PKM E-Learning Tools Workshop

- Section I: September 22nd, 2013
- Section II: September 25th, 2013

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PKM e-learning tools

Google Applications (Alert, Drive, Applications)

Zotero

Evernote

Prezi

Sign up for a Google Account
To sign up, go to http://www.google.com

Google Alerts

http://www.google.com/alerts

- Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic.

- Some handy uses of Google Alerts include:
  - Monitoring a developing news story
  - Keeping current on an industry
  - Tracking stories about your agency

Create Alert
Create your own Alert by clicking into scholar.google.com

Type in your interest topic

Create your Alerts
Google Drive

• A cloud storage app
  • Access it via the web
    https://drive.google.com

  • Tip: With Google Drive, the best browser to use
    is Chrome, want to use is IE - some features just
    won't work

Google Drive Home Page

Drive: Creating Files, Creating Folders

• Files
  • Start - Create
  • Find - Search box and Details and activity
  • Rename
  • Share - auto
  • Delete - right click, tick, within file
• Folders
  • As above as well as
    • Move file into the folder
    • Colour code - for test ID

Creating Files, Creating Folders

Google Docs

• An online word processor
  • https://docs.google.com/
• Blue Tab at Top Left = Home Button
Google Docs Home Page

Google Docs Home Page

Renew the file, type in content, trace edition

Share information

- Sharing with Other Google Docs Users
  - Tick to share
  - Right click to share
  - Open doc and share
  - Set your permissions
  - Notify by email (or not)
  - [Diagram: Share your file with anyone you like]

* Tip: shared files/folders can disappear - copy to your own drive to be safe. When dragging and dropping, files land in My Drive main section
Adding Word Docs/pdf files to Google Drive
- is possible (drag/drop)
- can open/share Word/pdf docs
- cannot edit/comment on them

Collaborative Docs/Files
- Can see who's viewing
- Personalised cursors when editing
- chat currently appears to be disabled
- Auto changes in real-time
- Revision history
- Got to >> All changes saved in Drive - changes options
- Editing options

Create your form by click into
forms.google.com

Google Form

An online survey form:
https://forms.google.com

Rename and introduce your form

2015-2016 Sec1 PWK Pre-test
Date: 07/10/2015

Create questions

setting answers

Type in questions title and choose question type

Samples
Viewing responses

Viewing the summary of your responses

There, that wasn’t so bad ...

Welcome to Evernote
• Basic Tutorial

What is Evernote?

It is an easy-to-use app that helps you organize, remember and store all of your files in one place

Capture anything
Save your ideas, things you like, things you hear, and things you see.

Sign up for Evernote

Click into evernote.com for signing up your Evernote account

Click sign-up now! To create your account
This is your evernote online dashboard

Get evernote for your desktop when your offline

Have Evernote with you, everywhere! Launch it on your smartphone and access notes saved for offline viewing.

Click install

Wait while installing...

Double click the icon to launch Evernote app

Enter your username and password
This your evernote offline dashboard

Choose your language

Step 1

Step 2

Step 3

Note that you can create two types of Notebook

First the local Notebook

✓ Stored in your hard drive
✓ Private notebook which is not shared with the cloud

Second Synchronized Notebook

Public Notebook which you are willing to share in the cloud

To create a notebook, click File tab in menu bar
Drop down menu will appear

Click new notebook button

Click this to create new notebook

Create notebook dialogue box will appear

Key in the name of your notebook

All created notebooks will appear under Notebooks column
Now let's create a NOTE

In creating a note, click first which notebook you'll use for your note

Click New Note button to create a note

You are now ready to create a note

Enter title of your note

Create the content of your Note
Let's create a Webcam Note

To create a webcam note, File button in the dashboard

Drop down menu will appear

Click new notebook button

Click this to create new notebook

Let's create an AUDIO NOTE
To create an Audio Note, click file tab in the dashboard.

Click new notebook button.

Click this to create new notebook.

Dialogue box will appear, enter Audio Note as your title.

Then click OK button.

Audio Note now saved under Notebooks.
Now click audio note button

Click arrow down button beside New Note tab

Drop down menu will appear

Click Record button to start recording

Viewing the newly saved Audio Note

Evernote Web Clipper

It is a simple extension for your web browser that makes it quick and easy to store just about anything you find in the web
Clip information from websites

How to send email to Evernote

Forwarding email to my Evernote Account

Managing References

Using the free reference management tool Zotero

Hope you have fun in using Evernote!!
Zotero

- Why use a reference management tool?
- Zotero functionality
- Creating your Zotero library
- Adding references to your Zotero library
- Managing your documents and references
- Creating bibliographies
- Using Zotero with MS Word

Problem statement...

Your topic:

<table>
<thead>
<tr>
<th>Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
</tr>
<tr>
<td>Conference Paper</td>
</tr>
</tbody>
</table>

Your paper citations reference list/bibliography

Reference management tools

- Tools that help scholars to create and manage their lists of references for research projects.
- Most tools are designed to organize citations into specific formats for the preparation of manuscripts and bibliographies.
- Many search tools provide ways to download references into reference management tools.

Software options

<table>
<thead>
<tr>
<th>Free</th>
<th>Zotero</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscription</td>
<td>Reference Manager EndNote RefWorks ProCite</td>
</tr>
</tbody>
</table>

zotero

- To download and install Zotero go to: http://www.zotero.org
Zotero functionality

- Zotero recognizes bibliographic information on books, journal articles, and other resources from websites and databases and extracts metadata from these sources.
- Store related PDFs, files, images, and links in your library.
- Create a bibliography in Word or OpenOffice.
- Publish shared libraries for your organization, class, or research group.

Download and install Zotero

- Open the Firefox / Chrome web browser.
- Go to the website: www.zotero.org.
- To install Zotero, click on ⬇️ download
- After installation, restart Firefox / Chrome.

Create your group library

Step 1. Click into http://www.zotero.org
Step 2. Login in your zotero account
Step 3. Click "Create a New Group" button

Log In to Zotero

Name: [Enter your name]
Password: [Enter your password]
Remember me

Select your group settings after you create your own/group Library

Step 1. Click "My Library" or "Group" button
Step 2. Select setting in your preference
Step 3. Click "Save Settings" to save your setting

This will open the Zotero window within the browser. The window has three columns that represent different levels of specificity for your references:

- The left column shows your Zotero libraries and collections as well as tags (keywords).
- The middle column displays items contained within the selected library.
- The right column displays information about a selected item.
Adding citations to Zotero

- You can add citations to your library in several ways:
  1. Manually enter citation information
  2. Import citation information for a single item
  3. Import citation information for multiple items
  4. Automatically cite web pages
  5. Add an item by identifier (ISBN, DOI or PMID)

Adding citations to your Zotero library

Zotero is compatible with many databases, including PubMed. If you are looking at an individual record in PubMed, an Article icon will appear in the address bar of your browser. If you click on this icon, the citation information will be immediately added to your Zotero library.

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View the specific information your retrieve from websites
• In Zotero, click on the New item icon ( ••••) in the middle column.

• Select to add a Book and enter the following title, author, publisher and publication date:


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Create new citation in your Zotero Library

In Zotero, click on the New item icon ( ••••) in the middle column.

To create a citation manually in Zotero, click on the New item icon in the middle column.

A pull-down menu will appear. Select the type of item you want to cite, here we select Journal Article.

In the right column, you will find fields that are specific to the type of item you selected. Fill in those fields for your item.

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Attaching files to items

• In Zotero, any type of file can be attached to an item.

• By clicking on the button in the middle column that looks like a paperclip.

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How to create Reference / Bibliography?

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Adding a citation in word

After you click into "ZOTERO", row of icons appears at Microsoft Word toolbar:

These six buttons allow us to manage references and bibliographies in Microsoft Word documents.

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The Education University of Hong Kong Library
For private study or research only. Not for publication or further reproduction.
Adding citations in word

Click on the "Zotero Insert Citation" icon.

- If this is the first citation added to the document, the Document Preferences window will open. Select format to use and click OK.

Adding a Citation in Word

- Once the format chosen, the "Add Citation" window will pop up. Select collection in this window, select the item which we would like to cite and click on "OK".

Generating a bibliography

- To generate a bibliography from all the items which referenced, click the "Zotero Insert Bibliography" button ( carpets) on the Zotero toolbar in Word.

- The edit citation ( carpet) and edit bibliography ( carpets) buttons allow us to edit citations and bibliographies those have already inserted into documents. Click inside a citation or bibliography and click either button to edit.

    Note: Never use word processor to edit citations!

Generating a bibliography

- The fifth button on the toolbar, "Zotero Refresh" ( carrots) updates references to any changes in the Zotero collection.

- The sixth button on the toolbar ( hamburgers) will open the Document Preferences window again, allowing to change the bibliographic style instantly.

Creating bibliographies from Zotero

- To create a bibliography, highlight one or more references and then right-click.

- Select "Create Bibliography from Selected Item(s)."

- Then select a citation style format and choose one of the following four ways to create bibliography:

  - Save as RTF will allow to save the bibliography as a rich text file, which can be opened for example in Word.
  - Save as HTML will allow to save the bibliography as a HTML file for viewing in a web browser.
  - Save to Clipboard will allow to save the bibliography to clipboard to paste into any text fields.
  - Print will send created bibliography straight to a printer.

Introduction to Prezi Basics
What is Prezi?

- Prezi is a presentation tool that uses motion and metaphor to express critical ideas through a visualization of information.
- Prezi makes use of one large canvas that allows you to pan and zoom to various parts of the canvas and emphasize the ideas presented there.
- Prezi is Web-based. It typically saves your files "in the cloud" and can provide 24/7 anywhere access for you and your collaborators.

Create An Account

- Sign up at [http://prezi.com](http://prezi.com)
- Choose a "Public" License OR "Student & Teacher" License if your email has an EDU extension.
  - Provide email address, create password
- Advantages:
  - 500MB FREE storage space
  - PRIVATE level of presentation
  - Use your own logo

Create a New Prezi

- To create a new Prezi, Click on the blue "New Prezi" button.
- Prezi saves automatically, but you should provide a meaningful name at some point.

New Prezi

Templates

- Select background color
- Default fonts
- Shape colors
- Add logo

Themes

- Prezi allows you to choose and customize:
  - Default background color
  - Color and fonts of the text
  - Color of shapes
  - Color of the frames
- After selecting a template, click on the Themes icon:
  - Then > Customize Current Theme
Add Text
- Double-click anywhere on the Prezi canvas and start typing.
- Text color can be formatted on the fly
- Fonts are limited to the selected template.

Organize Elements
- Elements should be grouped to visually represent similarities.
- When you present, Prezi pans to the various elements to highlight them.

Elements
- Elements are the objects that make up your presentation. They can be:
  - Graphics
  - Words
  - Audio or video files
  - PDFs, Flash files [SWF]

Frames & Arrows [Top Menu Bar]
- Add Frame
  - Draw Bracket Frame
  - Draw Circle Frame
  - Draw Rectangle Frame
  - Draw Vertical Frame
  - Draw Horizontal Frame
- Highlight
- After adding a frame to your Prezi, you can click on it once to bring up the Transformation tool and move, scale, or rotate everything inside.

Draw a Frame
- Enclose text within a frame
- A path point is added when you draw a frame.

Frame Tip
- If you have multiple elements in a frame (e.g., a picture and a legend), the frame must be highlighted when you click to create a path. Otherwise, Prezi will zoom to the picture and not show the legend.
Transformation Tool

- After you add anything to your canvas, click on it once to bring up the transformation tool.
- You can move, zoom/scale, and rotate your content any way you like.

Transitions

- [Rotation]
  Big rotations (90-360 degrees) result in extreme spinning (and possible nausea).
  To create smooth rotations, keep transitions under 90 degrees.

- [Zoom & Scale]
  Keep objects close together
  Keep spacing relevant to the content
  Scaling objects to different sizes provides context

- [Positivity]
  The further objects are placed from each other, the more abrupt the transition.
  For smooth transitions, make path points that are close together.

Add/Edit Paths

- Add “paths” to your Prezi to designate the order in which elements are displayed.
- To add a path, click on the Path menu > select “Add”. Or, click on “Edit Path”.
- Click to add a path point.
- Continue until you have clicked on all the elements of your presentation.

Insert [Top Menu Bar]

- Image...
- Symbol & shapes...
- Diagram...
- YouTube videos...
- Add Background Music...
- Add Voice-over in Path Step #1...
- From file (PDF, video)...
- From My Collection...
- PowerPoint...

Insert a YouTube Video

- Copy the URL from YouTube
- Click Insert > YouTube Video
- Paste the URL into the dialogue box:
  - https://www.youtube.com/watch?v=CH
- Do the same thing for music and .SWF

Presenting

- Click the blue “Present” box on the upper-left of the Top Menu bar.
- The keyboard spacebar toggles between “Edit” and “Show” modes.
- Use the right and left arrow keys
Download and Share

- Select the Share menu (upper-right corner) to see download options:

  ![Share menu options]

  - Share presentation
  - Share on Facebook
  - Download as PDF
  - Download as portable Prezi

Presenting Offline

- Portable Prezi is an exported or downloaded version of your Prezi, which works without internet access, a Prezi account, or Prezi Desktop.
- Click Share > "Download as a Portable Prezi" to create a file that you can present offline.

Collaboration

- Prezi allows up to 10 people to work on the same Prezi at one time.
- In Edit mode:
  - Click the Share button on the upper-right top menu
  - Select "Share Prezi"
  - Prezi creates a link to share with others (expires after one week).

Printing

- Printing is of limited value because Prezi is intended to be interactive.
- Click Share > "Download as PDF" to create a PDF file that corresponds with each "slide" in the Prezi. This works best for printing handouts.

Thank You!

Please click into the URL and evaluate our workshop:
http://example.com/evaluate