

TECHNOLOGY IN A SYSTEMS APPROACH TO LEADERSHIP

# ESSENTIAL TOOLS

*This course centers on the philosophy that technology can help us be more productive, better decision-makers, more effective researchers, and just generally happier people (except, of course, when it doesn't work, or distracts us from focusing on people who are important to us). Throughout this course, a number of tools will be essential for your success in achieving the learning outcomes. They have each been selected, as they will also help you well beyond this particular course in both your academic and vocational pursuits.*

*Use the "self-rating" column to assess your current knowledge of each of the features within each technology tool. Place a check mark in the "status" column, once you have achieved competency in that particular function.*

## MICROSOFT WORD



People use an average of less than 2% of the features that are in Microsoft products. While you do not need to start learning the back-end programming language in the application, it is imperative for you to know some intermediate and advanced features, as you progress toward managing as extensive of a document as a dissertation.

Getting started early in the program will enable you to build your word processing skills, so that by the time you are in the intensive research portion of the program, you are not then also trying to learn new features of the application.

Feature	Notes	Self rating	Status
Section breaks	No more pressing enter to get to a new page		
Section formatting	First page formatting, link to previous/next checkbox		
Styles	Use existing, create new, modify existing		



Feature	Notes	Self rating	Status
Character, paragraph, and page formatting	Recognize the difference between how the various formatting options behave		
Tabs vs paragraph formatting	Determine when to use a tab and when to format a paragraph to indent (or hanging indent)		
Page number format	Format different number styles in different sections (roman numerals, regular numbers)		
Headers and footers	Customize, varied in different sections		
Table of contents	Auto-create, update, use line leaders, dot leaders		
Title page	Insert title page, no page numbers		
Zotero add-in	Insert citation, create bibliography in APA format		
Tables	Insert and format tables		

If these features are unfamiliar to you, a good investment is a month-long membership to [lynda.com](http://lynda.com). They offer an all-access pass to their fantastic tutorials, including ones on the version of Word you are likely using. Current pricing is just \$25 a month, far less than you might spend paying someone to clean up formatting troubles, when you are in the crutch time of trying to finish your dissertation.



Having an integrated, full-featured citations manager is essential in progressing toward an advanced degree. Zotero is a great option for Concordia doctoral researchers, since it has a free option, and low-cost, paid options, if storage and syncing of an abundance PDF files is desired.

Since Concordia's Ed.D. program is designed to have research components throughout the curriculum, Zotero skills are crucial from the start. Use the service to save citations related to both your dissertation research and subjects from each course. The better you are at tagging and organizing your research, the easier you will make it for yourself to cross the finish line.

Feature	Notes	Self rating	Status
Zotero account	Create Zotero account and store login/password information		
Primary application or extension	Install the browser-based extension, or the stand-alone app		
Microsoft Word add-in	Do not attempt to use the Mac Pages application for doctoral work. Install the add-in.		
Citations	Add citation, edit citation, tag and categorize citation, add note		
Organization	Create folder, move citations to folders		



WORDPRESS

Bloggng discipline and skills help build personal mastery and extend credibility in your profession. [WordPress.com](https://www.wordpress.com) offers a free, basic blogging service. You are not required to use WordPress, but must send an alternate service to the professor for approval, before determining that it will meet the requirements of the course.

Feature	Notes	Self rating	Status
<a href="https://www.wordpress.com">WordPress.com</a> account	Create <a href="https://www.wordpress.com">WordPress.com</a> (not .org) account and create blog for use in EDD703 class		
Customization	Choose a theme and colors, as appropriate to the brand image you are attempting to establish		
Pages	Add pages, including at least an about us page and a contact page		
Posts	Create posts each week to align with the topics as prescribed in the course materials		

Feature	Notes	Self rating	Status
Media	Include a graphic in each post that aligns with your topic, is legal to use, and is properly cited. When appropriate, include other media, such as audio and video. Embed video, when appropriate.		
Sharing	Recognize the difference between sharing a post and sharing your entire blog, when copying/pasting/sharing		

## RSS AGGREGATOR AND READER

RSS aggregators and readers play an important role in achieving the learning outcome for this course related to developing a personal knowledge management system. These tools are easy to use and will likely mean that you find yourself feeling more overwhelmed with information, as you seek out sources of news and information that are most closely related to your own learning goals and interests.

Feature	Notes	Self rating	Status
Reader/aggregator account(s)	For some, a combined RSS reader and aggregator service, such as feedly, will be sufficient. Others may want to use two different services that best meet their needs.		
Reader	Read articles, mark as read, forward articles, bookmark articles		
Aggregator	Subscribe to feeds		

## BOOKMARKING SERVICE



Another essential tool to have for your personal knowledge management system is a bookmarking service. [Diigo](#) or [pinboard.in](#) are the recommended site for this class, though others may well meet your particular needs better. You may choose any bookmarking service and will articulate the reason for your selection when you write your PKM plan.

Feature	Notes	Self rating	Status
Account setup	Set up account and any ancillary services (such as news readers) that you want to be able to bookmark from...		
Bookmarks	Add a bookmark from a browser and your preferred news reader service, edit a bookmark, delete a bookmark, add tags and notes to a bookmark		
Sharing	Share a bookmark, share a particular category/tag of bookmarks via email or social media		

## TWITTER



The microblogging service, Twitter, is integral to achieving the course learning outcomes, too. It is simple, in terms of using it, but complex, in terms of really leveraging its power.

Feature	Notes	Self rating	Status
Account setup	Create your twitter user account		
Tweeting	Create Tweets with images, links, and hashtags.		
@mentions	Mention another Twitter user in a Tweet		
Direct messages	Send a direct message to another Twitter user		



The text message service, Remind, is designed to help teachers be able to keep in close contact with students and other stakeholders (such as parents). We will use this service in the class, though you do not need to set it up until we are together in class.

## MICROSOFT POWERPOINT



PowerPoint and Keynote are both terrific tools for enhancing a presentation. However, all too often, people use them to deliver their talk, instead of just enhancing it. This class will help you use visual thinking principles and approaches to create memorable and graphical slides to facilitate learning.

Feature	Notes	Self rating	Status
Slides	Add, edit, re-arrange, hide, format slides		
Images	Include images found on web (properly sourced and cited), as well as photographs taken by you		
Master slides	Create and edit master slides and understand how/when to use them		
Graphics	Create charts, graphs, screen shots (take a picture of something on your screen and place in PPT), and shapes.		

## INFOGRAPHIC OR SYSTEMS THINKING DESIGN TOOL

There are many options when it comes to choosing a tool to create an infographic. You can use something as simple as PowerPoint (though you do need to readjust the size of the slide, so that your image winds up to be in the traditional portrait-view that an infographic is designed in), or as sophisticated as a web-based infographic design tool.

Feature	Notes	Self rating	Status
Charts	Create various types of charts and identify the appropriate chart type, based on a given data set		
Data made visual	Take data that exists in a non-visual form (such as a table, or within a narrative text) and make it visual		
Color scheme	Develop a color scheme for your infographic that maintains consistency and aligns with a given brand image		