Working With Technology

1. **Jing, Snagit, and Camtasia** are FREE and/or pay for use software programs that provide the capability to do annotated screen captures, animation, and multimedia work at: http://www.techsmith.com/products.asp.

2. **Moodle** - an open source (FREE) software package - is used world-wide (700,000+ educators) as a course management system. We've transferred our course management system from Angel (Blackboard = expensive and very structured), to Moodle on our new site,at: http://spacetec.us/moodle/ (enter as a guest). You can obtain the software and instructions at: http://moodle.org/.

3. **WordPress** is an open source (i.e., FREE) software package developed for blogs (social networking is a big deal for younger people). We built our web site using WordPress and you can see it at: http://spacetec.us/wordpress11/. WordPress is available in two versions – one free and one requiring a web host – at: http://wordpress.org/about/.

4. **Survey Monkey** is a FREE site that supports development and administration of custom surveys at: http://www.surveymonkey.com/. There are limits on the free functions (ten questions or less, 100 or fewer participants, no easy way to print out results) but you can eliminate those limits for $200 per year if you find you need it.

5. **Google Mail** is a FREE email system providing web-based services that have grown to cover a variety of functions including multiple email addresses, calendars, contact lists, distribution lists, photos, readers, maps, and much more. **Google Docs** has evolved into a powerful online collaboration tool that allows simultaneous editing for documents, drawings, presentations, spreadsheets, etc. You can get all of them through Google at: http://www.google.com/. Start with Google Mail for access.

6. **YouSendIt** is a FREE large file distribution service that allows you to send links to files up to 2 gigabytes to anyone you wish or to use your website with no restrictions. See it at: https://www.yousendit.com/cms/compareaccounts and at: https://www.yousendit.com/. Use it for files too big for email.

7. **Constant Contact** is an online marketing system that we used to replace our print/mail newsletter, saving thousands of dollars per year and expanding our dissemination. Based on email, it uses templates that speed production of repetitive distribution. You can get a 60-day FREE trial at: http://www.constantcontact.com/index.jsp.

8. **YouTube** is a FREE video hosting service at: http://www.youtube.com/. It accepts up to 2 gigabytes of online streaming video and an unlimited number of uploads of anything you choose to provide. It includes cataloging capabilities and privacy provisions so you can either open it to anyone or restrict it to groups or even named individuals. Examples include: http://www.youtube.com/watch?v=Rk9s-2hb3Cs&feature=youtu.be and http://www.youtube.com/user/spacetec11?feature=mhum#p/u/5/QWXZkP11K0Y.

9. **PayPal** is a FREE online funds management service to send money, make an online payment, receive money, or set up a merchant account. It's safe, secure, and reliable. You can sign up at: https://www.paypal.com/.

10. **TinyURL** is a FREE online software service that allows you to shorten ANY web URL to half

TinyURL.com
Making over a billion long URLs usable! Serving billions of redirects per month.

or less the length of the original web address. We use it for our online course reference materials linking to other sites. Use it at: http://tinyurl.com/.

11. **Surveydaddy** is a FREE site that provides a simple survey tool with reporting capabilities.

Surveydaddy

A paid version offers expanded use and broader reporting. Log in and sign up at: http://www.surveydaddy.com.

12. **Weebly** is a free, template based, meaning you get to choose from a selection of standard themes and pages already formatted to fit whatever kind of site you want to run. To use it, go to http://www.weebly.com. register, and follow the prompts to set up and create your site. It couldn't be easier, is completely free, and nothing goes out on the Internet until you "publish" it. Once you publish it, you can edit and change everything on your site, so maintaining it is a breeze. If it fits your needs, there is nothing faster or easier to use.

13. **Yola**, like Weebly, is free, requires no domain name, and is built on a template system. It sports more sophistication and flexibility by linking to fee-based services and providing 35 apps in eight categories, including maps, shopping carts, and the usual basic elements for text, multimedia, etc. Yola is "drag and drop" for on-screen editing, making it easy to change and flexible. You can experiment with new apps on your computer screen and see what it will look like before it is published. If you need more power, try yola.com at http://www.yola.com.

14. **Facebook** is a free social networking site providing a place on the Internet where people can link to "friends" and others to share common interests and activities. Location services and access to mobile devices allow users to share experiences for any venue – travel, restaurants, family gatherings – anything that might interest others. You must register and create a personal profile, add others as "friends "to provide them access to your posts and photos, and exchange messages, including automatic notifications of changes such as when you update your profile. You can join user groups; link with people in your workplace, school or college; or initiate your own groups sharing similar interests. See: http://www.facebook.com.

15. **Twitter** is a free social networking service that provides instant access to users world wide who want ot send and receive instant messages known as "tweets" that are 140 characters or less in length. People on Twitter often stay in touch constantly, sharing every aspect of their lives. The trick is to say what you want in those 140 characters. Fun but challenging! See: http://www.twitter.com.

16. **LinkedIn** is a free networking site for professionals, providing work-related services similar to Facebook but for more formal relationships. It is used mainly to build a professional resume' and link people to anyone sharing a similar focus such as similar businesses and jobs. World-wide in scope, LinkedIn supports multiple languages, more than 150 million users and is accessed by over 200 countries. It is presently the largest network of its kind. See it at http://www.linkedin.com.