## Time Management Tools

- **Shovel App & Website**: a calendar, alarms, and time management all in one! This tool is offered to all ISU students for free AND can be synced with your course schedule and Canvas.
- **goblin.tools**: collection of small, simple, single-task tools, mostly designed to help neurodivergent people with tasks they find overwhelming or difficult.
- **Todoist**: provides structure and allows for easy prioritization of tasks
- **Google Keep:** useful for quick thoughts, ideas, and reminders.
- **MyStudyLife**: academic planner for managing class schedules, assignments, and exams
- **Bullet Journaling**: customizable and handwritten system for organizing tasks, events, and notes using bullet points, symbols, and doodles.
- **Academic Success Center Semester at a Glance**: digital and physical calendar of the semester that allows you to look ahead to plan

## Focus & Concentration Tools

- **Trello** App: task tracker
- **FocusPomo**: a timer that will display on your lock screen
- **Habatica**: Self-care and task management app that allows you to complete task to make your character stronger!
- **Tide**: app allows you to set up personalized **Pomodoro-focus** sessions, with a wide variety of nature sounds, white noise, and calm music
- **BlockSite**: tool for blocking distracting websites and apps for focused study sessions
- **Forest**: motivates users to stay focused by planting virtual trees
- **YouTube Videos** for attention & productivity
  - Alpha Waves (8–12 Hz)
  - Binaural beats (9-13 Hz)

# Get Started with Support and Tools

You don't have to figure everything out on your own. Whether you're just starting to explore assistive technology or you're looking for more personalized help, you're supported every step of the way. Contact us for support today.

Student Accessibility Services
accessibility@iastate.edu
515-294-7220

Student Accessibility Services Peer Mentors
sas_mentor@iastate.edu

*"Assistive technology doesn't replace hard work or talent—it opens doors that might have seemed locked. It helps level the playing field so you can focus on what matters most: learning, growing, and showing up as your full self."*

# Assistive Technology Toolkit



Iowa State University
Student Accessibility Services

# Empower your Learning

## Tools to help you learn in the way that works best for you.

Whether you're navigating your first semester or you've been around for a while, assistive technology (AT) can be your ultimate sidekick. Think of it like having a personal tool belt to help you conquer tasks, stay organized, and enhance your learning experience!

We know that starting out with AT might feel a little overwhelming, but don't worry—we're here to make it fun and easy. This toolkit is designed to introduce you to all the cool tools available to make learning more accessible, whether you need help with reading, writing, staying organized, or managing time.

# How AT Can Help

**Reading & Writing: Tools like screen readers, text-to-speech, and speech-to-text software can help you process information more efficiently**

**Time Management & Organization: Calendar apps, to-do lists, and reminder systems can assist in keeping track of assignments and deadlines.**

**Focus & Concentration: Apps that block distractions or allow for flexible work environments can help with staying on task.**

**Memory Aids: Use digital notes, reminders, or flashcards to enhance retention of class material.**

# Not sure where to start?

Start by understanding what challenges you face most often and what tasks you find most difficult. From there, we can explore a variety of tools to see which ones best suit your needs. Here are some areas to consider:

**Reading and Comprehension:** If reading lengthy assignments or textbooks is a challenge, tools like text-to-speech software can read aloud to you, while highlighters and annotation apps can help you mark key ideas.

**Writing and Editing**: Struggling with writing can be frustrating, but tools like speech-to-text software or grammar assistants can take the pressure off. They'll help you focus on getting your ideas down, while also improving the flow and accuracy of your work.

**Organization and Time Management:** Staying on top of assignments and deadlines is crucial, and with the help of calendar apps, task managers, or visual aids, you can build a system that works for you. Whether you prefer digital tools or physical planners, there are options to meet your style.

**Focus and Productivity**: Sometimes, the hardest part of studying is staying focused. If distractions are a problem, apps that block websites or use timers to break study sessions into focused intervals can be game-changers.

Take your time exploring different options, and don't hesitate to ask for help from Student Accessibility Service Peer Mentors or your professors. Remember, the right tool for you is out there, and finding it is the first step toward empowering your academic journey

# Tools for You

## Writing Tools

- **Glean Notetaking:** Glean is a cloud-based note-taking application that can work on PCs or Macs FREE to all ISU students. The application allows users to record audio during lectures or meetings and sync it with their notes, making it easier to review later.
- **Grammarly:** Iowa State students receive a premium account to Grammarly, which is a cloud/browser extension that offers advanced grammar and spell check for the user.
- **Speech-to-Text**
  - On Windows devices, activate the built-in dictation feature by pressing Windows + H.
  - For Mac Devices, choose Apple menu > System Settings, click Keyboard in the sidebar, then see the text below Dictation (Dictation must be enabled).
- **Graphic organizers** are visual tools that can help to break down ideas and projects into smaller parts

## Reading Tools

- **Screen Readers**
  - On Windows devices, you can enable this feature by pressing Windows + Ctrl + Enter
- **ZoomText**: magnification and screen reader
- **JAWS**: screen reader and is interactive for the user
- **Fusion**: both magnification and screen reading capabilities into one software
- **Kurzweil**: Book conversion and reader software for people with a "print disability" such as dyslexia
  - Offered through an accommodation at the at the SAS.
- **Optical character recognition:** reads aloud text from pictures and image files

Check to see what tools are offered for free at ISU and for more instructions: https://sas.dso.iastate.edu/student-resources-technology#assistivetech