



New Links for October 2010 – Please take a minute to check out this issue! For information on using these tools or joining the ET group, please contact Cathy Hendler.

- **Using Microsoft Word “Styles” – Microsoft Word “Styles”** Formatting an entire document manually so that it is consistent can be time consuming. Using styles allows you to quickly and simply apply multiple formatting choices consistently to your entire document. Font name, size, color, paragraph alignment and spacing can all be set within a “style”. Styles also let you apply a change to a formatting characteristic across an entire document in a single step. Learn more about using Microsoft Styles in Word by going through the tutorial at <http://office.microsoft.com/en-us/word-help/format-your-document-with-styles-RZ001103924.aspx>.
- **Managing presentations in Blackboard – Slideshare** (www.slideshare.net) is a free, online, social sharing website that provides a platform to share PowerPoint (and other) presentations. The new version of Blackboard provides a “Mashups” feature to easily embed **Slideshare** presentations into a content area. A major benefit of this feature to students is that PowerPoint presentations shared via SlideShare in Blackboard load faster and easier than as attachments in Blackboard. For faculty, SlideShare provides a central place to store and organize your presentations outside of Blackboard. SlideShare further allows you to maintain privacy of your content (for copyright concerns), as well as to make them public when appropriate. To learn how to use the Blackboard Mashups feature, click here http://ondemand.blackboard.com/r91/movies/bb91_course_content_creating_a_mashup.htm

Faculty Highlight: Sarah Stout – Faculty are already using YouTube to post their own instructional videos, but sometimes students can also benefit from using YouTube as an instructional tool. Sarah Stout reports “one of the issues we've had for years in teaching COMM 101 online, has been providing a means by which students can turn their speeches in for others to see. The speeches must be video recordings; Blackboard isn't designed as a video server and therefore can't provide access to large video files. A good method I suggest to students to accomplish this is to share their video recordings via YouTube (www.youtube.com). Students can choose to mark their video as Private (only specific YouTube users can view), Unlisted (anyone with the link can view) or Public (anyone can search and view) - that's up to the student.”

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.