

# A-Z: Digital tools

A list of digital tools and technologies which you may come across during your studies. Please note this is not an exhaustive list.

## Cloud storage and sharing

TOOL	ACCESS	USE
<a href="#"><u>Dropbox</u></a>	Free & paid versions Registration required	2 GB of storage, and start accessing and sharing photos, documents, and other files from any device.
<a href="#"><u>Google drive</u></a>	Free Gmail email address	15gb of storage. Store, share, and collaborate on files and folders from any mobile device, tablet, or computer.
<a href="#"><u>Microsoft OneDrive</u></a>	Free Sign in using UoR login credentials	1 TB of cloud storage. Save your files and photos to OneDrive and access them from any device, anywhere.
<a href="#"><u>WeTransfer</u></a>	Free & paid versions No registration required, only for the paid version.	Share large files up to 2GB for free.

## Collaborative boards

TOOL	ACCESS	USE
<a href="#"><u>Jamboard</u></a>	Free Google account required to create meetings.	Jamboard is an interactive whiteboard developed by Google, as part of the G Suite family

TOOL	ACCESS	USE
<b><u>Miro</u></b>	Free & paid versions Registration required	An online collaborative whiteboard platform. Chat and video function features.
<b><u>Stormboard</u></b>	Free & paid versions Registration required	Stormboard is an online collaborative whiteboard. You can use it to make meetings, brainstorm, and build or manage creative projects.

## Communication tools

TOOL	ACCESS	USE
<b><u>Discord</u></b>	Free Registration and download required	Video calls, instant messaging
<b><u>Google Meet</u></b>	Free Google account required to create meetings.	Using your browser, share your video, desktop, and presentations with teammates and customers.
<b><u>Facebook</u></b>	Free Registration required	Social media platform
<b><u>LinkedIn</u></b>	Free & paid version Registration required	A professional networking platform and good tool to connect with professionals and students working in a similar field as you.
<b><u>Teams</u></b>	Free Sign in using UoR login credentials	Microsoft Teams is a communication and collaboration platform that combines chat, video meetings, file storage, and application integration.
<b><u>Twitter</u></b>	Free Registration required	A microblogging and social networking service.

TOOL	ACCESS	USE
<b><u>Slack</u></b>	Free for personal use Registration and download required	Text based communications. Projects are organised in channels. Application integration.
<b><u>WhatsApp</u></b>	Free Registration required	WhatsApp is a popular group chat app that can also be used for academic group work. It allows you to share messages and photos with a named group of teammates.
<b><u>Zoom</u></b>	Free for personal use Registration and download required	Video calls and webinars.

## Creating collaborative documents

TOOL	ACCESS	USE
<b><u>Dropbox Paper</u></b>	Free & paid versions Registration required	A web based collaborative document-editing service developed by Dropbox.
<b><u>Evernote</u></b>	Free & paid versions Registration required	An app for note-taking. It offers the ability to access, edit, upload, and share notes and files on a wide range of devices.
<b><u>Google docs</u></b>	Free Gmail email address required to create documents.	Web based application by Google. Documents can be shared for real time co-authoring.  Note: You do not need a google account to view or edit documents
<b><u>Microsoft Office 365</u></b>	Free Sign in using UoR login credentials	It contains all of the common Office apps, including Word, Excel, and PowerPoint which can be shared and co-authored in real time.

## Interactive tools

TOOL	ACCESS	USE
<b><u>Aha Slides</u></b>	Free & paid versions Registration required	Interactive presentation software. Add polls, live charts, fun quizzes, engaging Q&A sessions to your presentation.
<b><u>Kahoot</u></b>	Free Registration required	A platform to create interactive learning games or quizzes.
<b><u>Mentimeter</u></b>	Free Registration required	A platform that creates interactive presentations with real time feedback.
<b><u>Powtoon</u></b>	Free Registration required	Powtoon allows you to create simple animated videos and presentations. You can combine the animations with music or your own narration.
<b><u>Prezi</u></b>	Free & paid versions Registration required	Prezi is an online tool for creating and storing presentations. Unlike other presentation software tools, Prezi is non-linear; instead, it moves around one large canvas and zooms in and out on different views.

## Online learning platforms

TOOL	ACCESS	USE
<b><u>BlackBoard</u></b>	Free  Sign in using UoR login credentials	Blackboard Learn is the University's Virtual Learning Environment (VLE). Put simply, it is an online tool that is used to support your learning in a wide variety of ways. These include:  Courses which relate to your modules and/or programme of study. Every course is different but can contain learning materials, information, quizzes, and

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		<p>discussions as well as allowing you to submit assessments online.</p> <p>General resources to support your learning (e.g. about study skills or student wellbeing). These are called 'organisations'.</p> <p>Some schools also provide specific administrative information about teaching and learning using a Blackboard school portal.</p> <p>Blackboard Help for Students available <a href="#">here</a>.</p>
<b><u>FutureLearn</u></b>	Free Registration required	FutureLearn is a digital education platform which provides free online courses created by world class universities and industry experts.
<b><u>LinkedIn Learning</u></b>	Free Sign in using UoR login credentials	LinkedIn Learning, run by LinkedIn and owned by Microsoft, is an online educational platform now available to current University of Reading students, using UoR login credentials, that offers professional and expert-led video tutorials based around three main themes - Business, Technology & Creative.

## Note-taking

TOOL	ACCESS	USE
<b><u>Evernote</u></b>	Free & paid versions Registration required	A popular note taking programme that can store all your notes – handwritten or typed – in one place
<b><u>OneNote</u></b>	Free Sign in using UoR login credentials	Part of Microsoft Office and built to interact with Word and Excel. It's also available as an app for android or iOS

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		phones and the Web and allows the user to write notes and share them with others.
<b><u>Simple note</u></b>	Free	An easy-to-use, free program that's designed specifically for taking notes. It's a very basic program intended for text storage only.

## Project boards

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<b><u>Planner</u></b>	Free Sign in using UoR login credentials	Microsoft Planner is a planning and task management application available on the Microsoft Office 365 platform.
<b><u>Trello</u></b>	Free & paid versions Registration required	A collaboration tool that organizes your projects into boards. It can be useful for working on assignments with other students.

## Sharing images and videos

TOOL	ACCESS	USE
<b><u>DailyMotion</u></b>	Free Registration required	A video-sharing technology platform.
<b><u>Flickr</u></b>	Free & paid versions Registration required	An image hosting and video hosting service, as well as an online community.
<b><u>Imgur</u></b>	Free & paid versions Registration required	An online image and video sharing community
<b><u>Instagram</u></b>	Free Registration required	A photo and video sharing social networking service

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<b><u>Microsoft Stream</u></b>	Free Sign in using UoR login credentials	Stream is a video streaming platform from Microsoft. Stream is available to all staff and students at the University through your Microsoft365 account.
<b><u>Padlet</u></b>	Free & paid versions Registration required	Is an online virtual notice board where you can display information using images, videos, links, or text. Padlet is useful for brainstorming, collecting and organising ideas, and sharing information.
<b><u>Pinterest</u></b>	Free Registration required	An image pinboard which can be shared.
<b><u>YouTube</u></b>	Free Registration required	An online video-sharing platform.
<b><u>Vimeo</u></b>	Free and paid versions Registration required	A video hosting and sharing service.

## Study tools

TOOL	ACCESS	USE
<b><u>Focus Writer</u></b>	Free Registration required	Focus Writer enables you to set a daily target for the number of words you write on a blank screen; you can then measure your progress against this target.
<b><u>Flora</u></b>	Free Mobile app	A gamified pomodoro timer, habit tracker, and do-to list app that encourages you and friends to put down the phones and be productive via tree planting.
<b><u>Forest</u></b>	Free Mobile app	Forest is an app helping you stay away from your smartphone and stay focused on your work.

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<b><u>GoConqur</u></b>	Free Registration required	GoConqur offers mind maps as well as additional tools. It is designed to help you organise your studies and your revision by giving you a place to upload notes, flash cards, mind maps and quizzes, and to create your own study planner.
<b><u>My Homework</u></b>	Free Registration required	A student planner app provides a calendar to keep track of assignments, tests and more. You can use it to plan ahead for a whole term and to set yourself reminders of upcoming deadlines.
<b><u>Penzu</u></b>	Free Registration required	Penzu is a customizable online journal. It's designed for recording your personal reflections and keeping them secure online. You can choose to share a journal if you wish.
<b><u>PowerPoint</u></b>	Free Register and download using UoR login credentials.	PowerPoint has an in-built recorder to let you record your presentation with narration, your presentation with narration and a camera input (Office 365), or just your screen.
<b><u>Screencast-o-matic</u></b>	Requires you to download and install a 'Launcher' on to your device.	Records your screen with a browser-based recorder
<b><u>Screencast.com</u></b>	You'll need to create an account to use Screencast.com and the recorder.	A recorder application - a basic video recorder, which allows you to record your screen and webcam, along with audio input
<b><u>Tomato timer</u></b>	Free No registration required	Based on the Pomodoro technique (working for short, focused periods, followed by brief rest-breaks), tomato



TOOL	ACCESS	USE
		timers aim to promote productivity while maintaining mental alertness.
<b><u>Turnitin</u></b>	Your assignments are submitted for feedback and assessment via Turnitin in BlackBoard	Turnitin is a great tool to help check and improve your referencing and support academic integrity in your work.
<b><u>Written? Kitten</u></b>	Free No registration required Web based	Overcome writer's block with Written? Kitten! Write 100, 200, 500 or 1000 words and get rewarded for your efforts with a picture of a cute kitty.