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Recorded Lectures - There are a variety of ways that that instructors can create and distribute asynchronous lectures. Instructors may use any of the following tools and platforms to help them create audio and video lecture content.














Tool Description	Basic Functionality	Extended Functionality	Full Functionality
Digital Audio (Podcasts) creation tools	   <p>chirbit is a free, simple audio creation tool. Using either a webcam, mic or any Smartphone - you can make cloud-based audio podcasts that are up to 120MB. (That is almost 2 hours of audio in a mp3 format.)</p> <p>Support Level: </p>	  <p>GarageBand is a very comprehensive, easy to use, podcast creation tool. Part of Apple's iLife suite of tools, iLife and GarageBand can be downloaded at software.memphis.edu (Mac)</p> <p>Support Level: </p>	   <p>SoundCloud is an outstanding tool for audio and music creation and distribution. The free version of the tool allows for 2hrs (mp3) of content to be stored in the cloud. The tool has some decent help documentation, too.</p> <p>Support Level: </p>
Podcast Delivery tool and Podcast Repository	  <p>Podcast Central is the University's digital repository for all local podcasts. Podcast Central uses a simple publish and subscribe platform for delivering digital content. Based on the familiar model of a T.V. series with episodes, instructors can control access to their specific course content. Students can access course content via iTunes or through a web-based interface.</p>		
Lecture Capture - digital video (Vodcasts) creation tools		  <p>iSpring allows you to convert your PowerPoint slide decks to an Adobe Flash format. Other iSpring products have different features and output formats. Free to use for 30-days. (\$) </p>	  <p>Camtasia Studio (8.1) is a full-featured screen capture and editing product. With lots of high-end editing capability, Camtasia has a bit of learning curve; however, it produces high-quality video output. (\$) </p>








Live Digital Lectures - Often times there is a need to broadcast live, synchronous lectures over the internet to students. The following tools allow instructors to easily conduct live, virtual lectures from their computer to remote students.




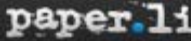







Live Lecture and Conference tools - These tools facilitate live course lectures with full presentation capabilities.	   <p>screenleap allows you to quickly share your screen, in real time, with anyone on the web. Free, and no sign-up required.</p>	   <p>Adobe Connect Pro is a full featured, live virtual classroom. Connect Pro has many features to conduct live, virtual classes. Some advanced features includes breakout rooms, feedback tools and screen sharing. Instructors must contact the ALC to use Adobe Connect.</p>	    <p>SeeVogh is a "cloud-based", multi-point, desktop video conferencing system. You can have a real-time video conference from your laptop, PC or Mac and share your screens, too.</p>
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Presentation Tools - This section contains a variety of tools that allow instructors and students to make visual presentations both in a physical classroom setting, or through a digital presentation format.			
Classroom Slide Presentations	 <p>Slides - Part of the new Google Drive suite of tools, you can create and collaborate on slides for your course. Being part of Google Drive suite means that your slides are automatically saved and available.</p>	 <p>MS - Power Point - Part of the MS Office suite and is available to all faculty. MS Office can be downloaded at software.memphis.edu (PC and Mac)</p>	 <p>Keynote from Apple is available to all faculty. Keynote is part of the iWorks Suite from Apple and can be downloaded at software.memphis.edu - (Mac)</p>
On-line or web-based presentations tools	 <p>Animoto is a free service (limited to 30 sec.) that will automatically turn your photos, slides, videos and audio into a full-motion, web-based video. Animoto is very easy to use. Modest fees apply for additional services.</p>	 <p>Prezi - Is an on-line presentation tool that is free and very easy to use. Prezi lets you bring your ideas into one space and see how they relate.</p>	 <p>From within a slide-based format you can create a visual artifact that can be embedded in any site (including a blog post) where anyone can leave a comment in one of five ways: an audio comment, recording a video comment, a text comment, uploading a text file, or leaving a phone comment. (\$) </p>
Digital Posters	 <p>Glogster - EDU is an interesting new way to have digital "poster sessions" without content posted on a static piece of poster board. Instructors/Students can simulate having to present and talk about their subject using a virtual poster.</p>		
Digital Timeline	 <p>Dipity is a free digital timeline website. Users can create, share, embed and collaborate on interactive, visually engaging timelines that integrate video, audio, images, text, links, social media, location and timestamps.</p>		
Discussions			
Asynchronous Discussion Tools - Textual based tools that allow students and classes to share descriptions, news, opinions and commentary on any defined subject			
Blogs	  <p>blogs.memphis.edu is the University's enterprise version of WordPress (WP) hosted by edublogs. Faculty can create an unlimited number of blogs and choose from over 165 themes to brand their blogs. This service gives faculty and instructors the ability to create a web presence unique to their specific disciplines or interests. Faculty can share their WP blog with both internal or external users to create a true, multi-user blog site.</p>		















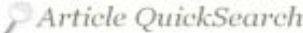



Tool Description	Basic Functionality	Extended Functionality	Full Functionality
Wiki	 <p>UMwiki is the enterprise wiki for the University of Memphis. It runs on the popular Confluence wiki engine. UMwiki allows you to instantaneously create a collaborative learning space - via a very simple interface. UMwiki gives you an advantage over other free wiki tools since it is already integrated with the University's authentication systems. Single sign-on access is also available through the My Memphis portal.</p>		
Micro-blogging	 <p>The default interface of Twitter. This classic interface allows you to create unlimited "micro-blogs" 140 characters at a time.</p>	 <p>Facebook is the cornerstone of the of Social Media revolution. This free services allows any number of users to communicate and collaborate on any subject they wish to discuss.</p>	 <p>Tumblr is a blogging platform that allows users to post text, images, videos, links, quotes and audio to their tumblelog, a short-form blog.</p>
Social Media Aggregators	 <p>FriendFeed is aggregator for Twitter, Facebook and Google. Gives you a simple interface to manage your micro-blogs.</p>	 <p>TweetDeck is an outstanding aggregator that extends the functionality of Twitter. Allows you to manage your Twitter accounts, followers, posts and Direct Messages from one comprehensive interface.</p>	 <p>hootsuite is one of the most robust aggregators available. You can login to hootsuite from any location to access to many of the popular social media sites. Hootsuite promotes its brand as, "the professional Twitter client."</p>
Course Communications and Student Feedback Tools - Real-time chat, point-to-point audio calls, e-mail and student survey tools. These tools can be used for a variety of uses including lectures, presentations, external guest participants, collaboration projects and student responses.			
Live Chat and Talk	 <p>Within the University's Learning Management System (<i>Desire2Learn</i>), there is a basic live chat tool. The functionality of the D2L chat tool is limited to chats within a particular course.</p>	   <p>AIM, Yahoo Messenger and Google Talk are the three most popular free chat clients. Each of these chat tools are very easy to use. Each tool has its own set of unique features.</p>	 <p>Skype is a free, easy to use video conference product. Via the internet, you can make free, point-to-point calls. Though not an absolute requirement - Skype works best with the addition of a combo mic/headset,(quality mic/headsets are now under \$30.) A webcam is required for video conferencing.</p>
Formal Communications	 <p>MS Office365 - University e-mail is an official form of communication at the U of Memphis. To facilitate greater communications between instructors and students, class e-mail list have been created each term by course and section. For more information about class email lists, go to: http://tinyurl.com/3jnzodw</p>		













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Student-based responses and polls	 <p>Text-based responses to an embedded web page or Power Point Slide. Response can be entered via SMS texting (student's cell phone), the web or directly through Twitter. Free for 32 participants but you can have multiple questions. Fees for more participants and for multiple instructors.</p>	 <p>InfuseLearning provides a platform by which teachers can seamlessly engage every student on any device. Make informed decisions at the point of instruction with real-time, student feedback. Free trial and fee-based components.</p>	 <p>Student Response Systems (Student purchased "clickers" - Turning Technologies at the UoM) - Please contact the Advanced Learning Center (ALC.) Consultation with the ALC is required before using this system.</p>
Web-based survey tool	 <p>Qualtrics is the enterprise survey tool for the UoM. Considered the de facto standard in higher ed, Qualtrics will allow the UoM research community to build, administer and produce customized metrics via a web-based survey platform.</p>		
Content Creation Tools			
Photo and Video editing Tools - These tools give instructors the ability to create a variety of high quality, visual course components			
Web-based photo editing tools	 <p>Flickr is primarily a copy, store and photo share site. It is free and very simple to use. Photo editing is very simple and is handled via a Flickr partner, Picnik. One of the nice features of Flickr is the ability to organize photos and videos around a certain theme. Another interesting feature is that Flickr allows you to geotag photos onto a map.</p>	 <p>Pixlr's photo tool is all online. It is flash-based and resembles the Photoshop layout. Users can edit photos from websites files on their computer. The product uses outstanding security measures by automatically removing erased images from the Pixlr servers every 5 minutes. Additionally, changes in the working image never leave the screen.</p>	 <p>The Photoshop.com (Photoshop Online) site is probably the best of the online editors. However, please note that there are a couple of issues in using Adobe's online editing tool: The program can only edit jpegs and Adobe now requires a Creative Cloud (CC) account to use the product. As Adobe makes changes to the CC, this free product will also change.</p>
Desktop-based, non-linear video editing tools	 <p>Windows Movie Maker - Is a free download from Microsoft and comes with Windows. Basic video editing software. (PC)</p>  <p>iMovie - Easy to use and powerful video editing software. Part of Apple's iLife suite of tools, iLife and iMovie can be downloaded at software.memphis.edu (Mac)</p>	 <p>VideoStudio Pro x2 - This tool combines video editing with disc authoring. In use within the ALC as their preferred video editing tool. - (PC) - (\$)</p>  <p>Final Cut Pro X - New version of Apple's FCP series of products. The functionality of FCP X moves toward the lower end and toward the production of web-based video. - (Mac) - (\$)</p>	 <p>Adobe Premiere Pro CS4 - The advanced video editing suite for the Windows Platform. Integrates with most Adobe products. - (PC) - (\$)</p>  <p>Avid - The film and television industry standard for video editing and total media production. - (Win/Mac) - (\$)</p>

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Visual Data and Mapping tools - These tools are focused on collaborative activity. Often times these tools provide collaboration around a common data set, document or visual artifact to be discussed.			
Visual Data	 <p>With Gapminder - you will never look at statistics in the same way. Full of re-useable, valuable "world" data sets that you can simulate in your class - Gapminder even has a free desktop tool to use with these data sets.</p>		
Mind-Mapping Tool	 <p>Minemeister is a visual brain-storming tool. This interactive collaboration tool helps like-minded users map their ideas into a highly visual artifact.</p>	 <p>SpicyNodes is constructed as a tree structure, which organizes information in a logical way, letting visitors quickly drill down to the information they seek. At the same time, it gives people a quick glance at large volumes of information and how each piece relates to others around it.</p>	
Mapping Tools	 <p>Google Earth lets you fly anywhere on Earth to view satellite imagery, maps, terrain, 3D buildings, from galaxies in outer space to the canyons of the ocean. You can explore rich geographical content, save your toured places, and share with others. Google Earth requires the initial download of the earth client tool.</p>	 <p>Google Maps will allow you to geo-code and build maps sets based on your data. This free tool is a powerful way to visually represent your data sets.</p>	
Web site creation - Tools that allow faculty to create short term web sites and content. (Please note: The free web content hosting services change their service offerings, frequently. Check each site for their latest free offerings. As an alternative, faculty and instructors can use the blogs.memphis.edu service for their personal web space, too.)			
Web site and page creation		 <p>weebly is free web creation site and tool. With basic functionality, weebly offers a very simple and intuitive interfaces for content creation.</p>	 <p>Google Sites is another free web hosting and content creation service. Sites now has automatic templates for mobile devices and it also allows for integration with Gmail and Google Drive.</p>





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Virtual or On-line course creation - The Learning Management System (LMS) for the U of Memphis can serve both the fully on-line, and hybrid courses. Course content and modules can easily be assembled within the LMS.			
Course Management (Desire2Learn)	  <p>eCourseware (powered by Desire2Learn) is the learning management system for the University of Memphis. This web-based platform provides many tools that can enhance both the online and traditional classroom teaching & learning experiences for faculty and students. D2L is also integrated with Turnitin - a plagiarism prevention tool.</p>		
Social Media Publishing - Individuals can now publish digital magazines based on their Social Media postings, follows and interests.			
Digital Magazines	  <p>Using the model of providing content curation services, paper.li allows any person to create a digital magazine based on their interests.</p>	  <p>Scoop.it is a free publishing-by-curation platform. The service makes content curation publishing a simple and new form of expression on the Web.</p>	
Gaming, Simulations and Animation			
Games and gaming resources - Instructors may find that incorporating gaming and simulations into their course content can have a positive impact and aid students with experiential learning.			
Gaming Resources for Higher Education	 <p>EDUCAUSE has assembled several types of resources about gaming and simulations into one complete area. These resource types include: Publications, Presentations, Podcasts and Blogs.</p>	 <p>The New Media Consortium is a valuable resource for faculty interested in the latest advances in new media and higher education. The NMC is an alternative source on gaming information.</p>	
Massive, Multi-User On-line Games (MMOG) examples	 <p>World of Warcraft is probably the largest MMOG in play today.</p>	 <p>This article from the Chronicle of HE lists some of the important details in successfully implementing gaming into the curriculum.</p>	 <p>Serious Games - Here is a list of examples of "serious games" that can be incorporated into a course. These examples represent some of the most popular games that have been used in the T&L space.</p>

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Videos and animation - Video lets learners experience real-world simulations. Animation can allow students to visualize text in a new and engaging way.			
Micro Videos	   <p>Instagram is a virtual social community where you can capture and share photos and videos. Instagram videos can be 3-15 seconds in length.</p>	   <p>Vine is a mobile service that lets you create and share short looping videos. Videos you post to Vine will appear on your Vine profile and the timelines of your Vine followers. Posts can also be shared to Twitter or Facebook.</p>	   <p>MixBit lets you record, edit and publish videos as short as one second or as long as an hour (via 16 sec. clips)—right from your mobile device. MixBit is also the first site that lets users collaborate and remix videos uploaded by the community.</p>
Animation		  <p>Go! Animate allows you to create short films using cartoon animation. You may also incorporate text and audio elements, too.</p>	  <p>PowToon is user friendly and intuitive presentation software that allows someone with no technical or design skills to create engaging professional “look and feel” animated presentations.</p>
Watching videos	   <p>The University now has a YouTube EDU account. With YouTube EDU, faculty can place extended video course content to be streamed. With the YouTube EDU account there is no video length limit for your video content. Contact the ALC for more information.</p>	   <p>vimeo is an social network-based video sharing site. Over the past few years, vimeo has gained a reputation of hosting creative, high-quality videos. Vimeo contains an eclectic mix of videos based on a wide variety of subject matters. Lots of available content for instructors to use their classes, too.</p>	
Teaching and Learning Utilities			
File and Content Storage Tools - The following utilities can help instructors manage and store their content and files.			
Managed, web-based disk storage space	  <p>The University provides all students, faculty and staff with web-based storage via UMdrive. UMdrive is a secure, highly redundant file storage service. The current version of UMdrive adds navigation shortcuts to course content and provide instructors with greater ease of use.</p>		
Free, web-based disk storage space	   <p>Dropbox is an internet-based file storage service that allows users to store up to 2 GB of free file storage. Additional fees for apply for larger storage space. Files can be shared over multiple computer devices.</p>	   <p>Box is another type of web-based file sharing and storage service. Internet 2 (I2) and Box have started an initiative to bring storage to universities.</p>	   <p>Google Drive is Google's free, web-based file storage system. Google Drive is a service and hub for all your Google apps. (Gmail, Sites, etc.) Up to 7GB of total Google file space.</p>

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<p>Social Bookmarking - Social bookmarking is a method for Internet users to store, organize, search, and manage bookmarks of web pages on the Internet with the help of metadata, typically in the form of tags that collectively and/or collaboratively become a folksonomy.</p>			
<p>Social Bookmarking for Instructors</p>	    <p>The Evernote tool delivers social tagging and bookmarking via a notes-based interface. Capture web pages, pictures, text links and screenshots from a simple interface. Search your notes via simple keyword searches. (Also look at another Evernote product - Penultimate)</p>	    <p>Pinterest is social bookmarking tool that allows you to organize and collect web links around subject matters that you are interested in tracking. The tool is free to use.</p>	    <p>pearltrees combines social bookmarking and mind-mapping techniques to help you build a visual and collaborative library around your interests. The tool is free to try and premium accounts begin at \$1.99 a month.</p>
<p>Library Resources - The UoM library has an outstanding on-line catalog with several tools that provide new and interesting ways to access books, journals, periodicals and databases.</p>			
<p>Integrated Library System (ILS) tools</p>	  <p>QuickSearch is a new way to search the University Libraries. The QuickSearch tool has been described as a, "Google-like search with an Amazon.com experience." QuickSearch opens up a typical catalog search to include subject facets, tag clouds and images.</p>	  <p>Article QuickSearch uses the latest Research Pro (2.01) search engine to connect faculty with selected article databases. Individual, customized searches are available within the Article QuickSearch tool.</p>	  <p>Journal searches can be conducted using the classic catalog interface. Advanced searches can be completed within each query to quickly find the exact journals that you are looking to review.</p>

Learning Content and Tools with Content -	
	MERLOT is a free and open online community of resources designed primarily for faculty, staff and students of higher education from around the world to share their learning materials and pedagogy. MERLOT is a leading edge, user-centered, collection of peer reviewed higher education, online learning materials, catalogued by registered members and a set of faculty development support services
	Open Learning Initiative: Carnegie Mellon's open courses are unique as they improve effectiveness in your classrooms through the student learning data that OLI collects and reports back to you. You can see how your class is doing as a whole, and drill down to see which students are having problems.
	MIT OpenCourseWare (OCW) is a web-based publication of virtually all MIT course content. OCW is open and available to the world and is a permanent MIT activity.
	Connexions offers an educational content repository accessible for free over the internet or in many downloadable formats so that materials can be used by anyone, anywhere and anytime.
	Academic Earth offers a comprehensive collection of free online courses from the world's top universities.
	JHSPH OpenCourseWare (OCW) - OCW makes the course materials, used by the John Hopkins School of Public Health in many of their courses, freely and openly available on the Web. You may share and adapt the materials on OCW under the terms of the Creative Commons license.
	TED ED - TED-Ed's commitment to creating lessons worth sharing is an extension of TED's mission of spreading great ideas.
	PBS iPad App - Watch the most popular and current PBS programs free and with minimal interruption. PBS for iPad features more than 300 videos, including full-length episodes, segments and previews with new content updated daily. (iPad app free)
	Open.Michigan - is a University of Michigan initiative that enables faculty, students, and others to share their educational resources and research with the global learning community
	Flat World Knowledge is a sustainable business model that provides students affordable copies of textbooks online, lower costs print versions, pays authors and allows remixing and customization by educators.
	Open Textbook Catalog - The University of Minnesota has created a catalog of open textbooks. Open textbooks are complete textbooks released under a Creative Commons, or similar, license. Instructors can customize open textbooks to fit their course needs by remixing, editing, and adding their own content. Students can access free digital versions or purchase low-cost print copies of open textbooks.
	The OpenCourseWare Consortium is a worldwide community of hundreds of higher education institutions and associated organizations committed to advancing OpenCourseWare and its impact on global education.

Support and Icon Key:

-  **Self-Service Support** - Traditional software support is probably not necessary to use this new tool. Any software support that might be required can easily be acquired from the experiential use of the tool, or from the tool's web-based support site.
-  **Content Support** - The Advanced Learning Center (ALC) and the ITD Helpdesk (HD) have cursory knowledge of these tools. In most cases, the ALC and HD can point the instructor toward additional known on-line resources. In some cases, ALC staff may be able to recommend other instructors or individuals that have a working knowledge of these tools and that may be willing to provide additional support services.
-  **Traditional Support and Training** - The Advanced Learning Center (ALC) and the ITD Helpdesk (HD) have full support knowledge of these tools. In most cases, the ALC provides training and consulting services to instructors interested in using these tools. Instructors interested in seeking additional training may contact the ALC for an appointment.
-  **License cost to use the tool** - There is a cost to use this tool. In most cases, an individual license must be purchased by the instructor before using the tool. Some of these tools can be purchased via the University at software.memphis.edu, others may require a purchase directly from the software vendor. In any case, the ITD Materials Coordinator (matcord@memphis.edu) can assist you with purchasing software.



Android version of the app - In addition to the web, or client-based version of the software, there is also an Android version of the app that is either free or requires a low-cost fee to use it. <https://play.google.com/store/apps?hl=en>



HTML 5 - Content created with this tool can be viewed from any PC, Mac, tablet, or smartphone with a web browser. No software to download or install.



iOS version of the app - In addition to the web, or client-based version of the software, there is also an iPad/iPhone version of the app that is either free or requires a low-cost fee to use it.



The UoM maintains a fairly comprehensive mobile app. The app is built for both Apple's iOS and Android (now called Google Play) platforms. For more information, go to the following web site: <http://www.memphis.edu/mobile/>

Acknowledgments:

Cliff Mims (2010). *Designing and Developing Online Instructions: Traditional Approaches and Digital Alternatives*. Online: <http://clifmims.com/site/>

Andrew Churches (2007). *Traditional and Digital Approaches*. Online: <http://www.bloglines.com/blog/andrewch?id=4>

ProfHacker, *The Chronicle of Higher Education*, (on-line publications)

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