



PKM E-Learning Tools Workshop

- Section I September 22th, 2015
- Section II September 25th, 2015

Speaker:
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Department of Curriculum & Instruction

PKM e-learning tools

Google Applications (Alert, Drive, Applications)

Zotero



Evernote



Prezi



Sign up for a Google Account

To sign up / in, go to <http://www.google.com.hk>

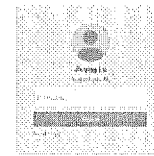


Sign up / in a Google account

Google

One account. All of Google.

Sign up for a new Google account



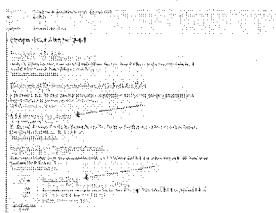
Sign up for a new Google account

Google Alerts

<http://www.google.com/alerts?hl=en>

- Google Alerts are email updates of the latest relevant Google results (web, news, etc.) based on your choice of query or topic.

- Some handy uses of Google Alerts include:
- Monitoring a developing news story
- Keeping current on an industry
- Tracking stories about your agency



Create Alert

Create your own Alert by clicking into scholar.google.com.hk



Type in your interest topic

Personal Knowledge Management

- ☒ include patents
- ☒ include citations

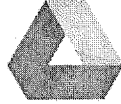
Create your Alerts



and expertise knowledge man
Cited by: 122 Re
Personal kn
related and
Related to
Propose The pay
knowledge in the

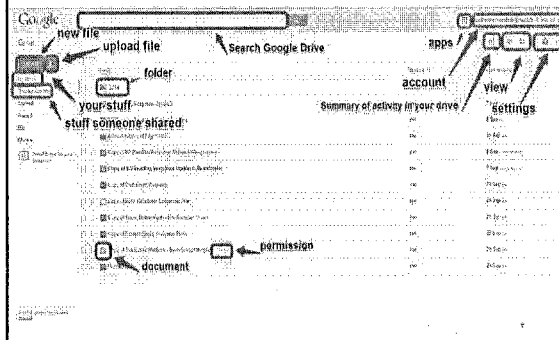
Google Drive

- A cloud storage app
- Access it via the web
<https://drive.google.com>



- Tip: With Google Drive, the best browser to use is Chrome, worst to use is IE - some features just won't work

Google Drive Home Page



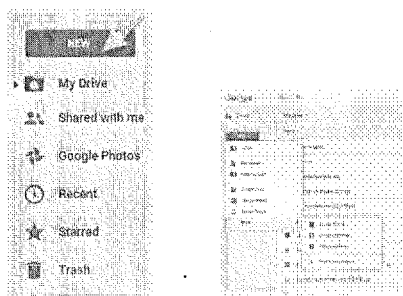
- Google Drive can be installed on tablets, smartphones, laptops (like dropbox).

Drive: Creating Files, Creating Folders

- Files
 - Start - Create
 - Find - Search box and Details and activity
 - Rename
 - Save - auto
 - Delete - right click, tick, within file
- Folders
 - As above as well as
 - Move file into the folder
 - Colour code - for fast ID



Creating Files, Creating Folders



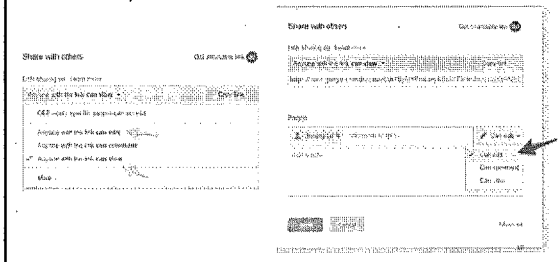
Google Docs

- An online word processor
- <https://docs.google.com/>
- Blue Tab at Top Left = Home Button



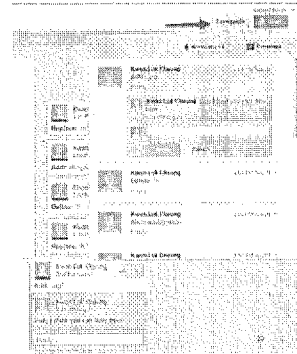
Adding Word Docs/pdf files to Google Drive

- is possible (drag/drop)
- can open/share Word/pdf docs
- cannot edit/comment on them



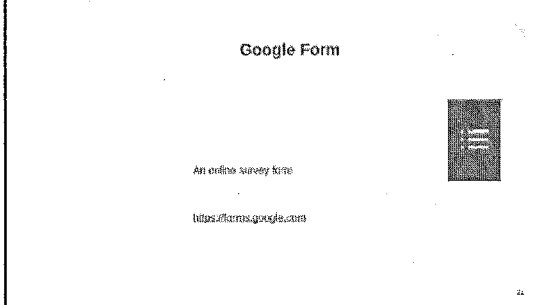
Collaborative Docs/Files

- Can see who's viewing
- Personalised cursors when editing
- chat currently appears to be disabled
- Auto changes in real-time
- Revision history
- Got to >> All changes saved in Drive - changes options
- Editing options



Create your form by click into

forms.google.com



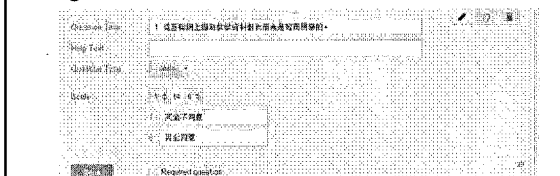
Rename and introduce your form



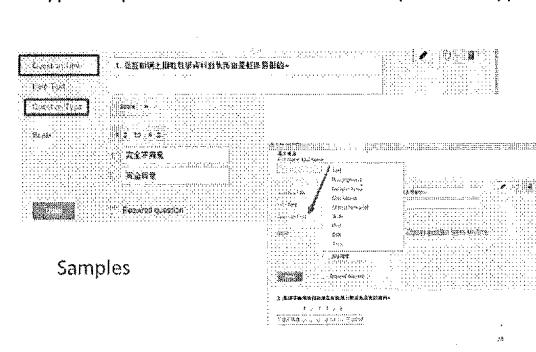
Create questions



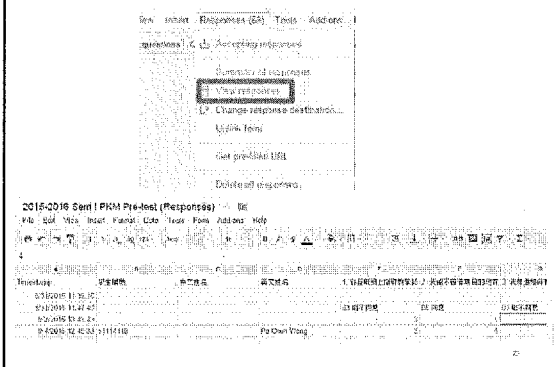
setting answers



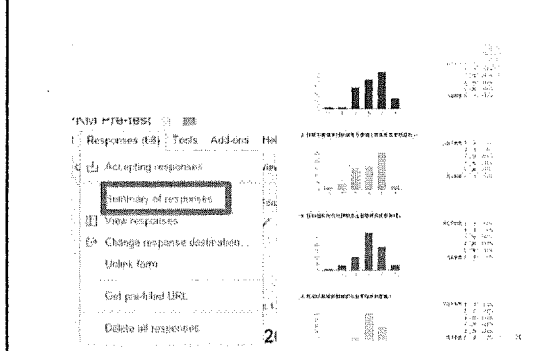
Type in questions title and choose question type



Viewing responses



Viewing the summary of your responses

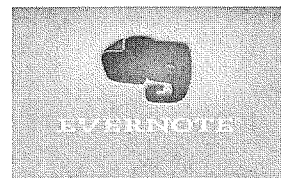


There, that wasn't so bad ...

• ... was it?

Welcome to Evernote

•Basic Tutorial



What is Evernote?

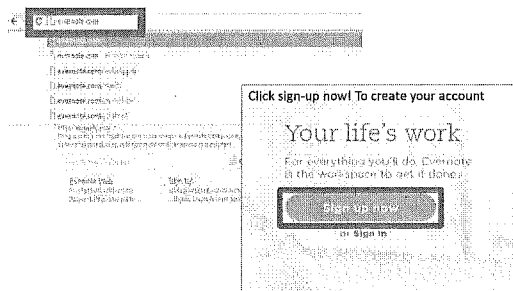
It is an easy-to-use app that helps you organize, remember and store all of your files in one place

Capture anything
Save your ideas, things
you like, things you hear,
and things you see.

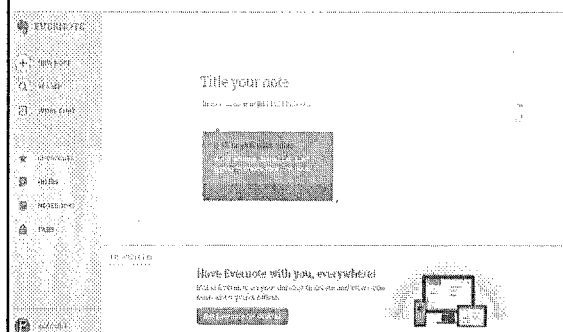


Sign up for Evernote

Click into evernote.com for signing up your Evernote account



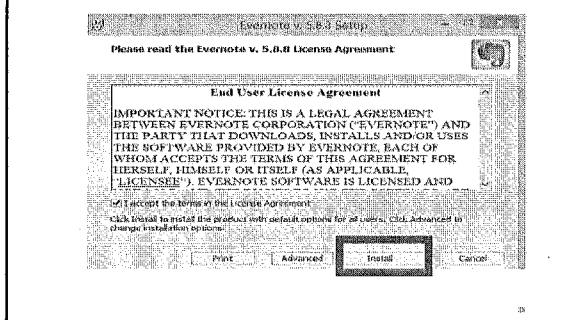
This is your evernote online dashboard



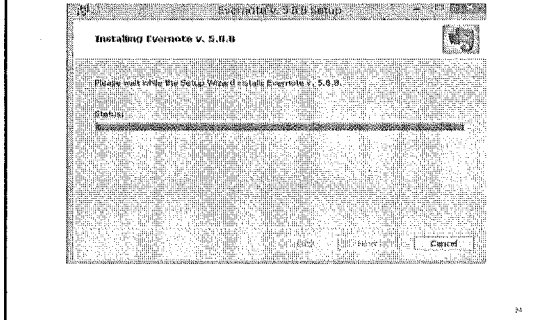
Get evernote for your desktop when your offline



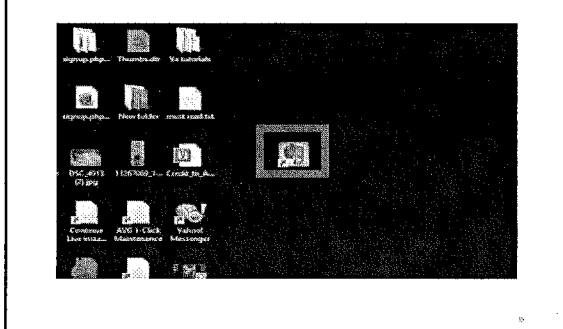
Click install



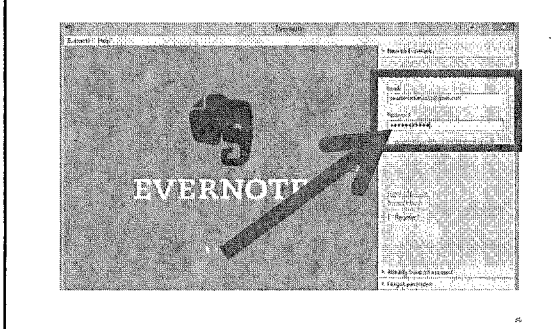
Wait while installing..



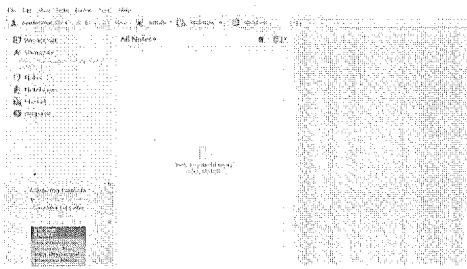
Double click the icon to launch Evernote app



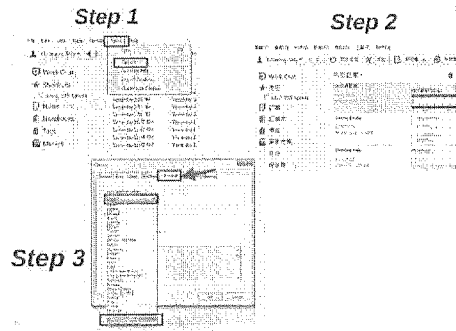
Enter your username and password



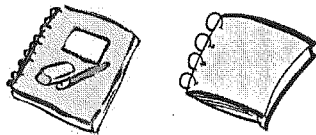
This your evernote offline dashboard



Choose your language



Note that you can create two types of Notebook

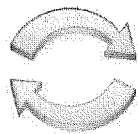


First the local Notebook

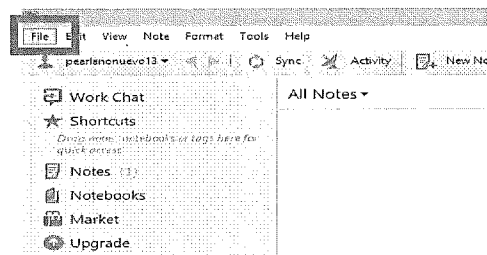
- ✓ Stored in your hard drive
- ✓ Private notebook which is not shared with the cloud

Second Synchronized Notebook

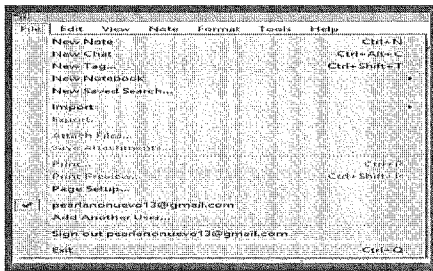
Public Notebook
which you are willing
to share in the cloud



To create a notebook, click
File tab in menu bar



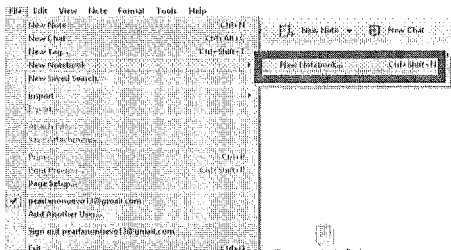
Drop down menu will appear



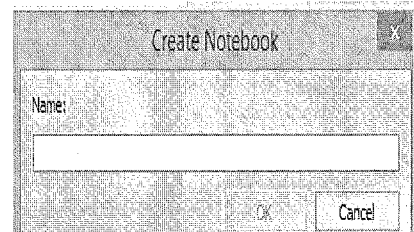
Click new notebook button



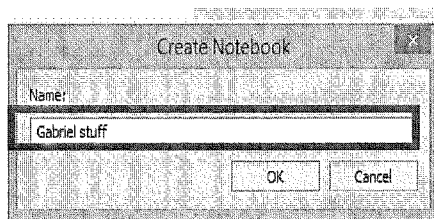
Click this to create new notebook



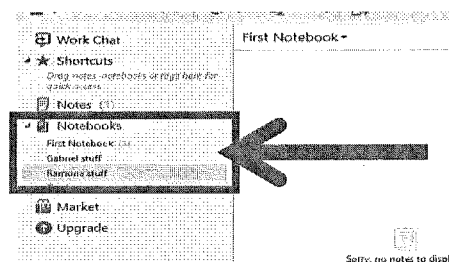
Create notebook dialogue box will appear



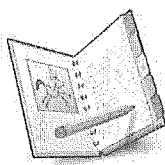
Key in the name of your notebook



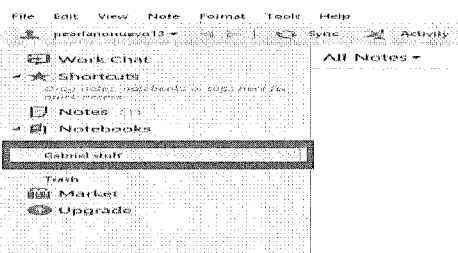
All created notebooks will appear under Notebooks column



Now let's create a NOTE

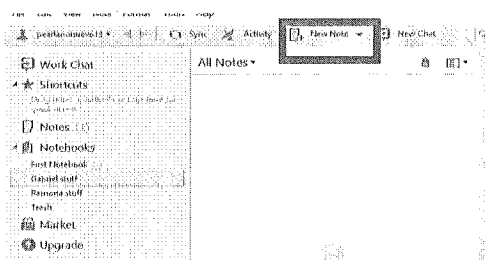


In creating a note, click first which notebook you'll use for your note



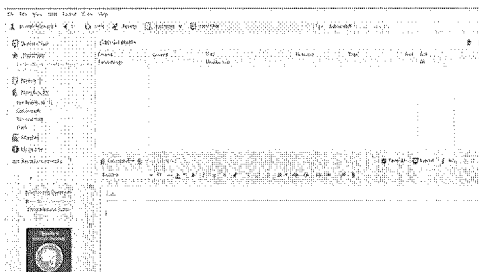
59

Click New Note button to create a note



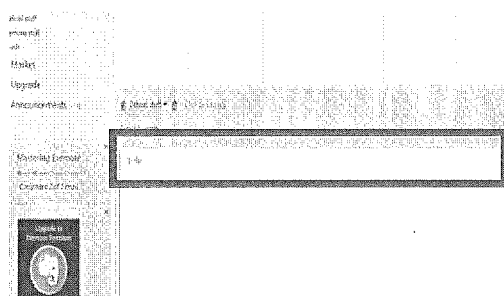
60

You are now ready to create a note



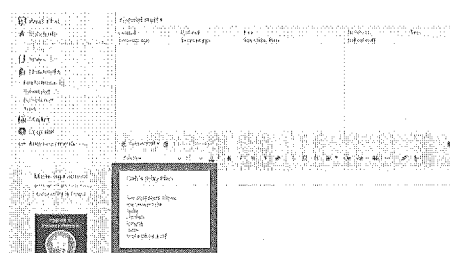
61

Enter title of your note



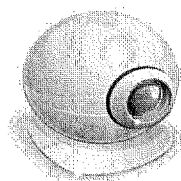
62

Create the content of your Note

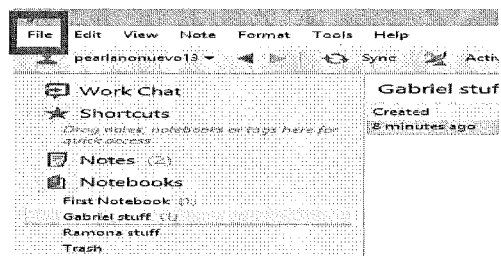


63

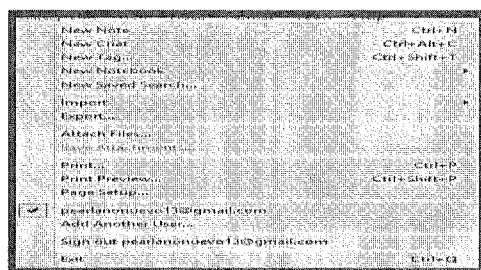
Let's create a
Webcam Note



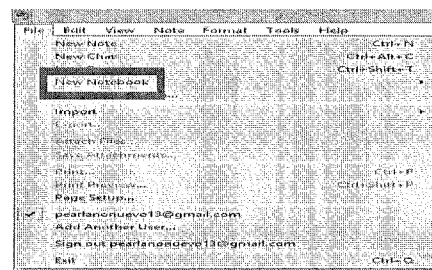
To create a webcam note, File button in the
dashboard



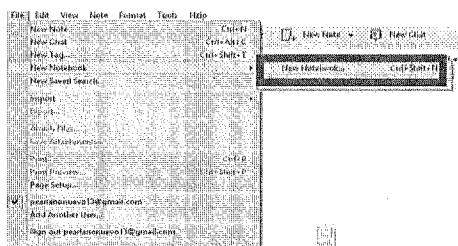
Drop down menu will appear



Click new notebook button



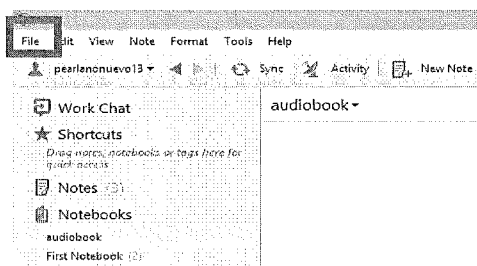
Click this to create new notebook



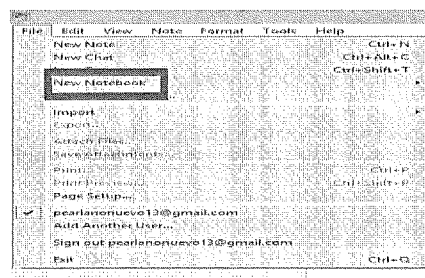
Let's create an
AUDIO NOTE



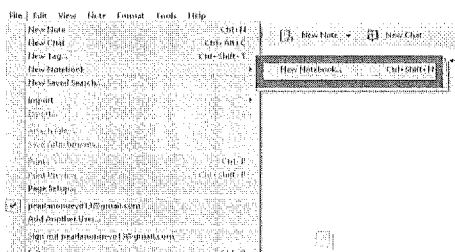
To create an Audio Note, click file tab in the dashboard



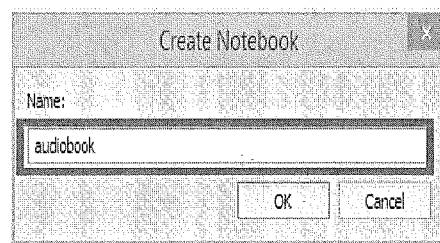
Click new notebook button



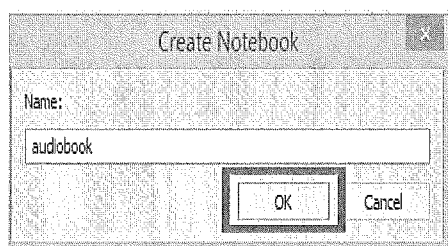
Click this to create new notebook



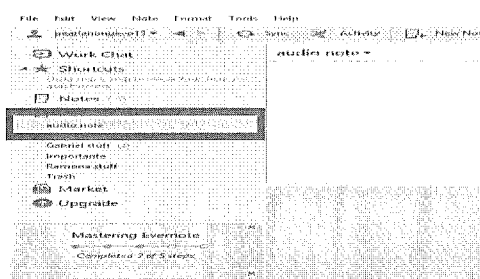
Dialogue box will appear, enter **Audio Note** as your title



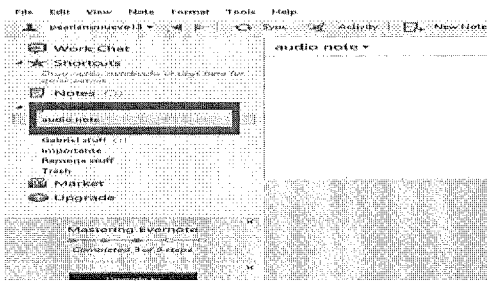
Then click OK button



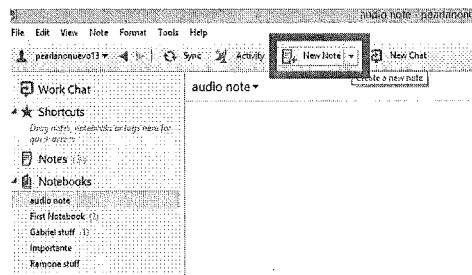
Audio Note now saved under Notebooks



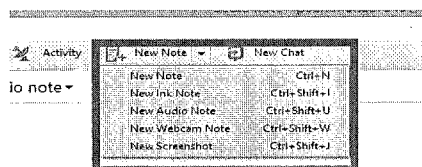
Now click audio note button



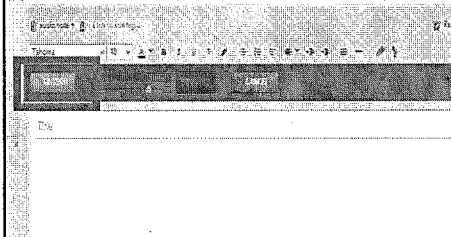
Click arrow down button beside New Note tab



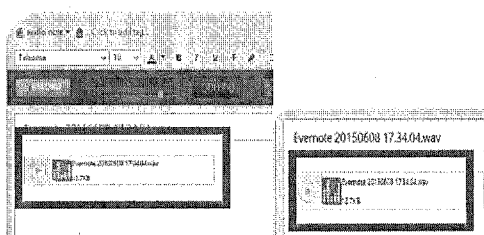
Drop down menu will appear



Click Record button to start recording



Viewing the newly saved Audio Note



Evernote Web Clipper

It is a simple extension for your web browser that makes it quick and easy to store just about anything you find in the web

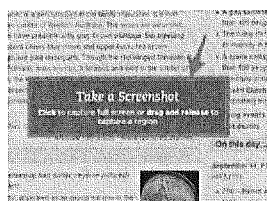


Clip information from websites

Step 1



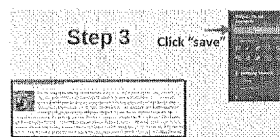
Step 2



Clip information from websites

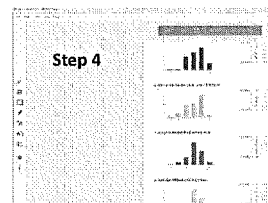
Step 3

Click "save"

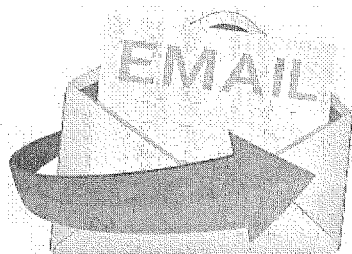


Annotate your notes

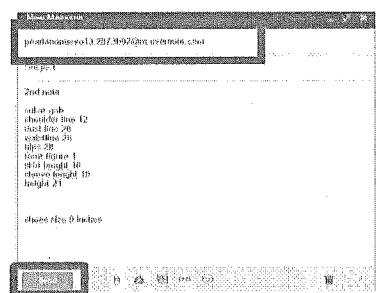
Step 4



How to send email to Evernote



Forwarding email to my Evernote Account



Hope you have fun in
using Evernote!!

Managing References

Using the free reference management tool Zotero



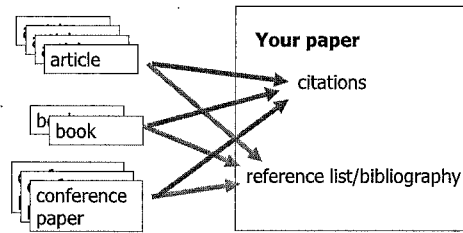
Zotero

- Why use a reference management tool?
- Zotero functionality
- Creating your Zotero library
- Adding references to your Zotero library
- Managing your documents and references
- Creating bibliographies
- Using Zotero with MS Word

28

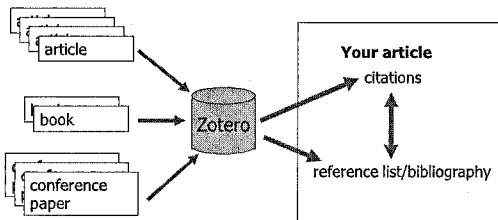
Problem statement...

Your topic:



29

Use a reference management tool!




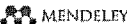

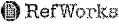
31

Reference management tools

- Tools that help scholars to create and manage their lists of references for research projects.
- Most tools are designed to organize citations into specific formats for the preparation of manuscripts and bibliographies.
- Many search tools provide ways to download references into reference management tools.

32

Software options

Free	  MENDELEY
Subscription	Reference Manager  EndNote  RefWorks ProCite

33

zotero

- The Firefox web browser can be downloaded for free at: <http://www.mozilla.com/en-US/firefox/>
- To download and install Zotero go to: <http://www.zotero.org>


34

Zotero functionality

- Zotero recognizes bibliographic information on books, journal articles, and other resources from websites and databases and extracts metadata from these sources.
- Store related PDFs, files, images, and links in your library
- Create a bibliography in Word or OpenOffice.
- Publish shared libraries for your organization, class, or research group.

87

Download and install Zotero

- Open the Firefox / Chrome web browser
- Go to the website: www.zotero.org
- To install Zotero, click on 
- After installation, restart Firefox / Chrome

88



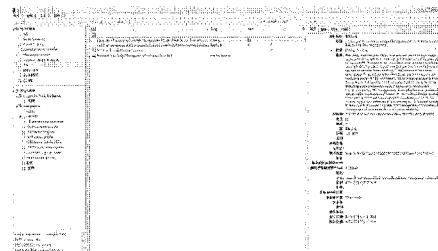
This will open the Zotero window within the browser. The window has three columns that represent different levels of specificity for your references:

- The left column shows your Zotero libraries and collections as well as 'tags' (keywords)
- The middle column displays items contained within the selected library
- The right column displays information about a selected item.

Left Column

Middle column

Right column

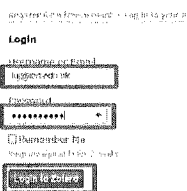


89

Create your group library

- Step 1. Click into <http://www.zotero.org>
- Step 2. Log in your zotero account
- Step 3. Click "Create a New Group" button

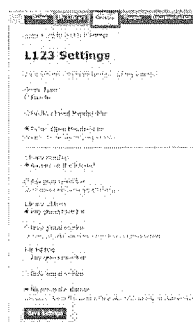
Log In to Zotero



Create a New Group



Select your group settings after you create your own/group library



- Step 1. click "My Library" or "Group" button

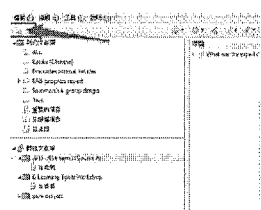
- Step 2. select setting in your preference

- Step 3. Click "Save Setting" to save your setting

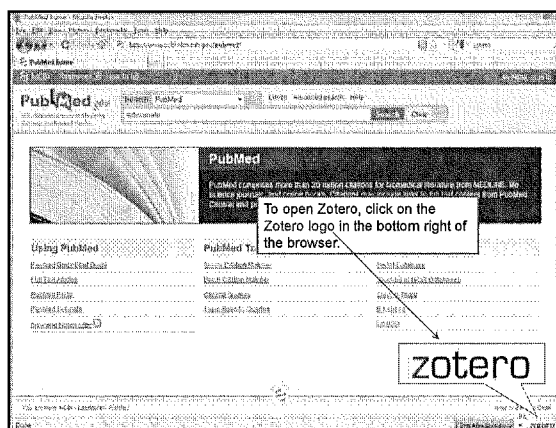
90

Create new collections

In the left column, click on "New Collection" icon () and name this collection



Rename collections



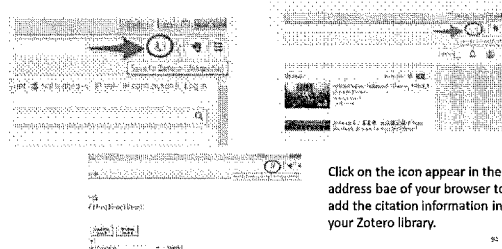
Adding citations to Zotero

• You can add citations to your library in several ways:

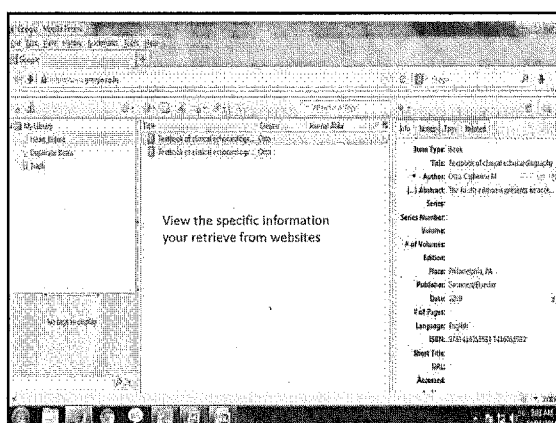
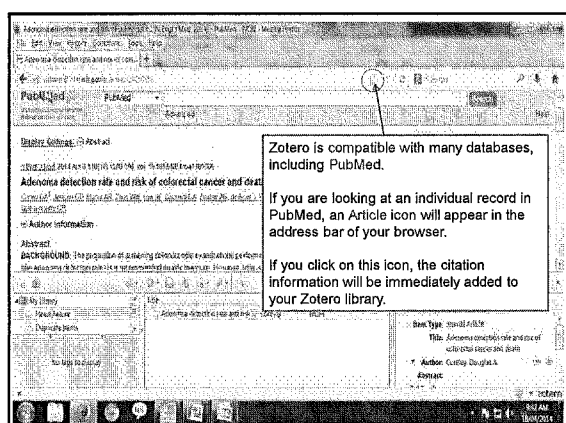
1. Manually enter citation information
2. Import citation information for a single item
3. Import citation information for multiple items
4. Automatically cite web pages
5. Add an item by identifier (ISBN, DOI or PMID)

Adding citations to your Zotero library


Zotero is compatible with many databases, including PubMed. If you are looking at an individual record in PubMed, an Article icon will appear in the address bar of your browser. If you click on this icon, the citation information will be immediately added to your Zotero library.



Click on the icon appear in the address bar of your browser to add the citation information in your Zotero library.






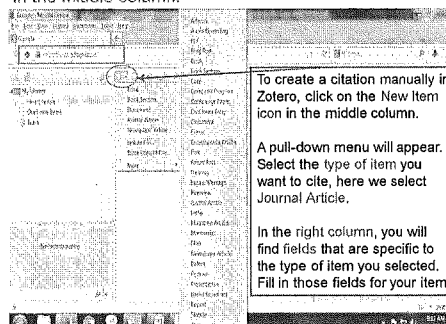
- In Zotero, click on the New item icon () in the middle column.
- Select to add a **Book** and enter the following title, author, publisher and publication date:

Otto, C.M., 2009. *Textbook of clinical echocardiography*
4th ed., Saunders/Elsevier.

20

Create new citation in your Zotero Library

In Zotero, click on the New Item icon () in the middle column.



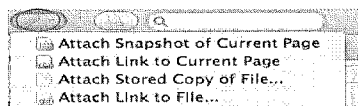
To create a citation manually in Zotero, click on the New Item icon in the middle column.

A pull-down menu will appear. Select the type of item you want to cite, here we select Journal Article.

In the right column, you will find fields that are specific to the type of item you selected. Fill in those fields for your item.

Attaching files to items

- In Zotero, any type of file can be attached to an item.
- By clicking on the button in the middle column that looks like a paperclip:

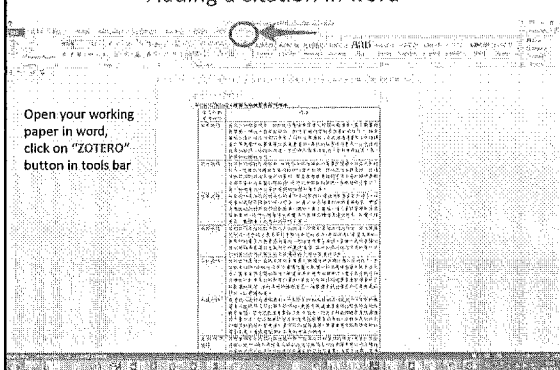


20

How to create Reference / Bibliography?

20

Adding a citation in word



After you click into "ZOTERO", row of icons appears at Microsoft Word toolbar:



These six buttons allow us to manage references and bibliographies in Microsoft Word documents.

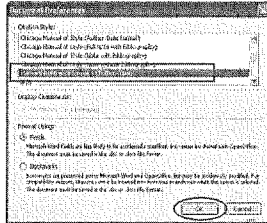
20

Adding citations in word



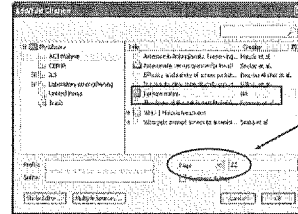
Click on the "Zotero Insert Citation" icon

- If this is the first citation added to the document, the Document Preferences window will open. Select format to use and click OK.



Adding a Citation in Word

- Once the format chosen, the "Add Citation" window will pop up. Sort collection in this window, select the item which we would like to cite and click on "OK".



add the specific page number in the text box at the bottom of the window.

204

Generating a bibliography



- To generate a bibliography from all the items which referenced, click the "Zotero Insert Bibliography" button () on the Zotero toolbar in Word.
- The edit citation () and edit bibliography () buttons allow us to edit citations and bibliographies those have already inserted into documents. Click inside a citation or bibliography and click either button to edit.

Note: Never use word processor to edit citations!

205

Generating a bibliography



- The fifth button on the toolbar, "Zotero Refresh" () updates references to any changes in the Zotero collection.
- The sixth button on the toolbar () will open the Document Preferences window again, allowing to change the bibliographic style instantly.

206

Creating bibliographies from Zotero

- To create a bibliography, highlight one or more references and then right-click
- Select "Create Bibliography from Selected Item(s)."
- Then select a citation style format and choose one of the following four ways to create bibliography:
 - *Save as RTF* will allow to save the bibliography as a rich text file, which can be opened for example in Word.
 - *Save as HTML* will allow to save the bibliography as a HTML file for viewing in a web browser.
 - *Save to Clipboard* will allow to save the bibliography to clipboard to paste into any text field.
 - *Print* will send created bibliography straight to a printer.

207

Introduction to Prezi Basics

208

Add Text

- Double-click anywhere on the Prezi canvas and start typing.
- Text color can be formatted on the fly
- **Fonts** are limited to the selected template.

113

Elements

- Elements are the objects that make up your presentation. They can be:
 - Graphics
 - Words
 - Audio or video files
 - PDFs, Flash files (.SWF)

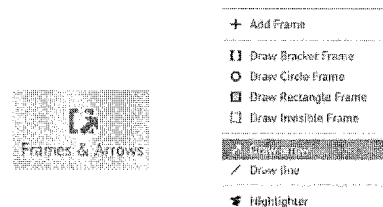
116

Organize Elements

- Elements should be grouped to visually represent similarities.
- When you present, Prezi pans to the various elements to highlight them.

117

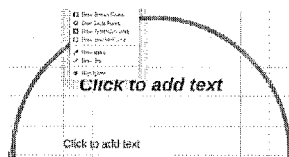
Frames & Arrows [Top Menu Bar]



- After adding a frame to your Prezi, you can click on it once to bring up the Transformation Tool and move, scale, or rotate everything inside.

120

Draw a Frame



- Enclose text within a frame
- A path point is added when you draw a frame.

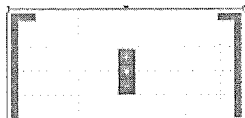
119

Frame Tip

- If you have multiple elements in a frame (e.g., a picture and a legend), the frame must be highlighted when you click to create a path. Otherwise, Prezi will zoom to the picture and not show the legend.

120

Transformation Tool



- After you add anything to your canvas, click on it once to bring up the Transformation Tool.
- You can move, size/scale, and rotate your content any way you like.

121

Transitions

[Rotation]
Big rotations (90-180 degrees) result in extreme spinning (and possible nausea). To create smooth rotations, keep transitions under 90 degrees.

[Zoom & Scale]
Keep objects close together
Keep zooming relevant to the content
Scaling objects to different sizes provides context

[Proximity]
The farther objects are placed from each, the more abrupt the transition.
For smooth transitions, create path points that are close together.



122

Add/Edit Paths



- Add "paths" to your Prezi to designate the order in which elements are displayed.
- To add a path, click on the **Path** menu > select "Add". Or, click on "Edit Path".
- Click to add a path point.
- Continue until you have clicked on all the elements of your presentation.

123

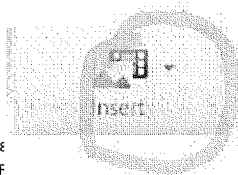
Insert [Top Menu Bar]



- Image...
- Symbols & shapes...
- Diagram...
- YouTube video...
- Add Background Music...
- Add Voice-over to Path Step #1...
- From file (PDF, video)...
- From My Collection...
- PowerPoint...

124

Insert a YouTube Video



- Copy the URL from YouTube
- Click insert > YouTube Video
- Paste the URL into the dialogue box:
 - <https://www.youtube.com/watch?v=CbE>
- Do the same thing for music and .SWF

125

Presenting

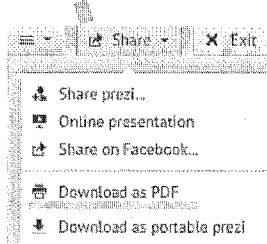
- Click the blue "Present" box on the upper-left of the Top Menu bar.
- The keyboard spacebar toggles between "Edit" and "Show" modes.
- Use the right and left arrow keys



126

Download and Share

- Select the **Share** menu (upper-right corner) to see download options:



Presenting Offline

- Portable Prezi is an **exported** or **downloaded** version of your Prezi, which **works without Internet access, a Prezi account, or Prezi Desktop**.
- Click **Share** > "Download as a Portable Prezi" to create a file that you can present offline.

Collaboration

- Prezi allows up to **10 people** to work on the same Prezi at one time.
- In **Edit mode**:
 - Click the **Share** button on the upper-right top menu
 - Select "Share Prezi".
 - Prezi creates a link to share with others (expires after one week).

Printing

- Printing is of limited value because Prezi is intended to be interactive.
- Click **Share** > "Download as PDF" to create a PDF file that corresponds with each "slide" in the Prezi. This works best for printing handouts.

Thank You!

Please click into the URL and evaluate our workshop
<http://goo.gl/forms/PqUKyDSyJf>