



Note: Insert a comment to leave a suggestion, request the production of a video, or whatever else you want to mention.

Digital Literacy for Students and Faculty

- **Design your virtual desk for productivity**
 - Increase your screen space
 - Manage window location according to attention task
 - Organize your tabs in a predictable order
 - External keyboard for better ergonomics
- **Manage your attention through goals, tools, and habits**
 - Rheingold's suggestions
 - Adapting habits to fit your needs
- **Find resources through search and social filtering**
 - Increase your search skills
 - Using twitter as a custom news feed
 - Pick the brains of interesting people from their follow list
- **Exercise judgement: inspect, evaluate, critique**
 - Triangulation
 - Social fact checking
- **Sharing and commenting build value and relationships**
 - Using Google plus to share selectively
 - Building conversations in classes with Google+
- **Cultivate learning communities for sharing and discussing**
 - Build ties to friends in a setting where you can share
 - Email (plus and minus)
 - Google+ (plus and minus)
 - Twitter (plus and minus)
 - Blogs (plus and minus)
 - Ted's mixed methods approach

- **Organize resources for yourself and others**
 - Create pages with links for things that you use
 - Store shortcuts in your browser
- **Creating online resources using free tools**
 - Documents
 - [Making/sharing google docs](#)
 - Profiles
 - [Creating a Google+ Profile to Highlight Your Work](#)
 - Blogs
 - Sites
 - Google+ circle threads
- **Create instructional videos for others**
 - Using Screen cast-o-matic
 - Uploading to Youtube
- **Organize materials for work groups**
 - Three different ways to share access to a Google doc
 - Folders for google docs
 - Folders in dropbox
- **Collaborate on writing tasks in real time**
 - Share a google document for collaborative notes
 - Work in groups and contribute your work to a shared document
 - Peer review and editing on laptops during class
 - Use comments to alert others of new changes
- **Collaborate on long term projects**
 - Create task coordination document in google docs
 - Store team documents in shared dropbox folder
- **Manage your presentation of self in digital life**
 - Document your interests, activities and accomplishments
 - Who do you want to find you, and what do you want to make sure that they learn?
 - Create profiles that are easy to find
 - Increase your “Google Juice” by becoming more central in your own work
 - Reflect on your digital reflection
 - Manage your publications on Google Scholar
 - Use “My citations” to discover relevant research
 - Use google scholar citation alerts and follow researchers
- **Life long learning resources**
 - Khan academy
 - The learnist
 - Youtube
 - Connected education
- **Other topics?**