



Upgrade Your World

Tech Tools for Productivity

The Tech Tools Series offers technology literacy workshops to help students, faculty and staff integrate the most current technologies into their lifestyle to help increase everyday productivity. Empower yourself and get more done faster and more efficiently by learning about these everyday tech tools you can start using today. Become a tech savvy user of the 21st century. Upgrade Your World.

Get Stuff Done I: Time Management in 2K8

Dates and Times:

Tuesday, October 7, 2008: 1:30 p.m. - 3:00 p.m.

Wednesday, October 8, 2008: 1:30 p.m. - 3:00 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitators: Ina Miller-Cabasug and Jonathan Wong

Learn some tools to help you get and stay organized to balance the demands of home, school and work. In this first GtD workshop we will focus on the traditional time management tools of calendars and to-do lists. We briefly go over some old school tricks such as paper bound organizers but will focus mainly on online calendar systems such as those provided through UH Portal, Laulima, Google, Yahoo!. and MSN and online task management systems such as those offered by Remember the Milk and Gubb. We'll also take a look at the hottest new releases of 2008 in Smart Phones that can help you stay connected and organized on the go!!!

Get Stuff Done II: Digital Notetaking with Evernote and Google Notebook

Dates and Times:

Tuesday, October 14, 2008: 1:30 p.m. - 3:00 p.m.

Wednesday, October 15, 2008: 1:30 p.m. - 3:00 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitators: Ina Miller-Cabasug and Jonathan Wong

In the age of Web 2.0 there is no more need for papers and pencils. If you have consistent access to a computer (be it a laptop, a work station, home computer or a computer lab) attend this session and learn how you can use the online note book services Evernote and Google Notebook to store, digitize, catalog and share your notes with your fellow classmates or colleagues whenever and wherever you need. As an added bonus we will review some short effective note-taking strategies to enhance your note taking process.



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Digital Mind Mapping with Gliffy, Mindmeister and Bubbl.us

Dates and Times:

Tuesday, October 21, 2008: 10:30 a.m. - 12:00 p.m.

Wednesday, October 22, 2008: 1:30 p.m. - 3:00 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitators: Tim Cubero and Jonathan Wong

For years the concept of Mind Mapping has been taught to help us sort and organize our thoughts and ideas to help us visualize important key concepts. Whether we are writing a paper or organizing a project getting our ideas down on paper helps bring clarity and vision to accomplishing our goals. In the digital age this process is greatly simplified through the use of mind mapping software and tools as opposed to the large sheets of paper and gallons of ink of the past. In this session we compare and contrast three leading Digital Mind Mapping tools: Gliffy, MindMeister and Bubbl.us. We also cover basic mind mapping concepts to lay a solid foundation in using these tools effectively.

Get Stuff Done III: Online Digital Assistants

Dates and Times:

Tuesday, October 28, 2008: 1:00 p.m. - 2:00 p.m.

Wednesday, November 18, 2008: 1:00 p.m. - 2:00 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitator: Jonathan Wong

In this final GsD workshop we take a look at some of the newest online tools and services available to help you remember tasks and stay organized through the use of online personal digital assistants. Specifically, we will take a look at two popular online assistants: Jott and Sandy. We will show you how you can leverage these two services which serve as online secretaries and how they can help you keep track of your schedule, help you remember your notes and other important things all while on the go or at your computer.



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Assistive Technologies: LiveScribe's Pulse Pen and Natural Readers

Dates and Times:

Tuesday, October 28, 2008: 2:00 p.m. - 3:00 p.m.

Tuesday, November 18, 2008: 2:00 p.m. - 3:00 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitators: Cheryll Aldridge, David Knapp, and Jonathan Wong

See the latest in assistive technology products. Imagine a pen that not only took notes but also recorded audio of what it is that you are hearing. Imagine being able to play back that audio on your notepad with just a touch of your pen? Imagine if this was possible. Imagine no more. The Pulse Pen by LiveScribe makes this possible. See this amazing product for yourself.

Social Bookmarking with del.icio.us

Dates and Times:

Wednesday, October 29, 2008: 1:00 p.m. - 2:15 p.m.

Wednesday, November 26, 2008: 1:00 p.m. - 2:15 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitator: Jonathan Wong

Learn how to organize and keep your website bookmarks and references all in one place. Do you use multiple machines between your home, school and job to do research? Learn about this and other nifty tools that will allow you to keep all your bookmarks secure in one place so that you can access them no matter where you are, PLUS share them with your friends. This workshop will focus on the del.icio.us service provided by Yahoo!, an excellent tool where you can not only store your bookmarks, but share them with your friends as well which makes it an ideal service for group research projects and collaboration as well as fun "social" applications.

RSS (Really Simple Syndication): All The News In the World - On Your Terms

Dates and Times:

Wednesday, October 29, 2008: 2:30 p.m. - 3:30 p.m.

Wednesday, November 26, 2008: 2:30 p.m. - 3:30 p.m.

Location: NHC Computer Lab, 7 – 421



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Target Audience: "E" Everyone
Facilitator: Jonathan Wong

Learn how to simplify, centralize and manage all of the news web sites or blogs you read on a daily basis through an RSS reader. Do you spend hours all day surfing through various news sites simply trying to keep up with the latest information? RSS (Really Simple Syndication) allows people to automatically download the latest news and information from web sites to a News Reader program for review at their leisure. The benefit to this is NEVER missing out on a news post ever again and being able to review news updates just as easily as you read your e-mail. Join us and see how easy it is to set-up and digest news information through RSS - All The News In the World - On Your Terms

Google Apps for Education

Dates and Times:
Monday, November 3, 2008: 1:30 p.m. - 3:00 p.m.
Wednesday, November 5, 2008: 1:30 p.m. - 3:00 p.m.
Location: NHC Computer Lab, 7 – 421
Target Audience: "E" Everyone
Facilitator: Jonathan Wong

Everyone knows of Google as being the world's #1 Internet Search Engine. But did you also know it has tons of FREE tools of value to today's college student and educator? This workshop will go over the basics of Google Apps for Education including: Gmail, Google Calendar, Google Docs, Google Reader, Google Notebook, Google Bookmarks and Google Scholar.

Collaborative Authoring I: Online Office Suites

Dates and Times:
Monday, November 10, 2008: 1:30 p.m. - 3:00 p.m.
Wednesday, November 12, 2008: 1:30 p.m. - 3:00 p.m.
Location: NHC Computer Lab, 7 – 421
Target Audience: "E" Everyone
Facilitator: Jonathan Wong

Just about everyone knows and uses Microsoft Office, the de-facto industry standard office suite. This workshop will introduce you to the new world of Online Office Suites. These Office Suites are web-based and built for group collaboration and projects which is of tremendous value to both students who do group projects as well as office workers and project members who must collaborate together on documents while on the go. For years Microsoft Office has been the leading productivity suite standard but in the age of Web



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2.0 it's less than stellar collaborative features leaves a lot to be desired. Learn how to get more work done quicker by harvesting the power of online collaborative authoring systems that leave Office in the dust. The suites we will examine include: Google Docs, Zoho and ThinkFree.

Collaborative Authoring II: Wikis

Dates and Times:

Monday, November 17, 2008: 1:30 p.m. - 2:45 p.m.

Wednesday, November 19, 2008: 1:30 p.m. - 2:45 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitator: Jonathan Wong

In recent years Wikis have revolutionized the way content is written and disseminated. Wikipedia.org, the world's premiere online encyclopedia editable by everyone has demonstrated the potential of this tool. Learn how you can harvest the power of wikis to enhance the collaborative authoring process and some of the tools available to you to implement a wiki. We'll be looking at Wikispaces and PBWiki, two free web app solutions that allow you to have your own Wiki at your own disposal.

Money Management for the Cash Strapped Person in an Economic Recession

Dates and Times:

Thursday, November 13, 2008: 8:30 a.m. - 10:00 a.m.

Tuesday, November 25, 2008: 1:30 p.m. - 3:00 p.m.

Location: NHC Computer Lab, 7 – 421

Target Audience: “E” Everyone

Facilitator: Jonathan Wong

This workshop will go over some basics in budgeting, saving and investing. The focus will be an overview of some of the online tools you can use to help you keep track of your income, get a grip on your spending, help you formulate and maintain your personal budget as well as track some of your investments. The tools to be explored include Mint, Wesabe, Geezeeo and Xpenser.

The Technology Integration Series is funded through a U.S. DOE Title III Native Hawaiian Serving Institutions grant and is sponsored by the Native Hawaiian Center, the Faculty Development Committee, the Wo Learning Champions and the Distance Education Advisory Group in partnership with the Center for Excellence in Learning, Teaching and Technology at Kapiolani Community College



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