








Tools for Creating Instructional Materials:

TOOL	UTK SUPPLIED AT NO ADDITIONAL COST? Or UTK SUBSCRIPTION thru YOUR DEPARTMENT?	TASKS YOU CAN PERFORM WITH THIS TOOL	LEARN HOW TO USE IT AT...
 <p>Adobe Creative Cloud Software</p>	<p>UTK subscription through your department</p> <p>https://oit.utk.edu/software-hardware/adobe/</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • LinkedIn Learning tutorials Learning Adobe Creative Cloud
 <p>ArcGIS</p>	<p>UTK supplied at no additional cost</p> <p>https://oit.utk.edu/research/research-software/arcgis/</p>	<ul style="list-style-type: none"> • Create custom maps and data visualizations. 	<ul style="list-style-type: none"> • OIT workshops • LinkedIn Learning tutorials ArcGIS Pro 2.4 Essential Training ESRI ArcGIS Maps for Creative Cloud Extension And more
 <p>QuestionPro Survey Software</p>	<p>UTK supplied at no additional cost</p> <p>https://oit.utk.edu/research/websurveys/</p>	<ul style="list-style-type: none"> • Create custom surveys. • Analyze data. • Produce data visualizations and Word and PowerPoint data presentations. 	<ul style="list-style-type: none"> • OIT workshops
 <p>MS Office 365 ProPlus</p>	<p>UTK supplied at no additional cost</p> <p>https://oit.utk.edu/software-hardware/proplus/</p>	<p>Use to create/customize instruction:</p> <ul style="list-style-type: none"> • text documents (Word), • spreadsheets (Excel), • slide presentations (PowerPoint), • Emails (Outlook), • desktop publishing (Publisher), • database files (Access), 	<ul style="list-style-type: none"> • OIT workshops • LinkedIn Learning tutorials Microsoft 365 Essential Training And more

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		<ul style="list-style-type: none"> collecting, organizing, and sharing digital notes (OneNote). 	
 <p>LinkedIn Learning</p>	<p>UTK supplied at no additional cost https://oit.utk.edu/training/online-training/lil/</p>	<ul style="list-style-type: none"> Tutorials on using open source and supported software tools. Create <i>Learning Paths</i> and <i>Collections</i> of tutorials to help others learn software to complete course materials and assignments. 	<ul style="list-style-type: none"> OIT website LinkedIn Learning
 <p>Zoom: Synchronous Video Conferencing System</p>	<p>UTK supplied at no additional cost https://oit.utk.edu/teachingtools/liveonline/zoom-getting-started/</p>	<ul style="list-style-type: none"> Display your content during a synchronous online class. Record a video to make your own lecture or how-to video. 	<ul style="list-style-type: none"> OIT workshops Zoom Support Zoom Help Center
 <p>Canvas: UTK's Learning Management System</p>	<p>UTK supplied at no additional cost https://online.utk.edu</p>	<ul style="list-style-type: none"> Post your content for students to access. Upload your videos using Canvas Studio, then embed those videos from within a course page. 	<ul style="list-style-type: none"> OIT workshops Canvas Support Canvas LMS Community
<p>PC Screenshot for PC screenshots</p>	<p>No additional cost for Windows 10 PC users</p>	<ul style="list-style-type: none"> Take a screenshot on your computer. 	<ul style="list-style-type: none"> Windows 10 Windows 8.1 Windows 8
<p>Apple Screenshot For Mac OS screenshots and screen recordings</p>	<p>No additional cost for Mac users (use the key combinations recommended for your Mac OS version) https://www.apple.com/macOS/ See: Take Screenshots or Screen Recordings on a Mac</p>	<ul style="list-style-type: none"> Capture a video recording of your computer screen. Take a screenshot on your computer. 	<ul style="list-style-type: none"> Apple Support Take a screen recording Apple Support Take a screenshot on your Mac YouTube tutorials Command + Shift + 5

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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/	<ul style="list-style-type: none"> • Capture a video recording of your computer screen. • Record a video tutorial of how to use a software program. • Record your lecture. 	<ul style="list-style-type: none"> • See this OIT Knowledge Base article on the topic: Use PowerPoint to Record Your Screen