**Technology Time-Savers for Teachers!**

**3-Step Time-Saving Plan**

**To-Do List:**

http://web.mac.com/tammy.w/TWHandouts/TW_Handouts/Entries/2011/1/31_Technology_Time-Savers_for_Teachers%21_files/shapeimage_1.jpg

**Step 1:  
Better Searching & Browsing**

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

..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**

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/TW_Handouts/Entries/2011/1/31_Technology_Time-Savers_for_Teachers%21_files/shapeimage_2.jpg

**Step 2:**

**Organize Your Resources**

**Delicious -** Organize Websites

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

..Set up an account.

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

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..Start bookmarking/tagging your favorite sites.

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

..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)

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

..Create an account.

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..Download Evernote to your computer.

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

..Find and download the Evernote app on your iPad

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..Start using Evernote to organize everything!

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

..Create an account.

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..Download Dropbox to your computer.

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

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..Find and download the Dropbox app on your iPad

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..Start using Dropbox to sycronize files!

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

URL Shorteners:

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

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

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

URL Lists:

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

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

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

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

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

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

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

http://web.mac.com/tammy.w/TWHandouts/TW_Handouts/Entries/2011/1/31_Technology_Time-Savers_for_Teachers%21_files/shapeimage_3.jpg

**Step 3:**

**Bring the Information to You!**

**Google Alerts** (No account necessary)

http://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gifhttp://web.mac.com/tammy.w/TWHandouts/Media/transparent.gif

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

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..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)

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

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