**District or Campus Standard Tools**

* Course Management Tool (Catalyst)
* Banner & MyPortal features
	+ Faculty features: Course Studio, Group Studio
	+ Staff/admin features: enrollment, purchasing, student time cards, budgeting
* Basic productivity tools:
Operating systems (Windows 7 and Mac OSX basic skills)
E-Mail and Calendar Management (Outlook)
Word Processing (Word)
Spreadsheet (Excel)
Presentation (PowerPoint, Mac vs. Window systems, screen resolution issues)
Online lecture with audio (PowerPoint)
Back-up Data
* Smart Classroom
* AUO/TracDat
* SARS/E-SARS
* Electronic Curriculum Management System (ECMS)
* Computer Security
* VMWare Fusion for iMacs with Windows on them
* Scantron (on campus and on line)
* Database– (FileMaker Pro, MySQL)
* Omni Update (webpage)
* CCC Confer
* Computer Security
* PDF
* Accessibility
* Online research and information literacy

**Tools or Technologies that are not Campus or District Standards**

* Blogs (e-journaling, BlogSpot, eBlogger)
* E-portfolios (through an open source tool)
* Online lecture with video:
Video recording, editing and distribution

Podcasts (video/lecture viewed on computer, iPod)

Streaming Video (web-based video)

Digital Cameras and camcorders

Video conferencing skills (How to use video conferencing effectively in instruction)

* Screen/Voice capture (Camtasia, Captivate, Jing)
* Surveys (Survey Monkey)
* Personal mobile devices and applications for mobile devices (iPod, iPad, Kindle, Tablet PC)
* Shared online content (both open and password protected)
Assigned space for Wikis (wikispaces.com)

Google Docs

* Social networking (web page, Breeze Meeting, Facebook, Twitter, Google+)
* Social Studying Sites (Cramster, CourseHero, GradeGuru)
* Synchronous online meeting tools (CCC Confer, Skype, G-Chat)
* Scanner Knowledge (for scanning photos or other images)
* Document camera (Elmo)
* Classroom response systems (Clickers)
* Electronic White Board (Smart Board)
* Interactive pen display (Sympodium)
* Copyright knowledge
* Early Alert Retention System (Starfish Retention Solutions)
* Open Educational Resources