Technology for Academics: Tools for Mentoring

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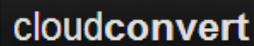
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Writing	Web Conferencing	Scheduling	Providing Feedback
EasyBib	ZOOM	Doodle®	PHRASE EXPRESS (Win/Mac)
Mendeley	Google Hangouts	YouCanBook.Me	TypeIt4Me (Mac)
Dropbox		calendly	Ditto(Win) Copyless 2(Mac)
Drive		Shared Google calendar	

Managing Files	Mobile	Task Management	Printing
Dropbox	CELLY	NUDGEMAIL	printfriendly Save Money & the Environment
Drive	Pushbullet	Trello Organize anything, together.	CLEAN Print Save
cloudconvert	CamScanner		

Security	Bookmarking/Annotating	Screencasting
LastPass •••	diigo	SCREENCAST-O-MATIC
	scrible	Epic Pen (Win)
	Mendeley	Magnifier (Win)
	Inoreader	

Writing

Let **EasyBib** create your references, just enter a website URL, journal article title, or a book's ISBN. **Mendeley** lets you put all of your research pdfs in one spot, annotate them, create a citation, and automatically import it into MS Word – and share folders with your collaborators. **Dropbox.com** adds a folder to your computer. Anything you put in that folder automatically syncs with your other computers that have the same Dropbox account. Share folders with others, allow others to just download or just upload to your account. Share comments from within Dropbox with your collaborators. Use **Dropbox Paper** for real-time collaboration. **Google Drive** not only provides cloud file storage and sharing, but you can also create survey forms and collect the data in spreadsheets.

Web conferencing

Zoom is the easiest way to meet online – just give the person or persons you're meeting your room's url; they don't need an account. Video, audio and screen-sharing are all easy to use, even for newbies. **Google Hangouts** allows you and nine others to meet simultaneously, speaking through your computer's mic, seeing each other via webcam, and screen-sharing if you'd like.

Scheduling

If you need to get several people to decide on a time to meet, **Doodle.com** is the tool to use. Create a poll where you provide the time choices, then email the link to your invited attendees. Doodle's "Meet Me" function allows others to see your busy times by accessing your Google calendar and request a meeting during the free times they choose. **Calendly.com** also accesses your Google calendar and shows the times you are free. Visitors can click on an available time to schedule an appointment with you. The site adds the appointment to your calendar. **YouCanBook.Me** does the same thing but is much more customizable. For close collaborations, create a **shared Google Calendar**.

Providing feedback

Phrase Express (Win/Mac)/TypeIt4Me (Mac) allows you to create keyboard shortcuts for commonly used phrases. If you use the 'comments' feature in Word to leave comments on student papers, this tool is a must have. Imagine typing '#pv' and having the words 'passive voice' appear. This program will also let you use keystrokes to run programs, open folders and files, open websites, and do web searches. And much more. **Ditto** (Win) and **Copyless 2** (Mac) are clipboard managers. If you can copy it, these programs will keep it for you.

Managing files

The easiest way to share files is through one of the big file sharing services: **Dropbox and/or Google drive**. **CloudConvert.org**, a free file conversion service, will save your converted files directly to Dropbox or Google Drive.

Mobile

Use **Cel.ly** to send text messages to your collaborators, individually or as a group. They don't see your phone number and you don't see theirs. If you are going to use text messaging without a service like Cel.ly, use **PushBullet** to view and respond to your phone's text messages on your computer. Use the **CamScanner** mobile app to save your paper notes as a pdf.

Task management

Use **Nudgemail.com** to send your future self reminders. For example, send, forward, or bcc a message to tomorrow@nudgemail.com to have your message returned to you tomorrow morning. Email Dec19@nudgemail.com to send yourself a reminder on December 19th. **Trello** keeps all of your to-dos in one spot. Share boards with others who need access to your group's to-do list.

Printing

Use **PrintFriendly** to turn webpages into neatly formatted PDFS. No ads, no navigation menus, just the essential content. Also allows you to delete some content. **CleanPrint** works in a similar way, but has a few more features.

Security

Lastpass.com is a web-based password manager. Remember one password to access all of your passwords – anywhere you have internet access. Share passwords or other secure information with others.

Bookmarking/Annotating

Diigo.com is a social bookmarking site. When you bookmark a site, you give it a little description, add a few tags for easy sorting later, and then save it for the world (or your students or just yourself) to see. You can also use RSS feed technology, called 'linkrolls' in this context, to put the links on your website or in your course management system. **Scrible** lets you annotate the web. **Mendeley** lets you annotate your pdfs. **Inoreader** can also be used to bookmark content.

Screencasting

Screencast-o-matic is a web-based screen recorder. Recordings (15 min limit) can be sent to their website, YouTube, or downloaded to your computer. With **Epic Pen** you can draw on your Windows screen. Use Windows **Magnifier** to zoom in on your screen.

Tool	Notes