

Bubbl.us

<http://bubbl.us>

Bubbl.us is a mind mapping tool. Using Bubbl.us, you and your students can quickly map out an idea, plan a project, or create an outline for a paper.

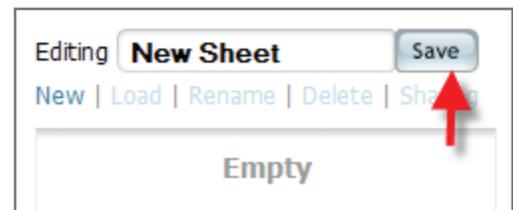
Creating your first mind map

1. Go to <http://bubbl.us> and click on the **Start brainstorming** button
2. The map editor appears. Notice that it has one 'bubble' titled **Start Here**
3. When you move the mouse cursor over the bubble, the options appear
4. Click on the words '**Start Here**' and change them to the central idea of the map
5. Once you have started, you can add bubbles to your map. To add a sibling bubble, press the tab key on the keyboard. To add a child bubble press the enter key on the keyboard



Saving a mind map

1. On the right side of the screen, replace '**New Sheet**' with the name of your map
2. Click the **Save** button
3. You will be prompted to sign in, or create an account



Exporting a mind map

1. Click on the **Menu** button
2. Click the **Export** button
3. Choose how you would like to export the map
 - a. **To create an image:** Choose **Image**, select the format, and then click the **Ok** button
 - b. **To create an offline backup:** Choose **XML** and then click the **Ok** button
 - c. **To create an outline:** Choose **HTML**, select Plain (**recommended**) or color, and then click the **Ok** button. Bubbl.us creates a web outline which can be opened in a browser, then copied & pasted into a word processor, like Microsoft Word

Emailing a mind map

1. Click on the **Menu** button
2. Click on the **Send Read-Only Link** button
3. Input the email address you would like to send the map too, and a short message
4. Click the **Submit** button

Bubbl.us will send an email with a link to a webpage containing the map to the recipient

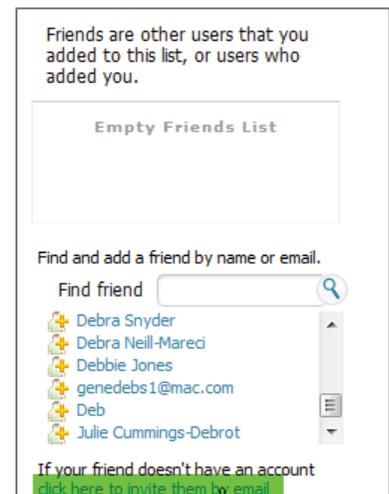
Embedding a mind map into Blackboard

1. Click on the **Menu** button
2. Click on the **HTML Embed Code** button
3. Highlight and copy the code given
4. In Blackboard, click Add Item in a Content Area. Type a name for the video, then click the HTML button on the textbox editor (<>). Paste the embed code into the textbox
5. Click the **Submit** button

Note: Students can use this method to post a map to the discussion board

Invite a friend to Bubbl.us

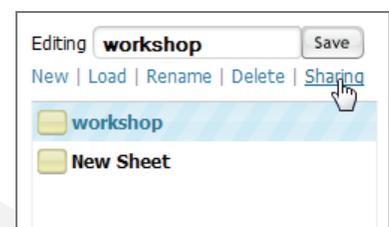
1. Click on the **Friends** tab
2. Click on the link **click here to invite them by email**
3. Input the email address you would like to send the map too, and a short message
4. When your friend creates an account, they will appear in your friends list.



Sharing a mind map

Note: To share a map, the people you want to share with must have and account on Bubbl.us.

1. Save the sheet
2. Click on the name of the sheet in the list of sheets
3. Click on the **Sharing** link
4. In your list of friends, to the right of each name, you will see an icon of a pair of glasses and an icon of a pencil. Click the glasses to give someone access to see the map. Click the pencil to give someone full access to edit the map
5. Click the **Submit** button



StumbleUpon

<http://www.stumbleupon.com/>

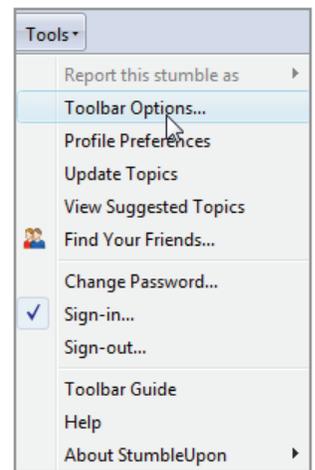
StumbleUpon helps you find high-quality websites, and lets you rate and review websites for others. The main feature of StumbleUpon is the **Stumble** button. As you rate sites, StumbleUpon learns what you like. When you press the **Stumble** button, you are taken to a page that it thinks you will like. StumbleUpon also lets you search for sites using search terms.

Installing the StumbleUpon toolbar

1. Go to <http://www.StumbleUpon.com>
2. Click the **Get the toolbar** link and follow the instructions

Configuring the toolbar

1. Click on the **Tools** button and choose **Toolbar Options**
2. **To turn on the search box:**
 - a. Click on the **Search & Tagging** tab
 - b. In the **Tagging & Search-By-Stumble** section, check the **Show search / tag box**
3. **To enable stumble shortcuts:**
 - a. Click on the **Shortcuts** tab
 - b. Check the **Enable stumbling shortcuts** box

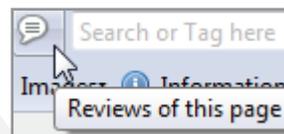


Changing your Topics

1. Click on the **Tools** button and choose **Update Topics**
2. Check the boxes next to topics you are interested in, and uncheck the boxes next to topics you are not interested in
3. Click the **Save preferences** button

Reading and creating reviews

1. Go to a website
2. In the Stumble toolbar click the **Reviews** button
3. To write a review, fill out the form and click the add review button



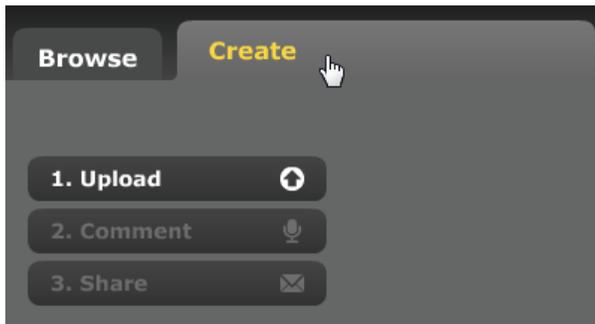
VoiceThread

<http://voicethread.com>

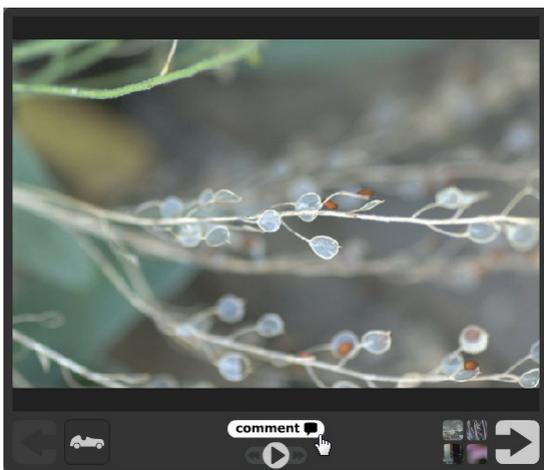
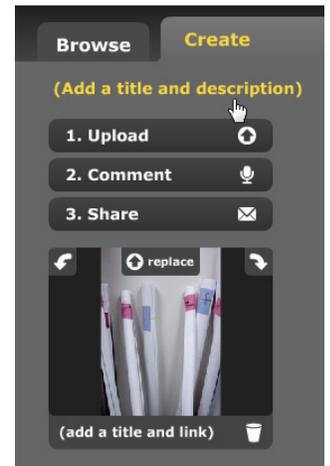
“A VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to leave comments in 5 ways - using voice (with a mic or phone), text, audio file, or video (via a webcam). Share a VoiceThread with friends, students, and colleagues for them to record comments too.” – <http://voicethread.com>

Creating your first voicethread

1. Go to <http://voicethread.com> and click on the **Sign in or Register** link
2. Click on the **Register!** Link
3. Fill in the form to create an account
4. Click on the **Create** Tab



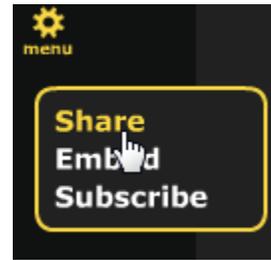
5. Click the **Upload** button
6. You can add several pictures (or other media) to the thread.
7. Add a title, description, and tags by clicking on the **(Add a title and description)** link and filling out the form
8. To record an audio comment, click on the **Comment** button. The media player appears on the right side of the screen. Click the **Comment** button on the player.



9. Make sure your microphone is connected, and then click the **Record** button. You can draw on the image while you record your comment. When you are finished click the **stop** button
10. Review the comment and click the **Save** button to keep it or the **cancel** button to discard it

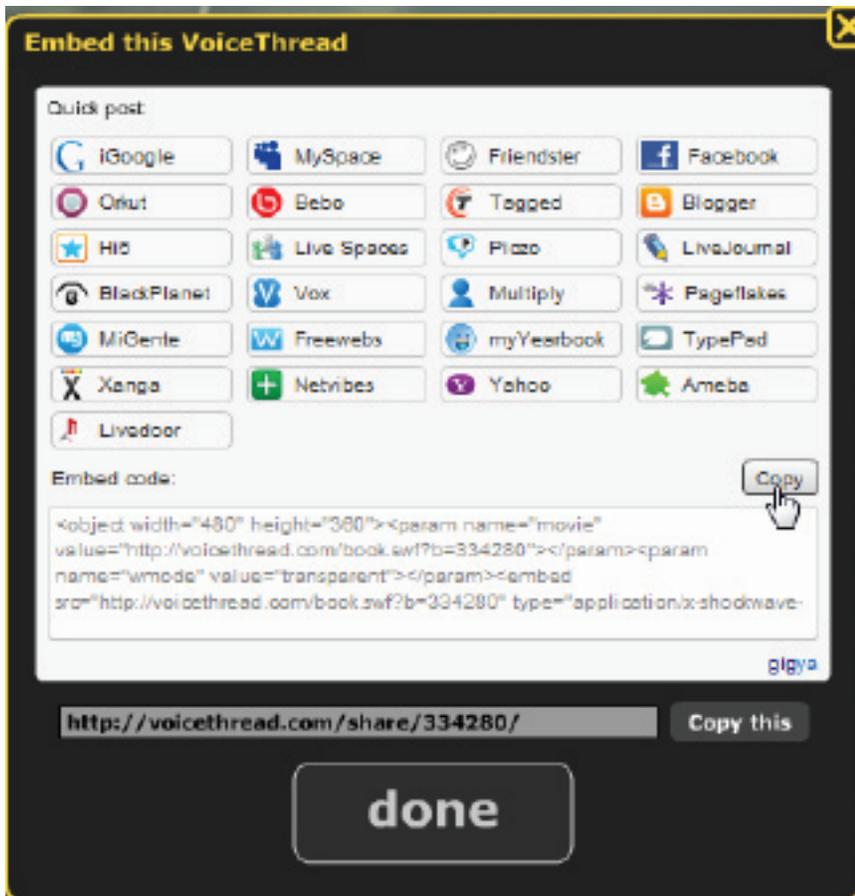
Sharing a VoiceThread

1. Go to the VoiceThread you would like to share
2. Click on the **Menu** icon located at the top left corner of the page
3. Click on **Share**
4. Choose how you would like to share the link.



Embedding a VoiceThread in Blackboard

1. Go to the VoiceThread you would like to share
2. Click on the **Menu** icon located at the top left corner of the page
3. Click on **Embed**
4. Click the **Copy** button that is above the code and to the right of the words "Embed code:" (There are two buttons, don't click the one titled copy this)



5. In Blackboard, click Add Item in a Content Area. Type a name for the video, then click the HTML button on the textbox editor (<>). Paste the embed code into the textbox
6. Click the **Submit** button

Note: Students can use this method to post a voicethread to the discussion board

Zotero

<http://www.zotero.org>

“Zotero is a free, easy-to-use Firefox extension to help you collect, manage, and cite your research sources. It lives right where you do your work — in the web browser itself.” – <http://www.zotero.org>

Installing Zotero

1. With Firefox, go to <http://www.zotero.org>
2. Click on the **Download** button
3. A yellow bar will appear at the top of the window asking if you would like to install the software. Click the **Allow** button

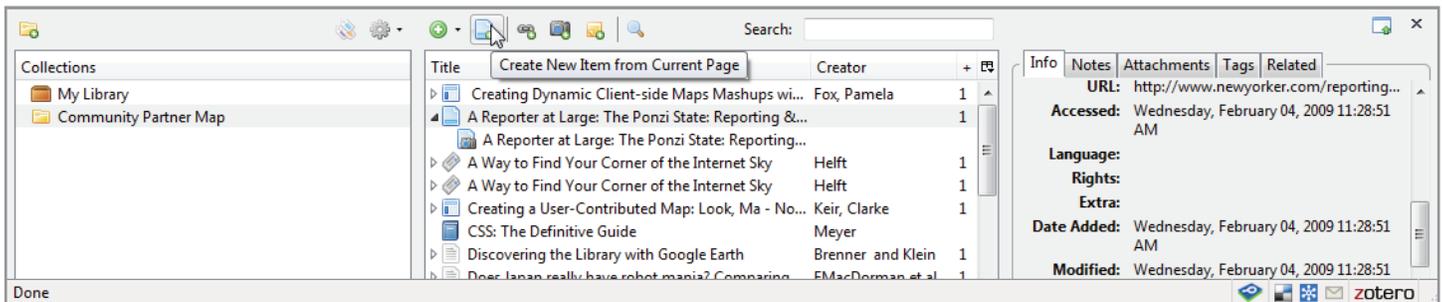
Opening the Zotero Pane

The pane is the location where Zotero stores your references. In the pane you can edit, manage, and export the items in the collection. To open the Zotero pane click the **Zotero** icon in the lower right corner of your browser's frame.



Adding an item

1. Open the Zotero pane by clicking the **Zotero** icon in the lower right corner of your browser's frame
2. Click on the **Create New Item from Current page** button and choose the type of item



3. Fill out the information on the form location in the right hand frame (*if you are adding from a source Zotero recognizes, like a library database, or Amazon it will automatically fill in many of the fields*)

Adding a note to an item

1. Open the Zotero pane by clicking the **Zotero** icon in the lower right corner of your browser's frame
2. In the **center frame** click on the **Title** of the item to which you will add the note
3. In the **right frame** click the **Notes** tab
4. Click the **Add** button and fill out the form

Tagging an Item

1. Open the Zotero pane by clicking the **Zotero** icon in the lower right corner of your browser's frame
2. In the **center frame** click on the **Title** of the item to which you will add the tag
3. In the **right frame** click the **Tag** tab
4. Click the **Add** button.

5. Type in the tag
6. To add another tag press enter and type it in

Creating a snapshot of the page

1. Open the Zotero pane by clicking the **Zotero** icon in the lower right corner of your browser's frame
2. Click the **Snapshot** button

Adding references to a document

1. Open the Zotero pane by clicking the **Zotero** icon in the lower right corner of your browser's frame
2. Select the documents to add from the **center frame** (to select more than one hold down the CTRL key and click each one)
3. Click and drag the items to a word processor, like Word or Google Docs. (you can even drag them into a Blackboard text box)

Exporting a Bibliography

1. Open the Zotero pane by clicking the **Zotero** icon in the lower right corner of your browser's frame
2. Select the documents to add from the **center frame** (to select more than one hold down the CTRL key and click each one)
3. Right-click on the first item and choose **Create Bibliography from Selected Items...**
4. Select the Citation Style and Output Format
5. Click the **OK** button

