

# Technology Tools



Here is a list of some of the tools that UC ANR has available to county personnel along with a brief description of their best use and a key link to learning how to use it. For questions on how to use various tools, please submit a [support ticket](#) through the CA eXtension ticketing system and choose the Technology Support button.

Tech Tool	Best Use
<i>ANR Portal</i> <a href="https://ucanr.edu/portal/login/universalllogin.cfm?appname=Portal">https://ucanr.edu/portal/login/universalllogin.cfm?appname=Portal</a>	The employee gateway to most of the technology and communication tools available to you as UC ANR personnel.
Tutorial Link	Use support ticket above for individual assistance
Tech Tool	Best Use
<i>Box</i> <a href="https://accoun.t.box.com/login">https://accoun.t.box.com/login</a>	Communicating information with 4-H personnel, volunteers and members, staying in touch with workgroups and keeping current with ongoing projects, and allows for group editing by saving the most current version without the need to collect new versions of the same document from multiple people. Hint: Your UC email address with the .ucdavis.edu extension gives you access to more tools and storage space than a private email address or your .ucanr.edu one).
Tutorial Link	<a href="https://www.youtube.com/watch?v=kIPxYJWu87A">https://www.youtube.com/watch?v=kIPxYJWu87A</a>



Tech Tool	Best Use
<i>Collaborative Tools</i> (Accessed from within the ANR Portal)	Communicating information, staying in touch with colleagues, workgroups and keeping current with ongoing projects Anyone can set up a collaborative tools site and they can be used for very exclusive groups (community club leaders) or for specific purposes (resources for funds development)
Tutorial Link	<a href="https://ucanr.edu/collaborate/help.cfm">https://ucanr.edu/collaborate/help.cfm</a>
Tech Tool	Best Use
Google Drive <a href="https://www.google.com/drive/">https://www.google.com/drive/</a>	Communicating information with volunteers and members, staying in touch with workgroups and keeping current with ongoing projects, and allows for group editing by saving the most current version without the need to collect new versions of the same document from multiple people. Hint: Your UC email address with the .ucdavis.edu extension gives you access to more tools and storage space than a private email address or your .ucanr.edu one).
Tutorial Link	<a href="https://www.youtube.com/watch?v=cCZj5ojxRAA">https://www.youtube.com/watch?v=cCZj5ojxRAA</a>
Tech Tool	Best Use
<i>Microsoft Outlook</i>	Email, scheduling, and project management through tasks
Tutorial Link	<a href="https://www.youtube.com/watch?v=ctSkPXTt_fs">https://www.youtube.com/watch?v=ctSkPXTt_fs</a>
Tech Tool	Best Use
<i>Social Media</i>	Connecting with colleagues, volunteers, and youth members and communicating information
Tutorial Link	Tools are various, engage a youth member in learning the tools that they are using 😊



Tech Tool	Best Use
<i>YouTube</i> <a href="https://www.youtube.com/">https://www.youtube.com/</a>	Uploading and sharing videos
Tutorial Link	<a href="https://www.youtube.com/watch?v=SG_Gbow5DqI&amp;list=PLpjK416fmKwQ42eDY75Q05uM0g3N9WNXU">https://www.youtube.com/watch?v=SG_Gbow5DqI&amp;list=PLpjK416fmKwQ42eDY75Q05uM0g3N9WNXU</a>
Tech Tool	Best Use
<i>Zoom</i> <a href="https://zoom.us/">https://zoom.us/</a>	Conducting virtual meetings of any group size with or without video. This is a great way to host meetings while working remotely.
Tutorial Link	<a href="https://www.youtube.com/watch?v=3qhIQrHMzZg&amp;feature=youtu.be">https://www.youtube.com/watch?v=3qhIQrHMzZg&amp;feature=youtu.be</a>

## Guiding Principles to Help Navigate Unfamiliar Technology

1. Model Experiential Learning. Research supports that learning new skills happens best when we are participating in the activity. Dive in and embrace the opportunity to grow your personal and professional skills.
2. Embrace progress not perfection. Learning new technology can be messy,. Commit yourself to making progress in learning a helpful piece of unfamiliar technology instead of trying to become an expert of all of them.
3. Embrace Youth-Adult partnerships (and assume the role of a student). In the 21<sup>st</sup> century our young people have a HUGE advantage in both comfort and knowledge of current technologies, access them as a resource in learning them.
4. Remember you are not alone. When you hit a roadblock with a piece of technology and cannot find the answers you need, connect with CA's [eXtension support](#) to help you walk through your tech challenges.

