

IT 648 Project 1– Communication Tools

Jennifer Majors, Michelle Marullo, Rebecca Whittet, Amber Ledford, Sarah Howe

Quizlet, Evernote, Google Hangout, Remind/Screencastify, Socrative

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Introduction

Five computer communication tools were explored under the instruction of Dr. Shuyan Wang, professor of the University of Southern Mississippi's IT-648 course, Digital Communications in Education. A collaborative group of five graduate students enrolled in Dr. Shuyan Wang's course researched, tested, and evaluated communication tools that could be integrated in a classroom environment. The following are the tools explored: Quizlet, Evernote, Google Hangouts, Remind / Screencastify, and Socrative. Each member researched, practiced, and planned a lesson to teach the tool to the other group members. Through synchronous collaboration, each tool was introduced and taught. Additionally, group members synchronously and asynchronously worked further with the tools to consider application experiences. The team met through Google Meet to share their findings, suggestions, and further activities planned. Each presenter accessed Google Meet, both live and recorded through Screencastify when necessary, to offer hands-on activities and further strategies for classroom integration with the tools. It is important to note that four students worked from computers located in the United States of America; one student worked from locations in Europe. Through Google Meet and Screencastify to record as necessary, the group collaborated effectively and participated in tool activities and collaborations.

Five tools were explained and taught through activities; one member taught one tool while the other four members performed the activities taught. Essentially, each member taught one tool and performed activities with four new tools; therefore, five same tools were considered by each member. Jennifer Majors explained and taught Quizlet to the group; the members participated in her planned activities. Jennifer's Quizlet tutorial demonstrated the layout of the site and the various functions. The team practiced using the diagram feature, where vocabulary

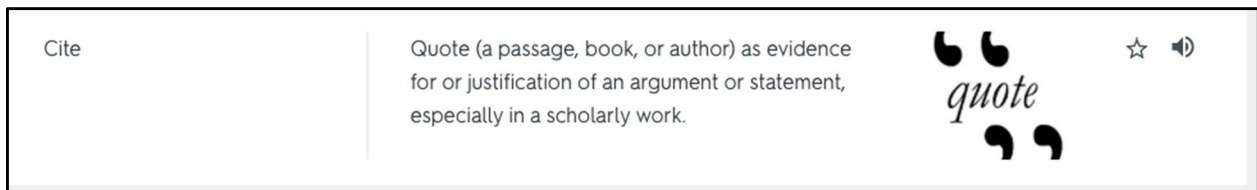
words could be matched and labeled to specific points on pictures. Michelle Marullo explained and taught Evernote to the group; the members participated in her planned activities. The group was given her asynchronous instructional activity packet to practice a week before the Google Meet class. After briefly explaining the note-creation steps in the first Google Meet class, she wrote a step-by-step packet for the group to practice before the next meeting. During the synchronous Google Meet class, Michelle again covered the packet and taught the group to create notes, notebooks, binders, with written and audible content, as well as share their notes.

Rebecca Whittet explained and taught Google Hangouts to the group; the members participated in her planned activities. During Rebecca's tutorial, the team met synchronously in Google Hangouts and Google Meet. They took turns using the features such as muting the mic, hiding webcam image, and presenting screen. While still in Google Meet, they used a Google Doc to review and discuss their report outline. Amber Ledford explained and taught Remind through Screencastify; the members participated in Remind and/or Screencastify activities. With Remind, members practiced sending and receiving messages. Additionally, she inspired the team to also work with Screencastify. Members practiced activities with Screencastify to record, watch, and / or send teaching videos. Sarah Howe explained and taught Socrative; the members participated in her planned geography activities. She created a mock quiz and invited the members to play. The team competed against each other for the correct answers. She brought a fun classroom experience to the collaborative group. Individual responses to each tool are located in the Appendix section of this report.

Quizlet

Functions

This is an online tool that takes the old flash card into the tech world. It allows you to create for yourself, a select set of students, or for an entire class, a way to learn definitions and identify vocabulary in diagrams. It has several levels that start with learning, increase to quiz, and include a game approach to matching terms. It also has diagrams, allows for uploading photos, and audio to support learning. (Ravipati, 2017)



Advantages

Quizlet is very intuitive and easy to navigate. It also has an audio feature that can translate to many languages, thus making this a very effective tool for ELL. Even if a student is not ELL the audio function helps the student learn the correct pronunciation of each word created. This tool allows you to put a picture with words. It is a simple way to quickly list academic or key terms and the definition and allow students to work in multiple settings such as class, after school programs, and home. You can assign this as in class independent work, class group work, or as homework. You can play a set live during class which is a great group engagement competitive activity. Finally, for my very low students this allows them to hear both the word and definition while attaching a visual aide.


Challenges and Solutions


With Quizlet being an online tool, students can easily cheat. The most common way students cheat is by having two tabs open. One tab is the quiz, and one tab is the Quizlet site that

has all the terms with definitions. When the teacher looks away, the child quickly changes tabs to look for answers. Students often use the site to quickly look up answers to test, by searching the site for someone else's work. To combat this, the teacher can print the quiz, so students will not have access to the site during quiz.

Teaching Strategies

Quizlet offers the ability to use diagrams to help define terms. Once my class used a diagram of a rotary phone and a smartphone to compare and contrast the various parts of each communication tool. Each part labeled was a term defined in Quizlet. The diagram gave students a visual representation of each term, which was key vocabulary in our reading passage. Quizlet is also great for Fundamental Friday Review. Teachers can add each week and have a learning set for students that transfer in or are absent for several days.

TERM	DEFINITION	LOCATION
Rotary dial finger hole	This is where you would place your finger and turn clockwise until you reached the finger stop.	

TERM	DEFINITION	LOCATION
Finger Stop	Curved device that lets you know when to stop rotating clockwise.	

Evernote

Functions

Evernote is a note-taking software app that may be accessed on computers, cell phones, laptops, iPads. It acts as a digital organization filing cabinet, allowing all devices to sync together. Replacing the typical post-it note or to-do list on paper, Evernote captures quick thoughts, groups of papers, and even research documents into organized notes notebooks, and binders. Nicely compartmentalized in a remote filing system, information is easily retrieved for sharing. Similar to giving someone a note or even a notebook, Evernote users can easily share electronic notes and notebooks worldwide electronically. Not only does it save typed content, but it also records voice memos and audio messages. Pictures may be saved independently or with previous notes. In addition to creating order with insurmountable notes, Evernote also serves as a goal monitor, allowing the user to check tasks as she completes them toward the overarching goal.

Advantages

Evernote's advantages begin with the software; it is an application that syncs across all user devices. Users may download information and access later. Once downloaded, notebooks do not need internet to access them. However, with each download, internet is required individually. Evernote is easy to learn and use. Students of all ages as well as businessmen and women can conveniently learn the steps to save notes.

Software engineers are continuously updating the app with new tools. It provides a reliable method for researching, saving, and accessing saved materials. The Evernote web clipper provides the user with an easy-to-use elephant button that captures content. The user may click on the elephant button, and the information is instantly saved and shared with the devices. The

user may access the information at a later time, knowing that it will be safely kept and easily retrieved. The user can confidently trust this software with private and public data.

Further, the software is available as a free account with paid accounts as well. Evernote provides student and educator discounts for accounts as well as business plans. Recently, the company added Evernote Spaces for group collaborations. This is an added feature that can also be tried for free over one month. The application becomes a convenient staple for progress, often causing the user to see the software as a need, not a want. Many users upgrade to additional plans to access more storage and features.

The ease to create accounts and work within them serves as another advantage of the application. With nice-sized fonts and contrasting color icons, Evernote's system is quickly maneuvered. The design layout for storage and retrieval is appropriate for the functions. Applying the idea of notes, notebooks, and binders to digital icons fosters immediate comprehension for digital notes and storage. The user experiences mindful instruction that applies real life to a remote one with filing and organization.

Challenges and Solutions

Evernote's first challenge is with its rising cost after free account. Although it offers a free account, users soon find that they need to upgrade to continue archiving notes and syncing across platforms. Even with school education accounts, the cost can outweigh the benefits, depending on the particular need of the school and teacher. Since businesses have a large budget for organization and storage, Evernote proves to be an excellent business tool.

However, as with my school, the cost was too much to keep Evernote on our student iPads. Wanting to keep Evernote, my school soon realized that it would be too expensive to do so for all high school students, teachers, and administrators.

A solution to the cost issue for educational settings is for teachers and administrators to have Evernote, not students. With the new addition of EVERNOTE SPACES, teams can work together and share all notes in one space. Students could also purchase Evernote before the school year begins to have experience with the app.

Evernote, as organized and capable as it is, can only function with internet access. In the event of destructive weather and locations without online capability, the software serves little advantage over the traditional notebook filing system. In a digital world, one fully capable of continuous internet accessibility, Evernote performs excellently for the organization needs of its user. However, outside of Evernote's control, internet connection can be an issue in certain situations.

To offset potential internet connection issues, an added aspect to this application is that Evernote allows user accessibility once items are synced through "hub and spoke" configuration. The company keeps a backup of files on its server. Once notes are synced to a computer or device, they are available as saved documents to review without internet. It is important to backup, sync notes that are needed in advance of retrieving them. Although this does help with the internet access issue, it is not helpful if information is needed after the fact.

Teaching Strategies

This software is excellent for any subject. According to Melinda Korzaan and Cameron Lawrence, technology research specialists, it is advantageous in educational settings to not only include Microsoft Word and Excel as staples, but also Evernote (2016). Evernote can store formulas in math class. In science, students can record class lectures; the lectures serve as resources as found in notebooks and binders. History research articles can be easily clipped with the Evernote web clipper. By clicking the elephant on the computer screen, an article is

immediately sent to all syncing devices for later access. Additionally, English classes benefit well from the structure and checklists the application offers. Students can save vocabulary words in a vocabulary binder. They may annotate literature and save in a notebook.

As students of Dr. Shuyan Wang's IT-648, Digital Communications in Education course, we participated in an Evernote workshop. Our group took part in an asynchronous training with the following activities for a week before meeting again synchronously. The group went over the steps below to create notes, notebooks, and binders. The concept of sharing notebooks was addressed. Inserting audio messages was also mentioned for adding a teacher's voice to an assignment.

It is important to note that two group members are high school teachers. One member is a business trainer, and two additional members are middle school teachers. However, all group members serve as educators, having access to explore Evernote with students / learners. Although the students and learners did not have access to Evernote, the team provided feedback that the software is excellent for organization of notes, and it serves as a helpful tool for professional and personal life.

Students can access notes from a teacher's board and sync to a digital subject binder. They can also share notes and notebooks with other students in different classes. Students can work on group projects by clipping research with the web clipper and can sync group project notes, content, graphics, audio messages between binders. Students can keep English journals and share with teacher. They can archive historical data by time periods and major events. Students can access scientific research and categorize articles and notes in a notebook, as well as take notes in class and sync as test review material. They can record notes as they explore nature on a science exploration adventure. Finally, students can also set goals and check them as completed.

Teachers can create unit notebooks that can be shared with department teachers. Formative assessments are reported on students quarterly. Teachers can record instructional goals for specific classes in notebooks and binders, as well as record audible and written notes, then share with absent students. Teachers have the capability to monitor lesson plans in notebooks and share with administrators.

Administrators can also share notebooks with staff. They can work on teams for school advancement and track professional development hours for teachers. Administrators can set goals for departments and record progress. They can also take notes worldwide and share instantly in notebooks.

Google Hangouts

Functions

Google Hangouts is a wildly, popular communication platform offered free of cost to users. Google Chat, an instant messaging application, was the initial communication tool featured within the G-Suite. It received a tremendous upgrade in 2013 with the transition to Google Hangouts, which offered additional communication features such as voice call and video calls. Google Hangouts was originally created with the intentions of connecting friends and family, but it has now branched off into businesses and classrooms across the world. Due to the formality of moving into the professional world, Hangouts has morphed into a new application called Google Meet. Google Meet has the same features as Hangouts, but has a more polished, refined look to its design. Hangout is still the hub for this application.

Users can connect from any device, but a microphone and/or video camera are necessary to perform voice calls and video calls. Joining meetings is very simple, as the users simply join live meetings through Google calendar invites, shared Hangout links, or through entering a meeting code provided by collaborators. The initial organizer of a Google Hangout must have a Google account. Although, organizers can invite external (non-Google) guest to communicate through the application.

Users have the option to communicate through video calls, phone calls, and messaging which are designed as buttons on the home screen. When using the messaging tool, users have the option to message any of their contacts individually or as a group. Users can use phone calls, or voice calls, to call people for free through their imported contacts. Like the name implies, voice calls only need a microphone connected through the device to operate this application. When

users call their friends, family, colleagues, etc., their computer will make a ringtone, and so will the receiver of the call. This is exactly like a normal phone call, but it is for free!

When users use the video call feature of Google Hangout, they are automatically transferred to Google Meet, a new application embedded within Google Hangouts. On the homepage, users have three options to begin a Meet: 1) Begin an impromptu meeting; 2) Use a meeting code to join, sent by the organizer of the meeting; 3) Join through events scheduled in the user's Google calendar, which will automatically appear.

When creating an event in Google Calendar, users have the option to add conferencing. Once a Meet is created, a link will be created that the organizer can copy and paste into any application to invite guest. Another option of inviting guest is through adding guest directly from the Google Calendar event creation. Organizers have the option of allowing guest to modify event information, invite others or to see the guest list. Once the event is created in Google Calendar, an email invite is sent to any guest. When they go to Google Meet, they will automatically see this event in the options to join a Meet.

Advantages

Google Hangouts creates collaborative opportunities that in the past may have been impossible due to time and distance limitations. One of the most attractive features of this platform is that it is free. Anyone with internet connection and a device with connectivity can use this communication tool. With the option to communicate with any person with the above capabilities, this creates several advantages for using this communication tool.

Users can collaborate with up to 50 people in one voice call, with no time limit. Any guest can share their screen with other guest and become the presenter. The presenter has the option to mute all other guest while presenting their screen. While conducting a video call, a chat

feature is available for guest to ask questions, make responses, or privately message other guests. If the presenter has guest's microphones muted, this feature is helpful to alert the presenter of questions, misconceptions, etc. While in a Meet, guest can share the link to others who can join any time during the meeting. The organizer must allow the new guest to join, because upon the guest entering the Meet, a request is sent to the organizer. He or she must allow or deny the guest. There is an option to record the entire Meet. If working properly, the Meet will be recorded and then it is automatically saved in Google Drive for storage. Because Hangouts/Meet are Google platforms, they work in beautiful harmony with other Google tools, making life much easier!

When using voice call or messaging, your contacts can automatically be uploaded to your G-Suite. This will allow you to contact friends, family, and colleagues effortlessly. Voice calls have ringtones, just as a cellular device or home phone, which alerts you to an incoming call. If the call is missed, you are also notified in Google Hangouts. Your device can also be configured to send a notification to any device's notification center. Group messaging and group voice calls allow you to organize effortlessly without worries of 3rd party misconceptions. The Google Hangout platform is very easy to use, because of the simple layout and push button features.

Challenges and Solutions

Although Google Hangouts is an amazing communication tool, there are some challenges that users may face. Luckily most of these challenges have easy fixes.

Just as in any written communication, instant messaging can leave the reader left with feelings of uneasiness when it comes to deciphering tone of voice. Messages can be taken the wrong way and be interpreted as rude, mean, or offensive. Also, incorrect grammar usage, slang,

or “texting code” can lead a reader to believe that the writer is unintelligent, or possibly even unknowledgeable of the subject matter being discussed. Proper netiquette is the solution to this problem. Users should be aware of common rules that apply to online communication, such as not writing in all caps as this can be viewed as yelling. Be respectful to others in the chat, and voice your opinions assertively, not aggressively.

Background noise can be a challenge for voice calls. Find a quiet area free of distractions, so your voice can be heard clearly. Reliability has also come into question with Google Hangout voice calls. A strong internet connection is needed to receive, maintain or send a voice call. One other issue noted is that if a user decided to toss the traditional phone carrier and only use Google Hangouts voice call feature, they must be aware that emergency calls cannot be made through this application. I would suggest always having a carrier but using this feature to cut down on your total minutes of cellular use.

Challenges of Video Chat. While using video chat, if a guest becomes disruptive there is currently no way to kick them out of the video conference. One thing you can do is mute their microphone and take control of the present mode. This at least will keep the disruptive user from taking center stage and being heard. Another problem that we encountered was the inability to record our session. Although all the online tutorials stated that this was an integrated tool in Meet, none of us had the option listed in the menu where it should have been. I emailed Google and they said that our administrator must have blocked this feature and they must give us permission for it to be unlocked. One solution we found was to locate another screen recording application. We used ScreenCastify, a free app, to record each of our sessions.

Teaching Strategies

There is a plethora of uses for Google Hangouts inside and outside of the classroom. Implementing the below strategies can engage students and allow children to learn from anywhere and anyone!

Virtual book clubs can be formed around various books of interest. The students can synchronously meet and discuss specific chapters, ask and answer questions, and predict future outcomes. This helps to create accountability for student learning, create a love for reading, and create collaborative learning opportunities. The best part about this is that the students can join Google Hangouts from any device in any location. Of course, this can be done at home, but it can also be implemented during school, with children in various classrooms and possibly various grades.

Panelists can be used by teachers can arrange business partners, parents and community members to be authentic audiences for student presentations. The guest can be invited through a calendar invitation and can use Meet to ask questions and give evaluations/critiques of the student's work, all in real time!

Virtual field trips will allow students to explore the world without ever leaving the classroom. Visit businesses, museums, zoos, famous cities, etc., by having a representative from the place of interest give a live tour. The representative can answer questions raised by the students.

Student absenteeism is a huge problem for educators. When students miss school, they tend to fall behind. Educators can use Google Meet to record live broadcast of their lessons, in which the child can either watch in real time or watch the recorded version. Either way, the child can easily catch up.

Remind

Functions

Remind provided interactions between teachers, parents, students, and administrators. It provides accessible communication to numerous people in one place with easy set up. It allows a teacher to have immediate access to a staff, grade levels and group or individual classes. It can be used to send reminders and announcements. It is capable of receiving messages; however, the application can be set to not receive announcements.

Advantages

The pros are accessible communication to numerous people in one place, easily set up, teacher numbers are not shared (a code is a replacement), and notifications can be muted for certain hours. Teachers can schedule future announcements or messages, so teachers can be proactive. Parents and/or students can send individual messages to the teacher for clarification, and a security feature does not allow parents/students to message each other. Teachers love this application, because their phone number remains anonymous. Parents and students must text a code to a specific number (81010) to join the teacher's Remind group. Teachers can add or remove any participant from the group.

Challenges and Solutions

Cons to the application are some parents are not comfortable with sending the code from their number or they lose the code, students at the elementary ages typically do not have a phone to be implemented into the communication, and there is not yet a phone calling option which would be helpful for outgoing calls for the teacher or owner of the group. As some parents or users may not be comfortable with signing up for the group as for them it is just sent to their text messages (such as when your phone service sends you messages) and this makes them feel they

will be charged money even though they will not. To calm these thoughts, it is best to show users how to sign up for the application or use the website as well. Also, because teachers in the K-5 setting only have access to the parents as the students do not have phones at that age, communicating information for academic purposes such as tests and homework becomes a hassle as students can say their parent did not tell them, which leads to another con of students who do have access to the app use it too much as a crutch. If the teacher does not send out every detail (even if stated a hundred and one times in class) students will blame the lack of message in Remind. With every learning tool there will be pros and cons. The reality is to make it a positive usage, we as educators must discuss and go through trial and error to fit the communication tool to our needs and students.

Teaching Strategies

Remind is an application I became familiar with through my first year as a classroom assistant for the non-profit organization Montgomery Education Foundation's summer learning program, Brain Forest. Brain Forest is a six-week summer learning program for students of Montgomery Public Schools in Montgomery, Alabama to prevent summer learning loss of fourth, fifth, and sixth grade students. I have been a part of the program since summer 2014 and continued in 2016 then in summer 2017 was promoted to a teacher of the program. The program is funded on grants that the staff of MEF work to obtain throughout the school year; therefore, it is a free program to the students enrolled. In the mornings parents drop off their children and they are taken to breakfast then to the classroom by teaching assistants. Following, teachers and assistants collaborate to give hands on and engaging instruction in math and reading after a morning opener of character education. Each grade has a different novel they will complete by the end of the program while creating projects to visualize their learnings and understandings of

the Common Core Standards. After the instructional morning time, students are taken to lunch with assistants then escorted to afternoon enrichment activities such as dance, music, STEM program with the local Maxwell Air Force Base Starbase program, horseback riding, swimming, archery, canoeing, and much more. Students are brought back by assistants around 4pm for snack and then pick up by parents until 5pm. (If you are interested in the program I have linked the MEF website below and the end of the program video I created) As you can see so much is happening each day at different locations in Montgomery and different areas of the high school we are allowed to use that synchronous communication is key to success of the environment; therefore, Remind became our go to communication tool. Remind allowed us to have a group with the entire staff, a group with grade levels, and group for individual classes. From here, we were able to communicate individually with parents, other teachers, other staff, and our assistants, which was imperative especially when a student needed to be picked up by a parent or a location was needed to be known by administration as well as sending announcements out to parents or the staff.

Socrative

Functions

Socrative is a quiz tool that teachers can use live in their classrooms. It is a very basic software program, and is programmed for four types of applications: quiz, space race, exit ticket, and quick question. Quizzes are saved on the site under your account. Teachers can choose a quiz, then allow for instant feedback, open navigation, or teacher paced style. These quizzes can be made ahead of time and saved for quick access. Space Race uses a previously made, saved quiz. Students are divided into teams and race to get the most questions correct in the least amount of time. There are several different options for how the race will look on the screen, and how students are to be divided. Exit Tickets are pre-made, standard set of questions that students are asked to answer at the very end of class. Lastly, Quick Questions give students a place to answer a question that is asked orally. Students do not see the question on their screen, but results can be recorded and/or projected for the class. Students do not have to have individual logins for the site, but are hosted in “rooms” until the teacher clears them out. All quiz answers are saved and may be accessed under Reports.

Advantages

Socrative quickly assess student learning in the classroom. The software allows for easy formative assessments. Students are able to see instant feedback as they answer questions, which encourages a higher level of engagement and the ability to remediate as needed. The Space Race feature is a fantastic opportunity to split students into groups and make learning fun. The Records feature means that the teacher can use formative assessment data that might previously have been oral and unrecorded. This means that it could be used in parent conferences, to adjust teaching, and for remediation. The teacher would also be able to go back and look at growth over

time, which would be very helpful. The informal nature of the site can help alleviate test anxiety and provide encouragement for students that find traditional testing situations very stressful.

Challenges and Solutions

The “room” design of Socrative means that the teacher will need to carefully monitor that all of her students are in the room, and participating. There is also the concern of making sure that students use their full name, and are identifiable, since they do not have user accounts. This can be solved by being clear with students that they will not receive credit if they do not use their full, real name. Also, the software appears to be fairly glitchy. In using it to practice and teach my group, I had to close and re-open the site a few times to get it to work properly. This would be a big challenge in a K-12 environment with students who are less resilient with technology problems. Socrative has limited functionality, which might mean that it’s not worth the time teaching students how to use it when there are more full functioning quiz sites that can perform the same tasks for teachers. It also requires students to have their own technology, so could only be used in a classroom that is 1:1 or BYOD.

Teaching Strategies

Socrative could be incorporated in the place of any formative assessment throughout a class. It would be great to have students in the habit of using Socrative, and using it throughout a class for a quick check in. The exit ticket feature would also be useful to get students in the habit of using it at the end of every class. This would prevent the teacher from having unnecessary paper cluttering her desk, while providing excellent data on student confidence about the day’s lesson. The teacher can use this data to inform the next day’s lesson. Socrative’s Space Race feature would be a great way to review students before a quiz or exam. It is fun and quick and would give the teacher an idea of which students need additional remediation, or which topics all

students are struggling with. The regular quiz feature would also be a good review option, and would give more individual feedback to students instead of being in a group such as the space race feature.

Summary

This project started with individual learning and progressed to a cumulative project. Every member chose one previously researched digital communications tool and researched it individually. Through Google Hangouts, further extended to Google Meet for collaboration, the members learned about each other's research; they also discussed considerations for potential classroom applications. The activities were provided by all participants, and individual observations and experiences were recorded. Both synchronous and asynchronous learning activities were provided and experienced by the team members. Through Google Meet, the members collaborated further on their experiences by meeting before and after activities. Members also researched all tools further as they worked collaboratively through Google docs, Weebly, and email, to complete the report. The team would like to inspire others to also work with the tools tested in this report.

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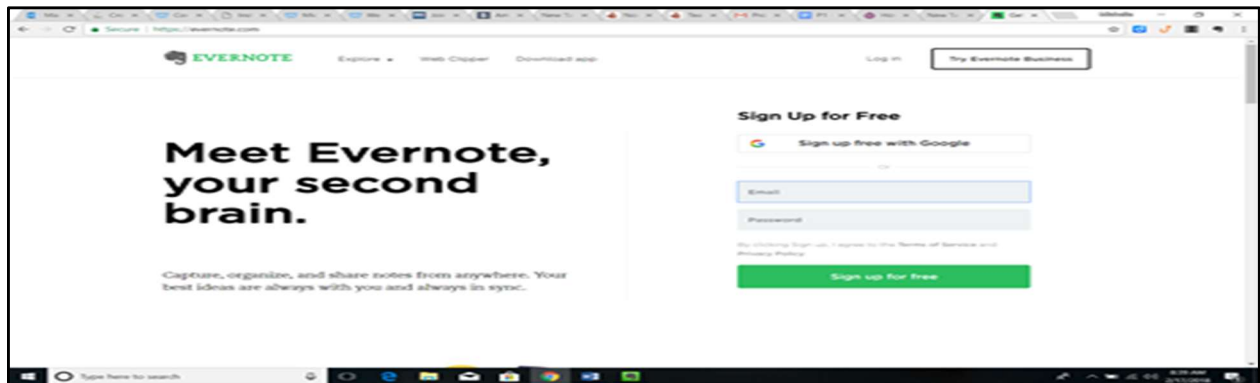
from <https://www.wonderoftech.com/quizlet/>

Appendix

Evernote Tutorial

Step 1:

Sign Up for Free Account at <https://evernote.com>

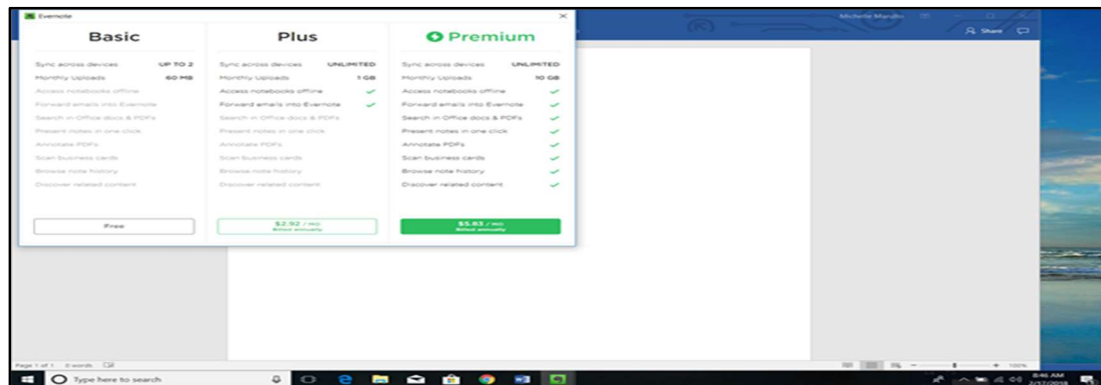


Step 2:

Notice that there are Plus & Premium Accounts as well. All Evernote products include:

Unlimited storage, Notebook sharing, Industry-standard security and text encryption option,

Passcode lock on mobile apps, Image annotation, Salesforce integration for personal notes.



All paid Evernote subscriptions (Plus, Premium, Business) include the following features:

- Sync across all of your devices (Free account = only 2 devices)
- 2-step verification through Google Authenticator

- Offline access to notes via Desktop & Mobile (Free account = only through Desktop)
- Agent support (Free account = only Community Support.)

Premium subscriptions include the following features:

- Agent support
- Chat available

Business subscriptions include the following features:

- Dedicated agent
- Chat available

Monthly note uploads for each subscription:

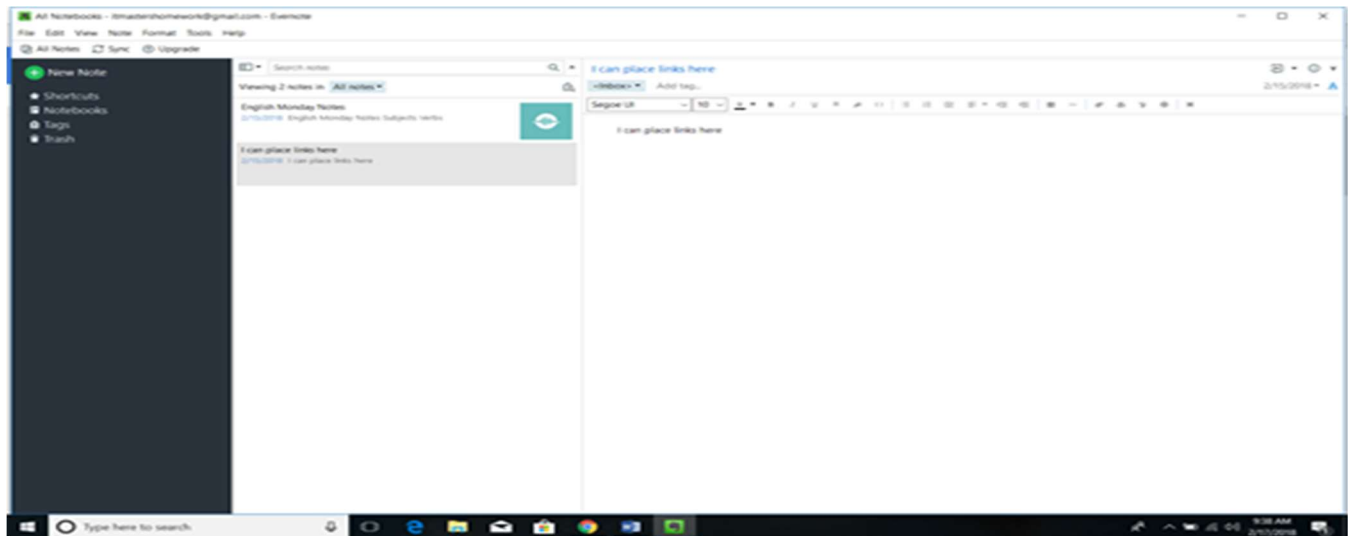
Basic	Plus	Premium	Evernote Business
60 MB	1 GB	10 GB	20 GB + 2 GB per user, shared across company account

Maximum note size for each subscription:

Basic	Plus	Premium	Evernote Business
25 MB	50 MB	200 MB	200 MB

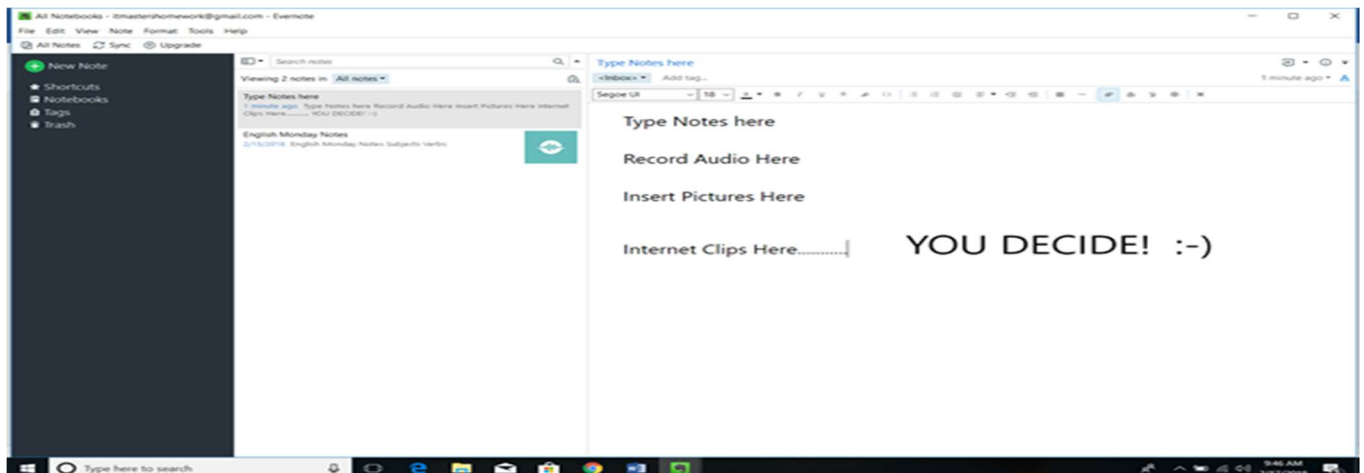
Step 3:

Access Your Evernote Account, then click on the PLUS (+) sign.



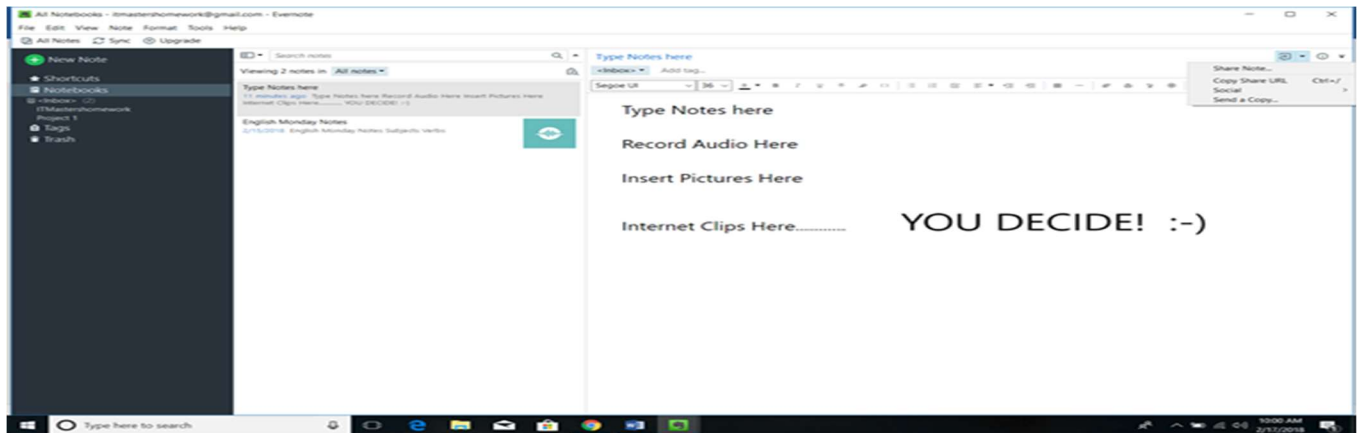
Step 4:

Type, record, insert & clip notes on your blank page. It's that easy! The tool bar has icons of your choice. (Default note file is **All Notes.**)



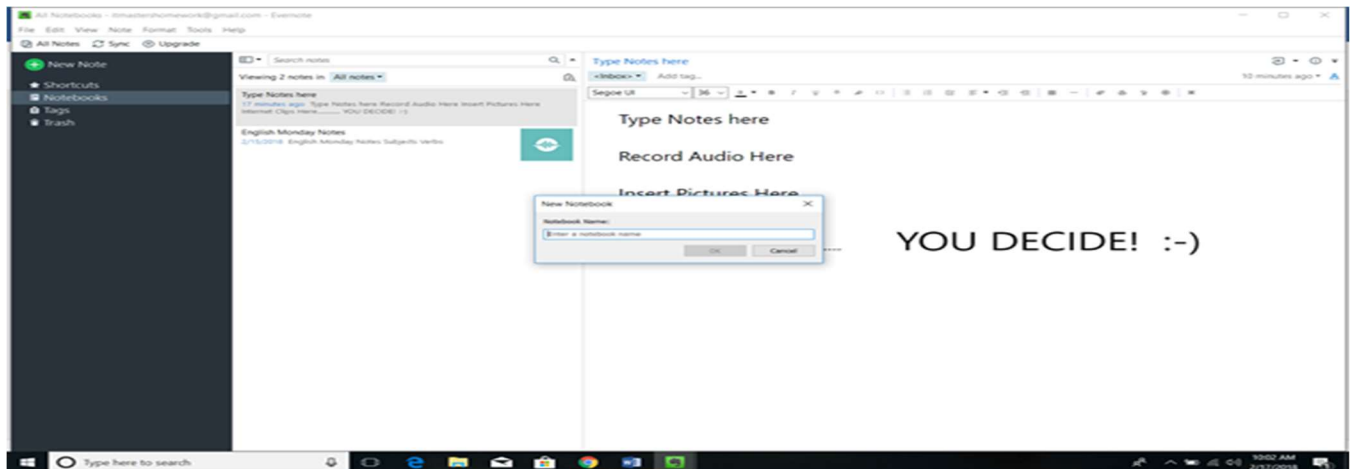
Step 5:

Your note is saved in Notes. You may share your note.



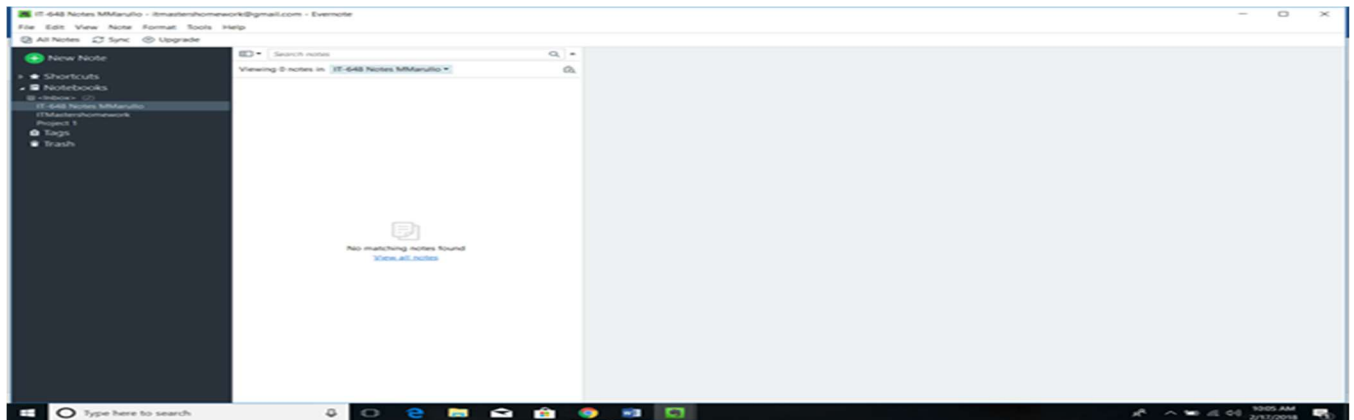
Step 6:

You may move / copy your note to a Notebook. (First, create a notebook by clicking on Notebooks and name it in the box that pops up.)



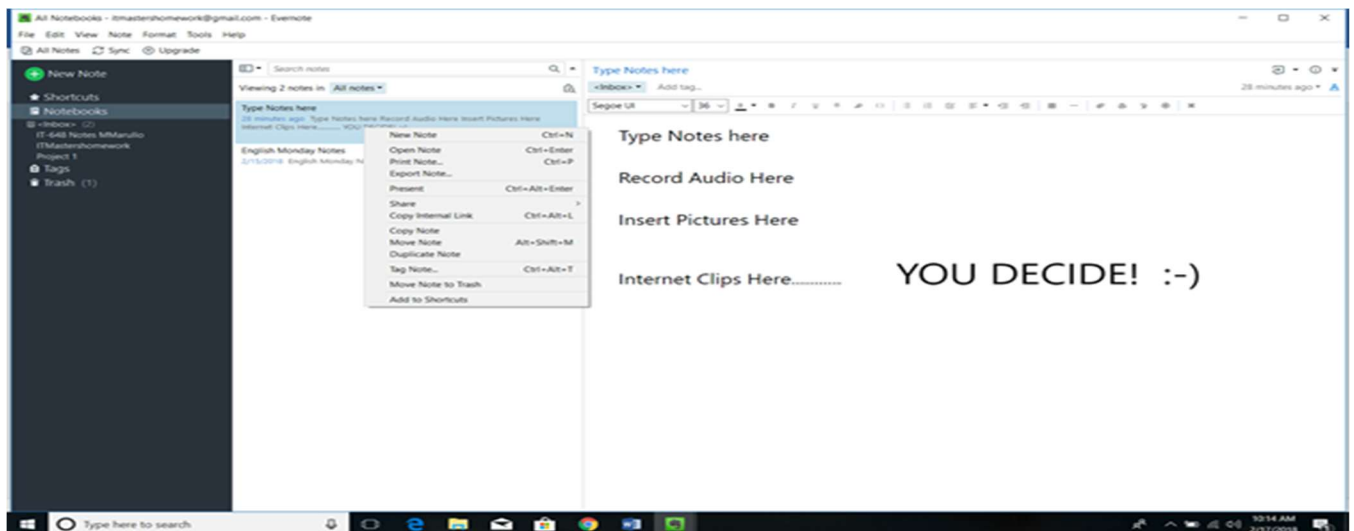
Step 7:

I named mine IT-648 Notes. A blank screen pops up.



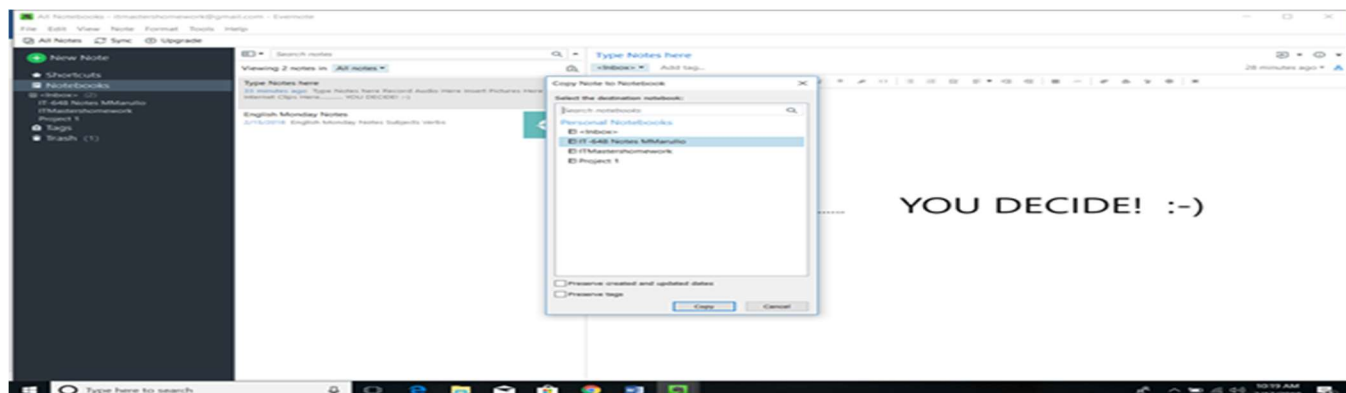
Step 8:

Right click on the note and scroll to COPY note, MOVE note, or move note to TRASH. I copied my note to IT-648 Notes as you will see in Step 9.



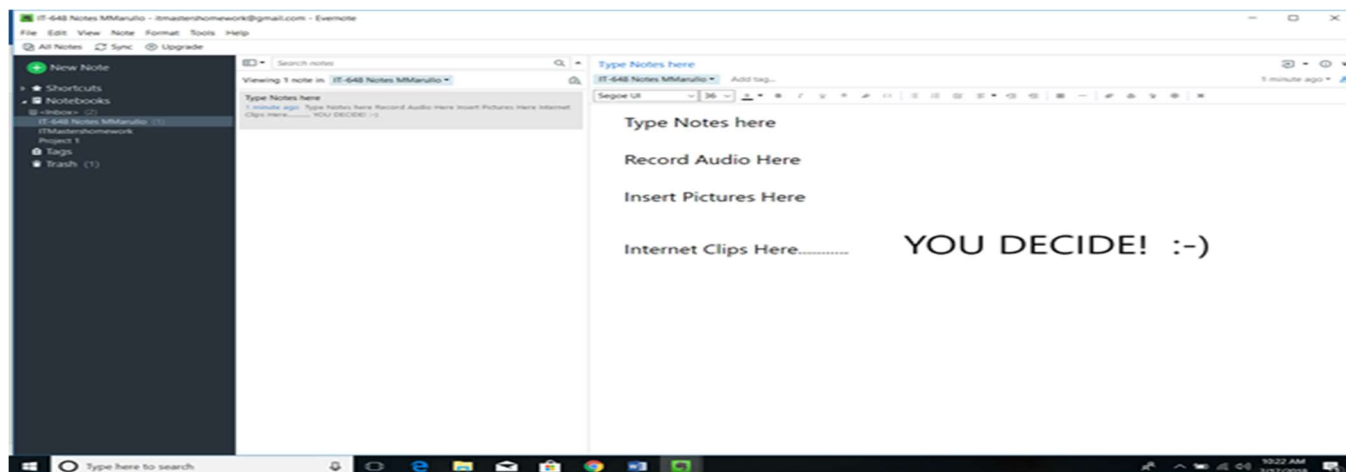
Step 9:

Right click on the note. Scroll to the correct notebook and click copy.



Step 10:

Go to the Notebook to check that it was copied. Notice there are small numbers next to each Notebook showing the number of notes in them. The note is in both All Notes and Notebook.



When beginning with Evernote, first consider the organization for notes and binders. Tags may be set for organization within binders based on topics. Evernote is excellent for filing professional and personal items: pictures, receipts, class assignments, homework, notes, documents, messages, to name a few. If it can go in a filing cabinet, it can go in Evernote.

Group Experiences with the Tools - Individual Comments

Quizlet with Jennifer Majors

Amber's experience: "I enjoyed playing around with Quizlet and ended up creating a learning set for myself to learn some simple Dutch words as I reside in the Netherlands currently. The ability to find study sets in the subject I am looking for as well as create my own is very easy to use."

Michelle's experience: "The assignment can be public or private. I joined the class; permission was required to enter the activity. This assignment gives vocabulary with definitions. Audio reads the items. Students may also locate pictures under the categories to match the vocabulary. The cards can be shuffled alphabetically. There is also a Scattergram of the objects learned. It can further be sent to Remind for students to access. The prompt can be read to the student. I can also insert my voice with prompts and answers. This is great for vocabulary."

Rebecca's experience: "This is a great vocabulary tool that incorporates various levels of accommodations for diverse learners. You can choose from various languages, add pictures, add diagrams and label the diagrams."

Sarah's experience: "It's easy for students to look up answers in a classroom. I like that there is also a Quizlet Live. The student can use the cards made for studying. It is easy to make the cards and share with each other."

Evernote with Michelle Marullo

Amber's experience: "I really enjoyed the application due to my overly organized personality and love for to do lists. I enjoy the ability to add a note and attach documents from my computer or just type in notes. I have decided to create a note for each month and add in my to do list that I type for each week. I also like that I can attach an excel budget spreadsheet for the month and documents/school assignments I need to complete for the month all in one area. Another tool that is beneficial to tidying up my life is the saving of websites. I have such a buildup of bookmarks on my Internet browser and never create folders because it is messy and hard to look through; however, Evernote allows me to easily organize my websites I find important."

Jennifer's experience: "Easy to sign up for, the "Help and Learning" part of Evernote is user friendly. The fact that it connects to Google Calendar easily is wonderful. I can have all my notes in one place when I need them. I like this so much I added the web clipper on chrome and use it daily. I have created multiple notebooks in the short time I have learned about this tool. This makes organization fun and easy."

Rebecca's experience: "We explored Evernote's functions while in Google Meet. We then individually used the very informative tutorial to create notebooks and binders to collect various notes and information. It is a very helpful tool to organize information. It is also considered a communication tool because you can easily share notebooks and binders with students and colleagues."

Sarah's experience: "Signing up was really easy. It took me a few minutes to figure out how to move things between binders, but I think I'm getting the hang of it. I really like the idea of using it for project management and keeping things organized."

Google Hangouts with Rebecca Whittet:

Amber's experience: "This tool was very useful for me as I am seven hours ahead of my groupmates. If we had met through an instant messaging application or simply a video conference I would not have been successful in my participation as the time would have been 2am for me being in a European time zone. With Google Meet I was able to record my teaching of my tool through Screencastify and have our group leader present it to the other members. I also was able to view everyone else's teachings through a screen capture recording of the collaboration through Google Meet."

Jennifer's experience: "Easy to add app for iPad, also worked well on my computer. It reminds me of facetime but with multiple people at once and ability to screencast at the same time. I did watch the videoed meeting which I created so much confusion for, so that works well. I have since used it with my class and family."

Michelle's experience: "Internet connectivity worked well. Reliable. Easy to learn with simple icons. I was nervous going between screens to present. The program made the transition easy to share in collaborations and teach Evernote simultaneously."

Sarah's experience: "I had some trouble finding the application (it kept defaulting to Hangouts), but I liked the tool once we got started. It was great for a small group meeting like ours, and was easy to use. I will use it in the future."

Remind or Screencastify with Amber Ledford

Jennifer's experience: "I learned many ways that Remind could be used to make my time more productive and have less paperwork to keep up with. Screencastify was a valuable tool to communicate when live meetings are not possible."

Michelle's experience: "I realized that Remind is similar to my school's, CrisisGo. However, it functions more for daily needs and communication. My CrisisGo deals more with alarms and potential hazards during school. I especially enjoyed working with Screencastify. I created a ten-minute teaching videos and practiced creating links to the videos. I am interested in using this program for students who may need additional explanations or classwork when either of us may be absent. Is there an application similar to Screencastify that will allow for longer taping than ten minutes? Screencastify is easy to use. I especially like that it puts the speaker's recorded face at the bottom of the teaching screen. I also like that the face can be removed."

Rebecca's experience: "I was able to get a glimpse of how other teachers use the Remind function. I never considered uploading a newsletter or pictures of exemplary classwork. This tool goes beyond just sending a simple reminder."

Sarah's experience: "I have a lot of experience with Remind as a teacher. This is good to see again. The tool lets me see the privacy features for teachers and students. It has functions to send updates on tests and due dates."

Socrative with Sarah Howe

Amber's experience: "I can definitely see myself incorporating Socrative into my future teaching classroom. It reminds me of Kahoot, but it takes it a step further by allowing the teacher view of individual performance, exit slips, prior knowledge assessment, polls, and quizzes being tagged but Common Core State Standards."

Jennifer's experience: "Easy to access. This was a great to see how it works from the student perspective."

Michelle's experience: "I like that we can play either with our real names or a pretend one. Students will appreciate that the group can't see who is answering, in case their answer is wrong. This is important for high school students, especially. The application allows for simple questions and quick answers. This is great for determining if students are understanding concepts as we learn. I could include Socrative questions at the end of reading sections. This will give me an idea of who is reading and whether or not the material was understood."

Rebecca's experience: I had so much fun getting answers incorrect! I definitely need to brush up on my Geography skills. This is an awesome tool for immediate formative assessment. It is competitive and engaging.