

Estimated reading time: 2 minutes, 15 Seconds

BerkeleyHaas

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.