<u>ORGANIZATION</u>: The best skill anyone can have is to stay organized. Use a monthly calendar (digital so you can have it with you on your phone all the time). When you can see assignments due for the entire month it is easier to plan study and homework time blocks. These programs will help keep track of assignments and some will allow you to set reminders (which can be spoken into the phone for convenience):

- **Gmail from Google** https://www.google.com/gmail/ comes with a calendar feature that synchronizes across all of a user's devices (phone, tablet, laptop, desktop, etc.) and has 15 MB of free storage.
- Homework App <a href="http://thehomeworkapp.com/">http://thehomeworkapp.com/</a> can color-code different classes and work schedules to help keep the activities easily recognizable from one another at a glance and provides prompts when things are due.
- myHomework Student Planner <a href="https://myhomeworkapp.com/">https://myhomeworkapp.com/</a> tracks assignments and due dates that will remind you when it's time to start studying or to turn in homework. You can fill everything in from your syllabus and the app will help you do the rest.
- Any.do app. This phone app functions as a calendar/reminder/organizer. It is an all-in-one to-do list, calendar, planner, and reminders app. It reminds the user each day to "take a moment to plan your day." Initiation is a major barrier to getting the most out of technology. One of the big drawbacks to using an electronic calendar is that the user has to remember to use it. This app urges the user to use it. It features location-based reminders that will prompt the user to complete certain tasks only in certain locations: location-based reminders are included in the Premium version. It features a Chrome Browser extension to integrate with computers. It syncs with the iPhone's Tasks and Calendar features. The user can forward work emails to the app and enter assignments as they receive them. Email tasks can be sent do@any.do and they'll appear in your Today list. You can message yourself tasks right from your email. Use the subject line to record your task (and anything in the email body will simply be converted to Notes for that same task). If you are already inputting events into a calendar, these will sync with any.do. <a href="https://www.any.do/Standard version">https://www.any.do/Standard version</a> is free and the Pro version is \$17.99 per year. Power features information: <a href="https://blog.any.do/2014/12/organize-life-8-hidden-power-features/">https://blog.any.do/2014/12/organize-life-8-hidden-power-features/</a>.
- Tasks: The "Plan it, Do it, Check it off" app is a visual schedule app that can be used for visually sequencing tasks or steps within a task. Custom photos can be imported from the iPhone's photo app, and custom text and audio can be added to make each step/task clear. As you complete each step, you can tap the screen to check it off and move to the next step/task. The app is 45.1 MB in size, available for iPhone and costs \$4.99 https://apps.apple.com/us/app/plan-it-do-it-check-it-off/id688598851.
- **ToDolst**: Easily organize and prioritize your tasks and projects so you'll always know exactly what to work on next. Get a clear overview of everything on your plate and never lose track of an important task. Todoist gives you the confidence that everything's organized and accounted for, so you can make progress on the things that are important to you. <a href="https://todoist.com/guide/getting-started?lang=en">https://todoist.com/guide/getting-started?lang=en</a>

<u>CHOOSING CLASSES</u>: Most students choose classes based on the time of day they are offered, they want a schedule that is convenient for them. Instead, choose classes based on student feedback. Always first review instructor ratings at <a href="http://www.ratemyprofessors.com/">http://www.ratemyprofessors.com/</a>. It isn't the rating that is so important, but the comments which give you cues to how the class operates. If you are comparing two math teachers, and one comment says, "all the quizzes are taken online and you can take them over and over and she uses the highest grade" and another teacher has a comment that says, "he puts things on the tests he never covers in class and he is never available to give you help" – which one would you choose? Make sure you rate your teachers!

### **SCHOOL ACCOMMODATIONS:**

- Make sure you are aware and understand your accommodations through the school Student Disability Services Department (SDS) and UTILIZE YOUR ACCOMMODATIONS! These accommodations are provided to put you on equal footing with students who do not have a disability. If a professor does not provide the accommodations you are authorized, work with your Student Disability Services Department. Review with the SDS the programs available such as Google Read & Write (which has read aloud and a variety of features that are great for study and writing). Verify how to access materials if you are authorized digitized materials and provided with services at school like Google Chrome Read&Write from the Center for Inclusive Design and Innovation (CIDI formerly the Alternative Media Access Center AMAC). The link to search for a textbook in their library is here: <a href="https://www.amacusg.gatech.edu/dbsearch.php">https://www.amacusg.gatech.edu/dbsearch.php</a>.
- Many people who are authorized to utilize a college's disability services department are also granted early
  registration privileges. Remember to verify this through the student disability services department and to
  use the ratemyprofessors.com website to secure the best teachers and classes for popular teachers/times.
- Remember to **sit in the front of the room** to decrease auditory/visual distractions from other students.

#### **STUDY APPS, PROGRAMS, AND WEBSITES:**

- Advanced Math-Related Apps from Stanford University: <a href="http://library.stanford.edu/guides/mobile-apps-mathematics-and-statistics">http://library.stanford.edu/guides/mobile-apps-mathematics-and-statistics</a>
- KhanAcademy.org. FX Math Solver, My Script Calculator, or MathPro, are free/inexpensive math tutors
  and problem-solving applications for smartphones. Mathway or Wolfram Alpha are subscription math
  resources you could consider.
- **Photomath** a free app where you can review the answers to your math homework and provide step-by-step breakdowns that show how to solve a problem. <a href="https://www.photomath.net/en/">https://www.photomath.net/en/</a>
- Picmonic Free visual learning tool helps students create, share, and explore effective audiovisual study cards, called Picmonics. Proven to increase memorization capacity and improve long-term recall of information with humor/graphics. An excellent resource for learning medical terminology, anatomy/biology. Free version includes one Picmonic Video play, 20 Multiple Choice Quiz Questions, and one Daily Quiz with Spaced Repetition every 24 hours. Premium version allows for unlimited access. Premium is subscription-based (\$60 for 1 year, \$96 for 2, or \$12/month). https://www.picmonic.com/.
- Quizlet makes simple learning tools that let you study anything. Start learning today with flashcards, games and learning tools <a href="https://quizlet.com/">https://quizlet.com/</a>.
- Socratic: A digital tutor in your pocket. A homework app for ALL subjects. Take a photo and get answers, math solvers, explanations, and more. Uses artificial intelligence and data from millions of student questions to interpret questions. Jargon-free, bite-sized content designed to give students just what they need to get unstuck. <a href="https://socratic.org/">https://socratic.org/</a>
- **Symbolab Calculator:** An educational app that provides users with answers to complicated algebra, calculus, and trigonometry problems. <a href="https://www.symbolab.com/solver">https://www.symbolab.com/solver</a>.
- **Youtube** may have a cartoon video that breaks it down in a way you understand if you are struggling to understand something. *Make sure the material is from a reliable source*.

### **READING/WRITING APPs and PROGRAMS**

Rewordify.com is a powerful, free, online software that improves reading, learning, and teaching. This site
can Intelligently simplify difficult English, for faster comprehension; Effectively teach words, for building a
better vocabulary; Help teachers save time and produce engaging lessons; Help improve learning outcomes.
Rewordify's amazing features have helped millions of people read billions of words more easily
<a href="https://rewordify.com/index.php">https://rewordify.com/index.php</a>.

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- Co:Writer Universal Co:Writer helps give you the words and phrases you're intending as you type—even if your grammar and spelling are way off. Just type a letter or two and Co:Writer "predicts" words and phrases in real-time. Co:Writer's new Neuron™ prediction engine follows the natural relationships of ideas and concepts in the brain. When writing on a topic, Co:Writer automatically understands the topic area and predicts ahead using topic-specific vocabulary. Turn around phonetic and inventive spellings of even the least "sound-outable" English spellings like elephant or rhythm. Write on over 4 million topics from atomic structure to penguins. Co:Writer automatically pulls in the academic and topic-specific vocabulary, which helps when spelling words like ionization. Work across all platforms—including desktop, iOS, and Chrome. Free trial, then \$4.99 per month. Video overview: <a href="https://youtu.be/unvxgx1zAXk">https://youtu.be/9JosCBzAQsQ</a>.
- Hemingway App makes your writing bold and clear. It keeps your writing simple, clear, and concise by highlighting too-lengthy sentences in yellow and "more egregious" ones in red. It also notes adverbs, passive voice, and overly complicated words so you can have the opportunity to rewrite. Paste in something you're working on to give it a try. Free on the web or \$10 for desktop app <a href="http://www.hemingwayapp.com/">http://www.hemingwayapp.com/</a>
- Auto Summarizers can be helpful when taking large blocks of information and summarizing it into
  manageable chunks. If you have to "read an article and discuss it in class" then you can paste the article
  into one of these websites and it will summarize it for you. It also can help reduce research because you
  can more easily determine if an article is what you are looking for to use as a reference.
  - http://autosummarizer.com/index.php (a paragraph summary of the article/webpage)
  - http://textcompactor.com/ (a slider bar to control the % of the summary)
  - http://freesummarizer.com/ (choose how many sentences and can be used to find citations)
- Citation Generators can be helpful to create APA and MLA references for papers.
   <a href="http://www.citationmachine.net/">http://www.citationmachine.net/</a>, <a href="http://www.easybib.com/">http://www.easybib.com/</a>.

### MIND MAPPING/OUTLINE SOFTWARE FOR BETTER WRITING

- Inspiration mind-mapping software allows you to bubble out your essays and also has built-in essay templates for most of the common essays in English 1101 and Communication/Speech 1101. To print the templates, open them one-by-one, click on the "outline" view button in the upper left corner, and print. Demo Video can be reviewed at <a href="https://www.youtube.com/watch?v=h0RX1QXEEoYA">https://www.youtube.com/watch?v=h0RX1QXEEoYA</a>. A 30-day free trial can be downloaded here <a href="http://www.inspiration.com/Freetrial.">https://www.inspiration.com/Freetrial.</a>
- MindMup is great for individual note-taking, collaborative planning, teamwork, and classrooms.
   Free Version includes an unlimited number of maps, no account/login required, save maps up to 100 KB to MindMup storage, for up to six months, save larger maps to Google Drive, export maps up to 100 KB, publish maps for up to six months, community chat help and support. <a href="https://www.mindmup.com/">https://www.mindmup.com/</a>

## SPELL CHECK, GRAMMAR, PLAGIARISM AND TONE CHECK OPTIONS

- Grammarly a free grammar spelling and plagiarism checker. Simply copy and paste your paper into the box and it will help you with your grammar. <a href="https://www.grammarly.com/1">https://www.grammarly.com/1</a>.
   Grammarly also offers a tone check too. <a href="https://www.grammarly.com/tone">https://www.grammarly.com/tone</a>
- Ginger Software free app/software for grammar and spelling check http://www.gingersoftware.com/spellcheck.

TYPING SKILLS: Many jobs require 30+ WPM typing abilities. Learn to touch-type without looking at your fingers: <a href="https://www.typingclub.com/">https://www.typingclub.com/</a> and <a href="https://edu.gcfglobal.org/en/typing">https://www.typingclub.com/</a> and <a href="https://edu.gcfglobal.org/en/typing">https://www.typing.com/student/game/keyboard-ninja</a>. Challenge your keyboard memory skills by covering your hands while playing! There are several more games here:

<a href="https://www.typing.com/typinggames">https://www.typing.com/typinggames</a> and <a href="https://www.wordgames.com/typing/">https://www.typing.com/typinggames</a> and <a href="https://www.typing.com/typinggames">https://www.typing.com/typinggames</a> and <a href="https://www.typing.com/typinggames">https://www.typing.com/typing</a>. You can re-test your typing speed to see how you are improving for free as often as you want at <a href="https://www.typingtest.com/">http://www.typingtest.com/</a>.

#### **CELL PHONE ACCESSIBILITY AND FEATURES**

- Apple iPhone Accessibility Features Speak Screen and Speak Selection can be used to read aloud any digital material on the phone's screen. The process of simultaneously reading text, hearing the text read aloud as well as seeing individual sentences highlighted may improve comprehension and retention. The Seeing AI app by Microsoft is a free iPhone app that can be used to read printed material out loud. The Seeing AI app can read printed material out loud using the "short scan" feature The "document" feature will highlight the material as it reads aloud. Hover your phone over written material or take a photo and it will read an entire page. You can also send the captured info to an email address. Without accommodation for audiobooks, this app can turn any printed material to audio. This is helpful if you prefer your textbooks read out loud and do not have an accommodation for this. The link for the app is here: https://itunes.apple.com/us/app/seeing-ai/id999062298?mt=8. Use the Calendar app to create and edit events, appointments, and meetings. <a href="https://support.apple.com/guide/iphone/create-and-edit-events-">https://support.apple.com/guide/iphone/create-and-edit-events-</a> iph3d110f84/ios With the Reminders app on iOS 13 and iPadOS, you can create reminders with subtasks and attachments, and set alerts based on time and location. You can even get an alert when you're messaging someone. Set up iCloud to keep your reminders updated across all your devices. Open the Settings app, then tap [your name] > iCloud and turn on Reminders. Inside the Reminders app, you'll see all of your reminders on all of your Apple devices that are signed in to the same Apple ID. https://support.apple.com/en-us/HT205890
- Android Smartphone Accessibility Features Select to Speak You can select items on your screen and hear them read or described aloud with Select to Speak for Android. Point your camera at pictures or text Some of this information applies only to devices running on Android 9.0 and higher. (1) Open your device's Settings. (2) Tap Accessibility, then tap Select to Speak. (3) At the top, turn on Select to Speak. Hear descriptions of things on your screen or have text read to you using the new accessibility button. With newer versions of Android, you can point your camera at pictures or text to hear them read or described aloud with OCR: Tap the Google Camera app Google Camera; Point the camera at an image or text; Tap the Accessibility button. <a href="https://support.google.com/accessibility/android/answer/7349565?hl=en.">https://support.google.com/accessibility/android/answer/7349565?hl=en.</a>
  You can also use Google Calendar to keep track of all your events. Automatically get events from Gmail on your calendar. Share your calendar with others. Get notifications for upcoming events Add reminders in Google Calendar. Reminders carry over to the next day until you mark them as done. For example, if you create a reminder to make a restaurant reservation, you'll see the reminder each day until you mark it as done. Your reminders are private and can't be shared with anyone else.

  <a href="https://support.google.com/calendar/answer/6285327?co=GENIE.Platform%3DAndroid&hl=en&oco=0">https://support.google.com/calendar/answer/6285327?co=GENIE.Platform%3DAndroid&hl=en&oco=0</a>

### SPEECH TO TEXT OPTIONS (Remember to check for accuracy in spelling, grammar, and word choice!)

- Google Chrome Read & Write's extension can convert your dictation to typed text.
- **Google Docs Voice Typing**. In Google Docs, go to tools, select voice typing, and start. When the microphone is on, it will dictate what you say into typed text.

- Microsoft Office Dictate, allows you to talk to type, but it depends upon what version you are running.
   Office 2013 and Office 2016 use <a href="http://dictate.ms/">http://dictate.ms/</a>. For later versions, use this article to learn dictation: <a href="https://support.microsoft.com/en-us/help/4042244/windows-10-use-dictation">https://support.microsoft.com/en-us/help/4042244/windows-10-use-dictation</a>.
- Speechtexter Google has created a free website where you can speak your content and then you can copy
  and paste it into Word for an essay or into an email, anything. It is recommended to dictate what you want
  to say and then put into a spell check program like Grammarly or Ginger to check the spelling and grammar
  www.speechtexter.com.
- Watson Speech to Text IBM 500 Minutes per Month Free https://cloud.ibm.com/catalog/services/speech-to-text

## **READ ALOUD OPTIONS**

- Google Chrome extension, Read & Write. The Chrome extension toolbar is free with some limitations after thirty days. The full app/software will work across platforms (including PDFs) and costs \$145 for a single license annual subscription. It comes with most College/University Disability Services through CIDI - Centers for Inclusive Design Innovation (formerly AMAC Alternative Media Access Center). Many high schools, colleges, and universities allow students to utilize the program for free while they are attending. This toolbar can be particularly useful in helping maintain focus because it highlights words as it reads text aloud. The user can adjust the speed and pitch of the reader to find a voice that works best. Read & Write features screen masking and simplification tools to reduce screen clutter of web pages and put focus on what the user is reading. Once installed on the Google Chrome browser, the user can toggle the menu of its features on and off. Features include reading aloud, highlighting the words being read, dictionary, picture dictionary, screen masking to improve focus, and highlighting in web pages. The highlighting feature will gather all the selections the user highlighted and import them into a new, separate document that the user can then use for study purposes. It will extract everything the user thought important enough to highlight. This is useful to build vocabulary or study lists. GCR&W also works in conjunction with Google Docs for writing. It has an excellent word prediction feature that is useful for slow typists (either from physical limitations or lack of keyboard skills) and has a talk-to-type feature so that papers can be dictated rather than typed. The link for the "Read&Write for Google Chrome™" program is here: https://chrome.google.com/webstore/detail/readwrite-for-googlechro/inoeonmfapjbbkmdafoankkfajkcphgd?utm source=gmail. Text Help also has a video showing the program in use here: https://www.youtube.com/watch?v=YJ5N1BQc0bc
- Read Aloud Extension for the Chrome browser. A free Text to Speech Voice Reader. When you download the extension, the icon looks like a small megaphone. Once installed, Read Aloud will show the megaphone icon in the upper right corner. You can play/pause/fast forward/rewind and have web pages read out loud to you. Review Read Aloud: A Text to Speech Voice Reader here: <a href="https://chrome.google.com/webstore/detail/read-aloud-a-text-to-spee/hdhinadidafjejdhmfkjgnolgimiaplp?utm\_source=gmail">https://chrome.google.com/webstore/detail/read-aloud-a-text-to-spee/hdhinadidafjejdhmfkjgnolgimiaplp?utm\_source=gmail</a>. For an overview of the functions and options look here: <a href="https://www.texthelp.com/en-us/company/education-blog/october-2016/practice-reading-aloud-with-read-write-for-google/">https://www.texthelp.com/en-us/company/education-blog/october-2016/practice-reading-aloud-with-read-write-for-google/</a>.
- Voice Instead a Text to Speech option for the Google Chrome browser. This extension allows you to change the tone of the speaker and reports it helps you select and speak text in your browser with the following advantages (1) Voice Instead uses TTS (text to speech) engine in human voice quality. (2) Voice Instead enables extremely long text to be read by a single click without a long delay, and the speech is very smooth!

(3) Voice Instead supports 10+ languages. Here is the link for more information: <a href="https://chrome.google.com/webstore/detail/voice-instead/kphdioekpiaekpmlkhpaicehepbkccbf?utm">https://chrome.google.com/webstore/detail/voice-instead/kphdioekpiaekpmlkhpaicehepbkccbf?utm</a> source=gmail

- **NaturalReader**: Text to Speech option. It is free and allows you to read text that you copy and paste. The link has how-to instruction, downloads for all mobile devices and computers, and videos of how to use it. <a href="http://www.naturalreaders.com/index.html">http://www.naturalreaders.com/index.html</a>
  - iPhone: <a href="https://itunes.apple.com/us/app/naturalreader-text-to-speech/id598798210?mt=8">https://itunes.apple.com/us/app/naturalreader-text-to-speech/id598798210?mt=8</a>
  - Android: <a href="https://play.google.com/store/apps/details?id=com.naturalsoft.naturalreader&hl=en">https://play.google.com/store/apps/details?id=com.naturalsoft.naturalreader&hl=en</a>
- Speechify: An intelligent text-to-speech audio-reader that turns your reading material into interactive audiobooks so that you can save time, retain more information, and stay focused. iPhone only. Free with premium paid features such as voice options: <a href="https://apps.apple.com/us/developer/speechify-inc/id1263322875">https://apps.apple.com/us/developer/speechify-inc/id1263322875</a>

### **LOCATING AUDIO MATERIALS**

- Georgia Project for Assistive Technology (GA Dept. Of Education) has a list of resources for Alternate
  Format Books including instructional materials, textbooks, leisure books, and/or other reading materials
  presented in formats that are accessible by individuals with disabilities. The resources include large type
  print books, Braille, symbolized text, audiobooks, and electronic books. Some are free and some have
  cost. <a href="http://www.gpat.org/Georgia-Project-for-Assistive-Technology/Pages/Alternative-Format-Books.aspx">http://www.gpat.org/Georgia-Project-for-Assistive-Technology/Pages/Alternative-Format-Books.aspx</a>.
- **Internet Archive** is a non-profit library of millions of free books, movies, software, music, websites, and more. The link for this is located here <a href="https://archive.org/">https://archive.org/</a>.
- Project Gutenberg works for students who do not have access to electronic texts or CIDI/AMAC services but
  would benefit from e-texts to read on the computer/phone or to have read aloud via text-to-speech, there
  are alternatives. Project Gutenberg has over 58,000 public domain ebooks available for free:
  <a href="https://www.gutenberg.org/">https://www.gutenberg.org/</a>.
- Websites Links to Find Free Audiobooks <a href="https://bookriot.com/2016/09/15/11-websites-find-free-audiobooks-online/">https://bookriot.com/2016/09/15/11-websites-find-free-audiobooks-online/</a>

### **NOTETAKING OPTIONS: (Remember to verify if you are authorized to record first!)**

- Handwritten Notetaking:
  - Livescribe: If you handwrite your notes in college, you may consider a Livescribe Echo smartpen. This pen records the audio in the room while you handwrite notes. It is helpful to sit near the lecturer when using the device. Because the SmartPen records the lecture, you can take fewer notes. To review the audio, touch the pen to the paper where the notes is written or upload your notes into the computer and use the SmartPen's software. The software allows you to replay a video of what you wrote while it plays the audio. For math classes, if you wrote what the teacher put on the board and recorded, you can replay the video and see math problems evolve as you listen to the teacher's instructions again. Some colleges have a check out system for such a device by semester so you may want to check if a loaner is available from the college Student Disability Services. Remember to keep the lid on the pen when not in use (to prevent it from breaking). The pen must also be utilized REGULARLY to prevent battery issues. Charge to the computer to lengthen battery length. The use of a storage case to protect the pen and charger as well as to keep the components securely together is strongly encouraged.
    - Demonstration video: https://www.youtube.com/watch?v=hmSs AnEsU

- The Livescribe Echo SmartPen User Guide: https://www.livescribe.com/en-us/media/pdf/support/Echo User/Echo UserGuide.pdf
- Information on setting up the Livescribe Echo: <a href="https://www.livescribe.com/site/echo-setup/">https://www.livescribe.com/site/echo-setup/</a>.
- Livescribe tips on better notetaking: <a href="https://www.livescribe.com/site/2014/09/5-tips-taking-better-notes/">https://www.livescribe.com/site/2014/09/5-tips-taking-better-notes/</a>.

[GVRA's cost is about \$160 for the pen with a small notebook, USB and extra ink cartridge. Paper is sold separately. Any technology item with a cost must be reviewed with your GVRA Counselor <u>before purchase</u>.]

## **Typed Notetaking Programs:**

- One Note allows you to record what is happening in a room while you are taking notes. It is made by Microsoft and may save your things to the cloud automatically and is available for free. You select "record" and record the audio of the class and while this is happening, you type notes as you normally would. At any time you "skip" through the recording by clicking on your notes and hitting "play" and the program will jump to that portion of the audio recording. You can highlight content (highlighter icons on top of the screen) and you can switch to stylus mode if your tablet or computer has the capability and "handwrite" on the notes as well. For math, that is probably easier than trying to type math problems. Here is a video: <a href="https://support.office.com/en-us/article/video-what-is-onenote-be6cc6cc-3ca7-4f46-8876-5000f013c563">https://support.office.com/en-us/article/video-what-is-onenote-be6cc6cc-3ca7-4f46-8876-5000f013c563</a>. One Note is free and has cloud storage so your notes are saved in the cloud.
- Audio Note 2 is an app for a tablet or software for a computer. It is available for free in the app store (with advertisements and some restrictions). <a href="http://luminantsoftware.com/iphone/audionote.html">http://luminantsoftware.com/iphone/audionote.html</a> is the link to the computer version. It allows you to record the audio in class and link it to the words you type while taking notes. Just hit "record" and type notes as you normally would. To hear the recording, touch or click on your notes and it will jump to that portion of the recording to play it back. Here is a short demo: <a href="https://www.youtube.com/watch?v=ZYjlhAm0flY">https://www.youtube.com/watch?v=ZYjlhAm0flY</a>. You can also draw diagrams or use it for math with a stylus. Approximate cost is \$20 for the software and \$16.99 for the app for a tablet.

## TRANSCRIPTION OPTIONS: (Remember to seek permission to record first!)

- Otter Voice Notes. Transcribes live conversations in note form combining audio recording, speech-to-text transcription, speaker identification, inline photos, and summary keywords. Students can use this app to record classes or workers to can use it to record meetings/instructions. They can then review a written transcript of the class/meeting and listen to the audio. The app will show keywords used in the lecture and it can be trained to identify individual speakers. Transcripts can be emailed or exported as PDFs or text files that can then be edited, printed, etc. This app can also be paired with a Bluetooth mic. The user would simply hand over this Bluetooth earpiece microphone to any speaker or presenter they want to caption. The free Otter Voice app allows for 600 minutes of free recordings. The premium version allows 6,000 minutes and costs \$99.99 for one year. <a href="https://otter.ai/">https://otter.ai/</a>
- Ava App for live captioning. This app provides 24/7 real-time captioning (with up to 95% accuracy, based on artificial intelligence) on the user's smartphone. For group conversations where speakers are further than 1 meter away, Ava will show a real-time color-coded transcript of who says what. Perfect for business meetings and other noisy environments or situations with multiple speakers. Ava offers five hours of free captioning per month and unlimited for \$29.00/month. <a href="https://www.ava.me/">https://www.ava.me/</a>.
- Google Live Transcribe Accessibility usable by anyone designed for the deaf and hard of hearing. Performs real-time transcription of speech and sound to text on your screen, and you can type responses.
   https://play.google.com/store/apps/details?id=com.google.audio.hearing.visualization.accessibility.scrib e&hl=en US.

<u>WORK/STUDY SPACE ERGONOMICS</u>: Ergonomics: Our desks weren't made for us. They were made for everyone. Ergonomics expert Jon Cinkay from the Hospital for Special Surgery shows you how to make your desk and office chair adapt to you and not the other way around: <a href="https://youtu.be/F8">https://youtu.be/F8</a> ME4VwTiw.

<u>CAREER RESEARCH</u>: **ONETONLINE.org** is a website sponsored by the U.S. Department of Labor designed for career exploration and job analysis. The O\*NET Online has detailed descriptions of the world of work for use by job seekers, workforce development and HR professionals, students, researchers. On the bottom of each career, there are careers in related fields to explore. They also indicate which jobs will have more openings in the future. <a href="https://www.onetonline.org/">https://www.onetonline.org/</a>.

**BASIC COMPUTER HELP:** A YouTube search for "computer classes for beginners" has a multitude of videos and tutorials on programs such as Excel, Word, or Outlook. You can use these increase skills and prepare for work:

- Getting Started. <a href="https://www.youtube.com/watch?v=KsLztu1ow28">https://www.youtube.com/watch?v=KsLztu1ow28</a>
- Introduction to Computers: <a href="https://www.youtube.com/watch?v=fdSPUKSe">https://www.youtube.com/watch?v=fdSPUKSe</a> Xk
- Windows 10 for beginners: <a href="https://www.youtube.com/watch?v=FZqKyhfD7-E">https://www.youtube.com/watch?v=FZqKyhfD7-E</a>
- Microsoft Office basics: <a href="https://www.youtube.com/watch?v=yCVy5Kw0l8s">https://www.youtube.com/watch?v=yCVy5Kw0l8s</a>
- Key Commands: <a href="https://www.cnet.com/how-to/all-the-windows-10-keyboard-shortcuts-you-need-to-know/">https://www.cnet.com/how-to/all-the-windows-10-keyboard-shortcuts-you-need-to-know/</a>
- Goodwill Community Foundation has short tutorials on items like "Setting up a Gmail account" and
  computer lessons. It also has Job Readiness concepts and basic computer tutorials. Review to see what
  courses available for free on their website: <a href="https://edu.gcfglobal.org/en/">https://edu.gcfglobal.org/en/</a>.

<u>COMPUTER SKILLS/PROGRAMMING:</u> If you have a long-term goal of a computer technology career there are several websites that can be used to test interest areas. There are certifications to supplement your education and can help you begin employment sooner in the field. These sites can also be a means to explore attitudes and interests:

- Common Certification Paths for Computer Science to research are located at these websites here:
   <a href="https://www.computerscience.org/degrees/certifications/">https://www.itcareerfinder.com/it-careers.html</a>
- Programming languages <a href="https://www.computerscience.org/resources/computer-programming-languages/">https://www.computerscience.org/resources/computer-programming-languages/</a>
- The Professor Messer website has free material to study for CompTia A+, Net+, Security+ and some
  Microsoft Server certifications and preparation study assistance guides:
  <a href="https://www.professormesser.com/">https://www.professormesser.com/</a>.
- Free Code Camp <a href="https://www.freecodecamp.org/">https://www.freecodecamp.org/</a> offers step-by-step lessons on coding and has a Facebook group that meets in Atlanta to network and go through difficult lessons. They allow users the opportunity to build a resume by working on non-profit websites and build experience and exposure.

#### STUDY RESOURCES FOR COMPUTER CERTIFICATION

- CompTIA-A+ Info: https://www.quora.com/How-difficult-is-the-CompTIA-A+-certification-exam
- **TechExams.net A+ forum:** Community of IT and a place to participate and ask questions: https://community.infosecinstitute.com/categories/a
- CompTIA subreddit Community with 3,500+ technical-minded individuals: <a href="https://www.reddit.com/r/comptia">https://www.reddit.com/r/comptia</a>
- CompTIA A+ Certification Study Guides CompTIA A+ 220-901 covers PC hardware and peripherals, mobile
  device hardware, networking and troubleshooting hardware, and network connectivity issues. The official

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exam objectives are 1.0 hardware, 2.0 networking, 3.0 mobile devices and 4.0 hardware & network troubleshooting. Passing both the 220-901 and 220-902 exams are required for CompTIA A+ Certification: <a href="https://crucialexams.com/exams/comptia/a+/220-901/">https://crucialexams.com/exams/comptia/a+/220-901/</a>.

- Exam Cram by David L. Prowse (book): <a href="http://www.amazon.com/CompTIA-220-801-220-802-Exam-cram/dp/0789749718/ref=sr">http://www.amazon.com/CompTIA-220-801-220-802-Exam-cram/dp/0789749718/ref=sr</a> 1 1?ie=UTF8&keywords=a%2B+exam+cram&qid=1438094952&sr=8-1
- Consider attending Meetup Groups, Online Communities and Networking Groups
   https://www.computer.org/about.
   If attending school, you can also consider joining the school's National Technical Honor Society (NTHS) if they have a chapter. This society is dedicated to honoring student achievement and leadership, promoting educational excellence, awarding scholarships, and enhancing career opportunities. Memberships like these can assist in building career portfolios and securing professional letters of recommendation to help gain employment.

**EXPLORE ALMOST ANY SUBJECT ONLINE:** Take high-quality courses from the world's best universities and institutions (MIT, Berkley, Harvard) through <a href="https://www.edx.org/">https://www.edx.org/</a>. This is an excellent way to test your aptitudes and interest in new areas (like finance, computer science, business, engineering, humanities, data science). They offer several payment models. FREE is one of them. You will receive a certificate for completing a class but there is no obligation for homework or to even complete the class. For \$250, they offer a "verified" certificate where you take the final exam in front of a camera and show your ID, but that is not necessary as employers will not know the difference between the plain (free) certificate and the verified certificate. You can also pay for college credits for the class but Technologist suggests taking classes for free to improve skills.

### **DRIVERS TRAINING RESOURCES & APPs:**

- **DDS Practice Test.** This practice test will provide an idea of the type of questions that will be asked. https://dds.georgia.gov/testing-and-training/practice-test
- AutoCoach The Georgia Governor's Office of Highway Safety and CapTech, Shepherd Center created the
  AutoCoach mobile app for parents to teach their teens to drive safely. Certified driver rehabilitation
  specialists developed the content for parents to teach teens how to drive safely. The AutoCoach 2.0 version
  of the app includes specialized instruction for parents of teens with cognitive and physical disabilities.
  Download the app for free from the Apple App and Google Play stores.
  - https://www.shepherd.org/about/injuryprevention/autocoach
- Driversed.com app is one of the easiest and most convenient ways to take your driver's education course <a href="https://itunes.apple.com/us/app/drivers-ed/id297942237?mt=8">https://itunes.apple.com/us/app/drivers-ed/id297942237?mt=8</a>
- Road Practice time https://www.roadreadyapp.com/

# **MONEY MANAGEMENT / MATH**

- LookTel Money Reader <a href="http://www.looktel.com/moneyreader">http://www.looktel.com/moneyreader</a>
- Love it to bits Visual Calculator <a href="http://www.loveittobits.com/visualcoincalculator/">http://www.loveittobits.com/visualcoincalculator/</a>
- talking Calculator https://itunes.apple.com/us/app/talking-calculator/id424464284
- MINT free app for budgeting and money management. <a href="https://www.mint.com/">https://www.mint.com/</a>

#### **GED PREPARATION/STUDY**

- Listing of FREE classes and pros/cons: <a href="https://study.com/academy/popular/free-online-ged-classes.html">https://study.com/academy/popular/free-online-ged-classes.html</a>
- https://www.testpreptoolkit.com/online-ged-classes.
- Practice tests: https://bestgedclasses.org/practice-tests/

Goodwill website has Reading and Math resources: <a href="https://edu.gcfglobal.org/en/subjects/reading-and-math/">https://edu.gcfglobal.org/en/subjects/reading-and-math/</a>

#### **GED Videos on YouTube:**

- Math: https://www.youtube.com/watch?v=rHCmNulyUEw
- Social Studies: https://www.youtube.com/watch?v= YGjK-25uxU
- Language Arts: https://www.youtube.com/watch?v=3uKWmWKsMpY
- Science: <a href="https://www.youtube.com/watch?v=z">https://www.youtube.com/watch?v=z</a> 5DDD2zTZM

## **DECISION MAKING/LIFE CHOICES**

- A game of financial choice and consequence. Great for students from middle School through the early college years!
   https://moneyfit.org/my-life-my-choices-students
- The Budget Game is a Web-based game that teaches you about budgeting. You select activities your character is going to do and it shows how quickly food, leisure, etc. spends your budget money.
   <a href="https://ulsterbankni.mymoneysense.com/students/students-16-18/the-budget-game/">https://ulsterbankni.mymoneysense.com/students/students-16-18/the-budget-game/</a>
- The PAYOFF is a Choose your own adventure story of you being an aspiring YouTuber. You choose decisions that your character does. You get a better score the better you are at managing your finances and the game will throw random events at you that you have to solve. (Car breaks, hacker attack, etc.). You lose if you run out of money. <a href="https://www.practicalmoneyskills.com/play/the-payoff">https://www.practicalmoneyskills.com/play/the-payoff</a>
- Jumpstart is not a game but this websites gives you an estimate of how much money you need to make based on the lifestyle you want to live. Living with parents, vs. your own place, used car vs. new car, etc. https://www.jumpstart.org/what-we-do/support-financial-education/reality-check

### PHONE APPS TO HELP COUNTER ANXIETY AND SLEEPING TROUBLE:

Here is an article on many of these apps to help you choose one with links:

- MyCalmBeat
- SAM Self-Help Anxiety Management
- Breathe2Relax
- Calm-meditate, sleep, relax
- Meditation Studio
- Calm Counter

https://thiswayup.org.au/12-free-apps-to-help-you-beat-stress/

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