

Estimated reading time: 2 minutes, 15 Seconds

**Berkeley**Haas

**TEACHING TIP OF THE WEEK**

Online Teaching Strategies

**Tip of the Week:** Wean yourself off making hard copy readers and handouts with digital note-taking tools and files! Help Haas save money and go **green!**

The Berkeley Haas community is committed to reducing its carbon footprint, [in alignment with our Green Team mission](#). As we shift to an increasingly digital lifestyle, reducing paper printouts can actually *improve* communication, save money, and make Haas the most sustainable department at UC Berkeley. Here are some tools for going green:

- **Handwrite and share digital notes.** Like to handwrite your notes? With an [Apple Stylus](#) and [Apple Notes, you can capture a quick thought, create checklists, sketch ideas, and more](#). And with iCloud, you can sync your notes across all your Apple devices. For [Microsoft users, OneNote offers the same handwritten digital note-taking ability](#) to help eliminate your need for paper printouts.
- **Add comments and notes digitally.** There's no need to print out a document to add comments or notes to it. Google Drive provides robust [comment and note-taking tools that you can use completely digitally on documents, slide decks, and spreadsheets](#). Comments and notes can be shared, edited, replied to, and assigned to others to foster a collaborative working experience entirely remotely.
- **Utilize all available digital tools and workspaces.** [Adobe Acrobat offers tools to annotate PDF files digitally](#) and is available to download for free from

[Berkeley's Software Central website](#). You can also share and provide students documents digitally through the ['Files' feature in bCourses](#).

- **Share and communicate with Google Drive.** With [Google Drive](#), you can [share documents, slide decks, and spreadsheets](#) with a simple click of a button. It's [already included as part of your bMail account](#) so it's free for you to start using immediately.
- **Add notes to videos directly in Panopto.** [Panopto's note-taking ability](#) gives you the ease of typing out notes on a video on the same page as you watch. Your notes will appear time-stamped right along with the part of the video that corresponds with it.

**What topics should we cover next?** Fill out [this form](#) to let us know what else you'd like to learn about or to share tips that you think your fellow faculty members could benefit from.

**Want to review previous teaching tips?** Check out [the archive](#).

*The Online Teaching Tip of the Week is a series produced for Haas Faculty by the Associate Dean for Learning Strategies' Online Teaching Tips Team.*