# Tools for Creating Instructional Materials:

<table>
<thead>
<tr>
<th>TOOL</th>
<th>UTK SUPPLIED AT NO ADDITIONAL COST? Or UTK SUBSCRIPTION thru YOUR DEPARTMENT?</th>
<th>TASKS YOU CAN PERFORM WITH THIS TOOL</th>
<th>LEARN HOW TO USE IT AT...</th>
</tr>
</thead>
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| Adobe Creative Cloud Software | UTK subscription through your department [https://oit.utk.edu/software-hardware/adobe/](https://oit.utk.edu/software-hardware/adobe/) | • Use a variety of Adobe software programs to create and edit images, animations, videos, etc.  
• Includes Acrobat, Photoshop, Illustrator, InDesign, Acrobat PDF tool, and many more. | • LinkedIn Learning tutorials [Learning Adobe Creative Cloud](https://oit.utk.edu/software-hardware/adobe/) |
| ESRI ArcGIS | UTK supplied at no additional cost [https://oit.utk.edu/research/research-software/arcgis/](https://oit.utk.edu/research/research-software/arcgis/) | • Create custom maps and data visualizations. | • OIT workshops  
• LinkedIn Learning tutorials [ArcGIS Pro 2.4 Essential Training](https://oit.utk.edu/research/research-software/arcgis/)  
[ESRI ArcGIS Maps for Creative Cloud Extension](https://oit.utk.edu/research/research-software/arcgis/)  
And more |
| qualtrics & QuestionPro Survey Software | UTK supplied at no additional cost [https://oit.utk.edu/research/websurveys/](https://oit.utk.edu/research/websurveys/) | • Create custom surveys.  
• Analyze data.  
• Produce data visualizations and Word and PowerPoint data presentations. | • OIT workshops |
| MS Office 365 ProPlus | UTK supplied at no additional cost [https://oit.utk.edu/software-hardware/proplus/](https://oit.utk.edu/software-hardware/proplus/) | Use to create/customize instruction:  
• text documents (Word),  
• spreadsheets (Excel),  
• slide presentations (PowerPoint),  
• Emails (Outlook),  
• desktop publishing (Publisher),  
• database files (Access), | • OIT workshops  
• LinkedIn Learning tutorials [Microsoft 365 Essential Training](https://oit.utk.edu/software-hardware/proplus/)  
And more |
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| LinkedIn Learning | UTK supplied at no additional cost [https://oit.utk.edu/training/online-training/lil/](https://oit.utk.edu/training/online-training/lil/) | • Tutorials on using open source and supported software tools.  
• Create Learning Paths and Collections of tutorials to help others learn software to complete course materials and assignments. | • OIT website [LinkedIn Learning](https://oit.utk.edu/training/online-training/lil/) |
| Zoom: Synchronous Video Conferencing System | UTK supplied at no additional cost [https://oit.utk.edu/teachingtools/liveonline/zoom-getting-started/](https://oit.utk.edu/teachingtools/liveonline/zoom-getting-started/) | • Display your content during a synchronous online class.  
• Record a video to make your own lecture or how-to video. | • OIT workshops  
• Zoom Support [Zoom Help Center](https://oit.utk.edu/teachingtools/liveonline/zoom-getting-started/) |
| Canvas: UTK’s Learning Management System | UTK supplied at no additional cost [https://online.utk.edu](https://online.utk.edu) | • Post your content for students to access.  
• Upload your videos using Canvas Studio, then embed those videos from within a course page. | • OIT workshops  
• Canvas Support [Canvas LMS Community](https://online.utk.edu) |
| PC Screenshot for PC screenshots | No additional cost for Windows 10 PC users | • Take a screenshot on your computer. | • [Windows 10](https://www.microsoft.com/en-us/softwareupdate/windows-10)  
• [Windows 8.1](https://www.microsoft.com/en-us/softwareupdate/windows-8-1)  
• [Windows 8](https://www.microsoft.com/en-us/softwareupdate/windows-8) |
| Apple Screenshot For Mac OS screenshots and screen recordings | No additional cost for Mac users (use the key combinations recommended for your Mac OS version) [https://www.apple.com/macos/](https://www.apple.com/macos/)  
See: [Take Screenshots or Screen Recordings on a Mac](https://www.apple.com/macos/) | • Capture a video recording of your computer screen.  
• Take a screenshot on your computer. | • Apple Support [Take a screen recording](https://support.apple.com/HT201227)  
• Apple Support [Take a screenshot on your Mac](https://support.apple.com/HT201227)  
• YouTube tutorials [Command + Shift + S](https://support.apple.com/HT201227)
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| **Use PowerPoint’s Built-in Screen Recorder** for PC & Mac screen recordings  | UTK supplied with Office 365 at no additional cost [https://oit.utk.edu/software-hardware/proplus/](https://oit.utk.edu/software-hardware/proplus/) | • Capture a video recording of your computer screen.  
• Record a video tutorial of how to use a software program.  
• Record your lecture. | • See this OIT Knowledge Base article on the topic: [Use PowerPoint to Record Your Screen](https://oit.utk.edu/software-hardware/proplus/) |