**Technology Time-Savers for Teachers!**

**3-Step Time-Saving Plan**

**To-Do List:**



**Step 1:
Better Searching & Browsing**

**Google Search Tips**
[*www.google.com*](http://www.google.com)



..Practice using Google as a calculator, conversion tool, and dictionary. <http://www.google.com/landing/searchtips/>



..Try filtering your search results using the options at the left side of the search results page.
[goo.gl/EhZKv](http://goo.gl/EhZKv)



..Use the Advanced Google search options to find PowerPoint presentations.
[Click here for instructions](http://web.mac.com/tammy.w/Tips/Google_Tools/Entries/2021/1/1_Google_Search_Tricks.html)

**Tabbed Browsing**



..Control + T (Windows) or Command + T (Mac) for new tab



..Control + Shift + T (Windows) or Control + Shift + T (Mac) to reopen a closed tab.



..Control-click (Windows) or Command-click (Mac) a link to open in a new tab.



..Right-click a link (Windows) or Control-click (Mac) a link for more options



..Tear off a tab to make it open in a new window!



**Step 2:**

**Organize Your Resources**

**Delicious -** Organize Websites

[*www.delicious.com*](http://www.delicious.com)



..Watch this video that explains social bookmarking:
<http://www.commoncraft.com/bookmarking-plain-english>



..Set up an account.



..Follow the on-screen prompts to add Delicious buttons to your browser’s toolbar.



..Start bookmarking/tagging your favorite sites.



..Access and add to your bookmarks on your iPad at m.delicious.com

Note – An alternative to Delicious is **Diigo**: [www.diigo.com](http://www.diigo.com)

**Evernote –** Organize notes, pictures, screen shots, voice messages, etc.
[*www.evernote.com*](http://www.evernote.com)



..Create an account.



..Download Evernote to your computer.



..See step-by-step instructions at: <http://www.evernote.com/about/getting_started/>



..Find and download the Evernote app on your iPad



..Start using Evernote to organize everything!

**Dropbox –** Syncronize files between computers and mobile devices
[*www.dropbox.com*](http://www.dropbox.com)



..Create an account.



..Download Dropbox to your computer.



..See step-by-step instructions: <https://www.dropbox.com/gs>



..Find and download the Dropbox app on your iPad



..Start using Dropbox to sycronize files!

**Sharing Websites with Students
Try the following tools:**

URL Shorteners:



..TinyURL: <http://tinyurl.com>



..SnipURL: <http://snipurl.com>



..Googl: <http://goo.gl>

URL Lists:



..Furly: <http://fur.ly>



..WebList: <http://weblist.me> (free teacher account required)

**Sharing Files with Students
Try the following tools:**



..GETT: <http://ge.tt>



..FileDroper: <http://www.filedropper.com>



..DropBox: (See info above) Drag file into public folder. RIght-click for link to share.



..Other Options: <http://alternativeto.net/software/filedropper/>



**Step 3:**

**Bring the Information to You!**

**Google Alerts** (No account necessary)



..Go to: [www.google.com/alerts](http://www.google.com/alerts)



..Set up one or more alerts
- one with your name (If your name is unique)
- one with your school name

**iGoogle** (Google or Gmail Account Required)



..Set up a Google or gmail account if you don’t already have one: <http://goo.gl/LasUZ>



..Go to: [www.google.com](http://www.google.com) and sign in.



..Click the iGoogle link in the upper-right corner.
*Video:* <http://www.google.com/help/ig/videotour/#backtoigoogle>



..Change the themes at the top and add stuff!
*Video:* <http://www.google.com/help/ig/videotour/#addgadget>

**Google Reader** (Google or Gmail Account Required)



..Watch this video: <http://www.commoncraft.com/rss_plain_english>



..Set up a your Google Reader.

<http://www.google.com/reader>



..Add subcriptions.\*



..Add the Google Reader gadget to your iGoogle page.



..Download the **Feedler** app (free) to access Google Reader on the iPad.

**\* RSS-Worthy Blogs**

**Educational Technology:**

Tammy’s Tech Tip of the Week
<http://tipofweek.tammyworcester.com>

.2¢ Worth – David Warlick
<http://davidwarlick.com/2cents/>



..The Edublogger
<http://theedublogger.com>/

Free Technology for Teachers
<http://www.freetech4teachers.com>/



..iLearn Technology
<http://ilearntechnology.com>/

Bionic Teaching
<http://bionicteaching.com>/



..Learning in Hand
<http://learninginhand.com/blog/>
**Just for Fun!**



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