# Recommended Teaching and Learning Tools
Updated: May 2010

## Lectures and Presentations

**Recorded Lectures** - There are a variety of ways that that instructors can create and distribute asynchronous lectures.  Instructors may use any of the following tools and platforms to help them create audio and video lecture content.

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| Digital Audio (Podcasts) creation tools | audioBoo<br><br>AudioBoo is a free, simple to use audio creation tool. Using either the web, an iPhone or an Android Smartphone you can make a simple 5 minute audio podcast.  Download your "Boos" to iTunes, too.<br><br>**Support Level:** ● | GarageBand is a very comprehensive, easy to use, podcast creation tool.  Part of Apple's **iLife** suite of tools, iLife and GarageBand can be downloaded at software.memphis.edu (Mac)<br><br>**Support Level:** ● | Audacity<br><br>Audacity is free, open source software for recording and editing audio. The tool requires an investment of time to become proficient and to use many of its outstanding features.<br><br>**Support Level:** ● |
| [Podcast Delivery tool and Podcast Repository](#) | Podcast Central ● <br><br>Podcast Central is the University's digital repository for all local podcasts.  Podcast Central uses a simple publish and subscribe platform for delivering digital content.  Based on the T.V. model of a series with episodes, instructors can control access  to their specific course content.  Students can access course content via iTunes or through a web-based interface. | | |
| Lecture Capture - digital video (Vodcasts) creation tools | Jing ● <br><br>Jing is a free, light-weight version of Camtasia.  It combines screen captures with screen casting.  Screencasts can only be up to 5 minutes in length however, the tool is very simple and easy to use. | ● <br><br>Adobe Presenter 7 allows you to record audio along with your Power Point Slides.  The product has a nice quiz feature and you can easily integrate your web-cam into your presentations, too.  Adobe Presenter is part of the Adobe Acrobat Professional Extended suite and can be purchased at software.memphis.edu. (PC) ($) | ● <br><br>Camtasia Studio (6.x) is a full-featured screen capture and editing product.  With lots of high-end editing capability, Camtasia has a bit of learning curve; however, it produces high-quality video output. ($) |

## Lecture Tools - *Continued*

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| **Live Digital Lectures** - Often times there is a need to broadcast live, synchronous lectures over the internet to students.  The following tools allow instructors to easily conduct live, virtual lectures from their computer to remote students. | | | |
| Live Lecture and Conference tools - These tools facilitate live course lectures with full presentation capabilities. | dimdim is emerging as one of the best and preferred web-conferencing tools for the teaching and learning space.  Dimdim allows instructors to deliver synchronized live presentations, chat, whiteboards and web pages, and share their voice and video over the Internet.  Contact the ALC for access to a dimdim room. | Adobe Connect Pro is a full featured, live virtual classroom.  Connect Pro has many features to conduct live, virtual classes.  Some advanced features includes breakout rooms, feedback tools and screen sharing. ($) | uSTREAM is a free, live video streaming service that instructors may want to use at times to conduct real-time lectures in a classroom broadcast format.  In addition to your computer, you will need a decent video camera and a quality audio source to broadcast via uStream. (To avoid the advertising of the free grant model, your stream can be "embedded" into an existing web page.) |
| **Presentation Tools** - This section contains a variety of tools that allow instructors and students to make visual presentations both in a physical classroom setting, or through a digital presentation format. | | | |
| Classroom Slide Presentations | | **MS - Power Point** - Part of the MS Office suite and is available to all faculty.  MS Office can downloaded at software.memphis.edu (PC and Mac) | **Keynote from Apple** is available to all faculty.  Keynote is part of the iWorks Suite from Apple and can be downloaded at software.memphis.edu - (Mac) |
| On-line or web-based presentations tools | Animoto is a free service that will automatically turn your photos, slides, videos and audio into full-motion, web-based slide show.  Animoto is very easy to use.  Modest fees apply for additional services. | Google Presentations - Part of the Google Docs family, this on-line tool allows you to publish your presentation via the web or share it using real-time viewing.  You can import .ppt and .pps (PowerPoint) slides directly into the tool, too. | From within a slide-based format you can create a visual artifact that can be embedded in any site (including a blog post) that anyone can leave a comment in one of five ways: by an audio comment, recording a video comment, a text comment, uploading a file, or leaving a phone comment.  Fees for additional services apply. |
| Digital Posters | Glogster - EDU is interesting new way to have digital "poster sessions" without content posted on a static piece of poster board.  Instructors/Students can simulate having to present and talk about their subject using a virtual poster. | | |
| Timelines | This tool is a free web-based timeline that can contain text, images and video.    Lots of graphical timelines have already been created and can be reused. | | |

## Discussions

Asynchronous Discussion Tools - Textual based tools that allow students and classes to share descriptions, news, opinions and commentary on any defined subject

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| [Blogs and Discussion Boards] | **@Courseware** Within the University's Learning Management System (*Desire2Learn* ) there is a discussion board tool and a basic blogging tool.  The functionality of the D2L discussion tools is limited to discussions within a particular course. | **Blogger** Blogger is a free blog service that anyone can subscribe to and use.  As part of the Google Apps toolset, Blogger is a very simple way to get started with creating and maintaining your own blog that you can share with others. | **WORDPRESS** $\mu$ WordPress MU is free and allows for unlimited blogs with unlimited authors.  An example of a university using Word Press MU: http://tinyurl.com/q2gkvy |
| [Wiki] | UMwiki is the enterprise wiki for the University of Memphis.  It runs on the popular Confluence wiki engine.  UMwiki allows you to instantaneously create a collaborative learning space - via a very simple interface.  UMwiki gives you several advantages over other free wiki tools since it is already integrated with the University's authentication systems.  Single sign-on access is also available through the My Memphis portal. | | |
| [Micro-blogging] | **twitter** The default interface of Twitter.  This classic interface allows you to create unlimited "micro-blogs" 140 characters at a time. | **PLURK** Plurk is an alternative micro-blogging tool.  Like Twitter, Plurk allows users to send updates via short blogs,  Plurks show up on the user's home page via a timeline and lists the received updates in chronological order. | |
| Social Media Aggregators | **friendfeed** FriendFeed is aggregator for Twitter, Facebook and Google.  Gives you a  simple interface to manage your micro-blogs. | **Tweet Deck** Tweet Deck is an outstanding aggregator that extends the functionality of Twitter.  Allows you to manage your Twitter/Facebook followers, posts and Direct Messages from one comprehensive interface. | **hootsuite** hootsuite is one of the most robust aggregators available.  You can login to hootsuite from any location to access to many of the popular social media sites.  Hootsuite promotes its brand as, "the professional Twitter client." |

**Course Communications and Student Feedback Tools** - Real-time chat, point-to-point audio calls, e-mail and student survey tools.  These tools can be used for a variety of uses including lectures, presentations, external guest participants, collaboration projects and student responses.

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| Live Chat and Talk | **@Courseware**<br><br>Within the University's Learning Management System (*Desire2Learn* ), there is a basic live chat tool.  The functionality of the D2L chat tool is limited to chats within a particular course. | **Google talk**<br><br>AIM, Yahoo Messenger and Google Talk are the three most popular free chat clients.  Each of these chat tools are very easy to use.  Each tool has its own set of unique features. | **skype**<br><br>skype is a free, easy to use voice product.  Via the internet you can make free, point-to-point calls.  Though not an absolute requirement - skype works best with the addition of a combo mic/headset,(quality mic/headsets are now under $30.)  A webcam makes the skype experience even better. |
| [Formal Communications] | **MS Outlook and Exchange** - University e-mail is an official form of communication at the U of Memphis.  To facilitate greater communications between instructors and students, class e-mail list have been created each term by course and section.  For more information about class email lists, go to: AskTOM | | |
| Student-based responses and polls | **Poll Everywhere**<br><br>Text-based responses to an embedded web page or Power Point Slide.  Response can be entered via SMS texting (student's cell phone), the web or directly through Twitter.  Free for 32 participants but you can have multiple questions.  Fees for more participants and for multiple instructors. | **Polldaddy**<br><br>Polldaddy is similar to Poll Everywhere.  Polldaddy has a basic free version that is limited to 100 responses per month, 10 questions per survey with unlimited polls.  Low fees apply for additional access and services. | Interwrite PRS is the standard "clicker-based" response system at the UoM.  There is no charge for the start-up kit for instructors.  Students must purchase clickers to participate to the response system in your class.  Consultation with the ALC is required before you can use this system. |
| Web-based survey tool | **Google docs**<br><br>Google Docs - **Forms** -- is a very rudimentary forms tools that is part of the Google docs suite of applications.  You can deliver question and answer-based forms via e-mail to students. | **SurveyMonkey.com** *because knowledge is everything*<br><br>SurveyMonkey is the standard web-based survey tool.  It allows you to send a survey to 100 people, with 10 questions per survey, for free. Fees for additional questions and services. | |

## Content Creation Tools

**Photo and Video editing Tools -** These tools give instructors the ability to create a variety of high quality, visual course components

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| Web-based photo editing tools | flickr is primarily a copy, store and photo share site.  It is free and very simple to use.  Photo editing is very basic and handled via a flickr partner, Picnik.  One nice features of flickr is the ability to organize photos and videos around a certain theme.  Another interesting feature is that flickr allows you to geotag photos onto a map. | Pixlr's photo tool is all online.  It is flash-based and resembles the Photoshop layout.   Users can edit photos from websites files on their computer.  The images are automatically erased from the Pixlr servers every 5 minutes.  Changes in the image never leave the screen. | In terms of usability, the Photoshop.com (Photoshop Online) site is probably the best.  However, please note that there are a couple of issues in using Adobe's online editing tool:  The program can only use jpegs.  Adobe also requires registration (an Adobe ID) and your files always remain on Adobe's servers. |
| Desktop-based, non-linear video editing tools | **Windows Movie Maker** - Is a free download from Microsoft and comes with Windows.  Basic video editing software. (PC)<br><br>**iMovie** -  Easy to use and powerful video editing software. Part of Apple's iLife suite of tools, iLife and iMovie can be downloaded at software.memphis.edu (Mac) | **VideoStudio Pro x2** - This tool combines video editing with disc authoring.  In use within the ALC as their preferred video editing tool. - (PC) - ($)<br><br>**Final Cut Express** - Very lite version of Apple's FC Studio product.  The functionality lies somewhere between iMovie and FC Studio. - (Mac) - ($) | **Adobe Premiere Pro CS4** - The advanced video editing suite for the Windows Platform.  Integrates with most Adobe products. - (PC) - ($)<br><br>**Final Cut Studio 2** - The film and television industry standard for video editing. New pricing from Apple on FCS makes the product very affordable for the U of Memphis. - (Mac) - ($) |
| On-line Video editing tools | JayCut is a free, web-based, 2-track video editor that resides totally on-line. | | |

**Visual Data and Mapping tools -** These tools are focused on collaborative activity.  Often times these tools provide collaboration around a common data set, document or visual artifact to be discussed.

| | |
|---|---|
| Visual Data | With Gapminder - you will never look at statistics in the same way. Full of re-useable, valuable data sets that you can simulate in your class - Gapminder even has a free desktop tool to use with these data sets. |

**Mapping tools** - *Continued*

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| Mapping Tools | Google Earth lets you fly anywhere on Earth to view satellite imagery, maps, terrain, 3D buildings, from galaxies in outer space to the canyons of the ocean. You can explore rich geographical content, save your toured places, and share with others.  Google Earth requires the initial download of the earth client tool. | Google Maps will allow you to geo-code and build maps sets based on your data.  This free tool is a powerful way to represent data sets, visually. | |

**Web site creation -** Tools that allow faculty to create short term web sites and content. (**Please note**:  The free web content hosting services change their service offerings, frequently.  Check each site for their latest free offerings.)

| | | | |
|---|---|---|---|
| Web site and page creation | Simple, free easy to use web-creation tool. Limited functionality gives way to a simple interface. | Jimdo is free web creation site and tool.  With more functionality than other similar tools, Jimdo is an alternative web creation host. | terapad is another free web hosting / content provider.  Terapad offers a few more components as a free web hosting service. |

**Virtual or On-line course creation -** The Learning Management System (LMS) for the U of Memphis can serve both the fully on-line, and hybrid courses.  Course content and modules can easily be assembled within the LMS.

| | |
|---|---|
| Course Management (Desire2Learn) | eCourseware (powered by Desire2Learn) is the learning management system for the University of Memphis. This web-based platform provides many tools that can enhance both the online and traditional classroom teaching and learning experience for faculty and students. |

## Gaming, Simulations and Animation

**Games and gaming resources -** Instructors may find that incorporating gaming and simulations into their course content can have an positive impact and aid students with experiential learning.

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| Gaming Resources for Higher Education | **EDUCAUSE** ⬤ Educause has assembled several types of resources about gaming and simulations into one complete area. These resource types include: Publications, Presentations, Podcasts and Blogs. | **nmc** ⬤ The New Media Consortium is a valuable resource for faculty interested in the latest advances in new media and higher education. The NMC is a alternative source on gaming information. | |
| Massive, Multi-User On-line Games (MMOG) **examples** | ⬤ World of Warcraft is probably the largest MMOG in play today. | **RuneScape** ⬤ RuneScape is a medieval virtual world MMOG that incorporates historical artifacts, magic and fantasy. | **FARM VILLE** ⬤ FarmVille is real-time MMOG that is delivered via Facebook. This is an example of game delivered via a social network. FarmVille had almost 24 million application "fans" in May, 2010. |

**Virtual worlds, animation and videos -** Virtual worlds allow classes to participate in real-world simulations. Animation can allow students to visualize text.

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| Virtual Worlds | | **SECOND LIFE** ⬤ Second Life (SL) is a virtual world that enables viewers, (via a client tool) to interact with each other through avatars. Residents can explore, socialize, participate in individual and group activities, and create and trade virtual property and services with one another, or travel throughout the world, which residents refer to as the "grid." | |
| Animation | **xtra normal** ⬤ xtra normal is a new application that turns text into movies with sound. The tool provides a fascinating way to visualize the written word with animations. | **Go! Animate** ⬤ Go! Animate allows you to create short films using cartoon animation. You may also incorporate text and audio elements, too. | |
| Watching videos | **YouTube** ⬤ The University now has a YouTube EDU account. With YouTube EDU, faculty can place extended video course content to be streamed. With the YouTube EDU account there is no video length limit for your video content. Contact the ALC for more information. | **vimeo** ⬤ vimeo is an social network-based video sharing site. Over the past few years, vimeo has gained a reputation of hosting creative, high-quality videos. Vimeo contains an eclectic mix of videos based on a wide variety of subject matters. Lots of reusable content for instructors to use. | |

## Teaching and Learning Utilities

**File and Content Storage Tools -** The following utilities can help instructors manage and protect their content and files.

| Tool Description | Basic Functionality | Extended Functionality | Full Functionality |
|---|---|---|---|
| Secure, managed, full-featured web-based disk storage space | **UMdrive** ● The University provides all students, faculty and staff with web-based storage via UMdrive. UMdrive is a secure, highly redundant file storage service. The latest version of UMdrive (released at the beginning of July) will add navigation shortcuts to course content and provide instructors with greater ease of use. | | |
| Free, unsecure web-based disk storage space | **Dropbox** ● dropbox is an internet based file storage service that allows users to store up to 2 GB of free file storage. Additional fees for apply for larger storage space. | **Windows Live** ● SkyDrive from Microsoft gives you an unprecedented 25 GB of free storage. | |

**Social Bookmarking** - Social bookmarking is a method for Internet users to store, organize, search, and manage bookmarks of web pages on the Internet with the help of metadata, typically in the form of tags that collectively and/or collaboratively become a folksonomy.

| | | | |
|---|---|---|---|
| Bookmark tools for Instructors | **EVERNOTE** ● The Evernote tool delivers social tagging and bookmarking via a notes-based interface. Capture web pages, pictures, text links and screenshots from a simple interface. Search your notes via simple keyword searches. | **delicious** social bookmarking ● Probably the emerging standard in social bookmarking tools. Share your bookmarks and tags with others, too. | **diigo** ● Diigo allows you to annotate, archive and organize your bookmarks so that each time you return to a particular web page, the highlights and annotations return to the web page. |

**Library Resources -** The UoM library has an outstanding on-line catalog with several tools that provide new and interesting ways to access books, journals, periodicals and databases.

| | | | |
|---|---|---|---|
| Integrated Library System (ILS) tools | **Search@UMLibraries** ● QuickSearch is new way to search the University Libraries. The QuickSearch tool has been described as a, "Google-like search with an Amazom.com experience." QuickSearch opens up a typical catalog search to include subject facets, tag clouds and images. | **Article QuickSearch** ● Article QuickSearch uses the latest Research Pro (2.01) search engine to connect faculty with selected article databases. Individual, customized searches are available within the Article QuickSearch tool. | **Another Search** ● Journal searches can be conducted using the classic catalog interface. Advanced searches can be completed within each query to quickly find the exact journals that you are looking to review. |

**Support Key:**

**Self-Service Support** - Traditional software support is probably not necessary to use this new tool.  Any software support that might be required can easily be acquired from the experiential use of the tool, or from the tool's web-based support site.

**Content Support** - The Advanced Learning Center (ALC) and the ITD Helpdesk (HD) have cursory knowledge of these tools.  In most cases, the ALC and HD can point the instructor toward additional known on-line resources.  In some cases, ALC staff may be able to recommend other instructors or individuals that have working knowledge of these tools and that may be willing to provide additional support services.

**Traditional Support and Training** - The Advanced Learning Center (ALC) and the ITD Helpdesk (HD) have full support knowledge of these tools.  In most cases, the ALC provides training and consulting services to instructors interested in using these tools.  Instructors interested in seeking additional training may contact the ALC for an appointment.

($) **License cost to use the tool** - There is a cost to use this tool.  In most cases, a individual license a must be purchased by the instructor before using the tool.  Some of these tools can be purchased via the University at software.memphis.edu, other tools may require purchase directly from the software vendor.  In any case, the ITD Materials Coordinator (matcord@memphis.edu) can assist you with purchasing software.