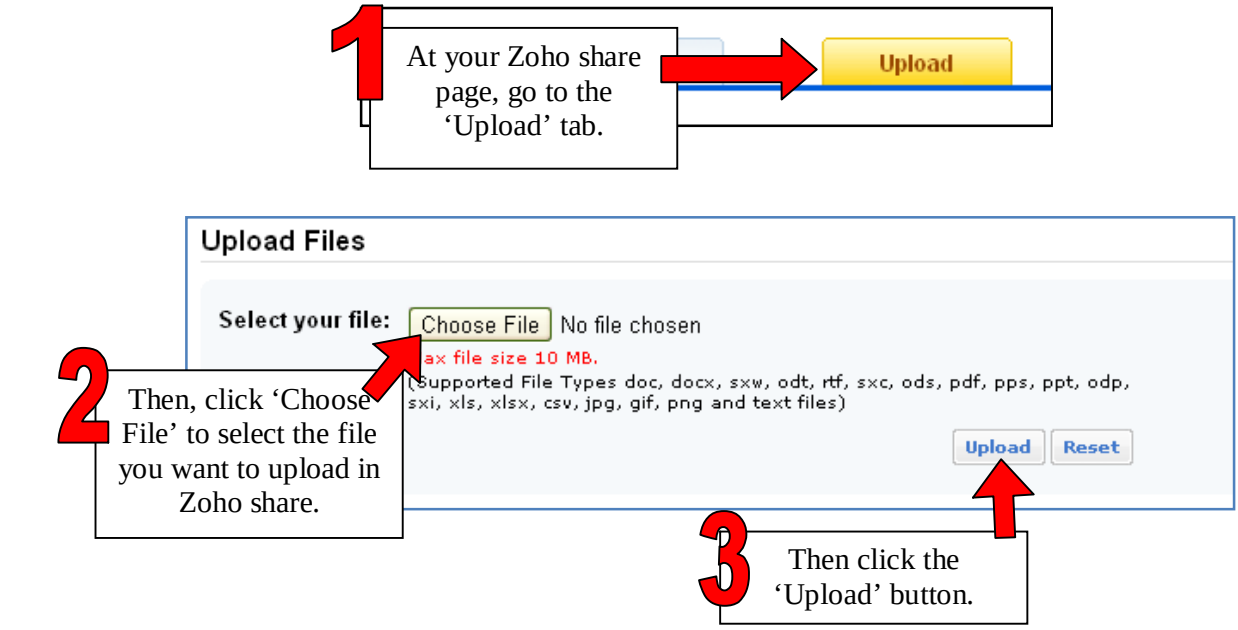
3 To create an account, fill in the required information.

4 Then, click the 'Sign Up Now' button.

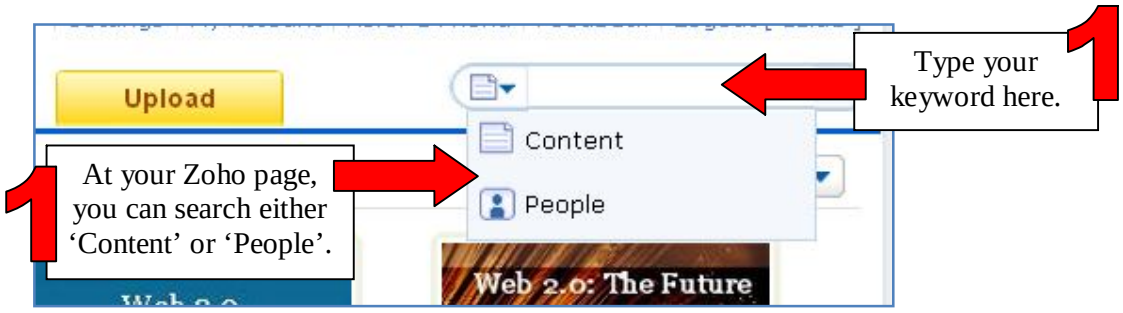
STEP 3 Updating Your Area

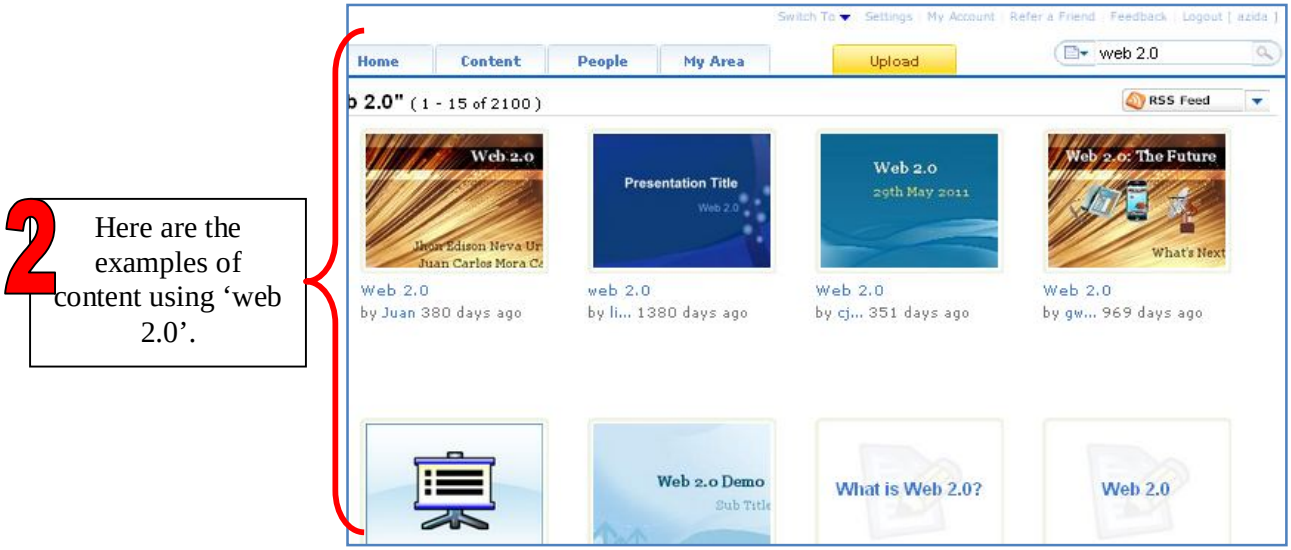


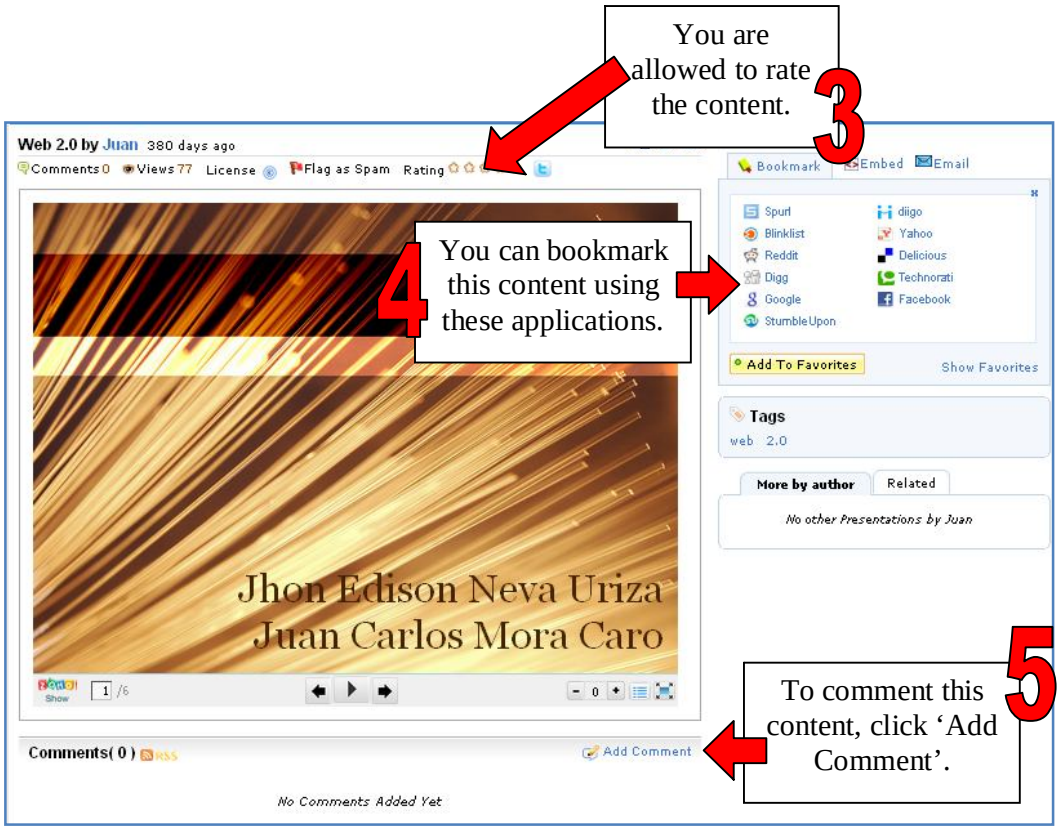
STEP 4 Uploading Files



STEP 4 Searching Documents/People







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Scott Gilbertson. 2008. Zoho Share simplifies document sharing. http://www.webmonkey.com/2008/08/zoho_share_simplifies_document_sharing/ [17 August 2011]

http://www.comp.nus.edu.sg/~a0083062/Zoho%20Share%20Advantages%20and%20Disadvantages.html [17 August 2011]

Chapter 3
SCRIBD

WHAT IS SCRIBD?

Scribd is a type of a social networking website that allows you to publish and share all kinds of documents and images on the web. It uses a technology called iPaper which is powered by Adobe Flash. Hence documents can be easily embedded on web pages (Bob Rankin 2008). Scribd works well with multiple file formats, such as Word document, an Excel spreadsheet, a PowerPoint presentation, or a document created in PDF, RTF, TIFF or PostScript format. It can be uploaded easily to Scribd for everyone to view or it can be embedded into a web page or blog without web hosting account.

WAYS OF USING SCRIBD

The following are some ways of using Scribd:

1. Upload documents to the web
    a. Scribd is a social publishing site where people are able to create word documents or powerpoints and post them on the internet.
2. Lessons plans
    a. Teachers can upload lesson plans for other teachers to view and utilize in their own classrooms. Students can view uploaded notes and lesson plans.
3. Blogging and peer review
    a. Scribd also has a blog correlating to each individual item posted, allowing people to make comments. This form of blogging is a good way to communicate with people around the world and find out what others think about the particular work that has been posted.

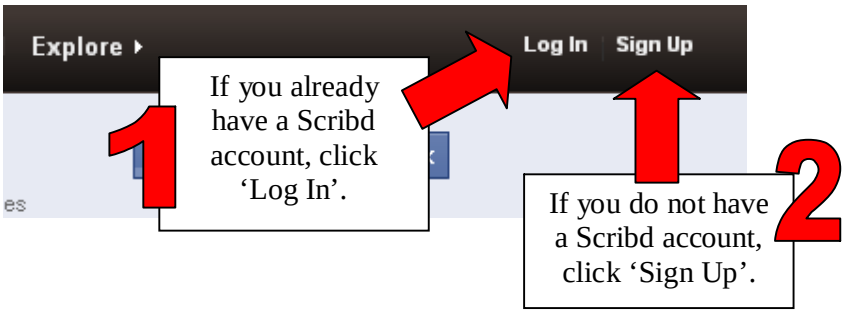
4. Creating a community
    a. Scribd allows for the development of communities pertaining to a particular topic by utilizing Scribd's group feature.
    b. There are three options a user can choose when using the group feature. The groups can be public, which allows everyone to be able to access the documents and join the group as they please. They can be slightly selective with everyone still being able to read the documents but only invited individuals actually being able to become a member. Finally, they can be very selective with only invited members being able to read and comment on the documents.
    c. These communities allow a group with similar types of writings and posts to join together.
5. Read books and books expert from authors.
6. Access all document with iPaper.
7. Post updates.

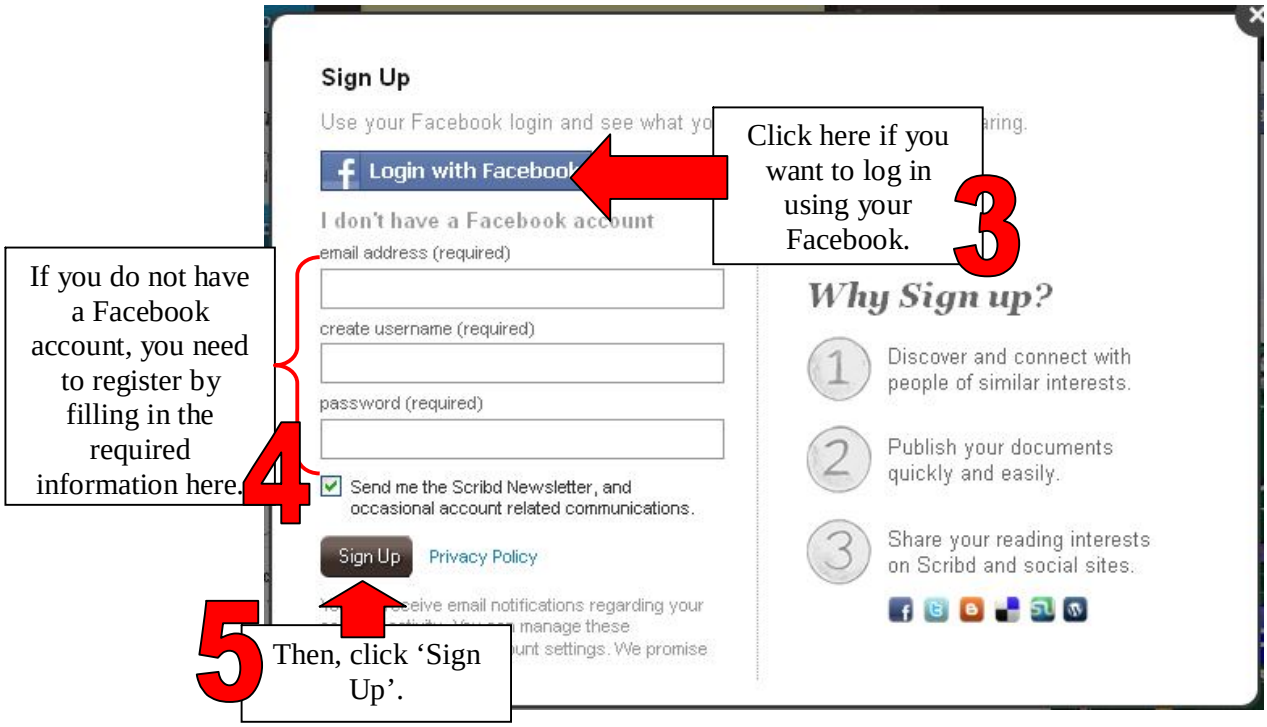
(Source: https://wiki.itap.purdue.edu/display/INSITE/Scribd)

GET STARTED WITH SCRIBD

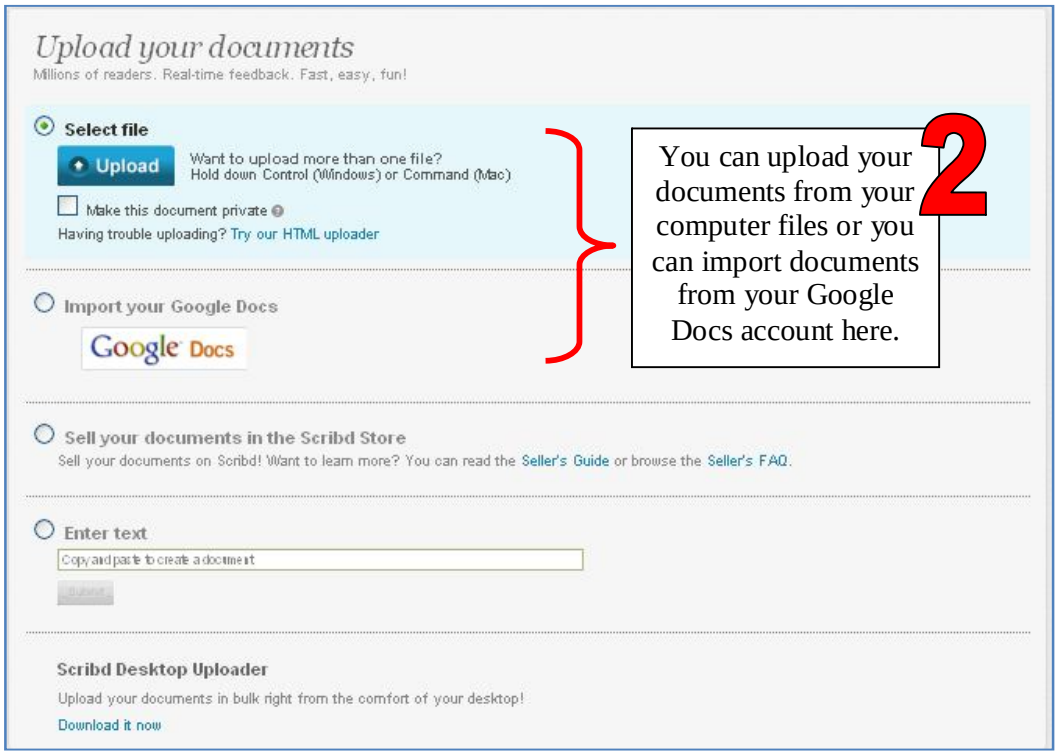
STEP 1 **Go to: http://www.scribd.com/**

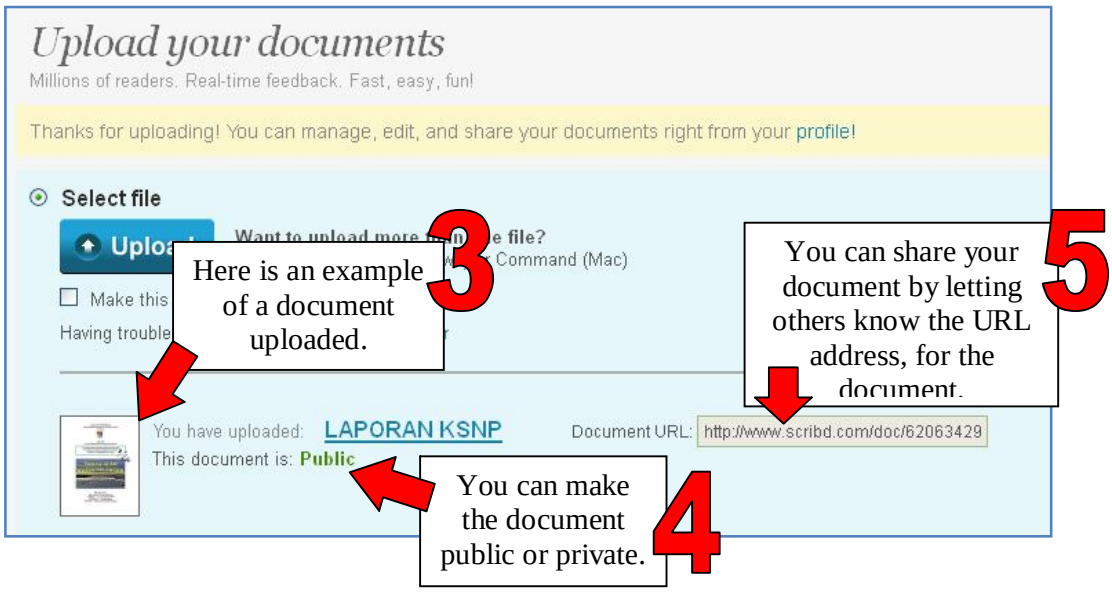
STEP 2 **Signup/Log in**





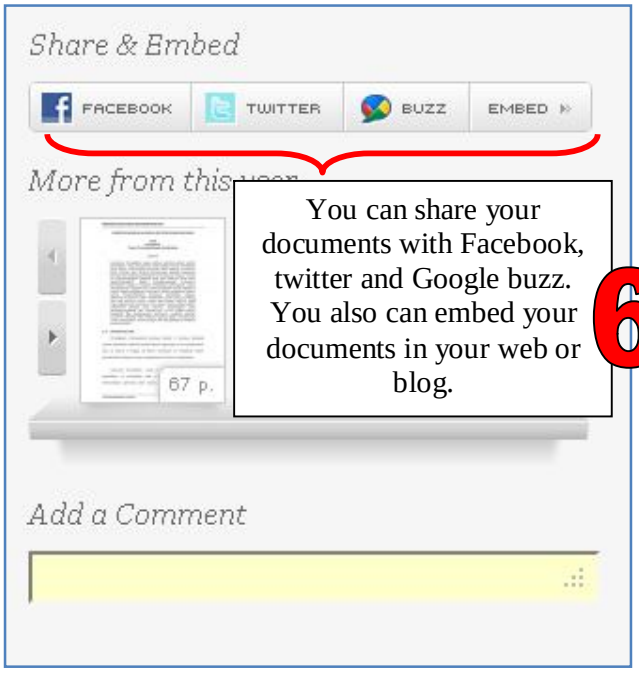
STEP 3 Uploading Documents


Upload your documents
Millions of readers. Real-time feedback. Fast, easy, fun!
Select file
Upload
Want to upload more than one file?
Hold down Control (Windows) or Command (Mac)
Make this document private
Having trouble uploading? Try our HTML uploader
Import your Google Docs
Google Docs
Sell your documents in the Scribd Store
Sell your documents on Scribd! Want to learn more? You can read the Seller's Guide or browse the Seller's FAQ.
Enter text
Copy and paste to create a document
Scribd Desktop Uploader
Upload your documents in bulk right from the comfort of your desktop!
Download it now
You can upload your documents from your computer files or you can import documents from your Google Docs account here.
2


Upload your documents
Millions of readers. Real-time feedback. Fast, easy, fun!
Thanks for uploading! You can manage, edit, and share your documents right from your profile!
Select file
Command (Mac)
Here is an example of a document uploaded.
3
You can share your document by letting others know the URL address, for the document.
5
You have uploaded: LAPORAN KSNP
Document URL: http://www.scribd.com/doc/62063429
This document is: Public
You can make the document public or private.
4

STEP 4 Documents View

STEP 5 Sharing Tools



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Bob Rankin. 2008. What is Scrbd. http://askbobrankin.com/what_is_scribd.html. [6 September 2011].

https://wiki.itap.purdue.edu/display/INSITE/Scribd

Chapter 4
GOOGLE DOCS

WHAT IS GOOGLE DOCS?

Google Docs is an online word processor, spreadsheet and presentation editor that enables you to create, store and share instantly and securely, and collaborate online in real time. You can create new documents from scratch or upload existing documents, spreadsheets and presentations. There is no software to download, and all work is stored safely online and can be accessed from any computer.

(Source: http://www.google.com/educators/p_docs.html)

BENEFITS OF USING GOOGLE DOCS

The following are some benefits of using Google docs for teachers and students:

- Promote group work which encourages multiple revision and peer editing skills.
- Teachers can publish announcements about upcoming assignments and can monitor student progress via an interactive process which allows you to give guidance when it might be of maximum benefit – while student is still working on an assignment.
- Easy to collaborate online with fellow students, even when they are not in the same place and they can get feedback easily from teachers, parents, relatives and tutors, and enter updates anytime from anywhere. And kids can go back to the revisions history to see how their assignment has evolved, and who has helped.

- Help students to stay organized and keep on top of their assignments. They never have to remember to save their work because in Google docs its automatically save.

(Source: http://www.google.com/educators/p_docs.html)

USING GOOGLE DOCS IN THE CLASSROOM

The following are some interesting ways of using Google Docs in classroom:

- **Promote group collaboration** and creativity by having students record their group projects together in a single doc.
- **Keep track of grades**, attendance, or any other data you can think of using an easily accessible, always available spreadsheet.
- **Facilitate writing** as a process by encouraging students to write in a document shared with you. You can check up on their work at any time, provide insight and help using the comments feature, and understand better each student's strengths.
- **Encourage collaborative presentation skills** by asking your students to work together on a shared presentation, and then present it to the class.
- **Collaborate on a document with fellow teachers** to help you all track the status and success of students you share.
- **Maintain, update and share lesson plans** over time in a single document.
- **Track and organize cumulative project data** in a single spreadsheet, accessible to any collaborator at any time

(Source: http://electronicportfolios.com/google/UsingGoogleDocsintheclassroom.pdf)

GET STARTED WITH GOOGLE DOCS

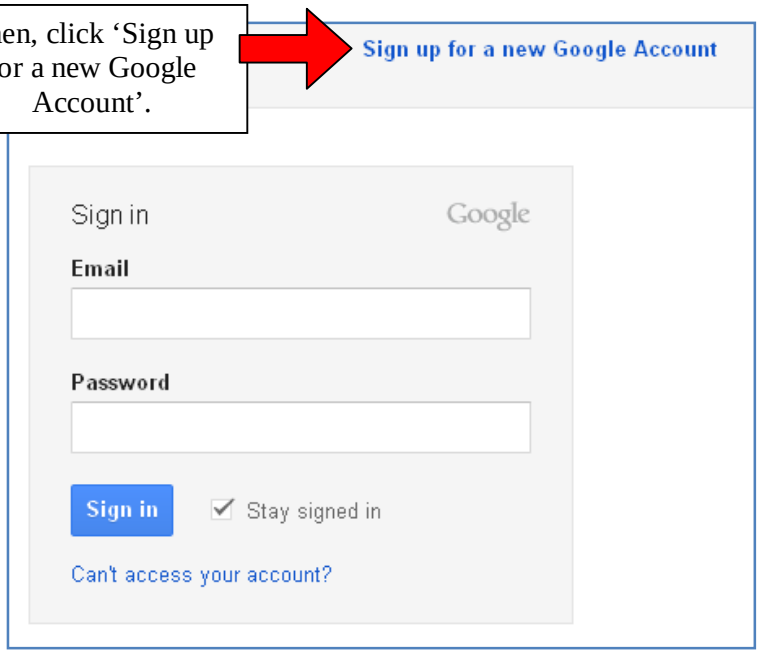
STEP 1 **Go to: http://www.google.com.my/**

Google Malaysia

STEP 2 **Creating a Google Account**

1 At the right top corner of Google homepage, click 'Sign in'.

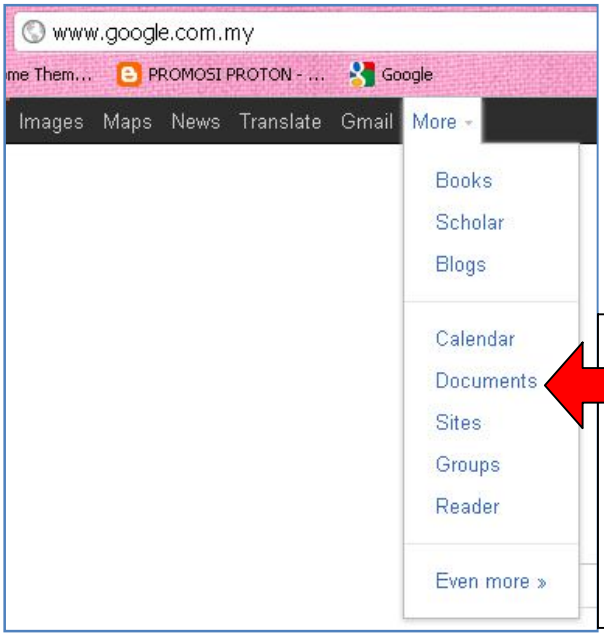
2 Then, click 'Sign up for a new Google Account'.



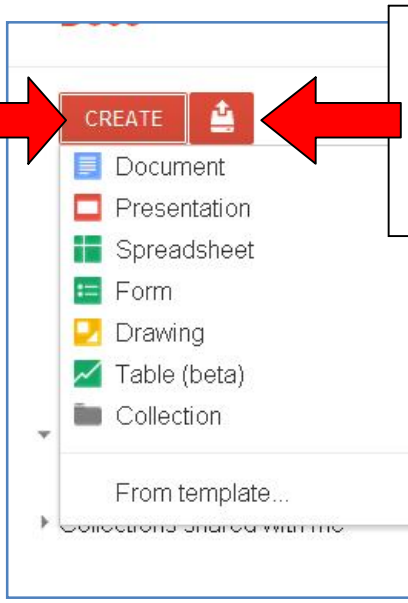
3 Fill in the required information.

4 Click 'I accept. Create my account'.

STEP 3 Creating Google Documents



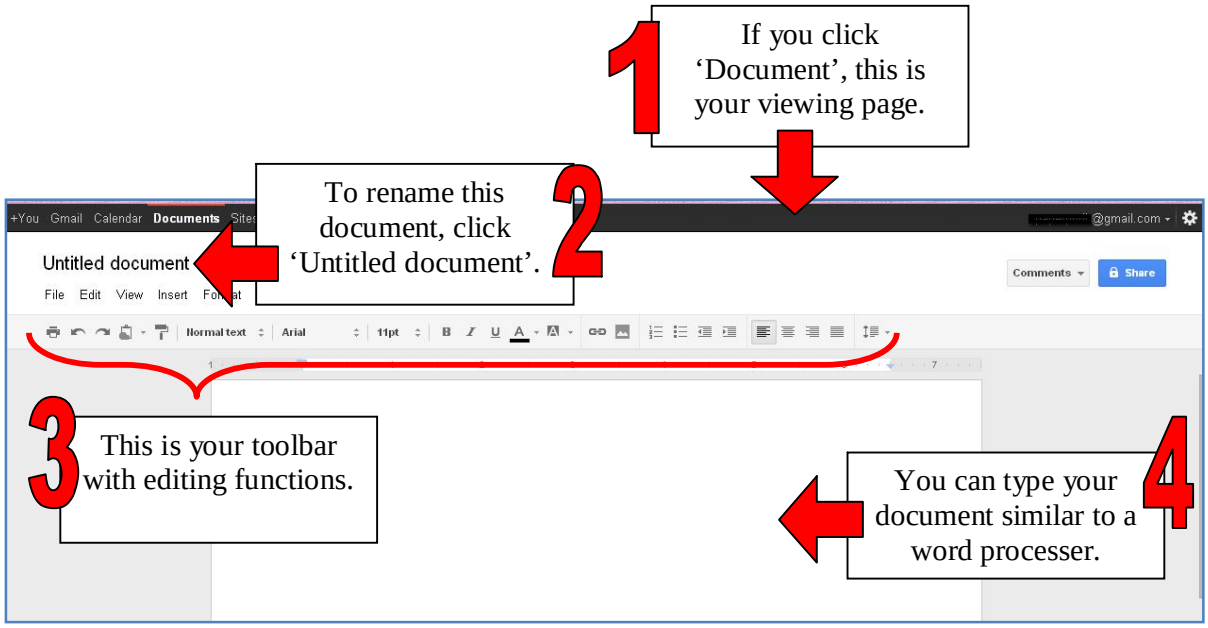
1 After creating a Google account and log in, go to 'More' at the Google page and select 'Documents'.



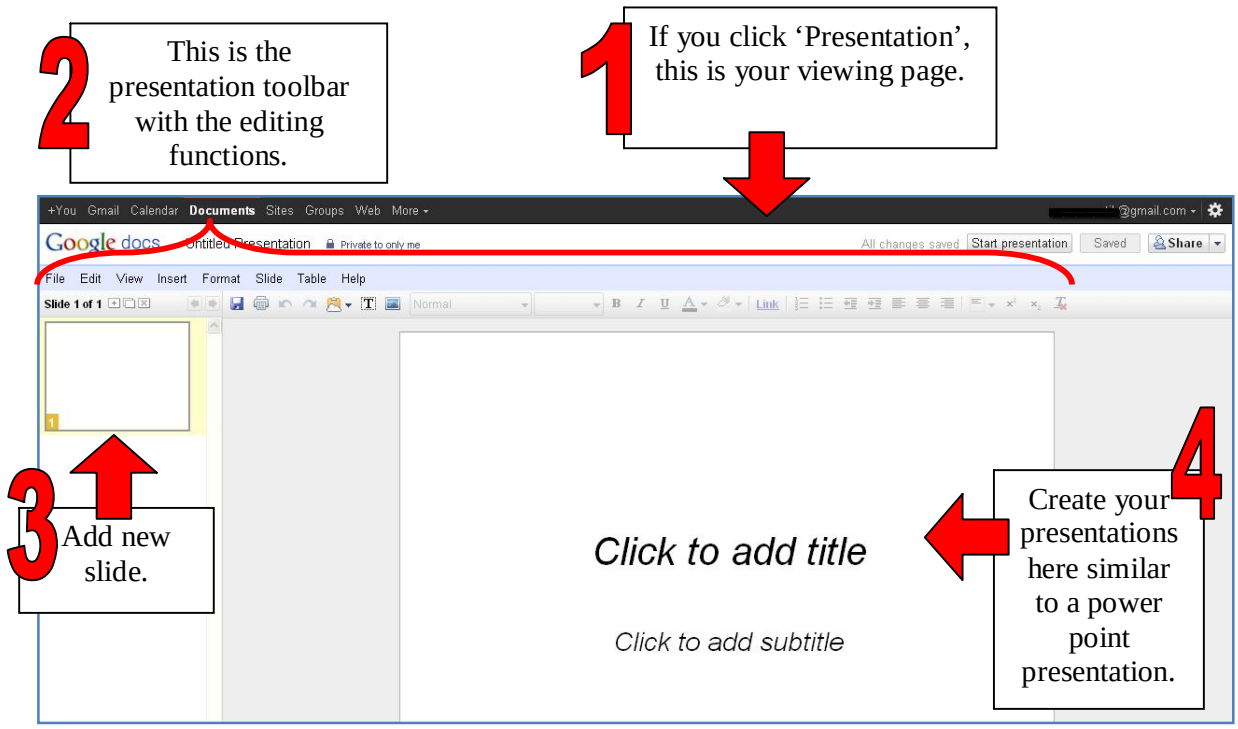
2 Click 'CREATE' button and choose any type of the documents to start creating.

3 Or, you can click this icon to upload you existing document in Google docs.

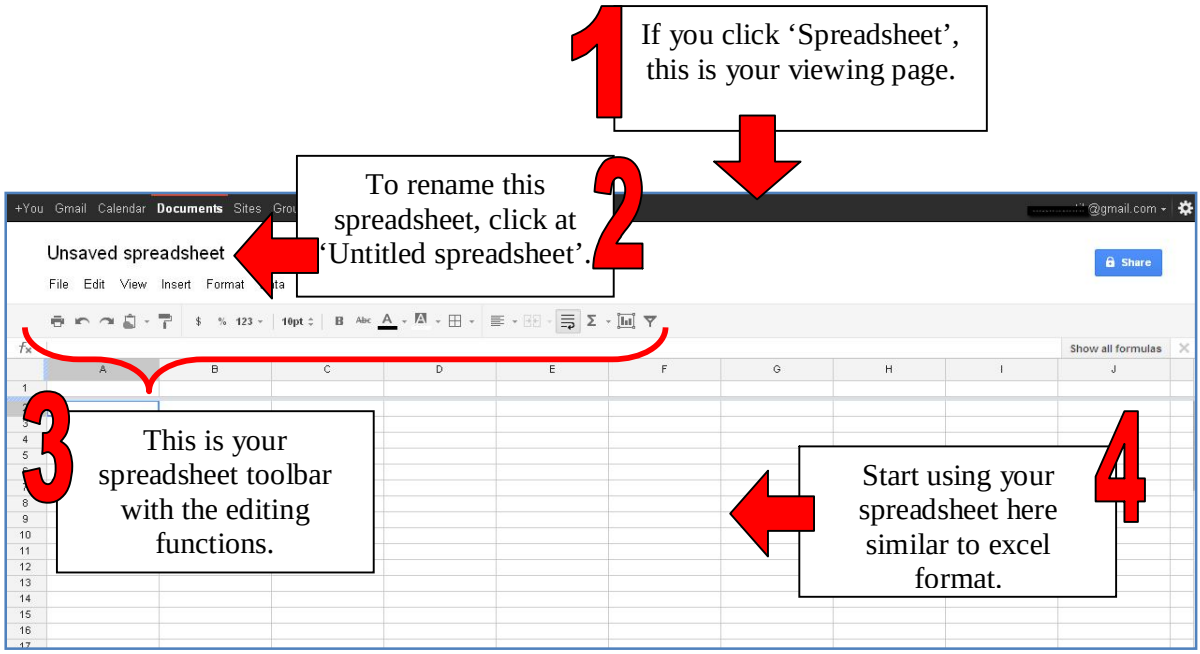
(a) Creating Document



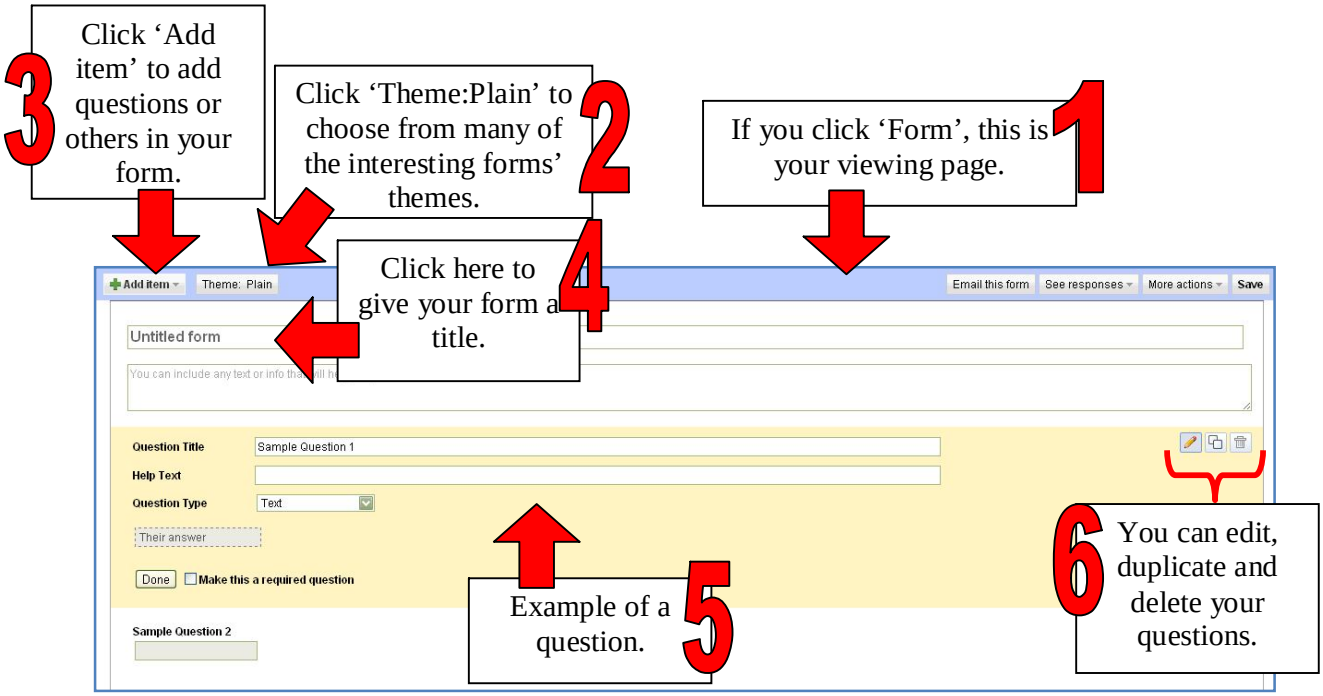
(b) Creating Presentation

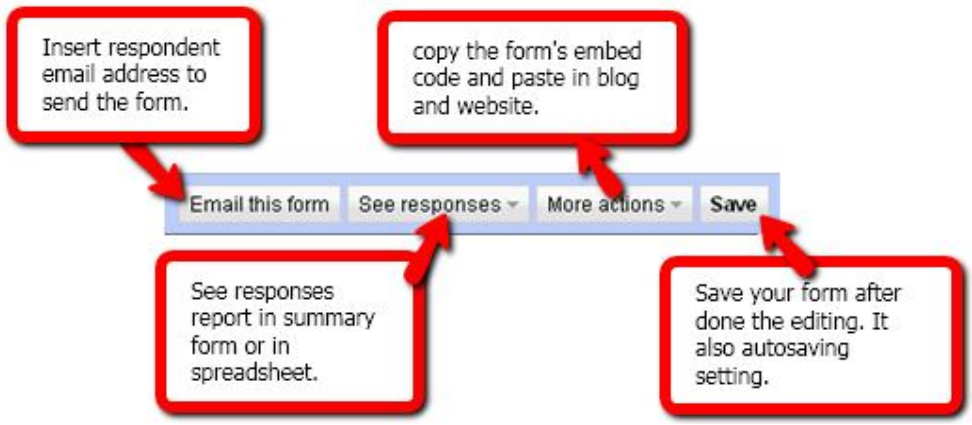


(c) Creating Spreadsheet

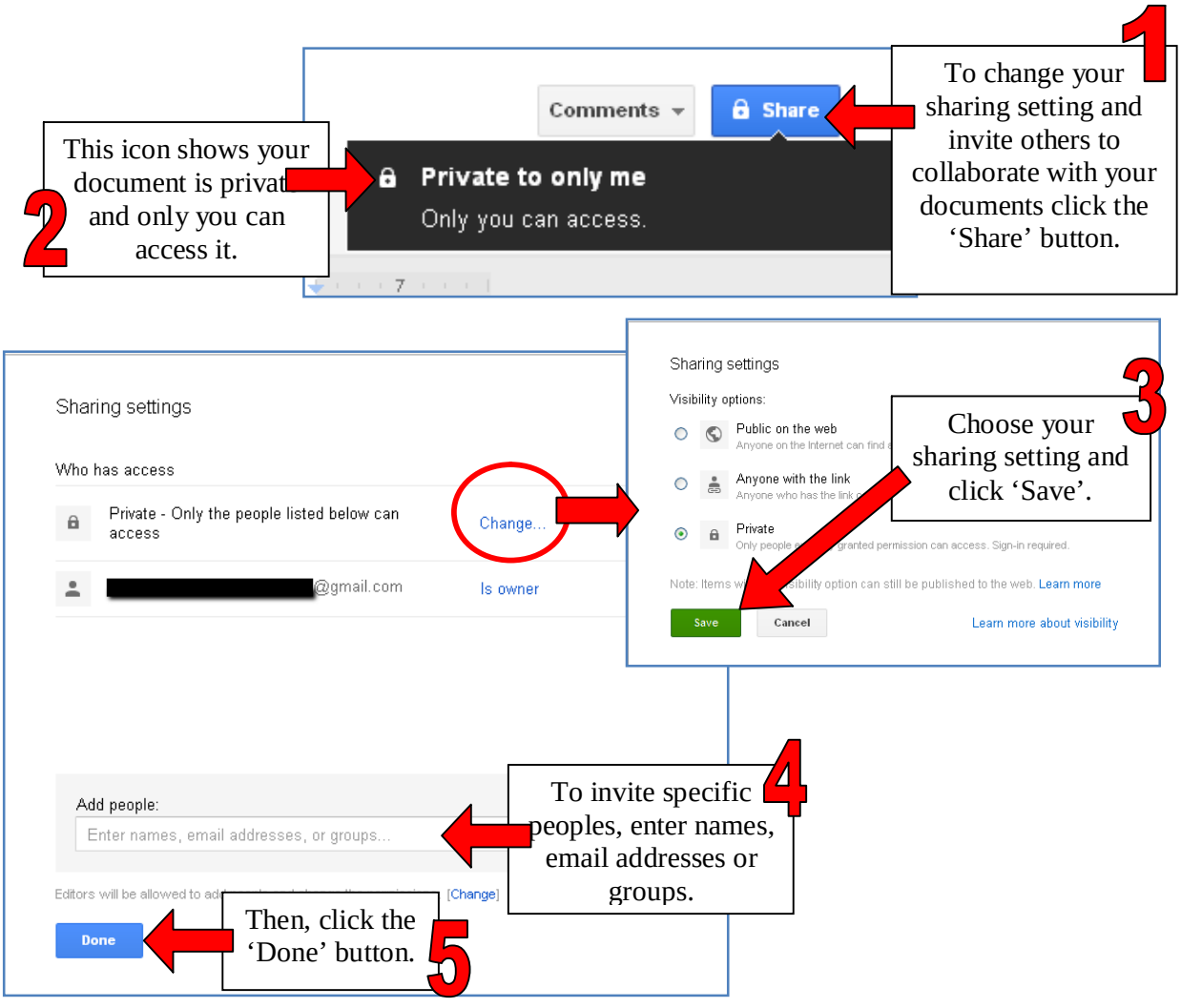


(d) Creating Form

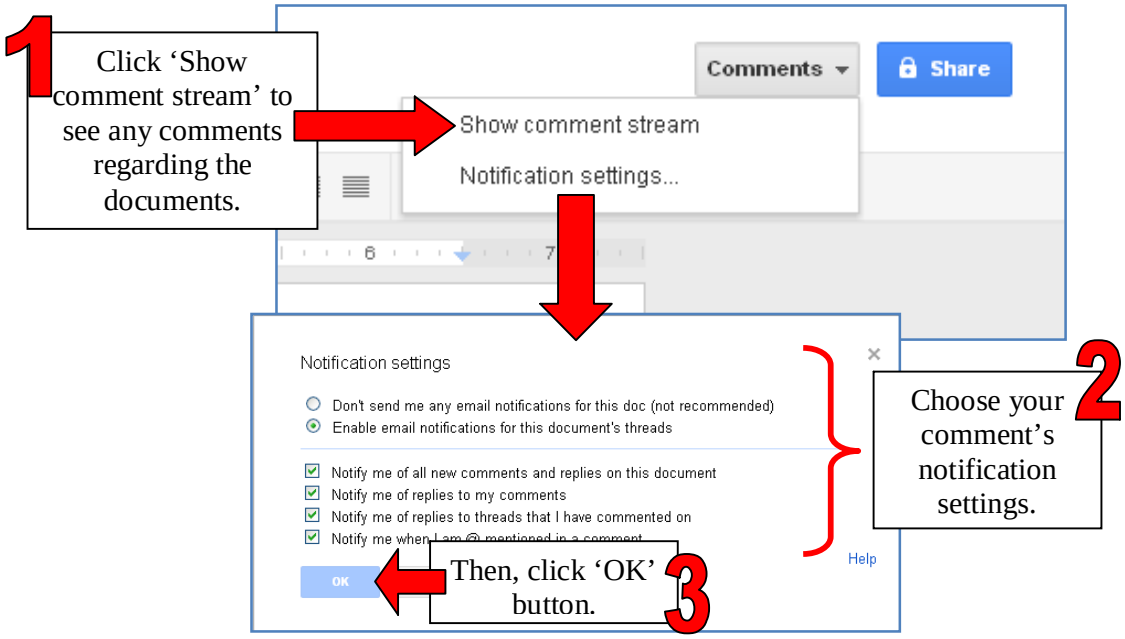




STEP 4 Sharing



STEP 5 **Viewing Comments**



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http://electronicportfolios.com/google/UsingGoogleDocsintheclassroom.pdf [17 November 2011]

Chapter 5
EVERNOTE

WHAT IS EVERNOTE?

Evernote is a useful Web 2.0 tools for individuals in every situation. It allows individuals to capture pictures of almost anything they wish to remember. In a few quick short steps, pictures can be saved into Evernote, organized, and given a brief short description making the picture easily accessible in the future. This application is unique in a number of ways. Unlike any other web application, it is not linear. In other words, when using this application you are able to add text or information, pictures, videos and links just as you can with any other web application leaving plenty of room for creativity in this area alone. Nonetheless, with Evernote there are also many other things you can do. Evernote recognizes that we are given all kinds of information on a daily basis and our brains cannot possibly store all of this information and for this reason many things are lost and forgot. Hence, Evernote has allowed us to begin to capture all of these ideas and experiences from our real lives and from a digital standpoint and the memories or ideas will not slip away. In short, the possibilities are endless because Evernote allows us to capture information in any environment while using whatever platform or device you want (Benjamin 2008).

BENEFITS OF USING EVERNOTE

Students, teachers and lecturers greatly benefit from Evernote for a variety of different reason specific for their different environments and situations as follows:

Students

Students in all different educational levels and backgrounds can use Evernote to organize their educational priorites. Evernote can help students keep track of their notes, research, homework, tests, quizzes, and anything else that is school related. It would be great to never have to worry about losing those important assignments. Evernote can take that worry away. It is as simple as students photographing all of their important papers, documents, and projects. After that, all the student has to do is upload the important pictures into Evernote in one quick step and organize his or her pictures. He or she can organize the pictures by projects, classes, or anything for that matter. Evernote has made the organizational hassel of being a student much easier and accessible.

Teachers

Evernote can make the duties of teaching more organized, easy, and accesible by being able to capture pictures of lessons on a white board, pictures of lessons and activities, pictures of field trips, and much more. Teachers in all levels can benefit from Evernote. They can use Evernote in a variety of different situations. Evernote allows them to take a picture of the video itself, the title, or the link to the video. After they photograph the video they can save, organize, and give a brief explanation about the video in Evernote. They can then access and remember the educational video at anytime. Teachers can also use Evernote to capture pictures of research, homework assignments, and projects. Saving and organizing assignments to Evernote will allow teachers to access them from home or another environment and easily grade them.

Evernote makes the stressful life of a student a bit easier by enabling the student to not have to worry about losing important papers,other written assignments, or class notes. It can organize them by class, which also makes it easy for future reference when the student goes to study for an exam over the material. Also, because Evernote is on the Internet, a student can easily access their information when they are on the go from their cell phone or from anywhere on any computer with an Internet connection. Teachers can enjoy the convenience of Evernote as well. Instead of carrying mounds of papers home to be graded over a

break or long weekend, the teacher can take pictures of the assignments and upload them into Evernote. Then, while away from school, the teacher can grade the papers at his or her leisure without the worry of misplacing or completely losing any papers.

(Source:https://wiki.itap.purdue.edu/display/Social/How+Evernote+Can+Be+Used+in+Educational+and+Learning+Environments).

WAYS OF USING EVERNOTE

Evernote is a valuable application for educators. It's usefulness can range from planning a course to delivering a lesson plan to capturing feedback after class. The following are some ways of using Evernote in education. As an educator, Evernote use falls into three categories (Michael 2011):

1. Prior to class
2. During class
3. After class

Prior to class

1. **Plan and organize your classes with tags:** Using tags is a great way to organize your classes on a week-to-week basis or on a class-by-class basis. For example, if you know that there is certain content that has to be taught during the second week of the school year, then for all related content you can use the tag "week 2". Once you've created this system you can keep adding additional items throughout the year.
2. **Standards database:** Compile standards of achievements for your particular grade or subject. You can even share them with teachers, parents, administrators and students using Evernote's sharing features.
3. **Professional development**: If you use the summer break or vacations to improve your skills or continue your education, keep all your notes, resources, lessons and new ideas learned in Evernote. This also works well for teacher in-services, conferences, workshops and seminars that you attend.

4. **Classroom templates**: Templates are a great way to save time when grading and assessing your students. If you use templates such as grade sheets or student assessment forms, keep them in Evernote so you have them at your fingertips throughout the year.
5. **Prepare for your absence**: Use Evernote's shared notebooks as a way to keep your class up and running even if you aren't there. Evernote makes it easy to share a notebook with the substitute teacher. Consider sharing lesson plans, worksheets, answer keys and examples of completed work. This can ensure your class keeps moving even if you aren't there.

During Class

1. **Share a notebook with your class**: After you have created a public notebook, share the URL with your class. This way anything you add can be viewed by your students (or their parents).
2. **Whiteboard photos:** Taking snapshots of the whiteboard is a favorite use of mine. Take photographs of the whiteboard before the start of the class, and again at the end. This gives you an accurate time stamped snapshot of what you were working on, on any given date. You can title or tag each photo based on the lecture number to make searching for specific photos easier. Also, you can share the photos with students that miss a class, so that they have the day's notes.
3. **Keep handouts handy**: Keep all of the handouts, worksheets, templates, study guides and assignments that you frequently use in Evernote, where they are easily searchable and accessible.

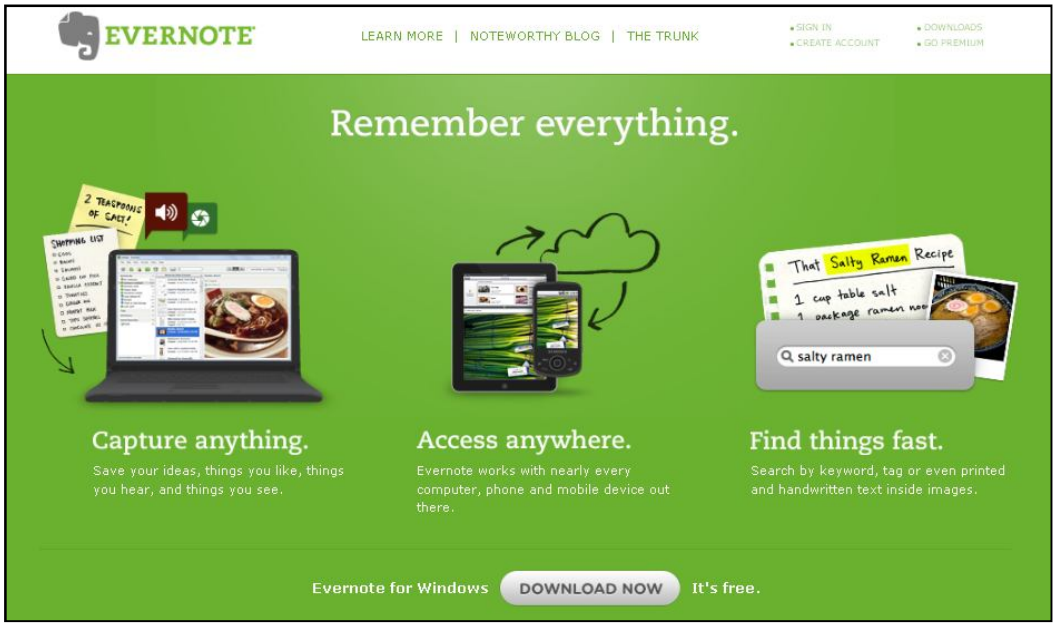
After Class

1. **Simplify grading:** Scan graded tests, and add them to Evernote. You can then enter them into your preferred grade-book or spreadsheet when you have time. This is also great if you have a teacher's assistant. You can share the notebook with them and have them help with the grading process.
2. **Keep your extracurriculars in order**: If you participate in any committees or coach a team, you can use Evernote to keep track of all the different research, notes and information associated with it. Again, shared notebooks

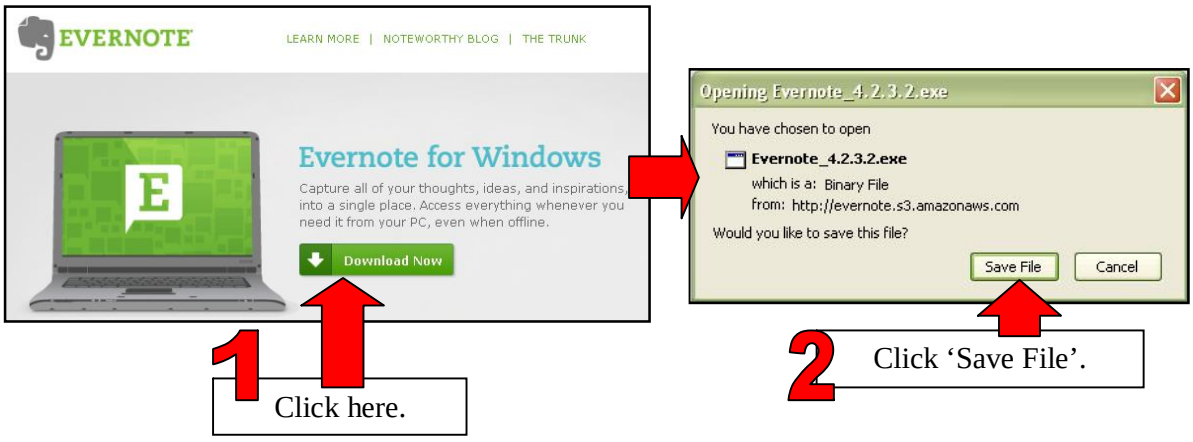
are a great way to keep your committee on the same page and makes for an easy way to share collective knowledge about a project.

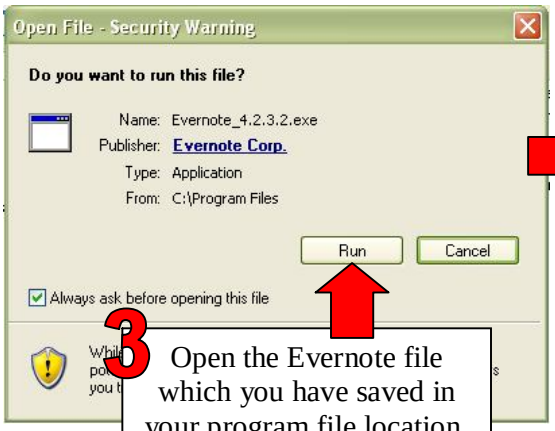
GET STARTED WITH EVERNOTE

STEP 1 **Go to http://www.evernote.com/**



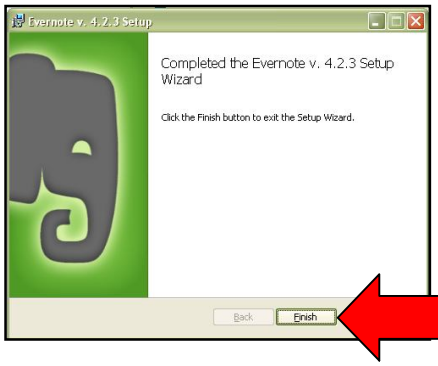
STEP 2 **Installing Evernote Application**





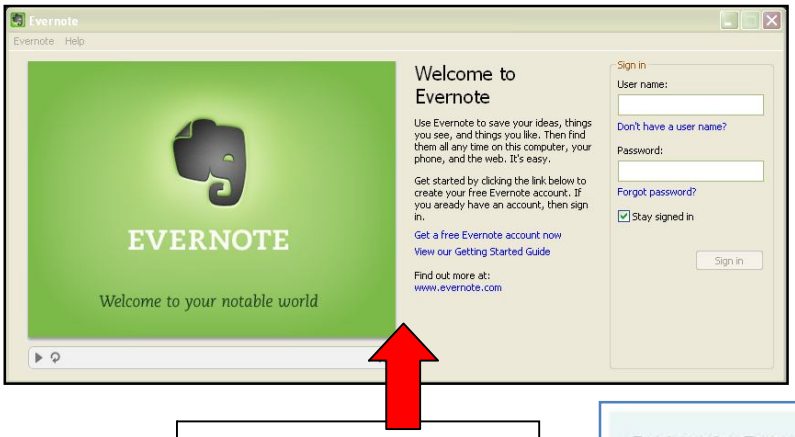
3 Open the Evernote file which you have saved in your program file location. Then click 'Run'.

Tick 'I accept the terms in the License Agreement'. Start installing by the clicking the 'Install' button. 4



Click 'Finish' once you have finished installing your application. The Evernote icon will appear on your desktop. 5

STEP 3 Sign In/Registering Evernote



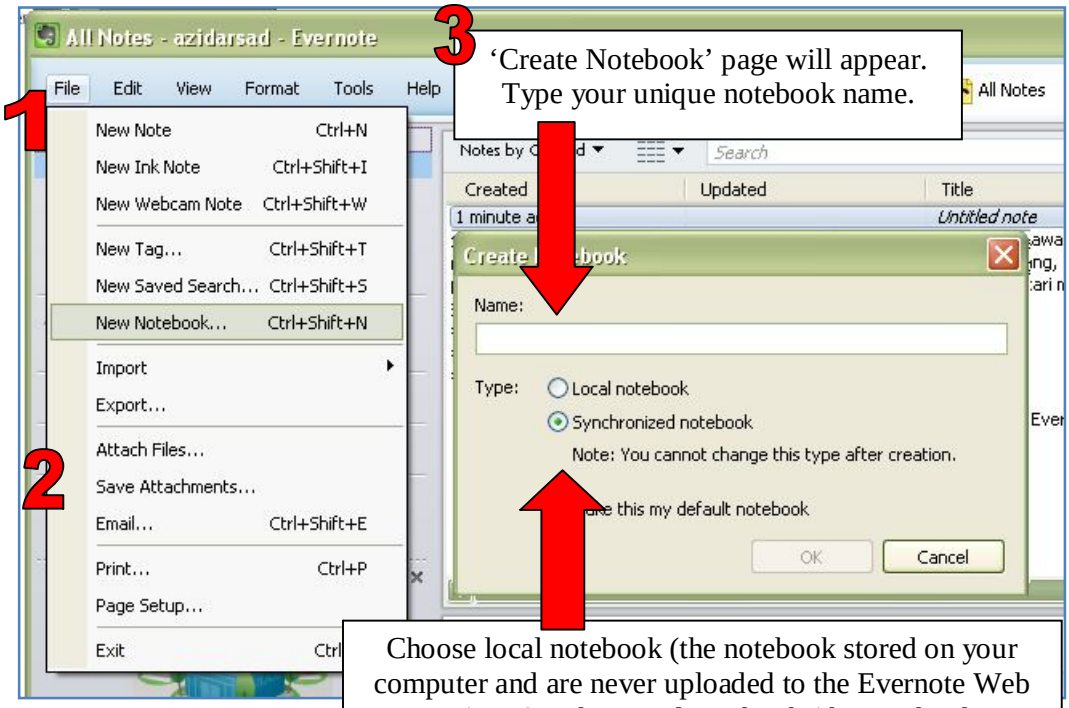
Before you start using Evernote, you need to 'Sign in' first or you need to 'Register' if you have not created an Evernote account.

STEP 4 Creating Notebook

Evernote stores your notes in separate containers called "Notebooks." Your account starts with one notebook, but you can make additional notebooks at any time.

Two ways in creating notebook

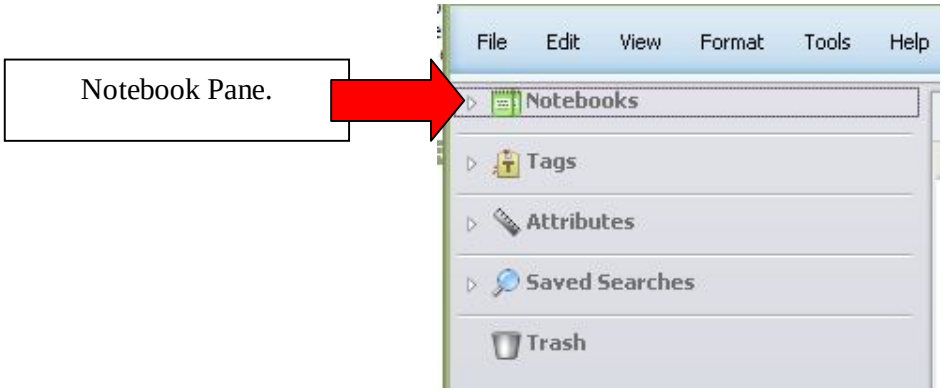
1. Go to File → New Notebook



3 'Create Notebook' page will appear. Type your unique notebook name.

4 Choose local notebook (the notebook stored on your computer and are never uploaded to the Evernote Web service) or Synchronized notebook (the notebook are uploaded to the Evernote Web service, and will be available via other forms of the Evernote Service (Evernote Web, Evernote for Mac, Evernote Mobile Web, Evernote for iPhone, etc) by logging into your Evernote account).

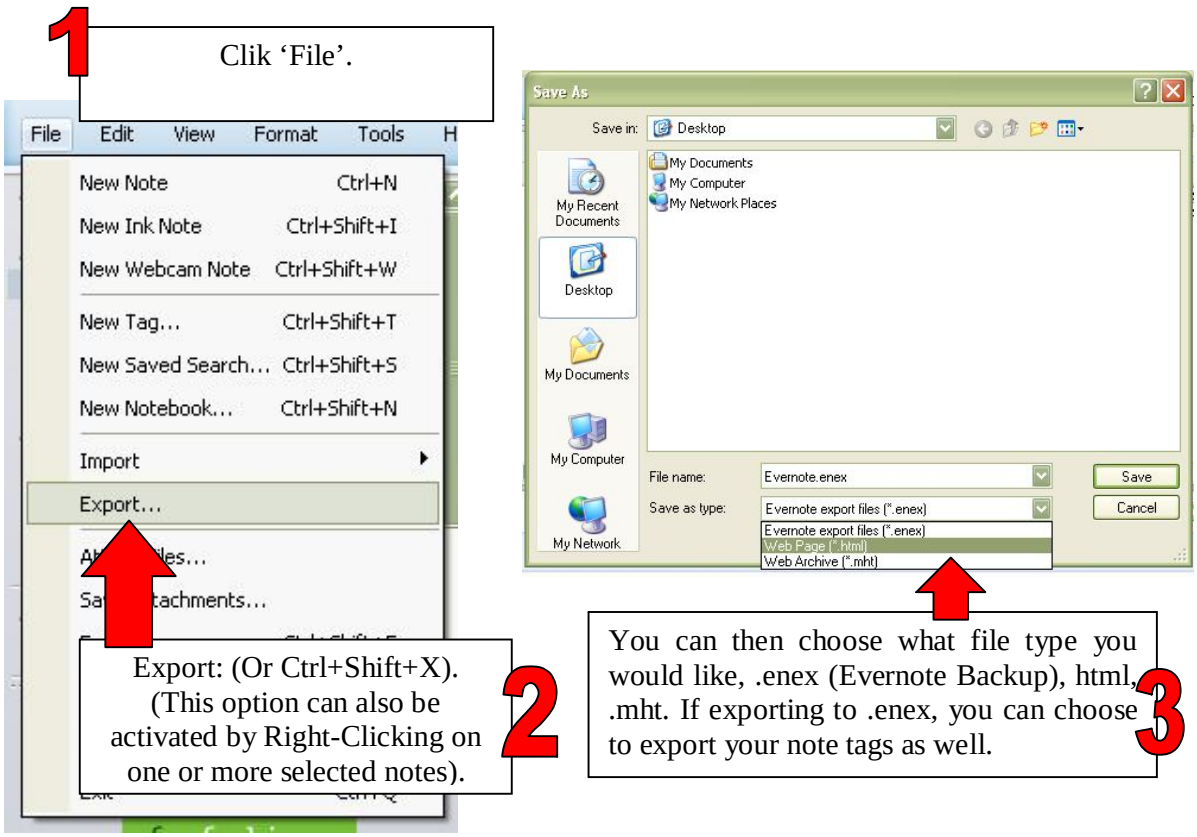
2. Click in the Left-Hand Notebook Pane and hit the “Insert” key, or Right-Click in the Notebook Pane and select “New Notebook”.



STEP 5 Exporting & Importing Notes

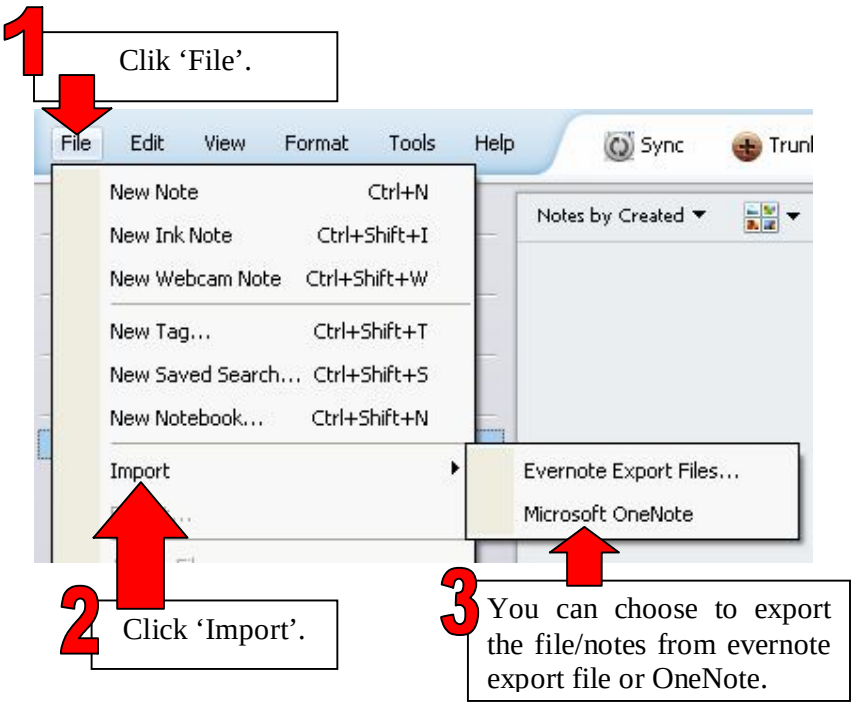
1. Exporting notes

With Evernote, you have the option to save your notes to an external file for backup purposes, or for easy transfer amongst friends and colleagues. You can Export individual notes or entire Notebooks at once.

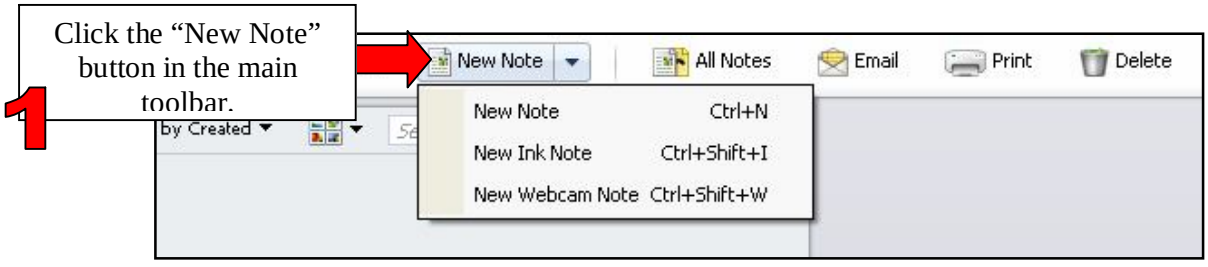


2. Importing Notes

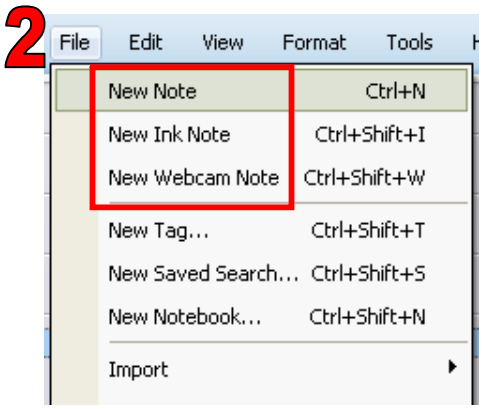
You can import files exported from Evernote, databases from previous versions of Evernote, notes from Microsoft OneNote 2007, and entire folders of supported Files.



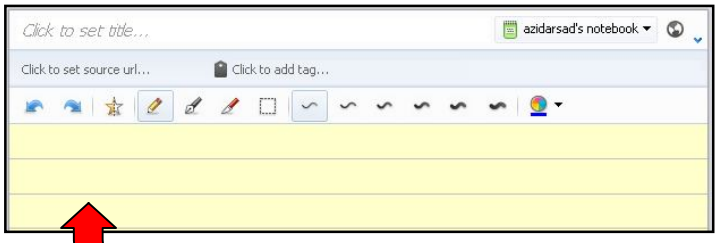
STEP 6 **Creating a Note/Ink Note/Webcam Note**



Or, Go to File → New Note/New Ink Note/New Webcam Note



New Note.



New Ink Note.

New Webcam Note.

STEP 7 Creating a Multimedia Note

Add image and other file content to your notes.

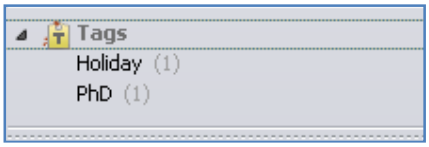
Note: Only files of type PDF, JPG, WAV, PNG, MP3, GIF, AMR are supported for Free users. Premium members may attach files of any type, but Evernote can only preview files of supported file types.

1. Drag and Drop

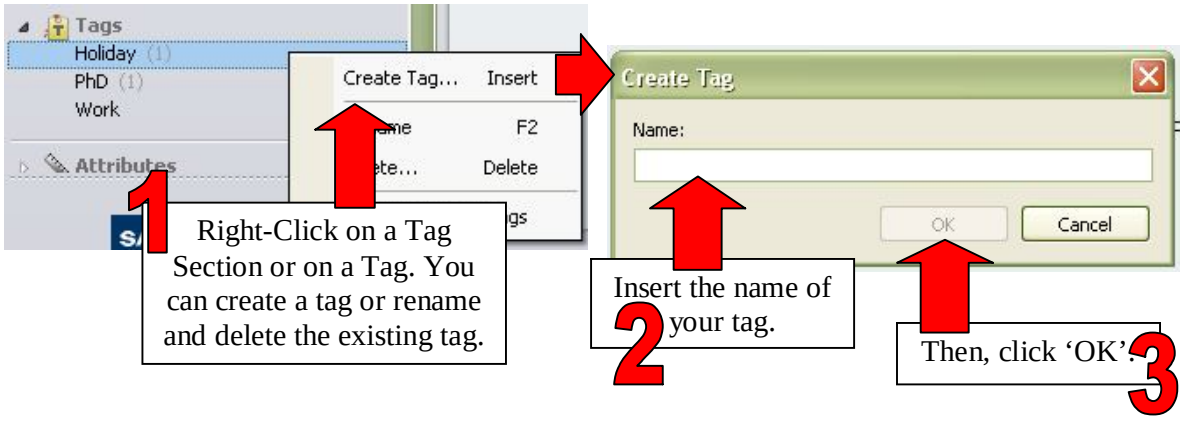
Take a file from anywhere on your Computer and drag it into a new or existing note.

STEP 8 Tagging

You can tag your notes for easier retrieval and memorizing. You can create your own tags, at any time and drag and-drop them to tagged notes.



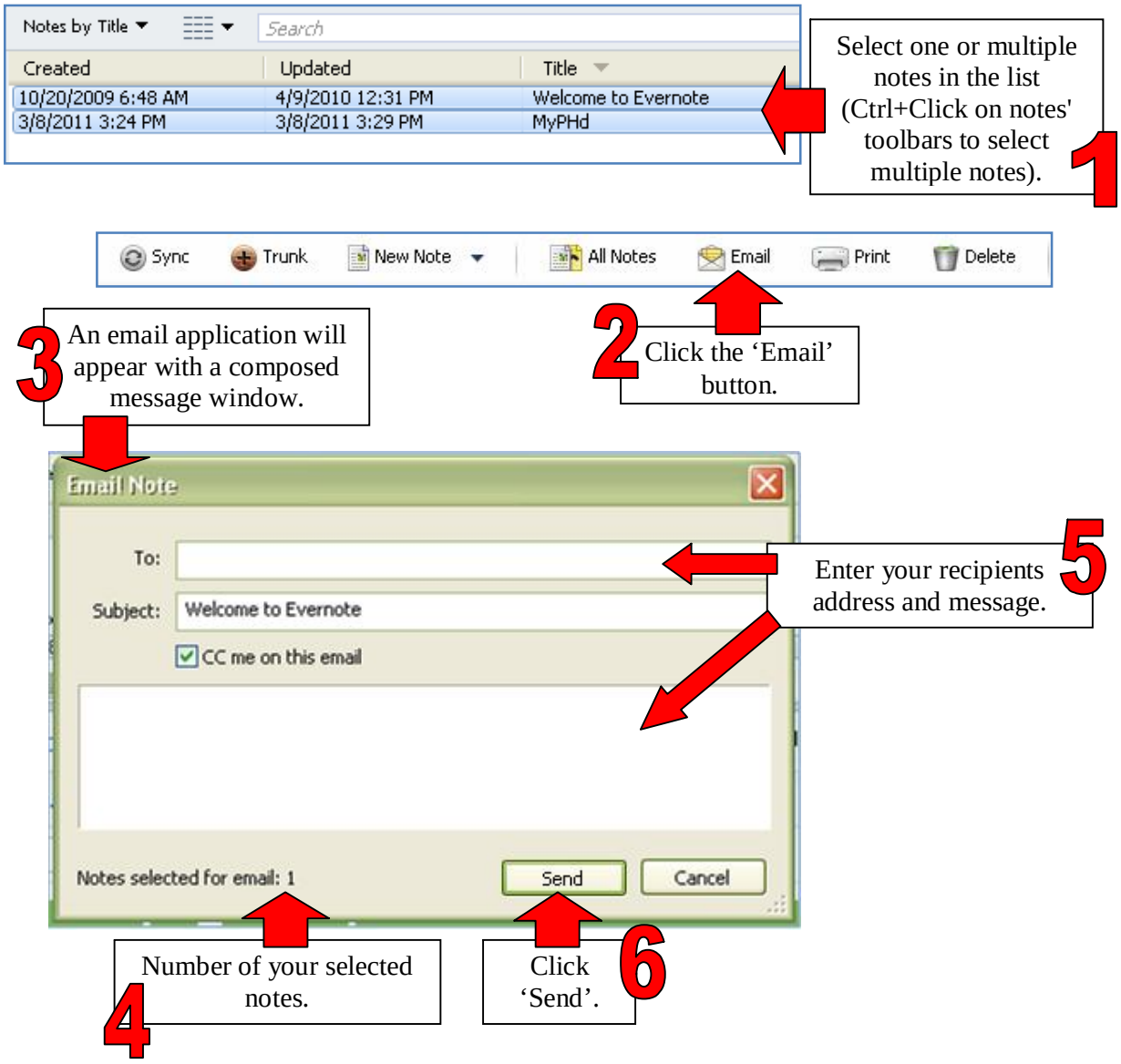
Creating a new tag



STEP 9 Sharing

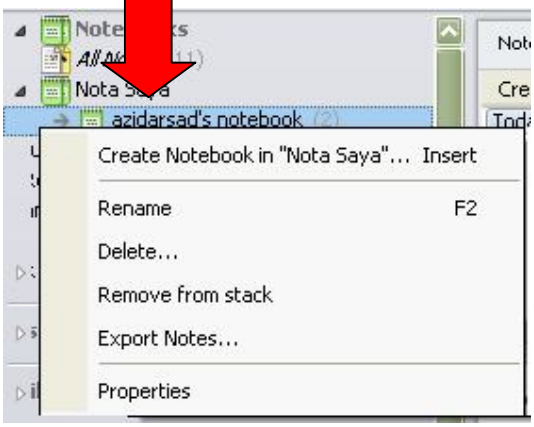
You can share your notes with friends, whether they have Evernote installed or not.

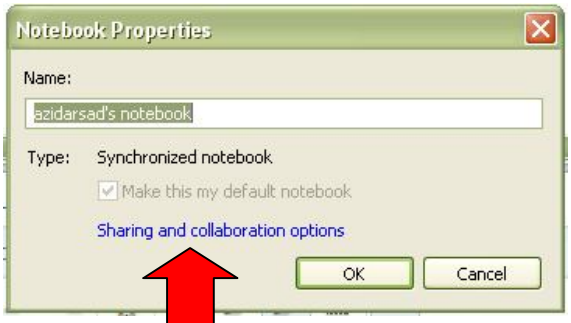
1. Emailing notes



2. Sharing notebooks

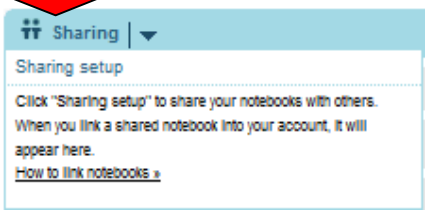
1 Select a Notebook from the Notebook pane and right-click to select 'Properties'.





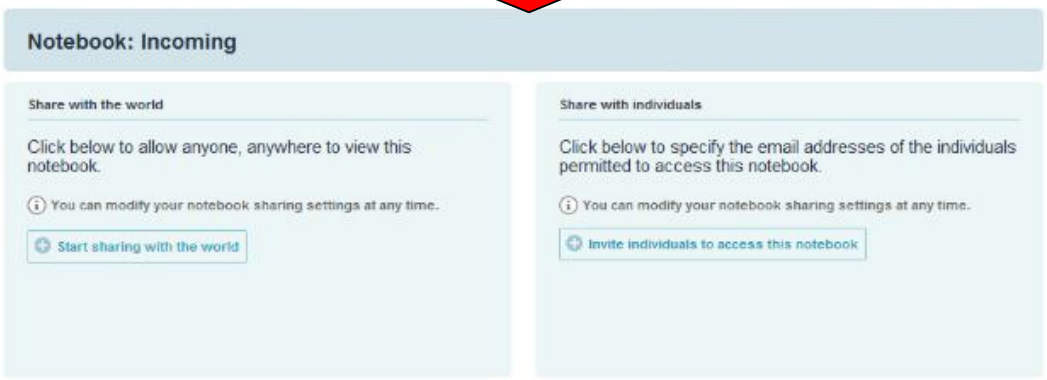
Click the 'Sharing and Collaboration options' link. 2

You will be taken to the Evernote Web site, where you need to select 'Sharing' from the left-hand pane, then 'Sharing Setup'. 3



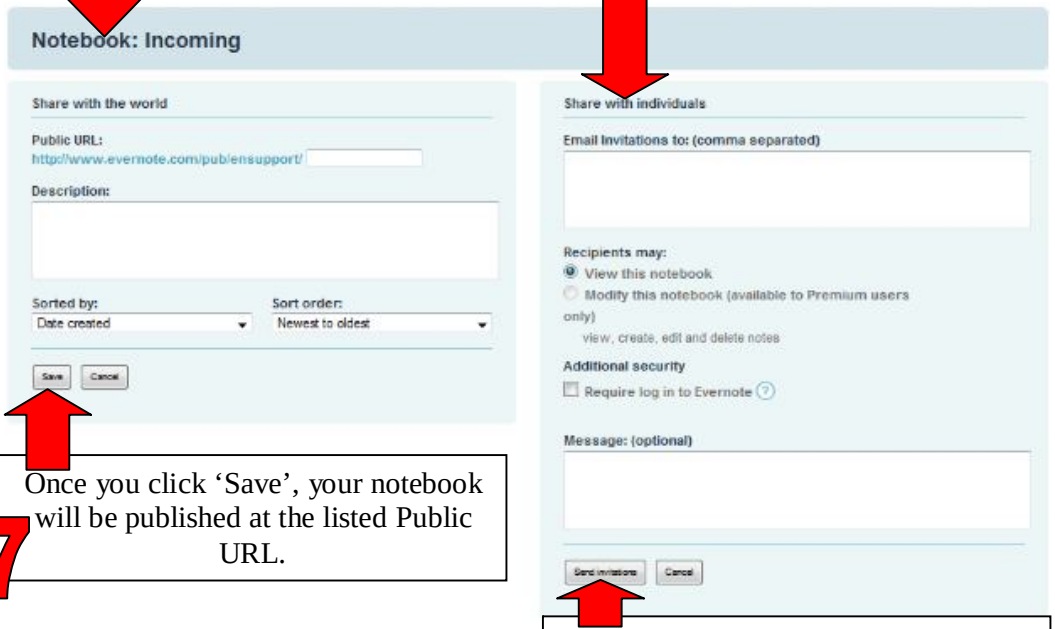
On the next page, click 'Start Sharing,' or 'Stop/Modify Sharing' for the notebook you wish to Share. 4

5 You will then have the option to publish your notebook publicly, or to specific individuals.



6 If you choose 'Share with the World', you will be able to create a custom URL at which your notebook can be accessed, as well as modify the sort order and give it a custom description.

8 If you choose 'Share with Individuals', you can select which individuals should receive a link to your notebook. Premium members also have the ability to allow other people to view, create, edit and delete notes within the shared notebook.



7 Once you click 'Save', your notebook will be published at the listed Public URL.

9 Once you select 'Send Invitations', your guests will receive an email with a private link to your notebook that only they can access.

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Chapter 6
YOUTUBE

WHAT IS YOUTUBE

YouTube is a popular video sharing website where users can upload, view, and share video clips. It has become a popular form of Web 2.0 new media. A recent article in Wired cites an average of 65,000 uploads and 100 million videos viewed per day on YouTube (Godwin-Jones 2007). With the exception of content that is offensive or illegal, videos can be animations, footage of public events, personal recordings of friends. In short, it can be anything a user wants to post. Videos can be informational, entertaining, persuasive, or purely personal. One of an emerging class of social applications, YouTube allows users to post and tag videos, watch those posted by others, post comments in a threaded discussion format, search for content by keyword or category, and create and participate in topical groups. Users can view profiles of individuals who have posted or commented on videos, see their favorite videos, and contact them.

BENEFITS OF USING YOUTUBE

Video can be a powerful educational and motivational tool. However, a great deal of the medium's power lies not in itself but in how it is used. Video is not an end in itself but a means toward achieving learning goals and objectives. Effective instructional video is not television-to-student instruction but rather teacher-to student instruction, with video as a vehicle for discovery (Duffy 2008). YouTube is increasingly being used by educators as a pedagogic resource for everything from newsworthy events from around the world to “slice-of-life” videos used to teach students within an ESL course. The following are some general guidelines recommended by Clark and Mayer (2002) in relation to considering the appropriate use of any media to improve learning that media must;

1. Be aligned with expected learning or performance outcome;
2. Reduce cognitive load;
3. Exclude superficial text or graphics;
4. Be appropriate for target learner's learning literacy's
5. Educators (and students alike), will find that video is an effective catalyst and facilitator for classroom discourse and analysis.

USAGE OF YOUTUBE IN TEACHING AND LEARNING

YouTube draws user into the experience of viewing videos and engaging with the content as commentators and creators, activities that heighten students' visual literacy which is an important skill in today's electronic culture. Even if most of the content on YouTube lacks an educational goal, the application encourages experimentation with new media. Many educators believe that the act of creating content is a valuable learning exercise, helping develop a deeper understanding of the subject matter and the tools used to create that content. To the extent that YouTube facilitates such creation, it has the potential to expose students to new insights and skills, as well as link them to various online communities. As a social-software application, YouTube is part of a trend among Net Generation students to replace passive learning with active participation, where everyone has a voice, anyone can contribute, and the value lies less in the content itself than in the networks of learners that form around content and support one another in learning goals.

STRATEGIES FOR USING YOUTUBE IN TEACHING AND LEARNING

The following are some guidelines relating to the specific use of video to promote active viewing and maximize learning:

1. SEGEMENT - allow your students to watch the video in short segments.
2. NOTES - videos are ideal for developing note-taking skills. Take notes on the first viewing, then rewind, replay and check them. This can be done individually or collectively as a class discussion / brainstorming session.
3. PAUSE - use the "pause" feature to temporarily stop the tape and allow your students to try to predict/recall what will happen next.

4. SOUND OFF - for video sequences that rely on visuals, turn the sound off and narrate. This technique works especially well for listing the steps of a process.
5. PICTURE OFF - use the audio clues to describe what is on screen. Compare and contrast the predictions with the actual video.
6. PREVIEW each video carefully to determine its suitability for the lesson's objectives and student'slearning outcomes.
7. INTEGRATE the video into the overall learning experience by adding an experimental component to the lesson. Activities can be done prior to viewing; to set the stage, review, provide background information, identify new vocabulary words, or to introduce the topic. The activity can be done after viewing to reinforce, apply, or extend the information conveyed by the program. Often the video can serve as an introduction or motivator for the hands-on activity to come.
8. CUT – use online video editors like www.cuts.com or www.eyespot.com to capture the concepts that are most relevant for your lesson topic. It is often unnecessary and time-consuming to screen a program in its entirety. When previewing a program, look for segments particularly relevant or useful to the lesson or activity planned.
9. FOCUS - give students a specific responsibility while viewing. Introduce the video with a question, things to look for, unfamiliar vocabulary, or an activity that will make the program's content more clear or meaningful. By charging students with specific viewing responsibilities, teachers can keep students "on task" and direct the learning experience to the lesson's objectives. Be sure and follow-up during and after viewing the tape.
10. AFTER - when students have viewed the video consider; what interested them? What didn't they understand? How can you relate the program to their experiences and feelings? Ask the students to add comments / blog on the video. How can you validate and appreciate diverse reactions to the material?

(Source: http://www.idahoptv.org/ntti/strategies.html)

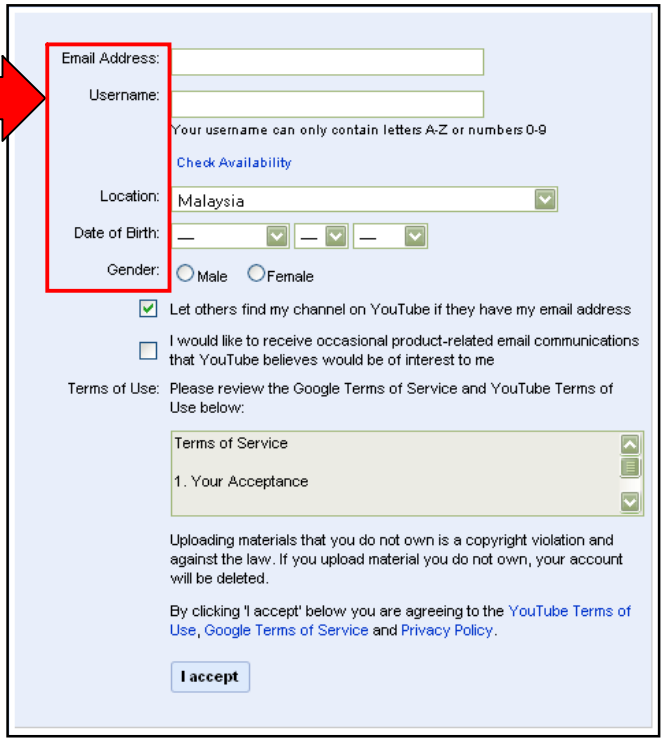
GET STARTED WITH YOUTUBE

STEP 1 **Go to http://www.youtube.com/**

STEP 2 **Creating an Account**

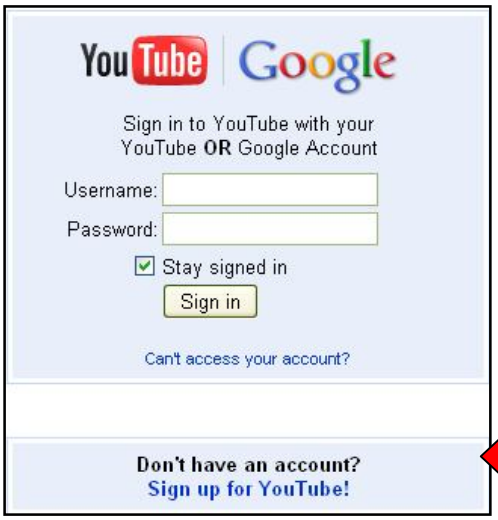
Select the "Create Account" link at the top of YouTube.com

1 Select a username that aligns with your personal identity or company name. Indicate your location, postal code and date of birth.



2 From here you will be able to assign this YouTube account to an existing account or create a new Google account.

Create New



Use Existing

3 Now you have successfully created your YouTube account. At this point, you can customize a YouTube channel, upload new videos and refresh account settings.

STEP 3 Recording

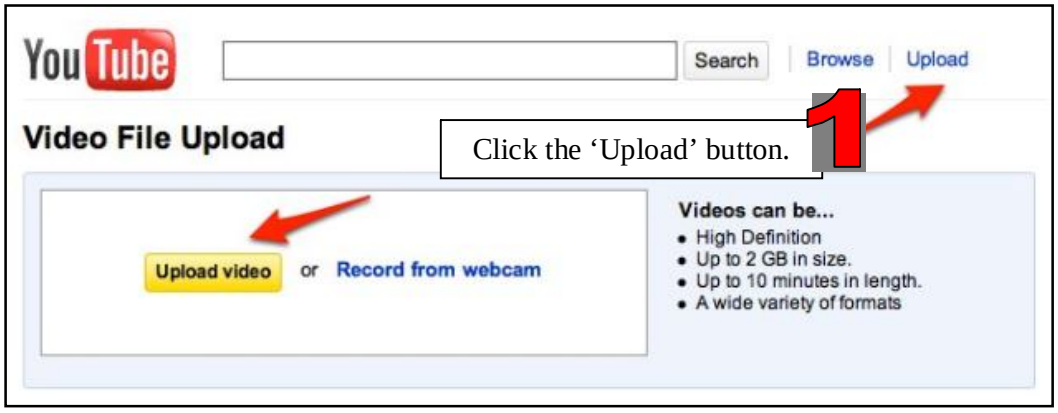
You can record from sophisticated, high definition digital video recorders to inexpensive tools. You can even record video from an enabled mobile phone or your computer's webcam.

Accepted file formats include:

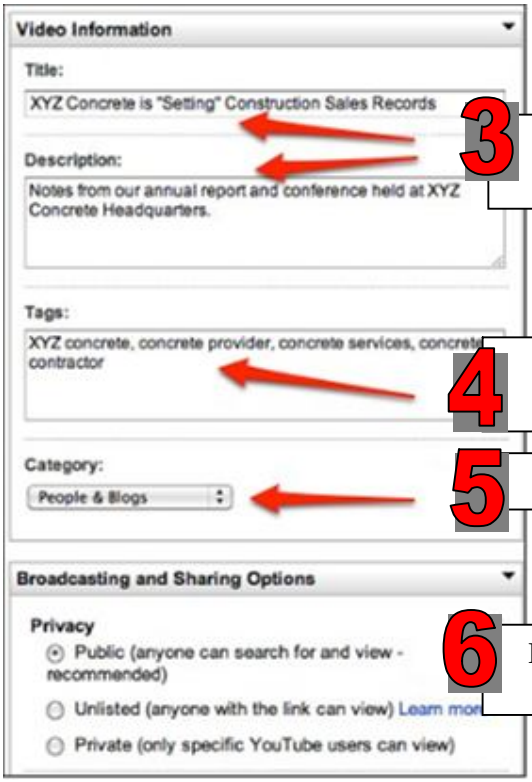
Windows Media Video (.WMV)
.3GP (cell phones)
.AVI (windows)
.MOV (mac)
.MP4 (ipod/psp)
.MKV (h.264)

size < 2GB
or < 10 minutes

STEP 4 Uploading



2 Select a movie from your computer or record a video from your webcam.



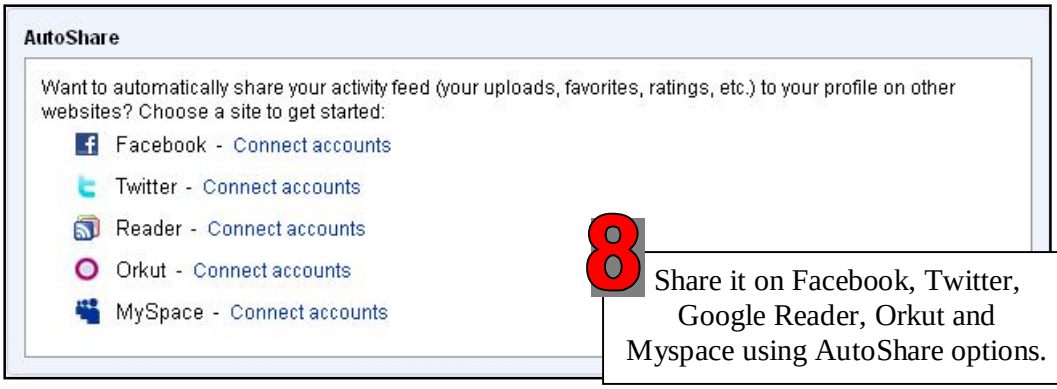
3 Name the video – use a descriptive title and helpful description.

4 Use tags - these are keywords that indicate what the video contains.

5 Select a video category.

6 Decide to make the video public or private.

7 Save your video settings and wait for processing (usually a few minutes but can depend upon the size of the video).



8 Share it on Facebook, Twitter, Google Reader, Orkut and Myspace using AutoShare options.

9 Once the video has been processed and available live on YouTube in public or private setting, you may also choose to embed the video onto a website or blog by copying and pasting the embed code wherever you want to show it.

STEP 5 Video Attributes

1. Video Title – Use a simple titles including keywords if possible.
2. Videos by creator – A link to other videos from this account holder's channel.
3. Subscribe – An option to subscribe to this person's videos. New videos will appear in your YouTube account inbox when they are created.
4. Video Play Option – Play and pause the video and adjust volume controls.
5. Video Time/Length – Numeric and visual display or where you are in the video.
6. View Controls – Expand or contract your view of the video on your screen.
7. Video Creator – The account name of the person who created this video.
8. Video Description – Provide descriptive text to explain the video content.
9. Views – The number of times this video has been viewed on YouTube.

10. Review – Give feedback for the video with a "thumbs up" or "thums down" rating.
11. Share & Save – Share or send the video to friends and colleagues. Save the video to your favorites, or include it in a playlist of videos you enjoy.
12. Embed Option – Access code to copy and paste on website or blog so that video can be shared outside of YouTube.

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Ntti utilization strategies. http://www.idahoptv.org/ntti/strategies.html

Chapter 7
FLICKR

WHAT IS FLICKR?

Flickr is a photo-sharing site/service where anyone can upload and tag photos, browse others' photos, and add comments and annotations. Users can create photo sets and collections to manage content, and participate in topical groups to cultivate a sense of community. Launched in February 2004, Flickr embodies what has come to be known as one of Web 2.0 popular tools. The site provides the tools, but the value derives from the contributions of the user community—photos, comments, ratings, and organization—and the connections that the site facilitates between individuals. Flickr also provides a range of privacy settings, giving users considerable control over how their photos can be used.

(Source: http://net.educause.edu/ir/library/pdf/ELI7034.pdf).

WAYS OF USING FLICKR

Although Flickr is mainly for photos, the site might more aptly be described as a venue for sharing experiences and creating relationships. User-generated content is a hallmark of emerging technologies, and for most users, photos represent an extremely low barrier to entry for sharing creative work. Students and teacher/lecturers alike often have many photos that never find an audience. By making photos easy to share, Flickr demonstrates that contribution can be easy and that almost any shared object can find an audience. The ability to engage in a conversation about a photo, and to update that photo based on comments received, create a sense of community. In fact, Flickr users have been described as passionate in their use of the site and their belief in its value. In addition, the ubiquity and simplicity of digital cameras have made amateur photographers out of millions of

people, and sites like Flickr provide a place to share photos and meet people with similar interests, even if photography is not their focus. Flickr's support for Creative Commons licenses adds another venue for discussion about the evolving nature of copyright in the digital era.

(Source: http://net.educause.edu/ir/library/pdf/ELI7034.pdf).

USAGE IN TEACHING AND LEARNING

Flickr provide an opportunity for students studying photography or other art-related subjects to receive feedback and engage with a community of experts and amateur enthusiasts, exposing students to the reality of professional practice. This dynamic can be extended to other fields, as evidenced by the success that digital storytelling projects have had in using visual media to share personal experiences. Students who are engaged with content demonstrate better learning outcomes, and the immediacy of visual media facilitates that sense of connection to subject material. Similarly, Flickr exposes students to participatory learning by capitalizing on the ubiquity of digital cameras and students' desire to share their creative work. By introducing users to social, collaborative technologies, Flickr provides an easy, comfortable platform for students to engage with content and a community in the process of collective knowledge creation

(Source: http://net.educause.edu/ir/library/pdf/ELI7034.pdf).

GET STARTED WITH FLICKR

STEP 1 **Go to: http://www.flickr.com/**

STEP 2 **Sign In/Creating a Flickr Account**

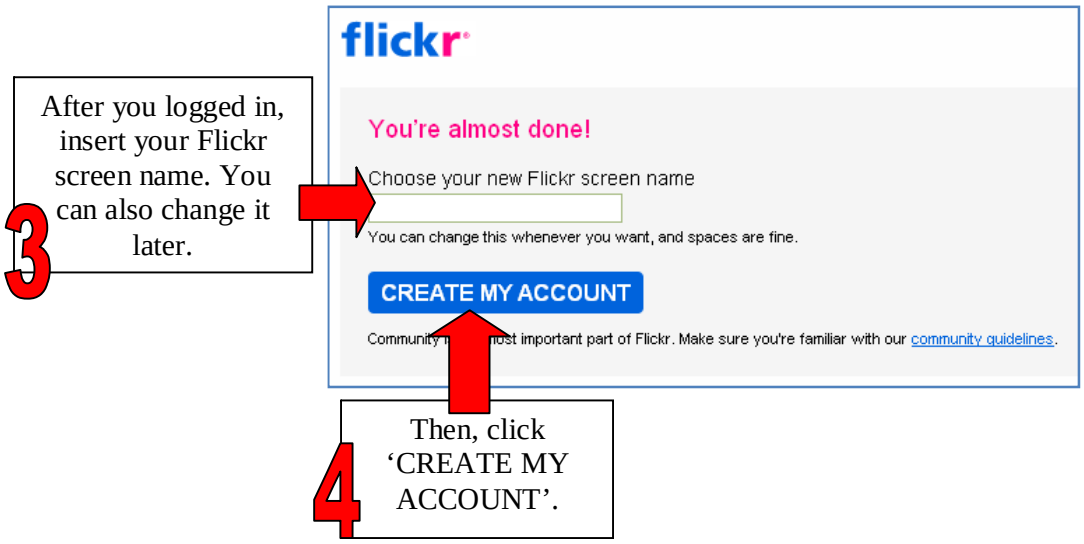
1

Click 'Create Your Account' to start creating a Yahoo account or log in using 'Facebook' or 'Google'.

Or, Sign in using Yahoo.

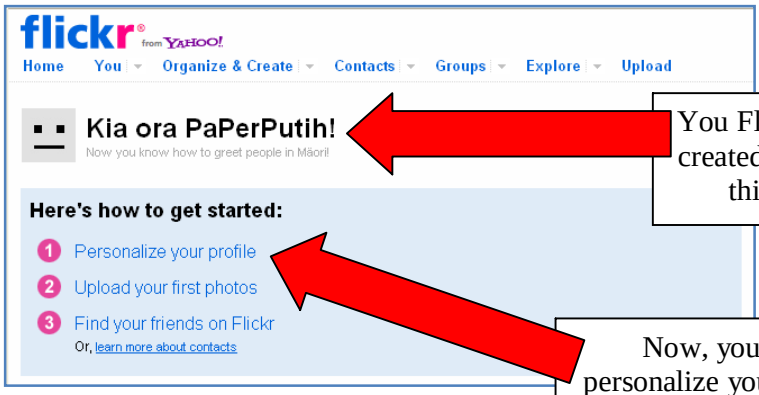
Click 'Create New Account' if you do not have a Yahoo ID.

2



3 After you logged in, insert your Flickr screen name. You can also change it later.

4 Then, click 'CREATE MY ACCOUNT'.

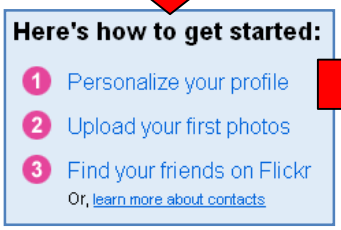


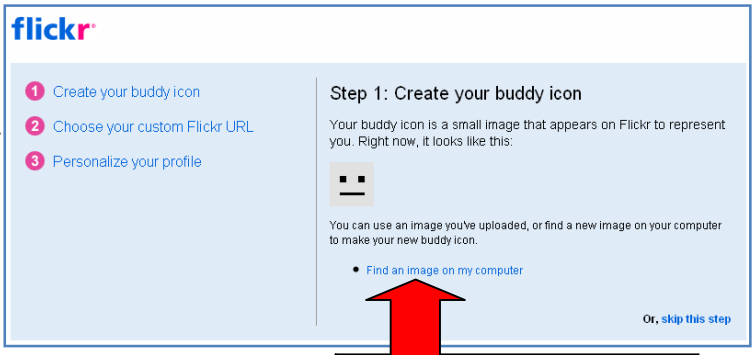
5 You Flickr account is created when you see this greeting.

6 Now, you can personalize your profile or you can do it later.

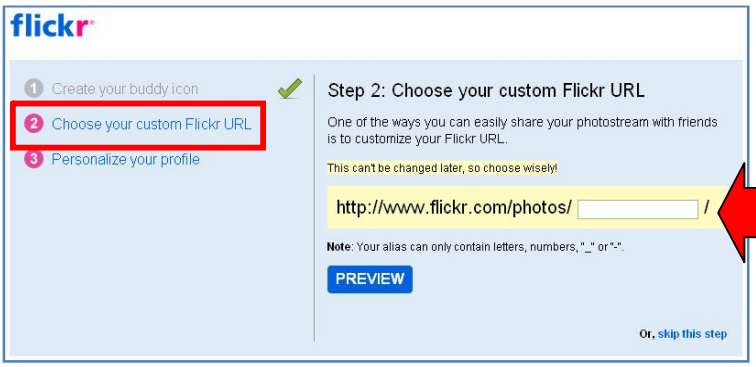
STEP 3 Personalizing Profile

1 Click ‘Personalize your profile’.



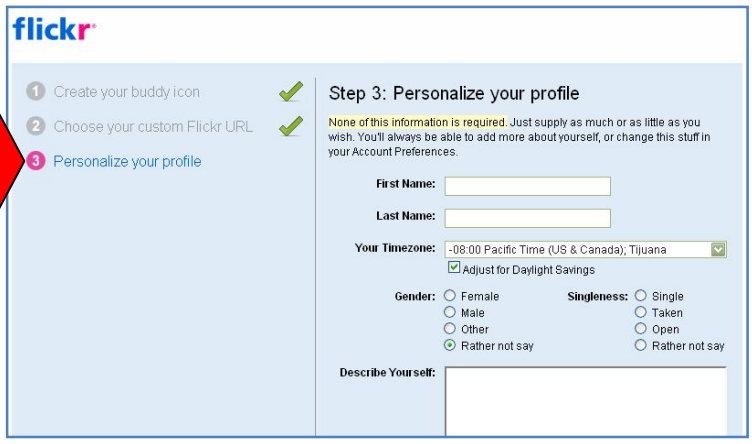


2 Upload image from your computer to create your buddy icon.



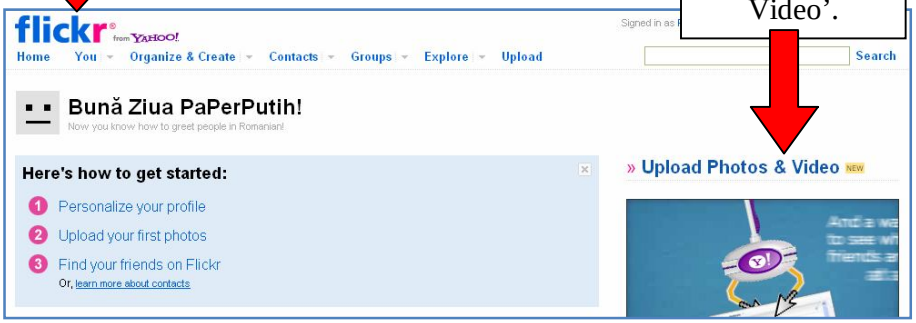
3 Customize your Flickr URL.

4 Personalize your profile. Then click ‘Save’.



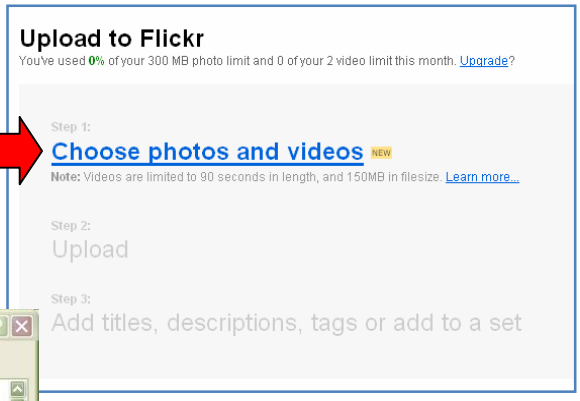
STEP 4 Uploading Photos

1 Go to your Flickr 'Home' page.

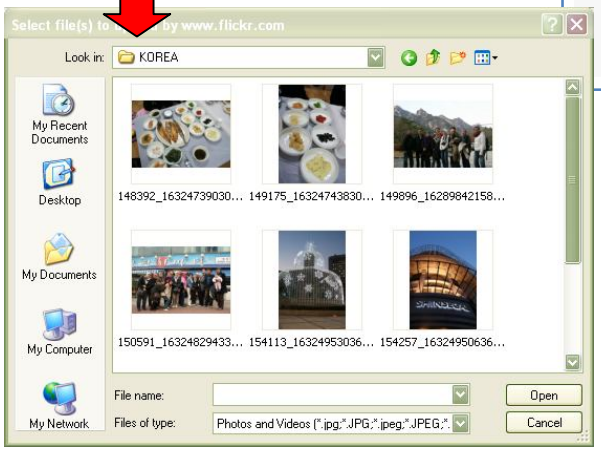


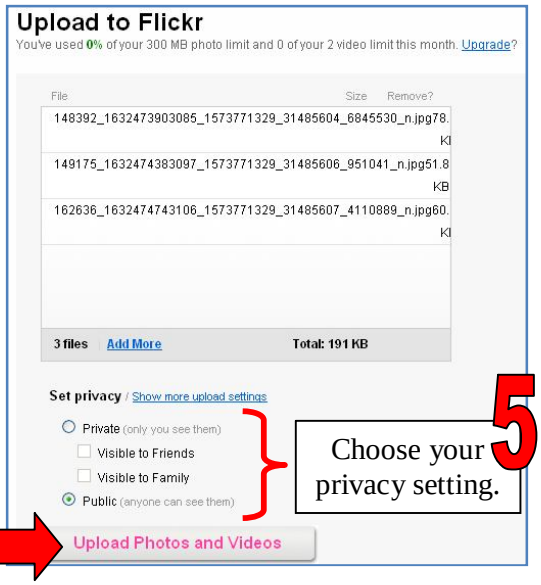
2 Click 'Upload Photos & Video'.

3 Click 'Choose photos & video'.



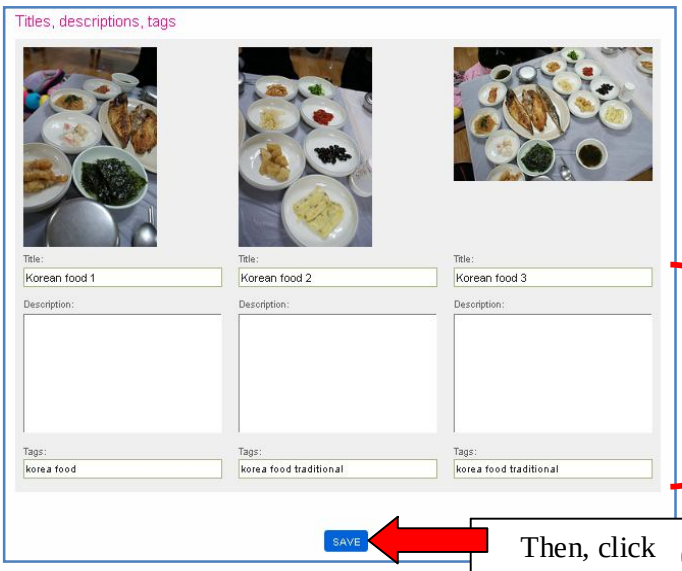
4 Open your image file from your computer.





5 Choose your privacy setting.

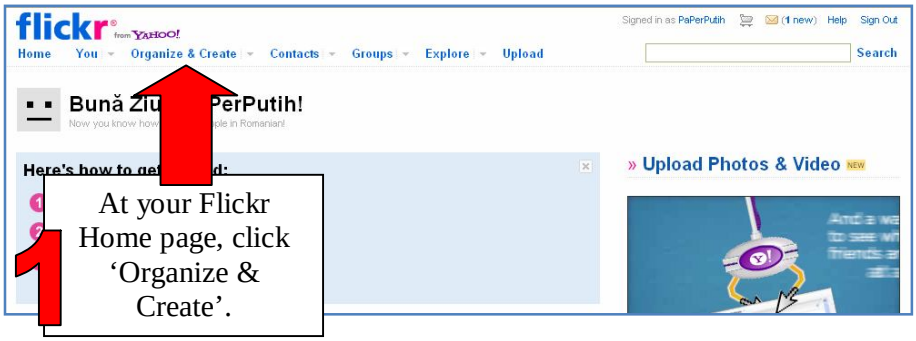
6 Click 'Upload Photos & Video'.



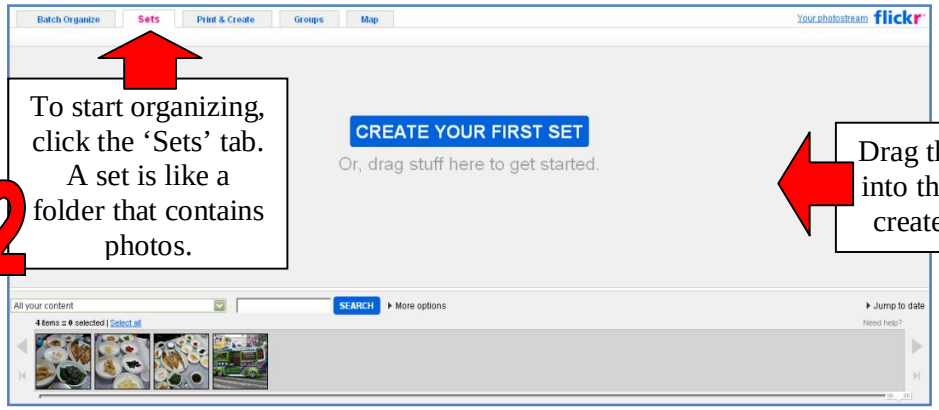
7 After your have uploaded, insert 'Title', 'Description' and insert 'Tags' of your photos.

8 Then, click 'SAVE'.

STEP 5 Organizing Photos

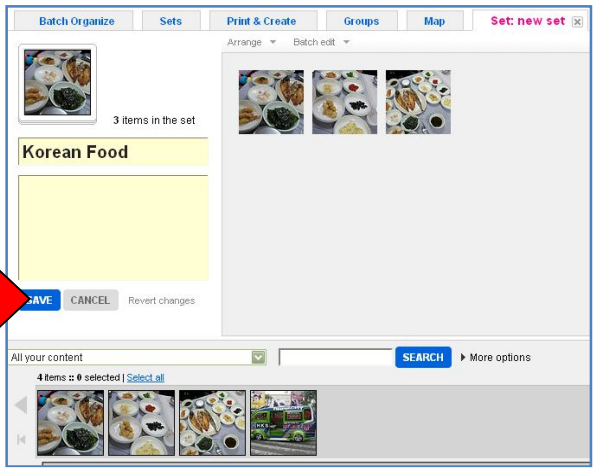


1 At your Flickr Home page, click 'Organize & Create'.

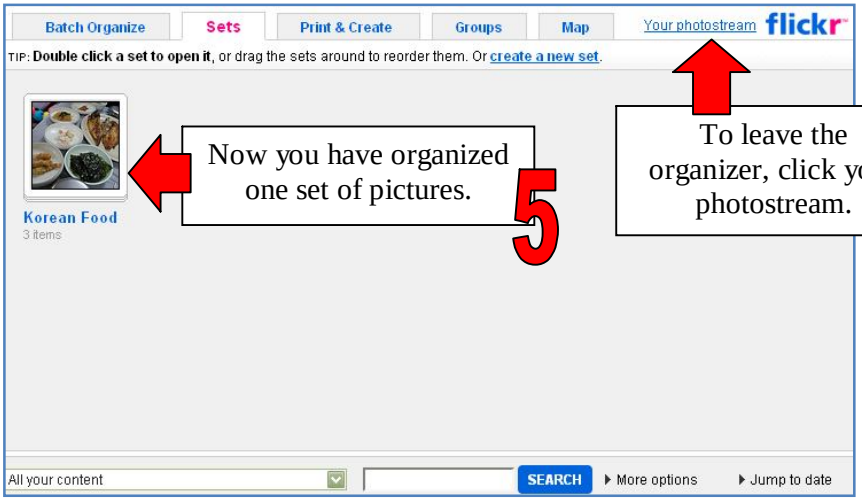


2 To start organizing, click the 'Sets' tab. A set is like a folder that contains photos.

3 Drag the photos into this area to create the set.



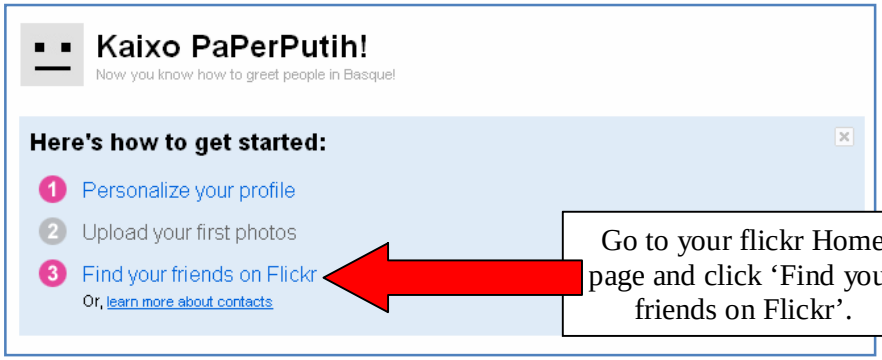
4 Name the 'Set' and click 'Save'.



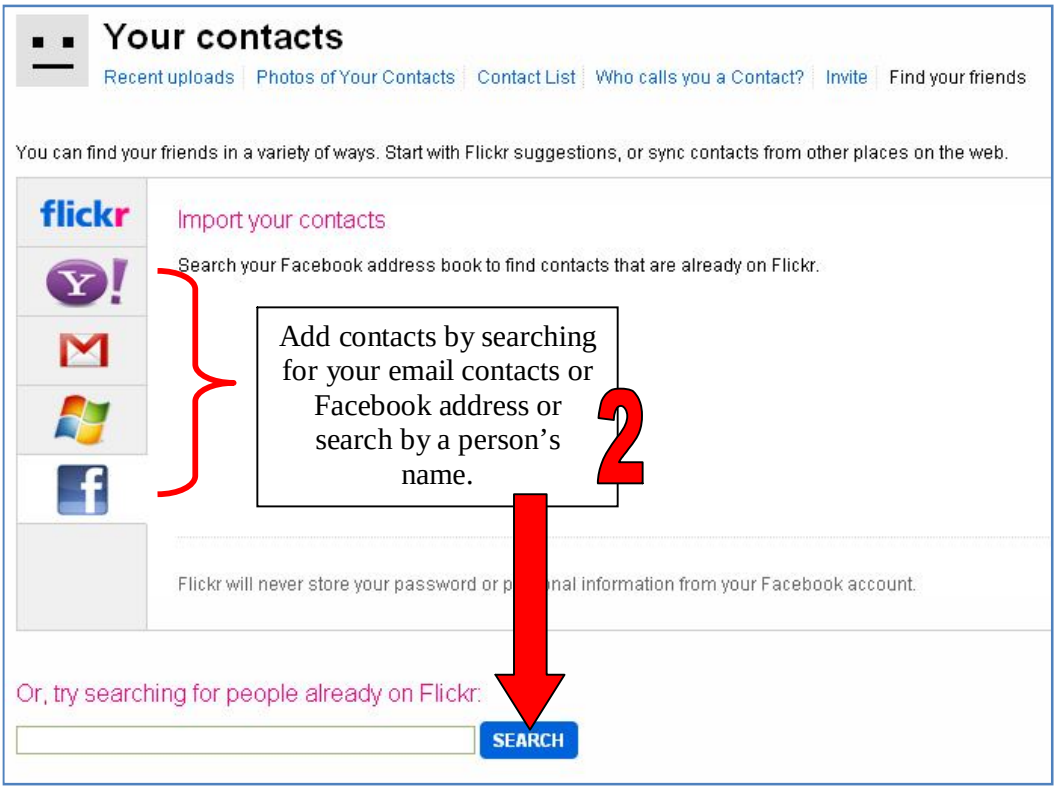
Now you have organized one set of pictures. 5

To leave the organizer, click your photostream. 6

STEP 6 Finding Friends

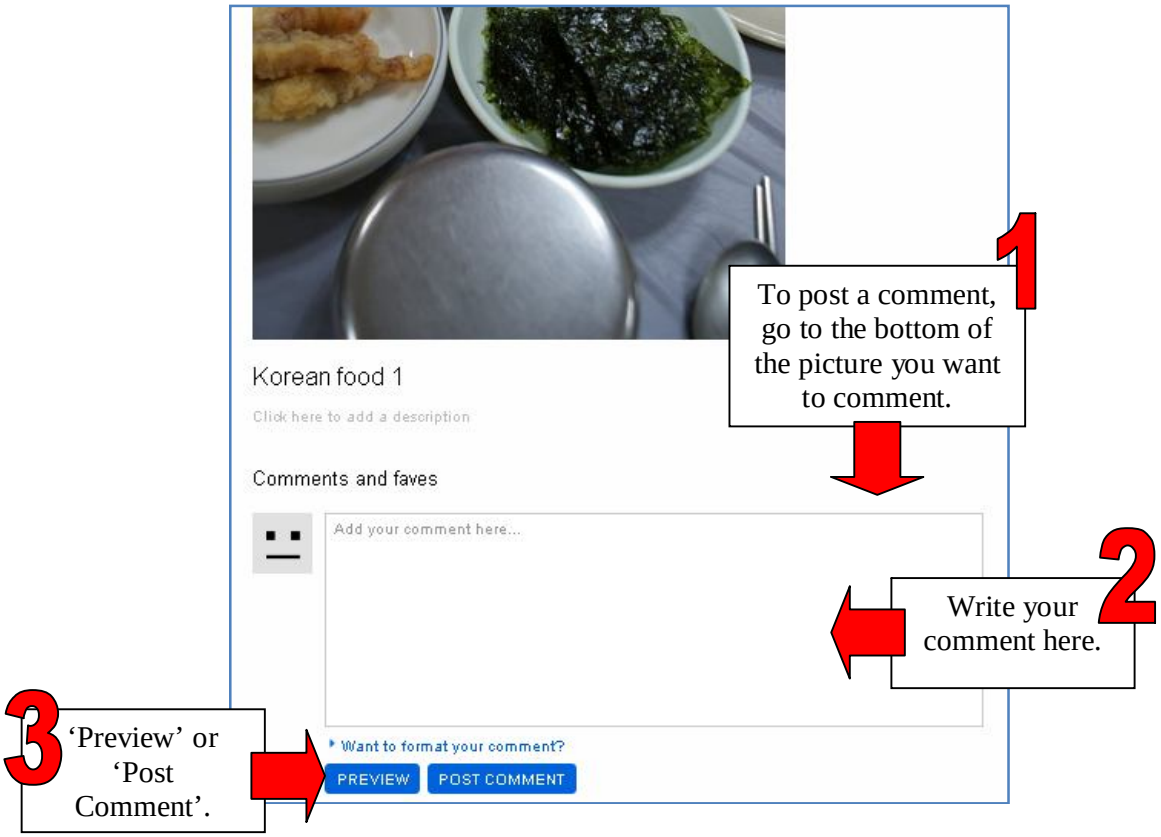


Go to your flickr Home page and click 'Find your friends on Flickr'. 1



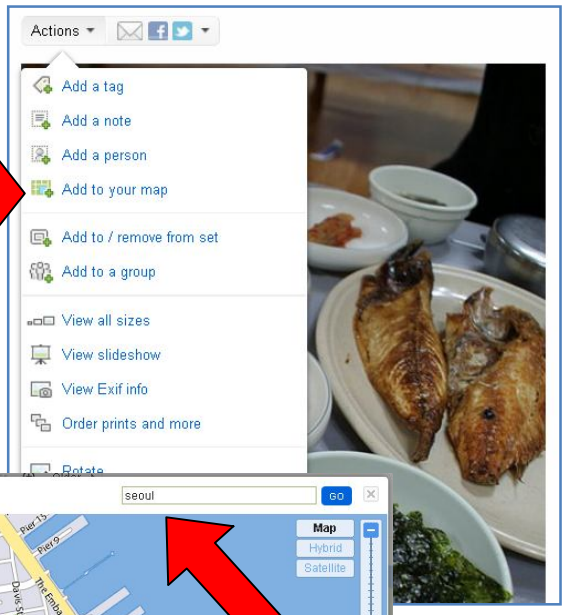
STEP 7 Adding Note

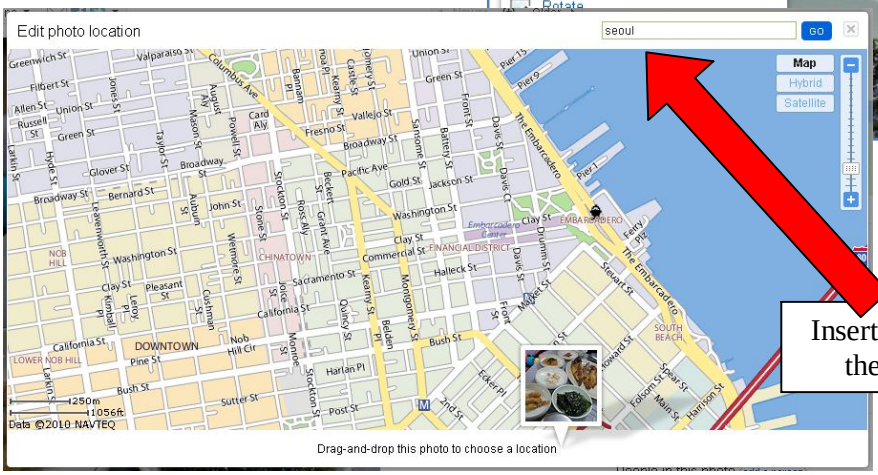
STEP 8 Posting Comment



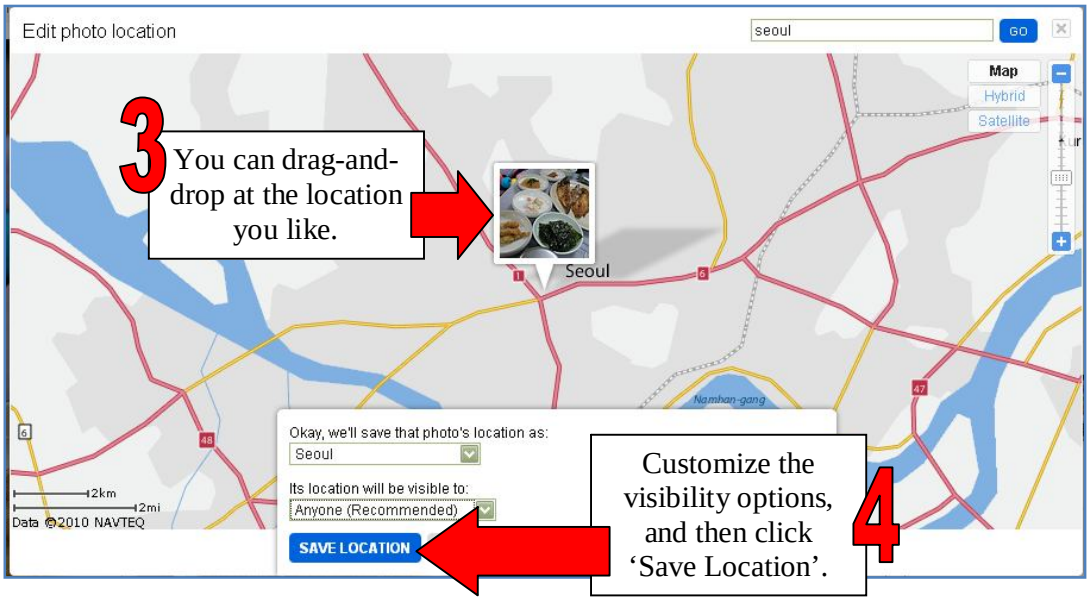
STEP 9 Adding Picture to Maps

1 Go to ‘Actions’ and click ‘Add to your map’.





2 Insert the name of the location.



3 You can drag-and-drop at the location you like.

4 Customize the visibility options, and then click ‘Save Location’.

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7 Things You Should Know About Flickr. 2010.
http://net.educause.edu/ir/library/pdf/ELI7034.pdf [27 May 2011]

Chapter 8
DROPBOX

WHAT IS DROPBOX?

Dropbox is a simple online virtual storage utility that allows you to make your files accessible from almost anywhere. Designed for those who are tired of e-mailing files to themselves and carrying around flash drives, Dropbox looks to revolutionize the way you store and share files.

(Source: http://acomputerblog.blogspot.com/2009/05/just-what-is-dropbox.html.)

BENEFITS OF USING DROPBOX

The following are some benefits of using Dropbox suggested by Chris Clark (2010):

1. Access it anywhere.
2. Use it on multiple devices (eg. – laptop, tablet, or smartphone).
3. Works across platforms – sync up a to-do list from a Windows machine and modify it on a Blackberry, Mac, Linux, iPhone, or Android device.
4. The app is optional – If the computer in your classroom that doesn't have Dropbox installed, you simply access your files from a browser.
5. Sharing –Set up a folder to be accessible by a specific set of Dropbox accounts.
6. Make items public – anything in "Public" folder is available to the world.
7. Back up essential files – everything save in a Dropbox folder is automatically copied, not only to "the cloud" but also to other devices connected to your account.
8. Keep files in sync – always have your most recent to-do list or folder of browser bookmarks.
9. Fewer things to forget – become less reliant on that USB flash drive or portable hard drive.

10. History – an account maintains 30 days of "undo", allowing you to return to last draft preparation notes if you are accidentally deleted that awesome anecdote.
11. Keep costs low –No fee for 2 GB of space. If need more space, it available with the reasonable and low fee.

WAYS OF USING DROPBOX

According to Ryan Battles (2011), Dropbox can be used in the following ways:

1. **Free backup**: Save any files in Dropbox and it will instantly have secure backup to Dropbox's servers.
2. **Restoring Previous Versions**: Anything in the Dropbox folder can be restored to a previous version, even deleted file.
3. **Public File Sharing**: Easily send large attachment to others without using email and worries about the file size. Upload the file to Dropbox and use the built-in public link tool to simply send a link to the recipient, where they can download the file at their convenience.
4 **Collaborating with Others:** Helps to have access to the same files and share a folder via Dropbox.
5. **Instant Mobile Viewing**: Store all documents within Dropbox, and use the Dropbox App to download them whenever you need to view it.

GET STARTED WITH DROPBOX

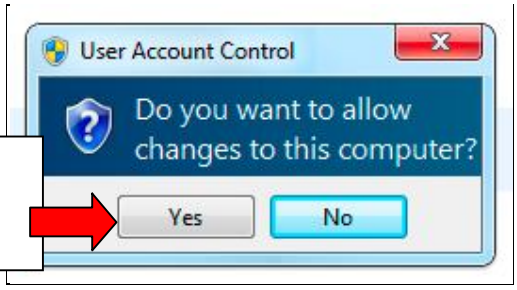
STEP 1 **Go to: http://www.dropbox.com/**

STEP 2 **Downloading Dropbox**

1 At the Dropbox page, click the 'Download Dropbox' button.

Then, run 'Dropbox.exe'. 2

3 Click 'Yes' to allow for installation.

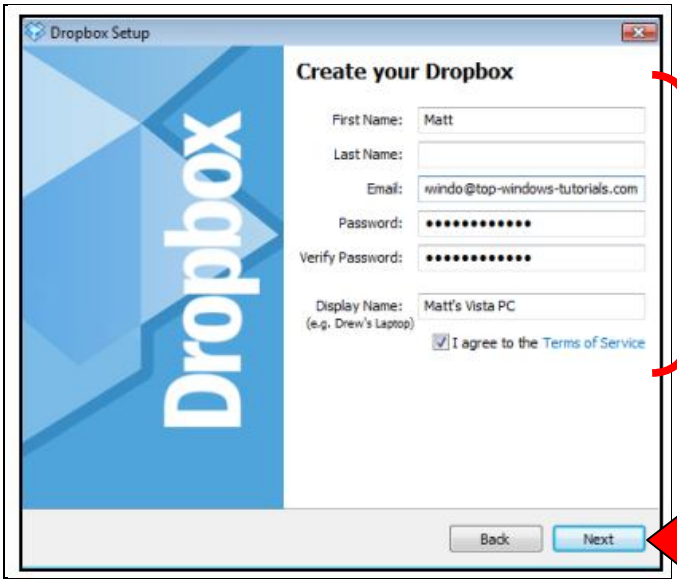


Then, click the 'Install' button. 4

STEP 3 Creating a Dropbox Account

1 If you do no have Dropbox account, click here.

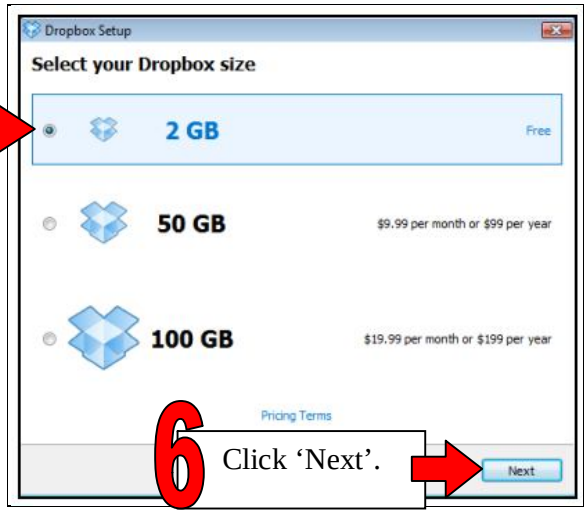
Then, click 'Next'. 2



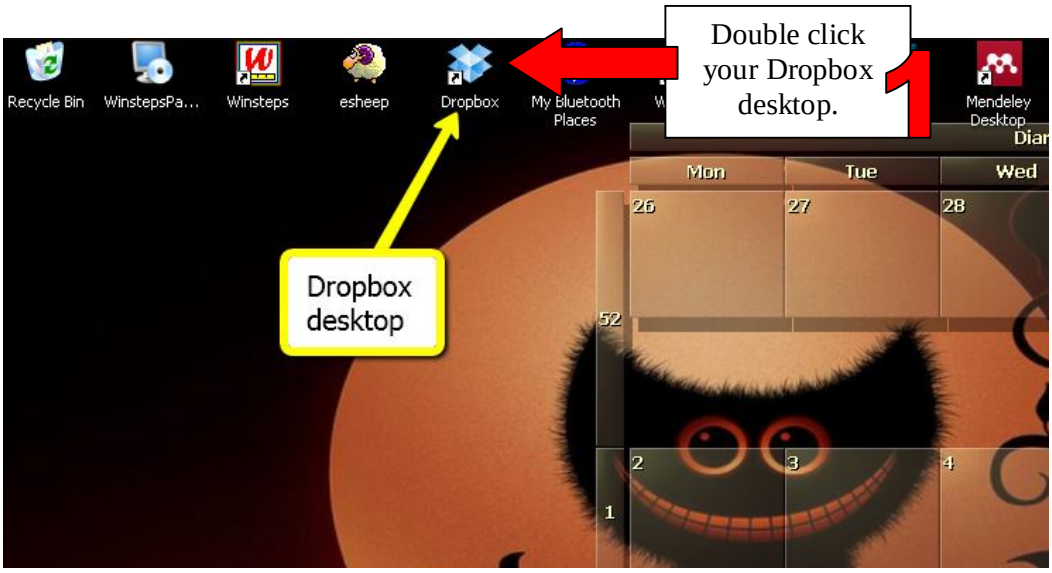
Fill in the information required. 3

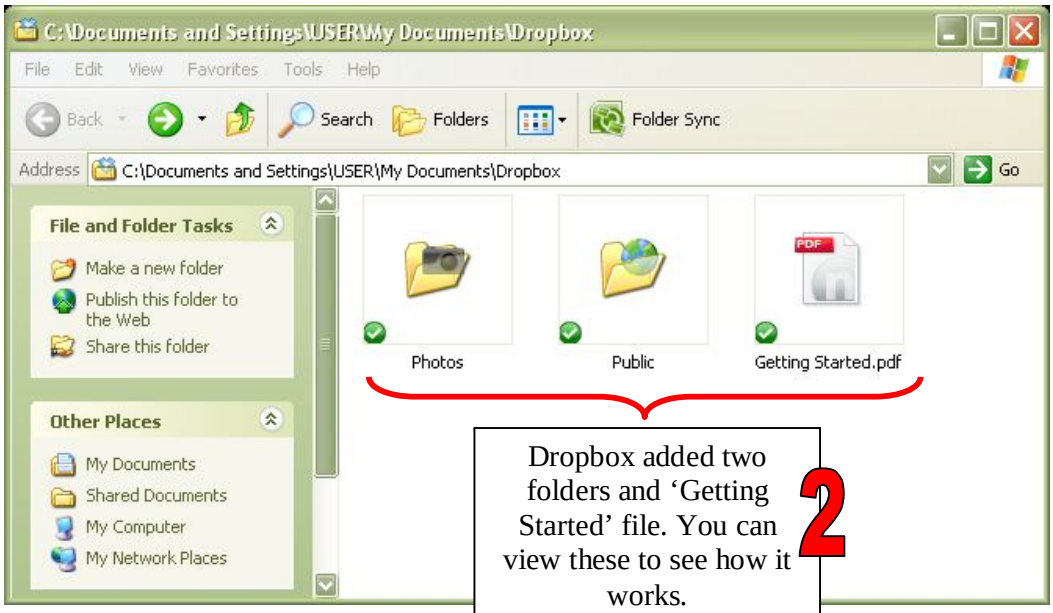
Click the 'Next' button again. 4

5 Choose your Dropbox size. If you want more size you can choose the paid account.

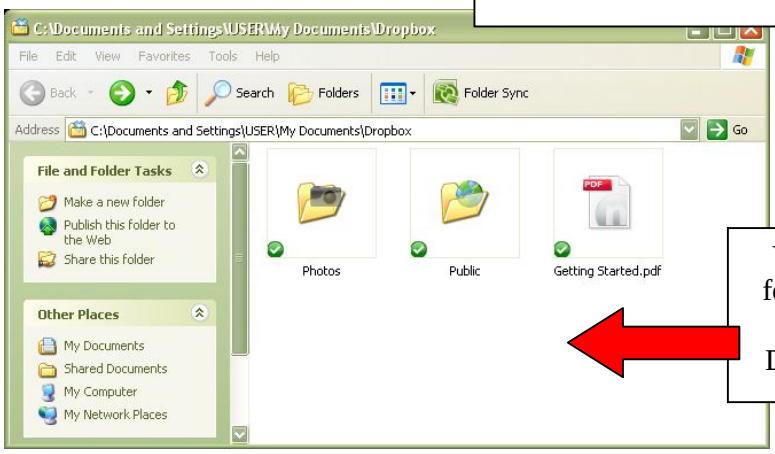


STEP 4 Dropbox Desktop



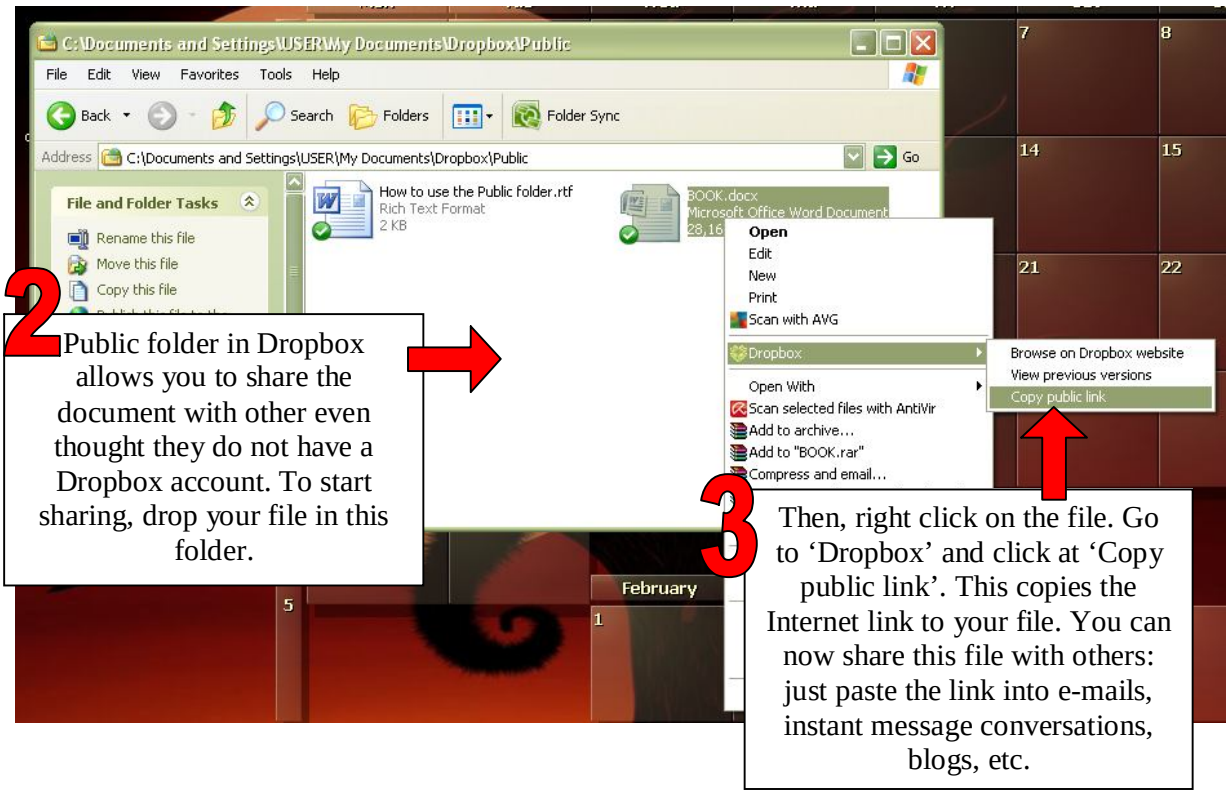


Dropbox added two folders and 'Getting Started' file. You can view these to see how it works. **2**

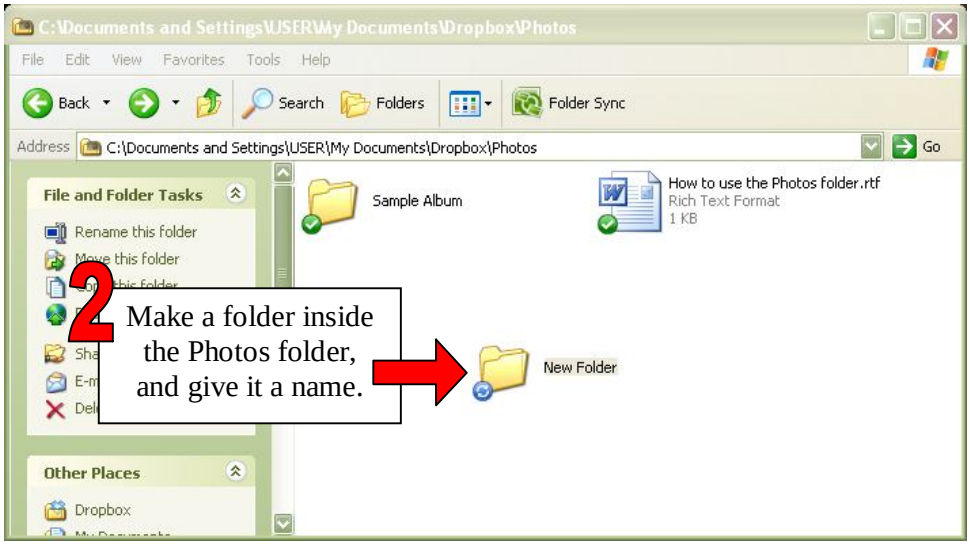


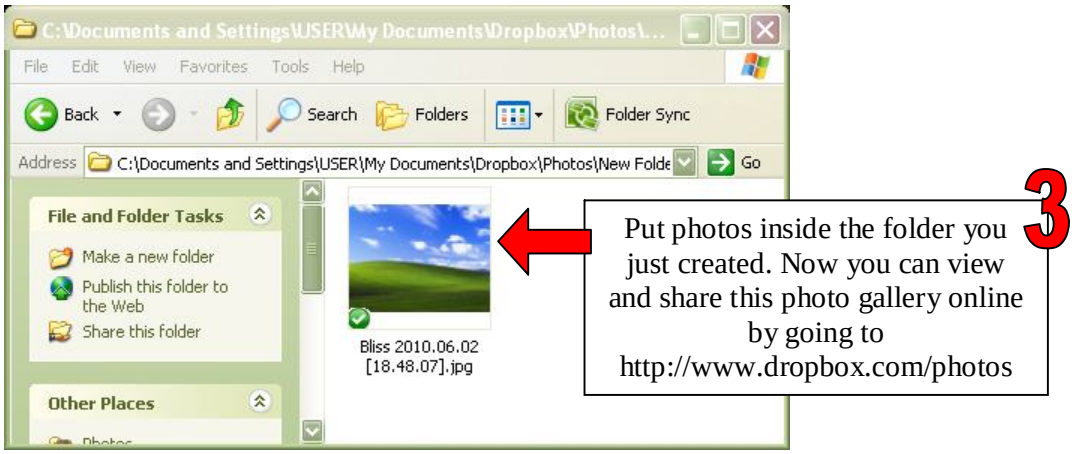
You also can add folders or drag and drop files in Dropbox Desktop. **3**

(a) Public Folder



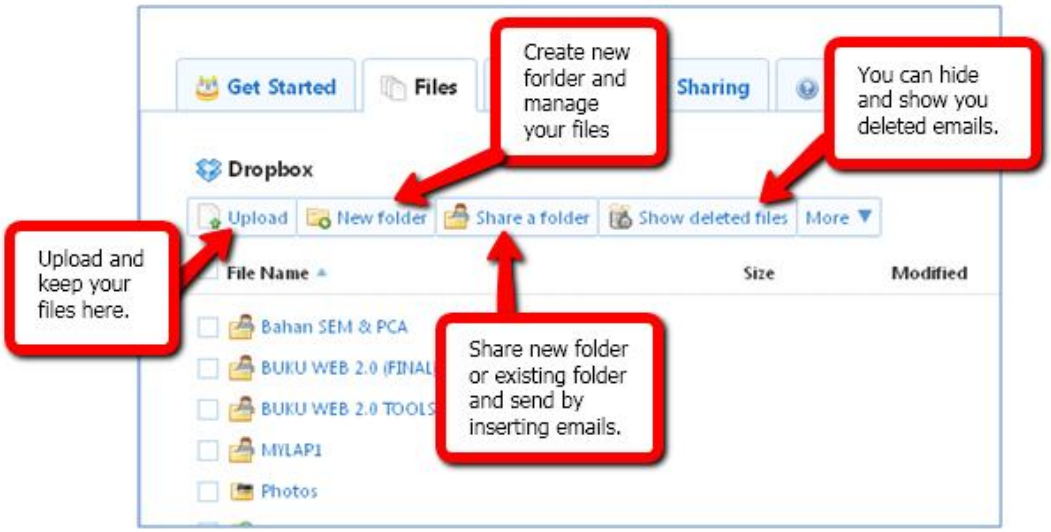
(b) Photos Folder



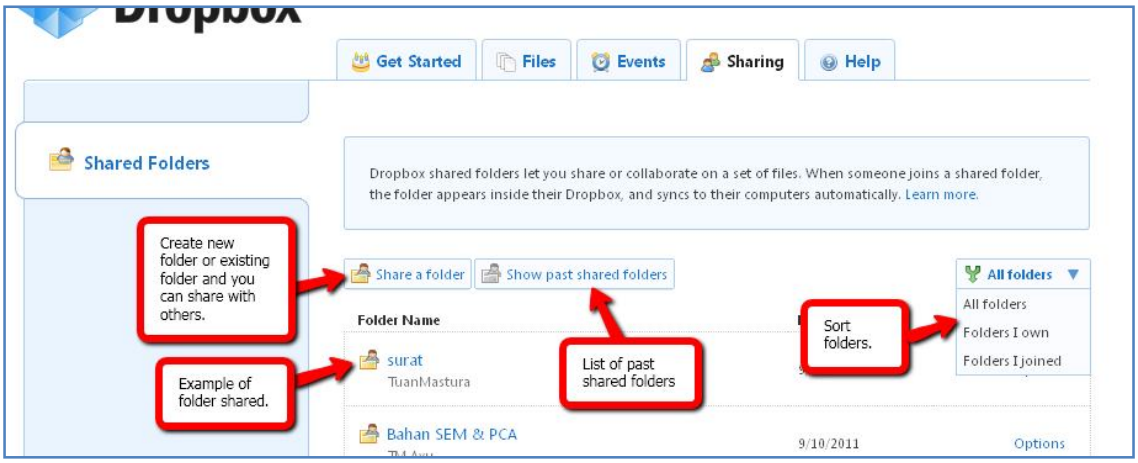


STEP 5 Dropbox Website

(a) Files toolbar



(b) Sharing toolbar



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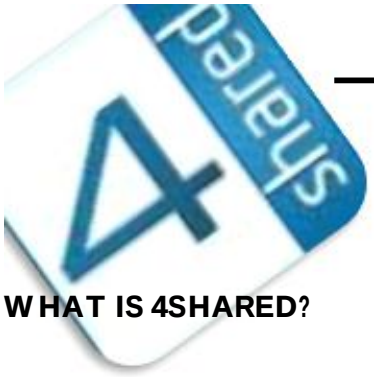
Chris Clark. 2010. A dozen benefits of Dropbox file storage – and some caveats http://ltlatnd.wordpress.com/2010/12/15/dropbox-benefits-caveas/ [16 November 2011]



Chapter 9
4SHARED

WHAT IS 4SHARED?

4Shared is a large online storage facility where Internet users store their text, audio, video, photo, and other files and share them. It is easy, handy, and free.

(Source: http://www.4shared.com/tutorial/)

ADVANTAGES OF USING 4SHARED

Advantages of using 4Shared for teachers are as follows:

- 4shared give 10 GB of the free space.
- It is really convenient if educators have many courses and students – no need to use any disks or flash memory storages. Just give the students the link to the 4shared account.

Advantages of using 4Shared for students are as follows:

- No fuss with USB-drivers, 10 GB for free space is a great amount for educational data.
- Can access from any computer (or even a phone) with Internet connection.
- Less time for online searching of the necessary materials.
- Easy platform to share your opinions about the materials.
- Great tool for peer-reviewing (students can upload their works and share them, so that everybody they give an access could write his/her opinions).

(Source: http://blog.4shared.com/study-4shared/)

GET STARTED WITH 4SHARED

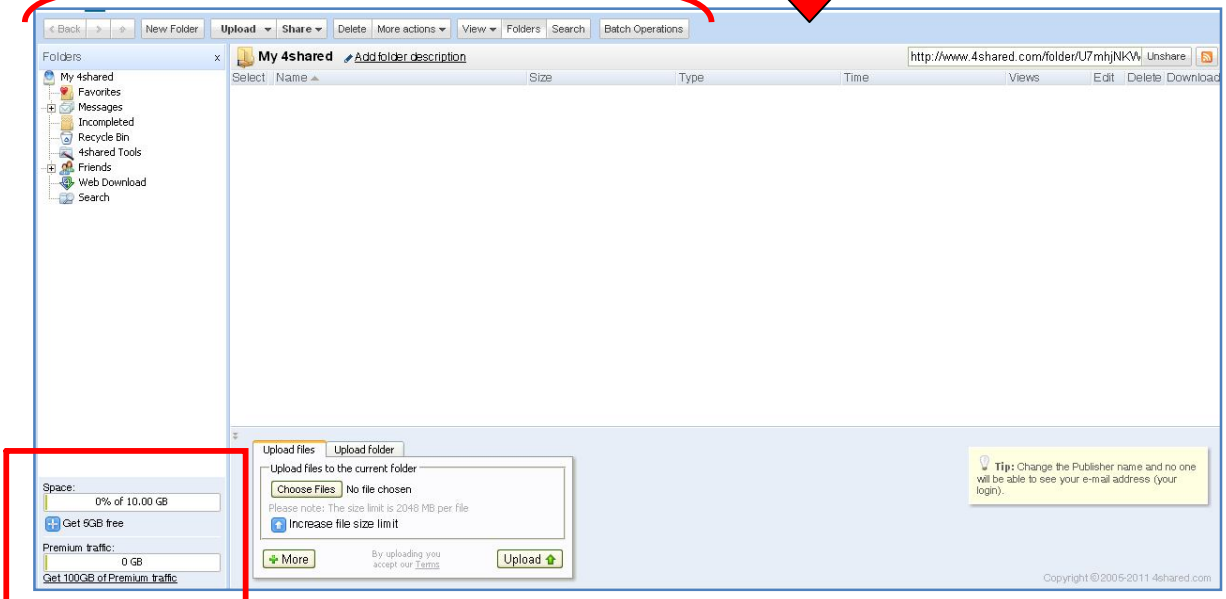
STEP 1 **Go to: http://www.4shared.com/tutorial/**

STEP 2 **Sign Up**

STEP 3 4Shared Account

2 4Shared toolbar for uploading and sharing files.

1 Once you have logged in go to 'My Account'.

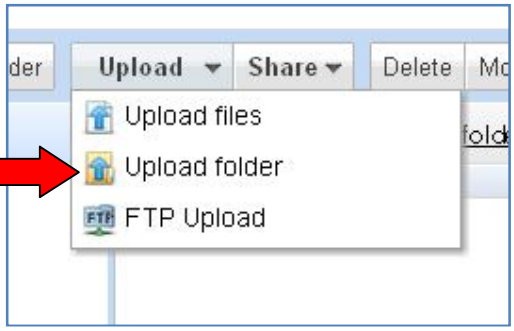


3 Percentages of the space you have used.

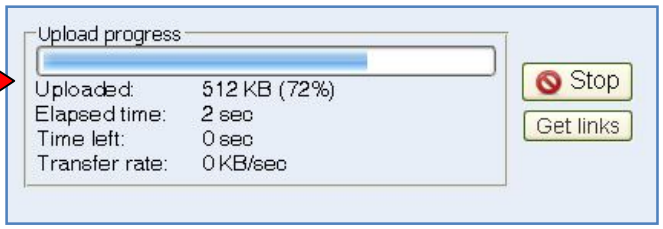
STEP 4 4Shared Toolbar

STEP 4 Uploading files

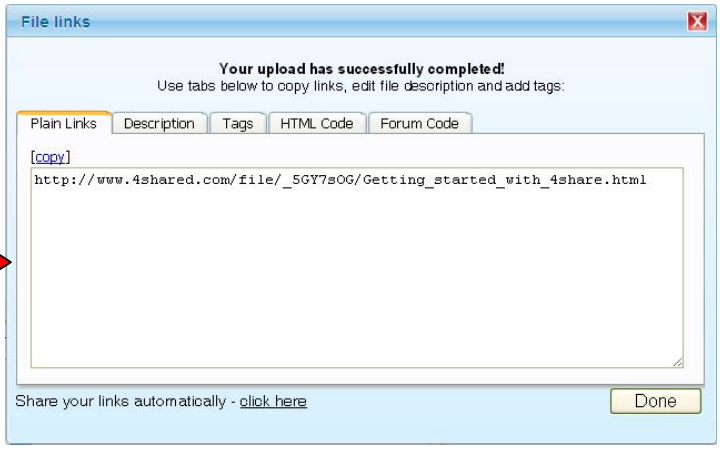
1 At the 4Shared toolbar. Go to upload and choose 'Upload files' or 'Upload folder'.

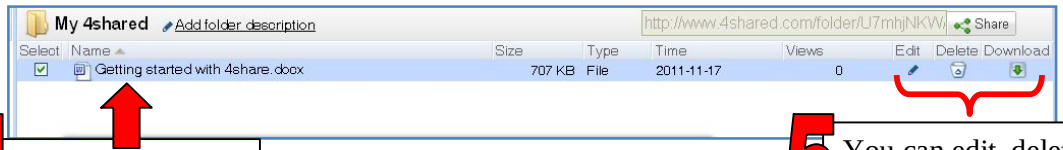


2 Now your files will start uploading.



3 At the same time, this window will be viewed. You can copy the link given to share the file you have uploaded with others.





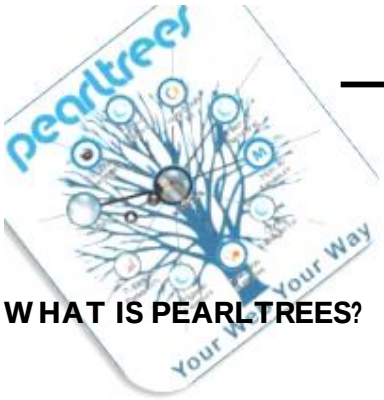
4 When the uploading process is done. You will be able to see the file you have uploaded in your account list.

5 You can edit, delete and download the uploaded files.

REFERENCES

http://www.4shared.com/tutorial/ [17 August 2011]

http://blog.4shared.com/study-4shared/ [17 August 2011]



Chapter 10
PEARLTREES

WHAT IS PEARLTREES?

Pearltrees is a fascinating and innovative new social networking site that is centered on communicating common interests in a visually interesting and complex manner. Pearltrees uses the concept of organizing individual topics and overall subject matter within user defined points of data, the 'pearls' from the title, which connect webs of content, serving as the 'tree' portion of the title. Once these trees are created, all springing from the central point of a user profile, creates a repository of what a person is interested in their life and online experience. By searching within Pearltrees, you can access other user's pearltrees, grab the trees that you find interesting and attach them to your own pearltree. You can access the wealth of information, shares specific interests and store it to access it later. In certain ways, Pearltree is a tool for sharing an entire archive of bookmarks, an exciting method in explaining the thought behind the organization of information.

(Source: http://webupon.com/social-networks/the-advantages-and-innovations-of-pearltrees/)

WAYS TO USE PEARLTREES

The following are some ways to use Pearltrees suggested by Oliver Starr (2011):

1. To give meaning as well as context to what user find on the Web. Pearltrees lets users select, organize and manipulate the web in meaningful ways. Pearltrees allows users to create personal library of web content that user want to organize and preserve. It makes it easy to classify whether that content is videos, research for work project or simple topics users find interesting.

2. To archive user favorite online discoveries.

With Pearltrees, nothing gets lost as the account is organized similar as a personal library to the way and it's always at hand when a users wants it.

3. To re-use what you have done.

Pearltree allows users to easily retrieved previous results from the first time it has been use. Pearltrees allows users to create his/her own personal "memory of the Web."

4. To find rare content in your areas of interest.

Users can benefit from the curation of others. The collective efforts of a community of like-minded people can vastly accelerate users own personal discoveries.

5. To "Team Up" and curate collaboratively.

Organizing content with a group of people who share the same passion is a unique experience to Pearltrees's user. Every time a user return to a team pearltree, it is likely new content will be added.

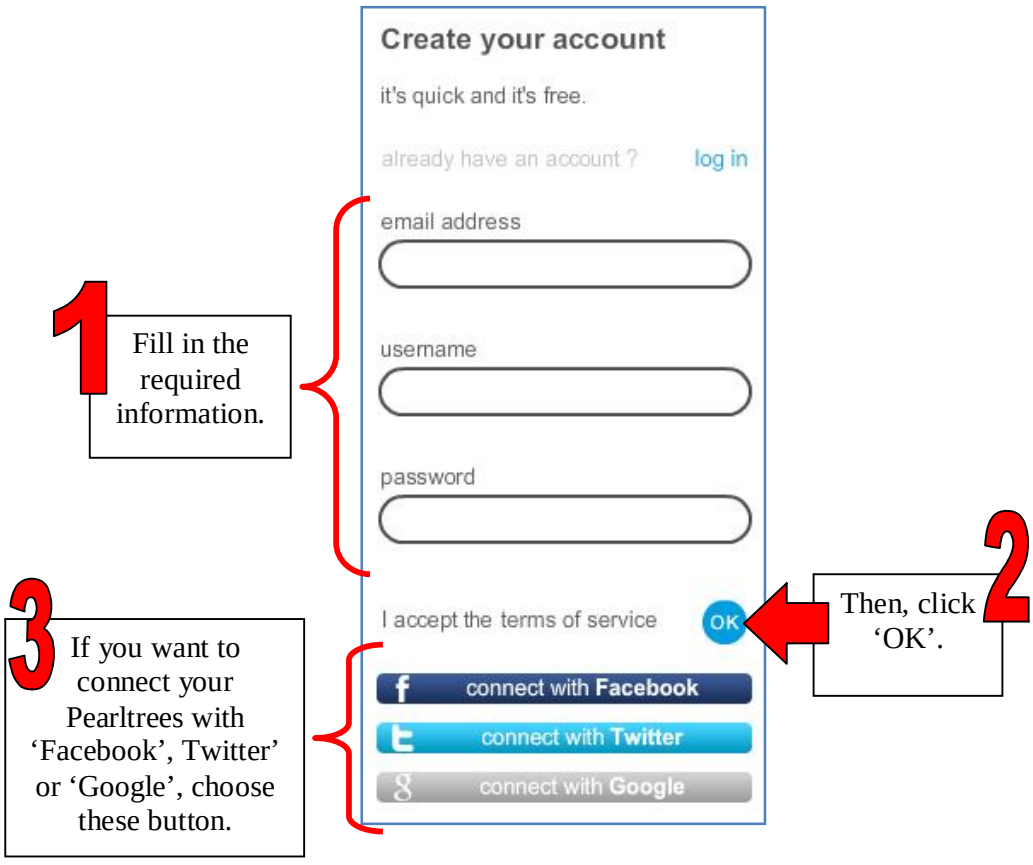
6. To share the web pages you have curated with a single click.

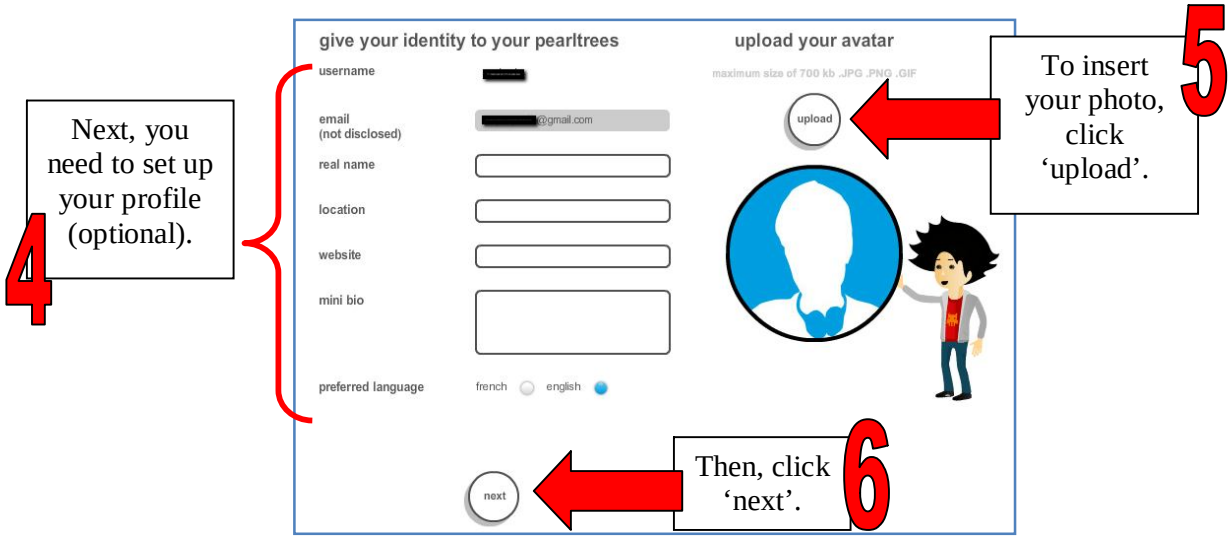
Users can share an entire curated collection on the subject among friends with a single click with friends.

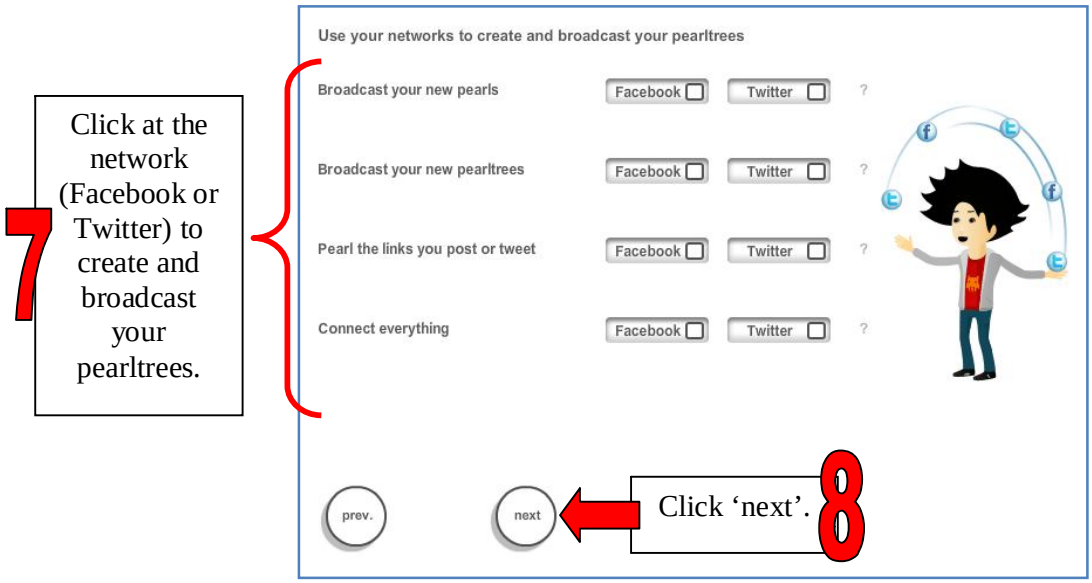
GET STARTED WITH PEARLTREES

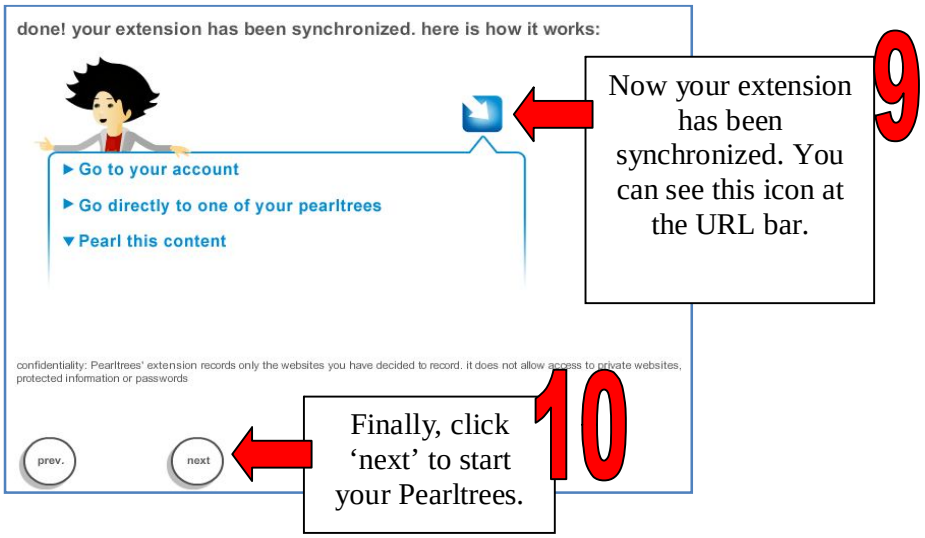
STEP 1 **Go to: http://www.pearltrees.com/**

STEP 2 **Create an Account**

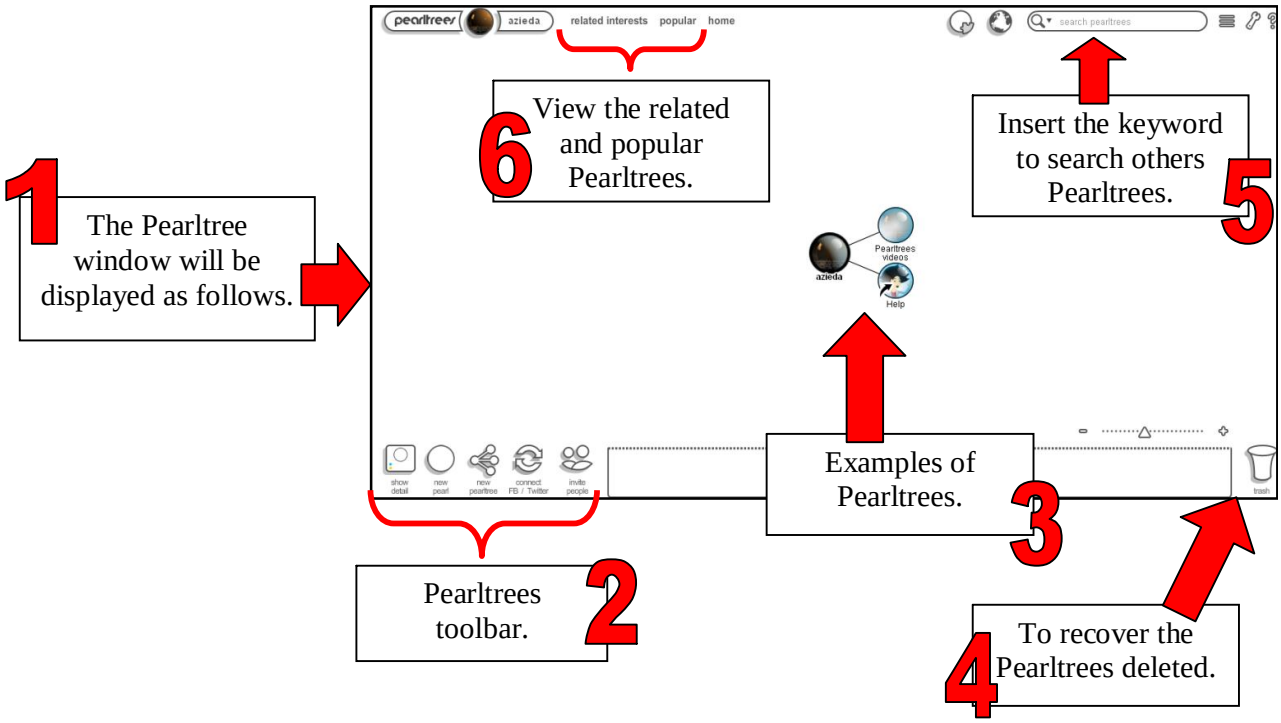


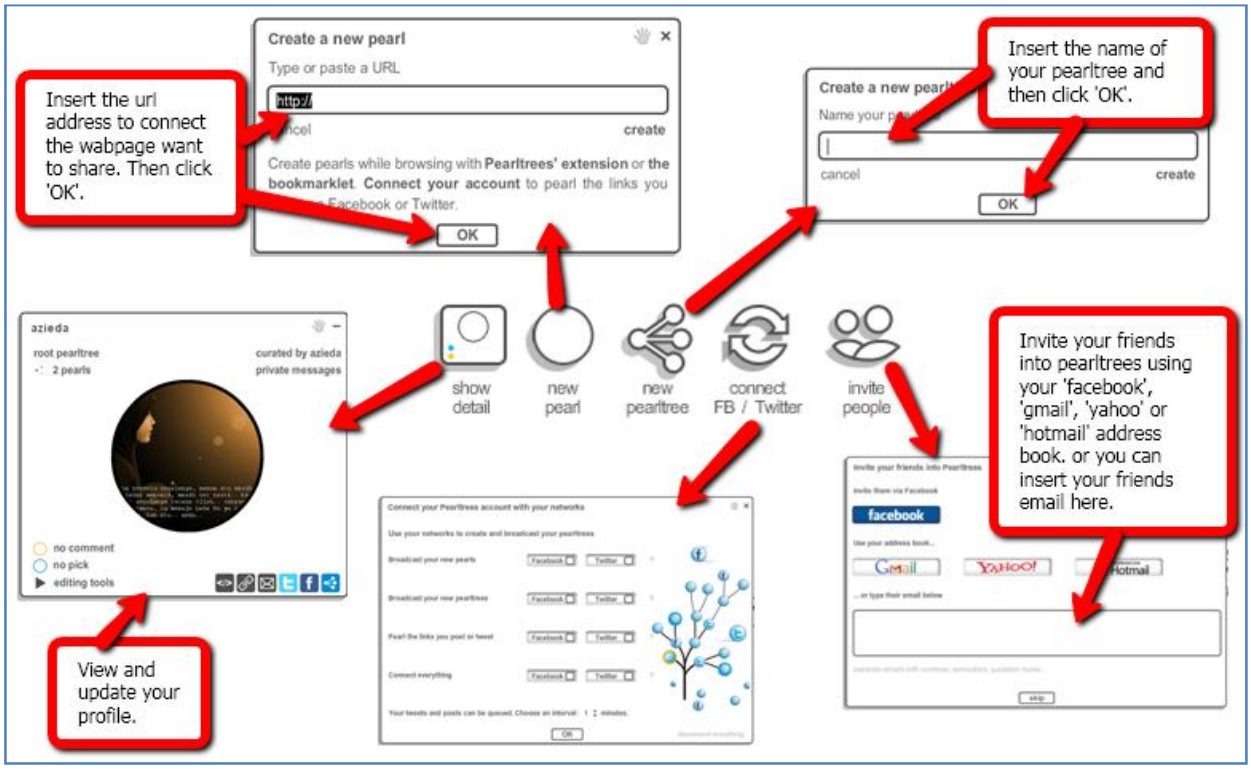

Next, you need to set up your profile (optional).
4
give your identity to your pearltrees
upload your avatar
username
email (not disclosed)
real name
location
website
mini bio
preferred language
french
english
maximum size of 700 kb .JPG .PNG .GIF
upload
To insert your photo, click 'upload'.
5
next
Then, click 'next'.
6


Click at the network (Facebook or Twitter) to create and broadcast your pearltrees.
7
Use your networks to create and broadcast your pearltrees
Broadcast your new pearls
Broadcast your new pearltrees
Pearl the links you post or tweet
Connect everything
Facebook
Twitter
prev.
next
Click 'next'.
8

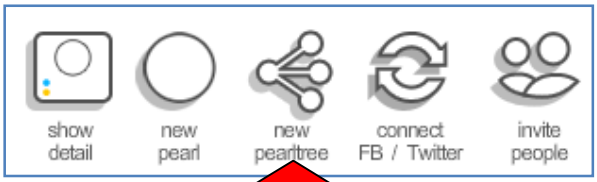


STEP 3 Pearltrees Toolbar





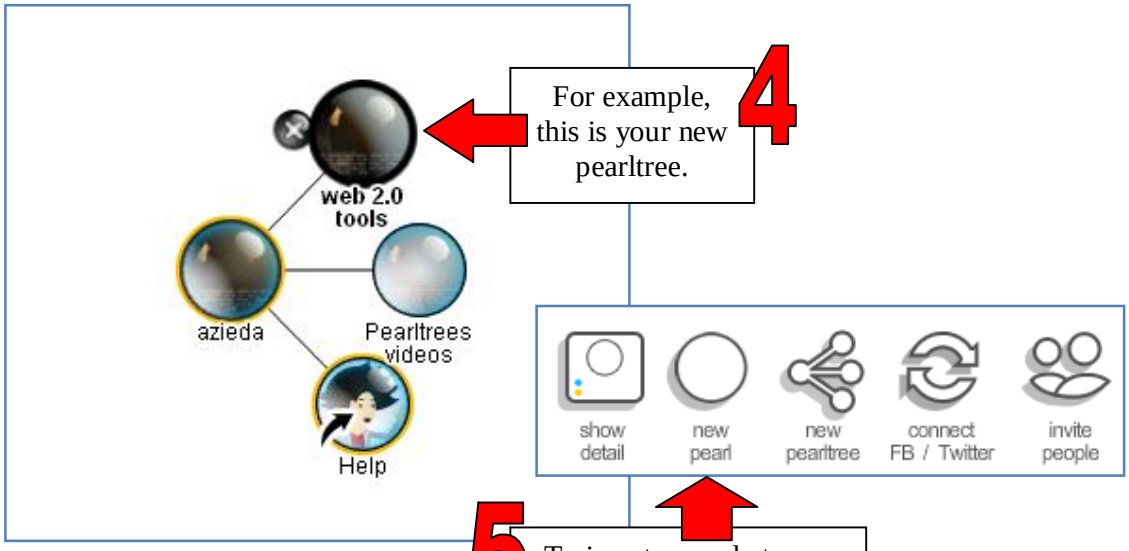
STEP 4 Creating a Pearltree & Pearl



1 At your Pearltree page, click 'new pearltree'.

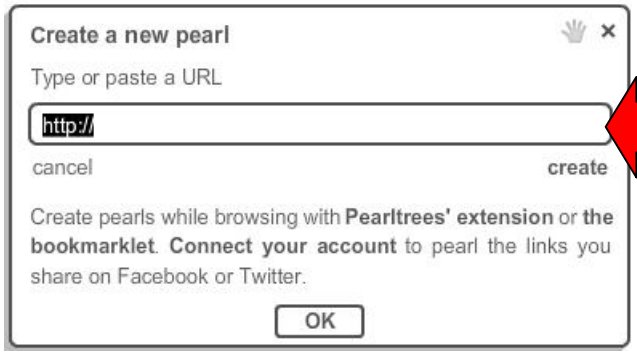
2 Then, insert the name of your new Pearltree.

3 Click 'create' and then click the 'OK' button.

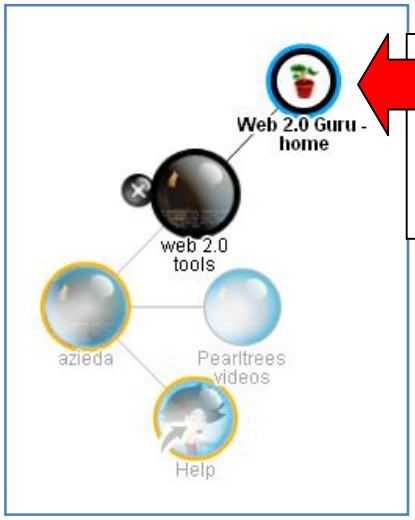


For example, this is your new pearltree. 4

5 To insert a pearl at your new pearltree, click 'new pearl'.



Insert the url address you want to share related to your peartree. Click 'create' and then click the 'OK' button. 6



This is your newly created pearl. Now, you can create as many as you want and share them with your friends. 7

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http://webupon.com/social-networks/the-advantages-and-innovations-of-pearltrees/ [18 November 2011]

Oliver Starr. 2011. 6 reasons to use Pearltrees. http://www.tgdaily.com/software-features/55373-6-reasons-to-use-pearltrees [18 November 2011]