

GETTING STARTED WITH PENZU

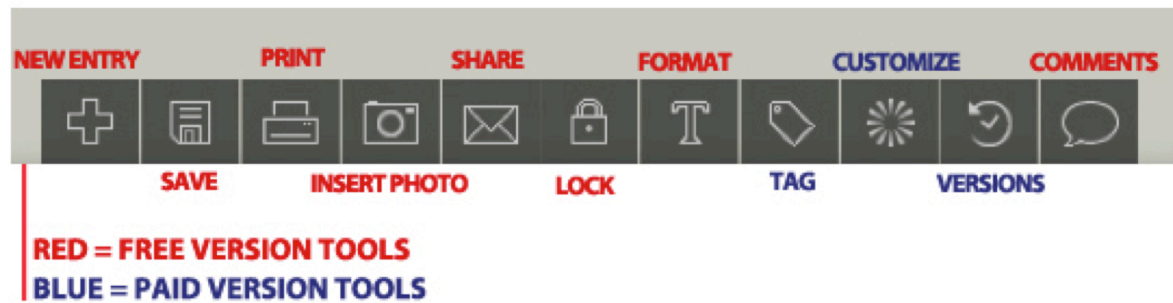
<http://www.penzu.com/>

Penzu is a simple online tool for creating a personal journal. Entries are automatically dated and students can add titles and text as well as images which appear in the margin of the page. You will need to register to save your entries but this is quick and simple and only requires an email address.

- Go to <http://www.penzu.com>
- Select, "Sign Up" and follow the directions.
- You will receive an email in your inbox confirming you have signed up for Penzu
- Once you sign in, you will be able to start constructing your first journal entry.

You can then start creating your journal entries by adding a text and title. Each entry is dated automatically and you can move from one entry to another using the tabs on the right of the page.

PENZU USER INTERFACE



New Entry: Click on this button when you are ready to start another journal entry, and it will take you to a new, clean sheet.

Save: This will save your work that is on the screen. Remember, Penzu has a feature that automatically saves your work after 30 seconds.

Print: If you want to print your entry, press on this button and you will have a hardcopy of your entry.

Insert Photo: Want to put photos from a classroom visit? All you have to do is attach the photo to the document from a file on your computer or directly from a Flickr account. The photo appears small, but if you drag your mouse over the photo, it becomes enlarged and gives you more choices in enlargement or removal of the photo. You can also add captions to the pictures.

Share: This is a unique and easy way to share your "locked" journals with others, thereby making them viewable but others cannot edit your journal. All you have to do is click on the share button, type in an e-mail address, and add a message if you want. Presto! Your journal will be shared with those people. They can only view your journal, not change anything, so your journal is safe!

Lock Entry: This is a feature that is used to lock an entry so it is extra secure. After clicking this button, you can either give the journal a basic lock or an encrypted lock. You then will enter a password and hint that only you know. The journal can be opened anytime by you, but no one else will be able to open the document.

Format: Want to change the formatting of your journal entries, such as size, color, font, underline, or bullets? Use this button.

Comments:

Leave feedback comments on your journal, or others' you view.

Tag: Tag entries together and organize journals. This makes finding an entry much easier so you can access it in an instant. To tag an entry, simply click the tag button, make a new tag album or find a previous one, and tag the entry.

Available after purchasing Penzu Pro.

Versions: View previous versions of your journal responses. Available after purchasing Penzu Pro.

Customize: The background of entries can be changed to make it more fun and unique! Available after purchasing Penzu Pro.

ADDING PICTURES

To add pictures, you simply click on the 'Insert' icon at the top of the page and locate an image on your computer and upload it.

Once you have uploaded your pictures you simply click to insert the ones you want to use. The picture will appear in the margin and you can then drag it up or down to line it up with the text.

To view your pictures, click on the images to enlarge them.

SHARING YOUR JOURNAL

The journal entries can be shared by email or can be printed.

You may also choose to keep certain entries private.

To share journal entries you click on the share icon and this enables you to email your entry to someone else. You can either include your name and email or this can be done anonymously.

If you email an entry to someone they receive the text in an email and a link to the journal page you sent. The journal page can only be edited and changed by the author not by the person who receives it. This is quite simple and requires a minimum amount of information.

HOW TO USE THIS WITH STUDENTS AND TEACHERS

Penzu is a very powerful tool for creating materials and tasks for students.

- **Create digital materials** - create online materials using texts with images and share them with students.
- **Writing portfolio** - set written homework task for students. These are then neatly stored and can be reviewed as a kind of writing portfolio and shared with parents or employers.
- **Professional development journal** - personal development journal to reflect on teaching and reading about teaching.
- **Lesson summary** - record what you did with the classes each lesson and send it to students as a summary or reminder.
- **Model process writing** - create models for writing activities; Could use a new entry each time a redraft to show how the text changes through the process steps of brainstorming and drafting to the finished product.
- **Learner diaries** - get students to use it as a learning journal and write in what they learned from each lesson. They could share these entries with the teacher.
- **Action research feedback** - could use it for action research feedback by asking students to reflect on aspects of teaching and then send the response using the anonymous message feature.
- **Image based narrative** - students will be able to create text which they can share with their parents. Teachers can do this by giving them a group of images to upload to the margin of the text (in any order they choose) and then asking them to create a story based around these images.

What's great about using a tool like this is that it makes students written work much more accessible, they can integrate high quality images with the work and it remains as a tangible record of their progress and achievements. It's also very content focused and there is no fuss with formatting or different fonts. It's just about the writing.