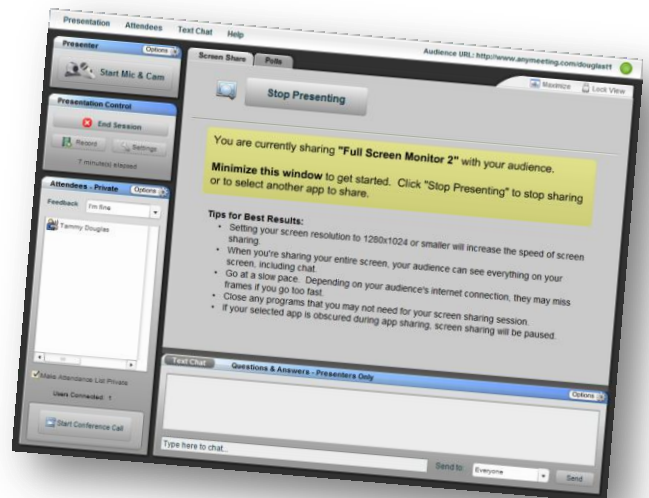


New Links for September 2011 – Please take a minute to check out this issue! For information on using these tools or joining the ET group, please contact Tammy Douglas at x2378 or douglast@kellogg.edu.

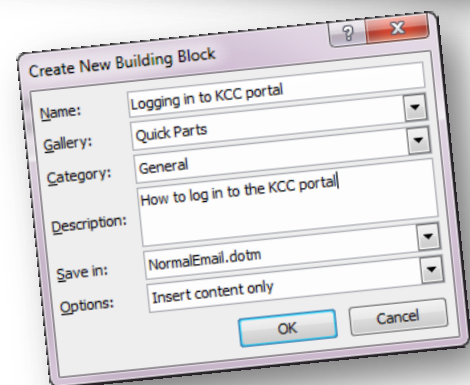
- **AnyMeeting** – Interested in using an online collaboration tool in your classroom or online class?

AnyMeeting (<http://anymeeting.com/>) is a great way to bring guest speakers into an online environment or face-to-face classroom, create group projects with students, or even meet with colleagues to collaborate.

Press the record button and use the screen sharing option to review course materials (PowerPoint, Excel, Word, etc.), websites, or other materials. Pass the controls off to your students allowing them to take control or share their own screen. Obtain feedback using the survey and quiz features. Engage your students further through chat, audio or video. When the session is complete, stop the recording and post the link for those unable to attend or for repeated viewing. Review the meeting reports to see who attended, view the chat log and view the results of the surveys and quizzes. For more information, check out <http://www.youtube.com/AnyMeeting>.



- **Quick Parts in Outlook** – Do you find yourself typing the same information or instructions repeatedly? Try using **Quick Parts** in Outlook to save snippets of text. In a new message, create your text and highlight the portion you want to reuse. Click the Insert tab along the top of the message window. Click the Quick Parts option (in the text block) and choose *Save Selection to Quick Parts Gallery*. Next time you create a message, go to *Insert->Quick Parts* and select your text. To edit any of your Quick Parts items, go to *Insert->Quick Parts*, right click on the snippet and choose *Organize and Delete*.



Staff Highlight: Tammy Douglas – Looking for ways to present information in a more visual format? Take a look at [A Periodic Table of Visualization Methods](#) from visual-literacy.org. This site breaks down ideas into six different visualization categories and provides examples as you hover over each item. This periodic table can be used by both faculty and students come up with different ways to deliver content. For example, if you are interested in having students present a concept in a visual format, there are 28 different visualization methods to choose from in this periodic table.

NOTE: The technologies included in the ET newsletter are typically web-based and are subject to change by the vendor. Note also that many technologies require storage of your information on the web, so be intentional about the information you post outside of KCC's environment. It is important to be careful when sharing of student information (FERPA issues), maintain awareness of intellectual property rights, and recognize the potential instability and lack of backup that may exist with these products. If possible, always keep a copy of your information in your own KCC file share as backup.