



EVERNOTE FOR SCHOOL LEADERS

THE 21ST CENTURY NOTEBOOK

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WHAT IS EVERNOTE?

- Evernote is a cloud-based note storage app. It allows users to bookmark, record voice mails, take text and voice notes, upload pictures, docs, PDFs and files, and capture images and information on the web. You can also copy and paste, forward emails to it, and clip articles from the web.

WHY EVERNOTE?

- Evernote works by connecting all the computers, tablets and mobile phones you use daily, allowing you to capture something in one place and then access it from another. All devices sync together allowing your work to be always at hand.

LET'S GET STARTED -

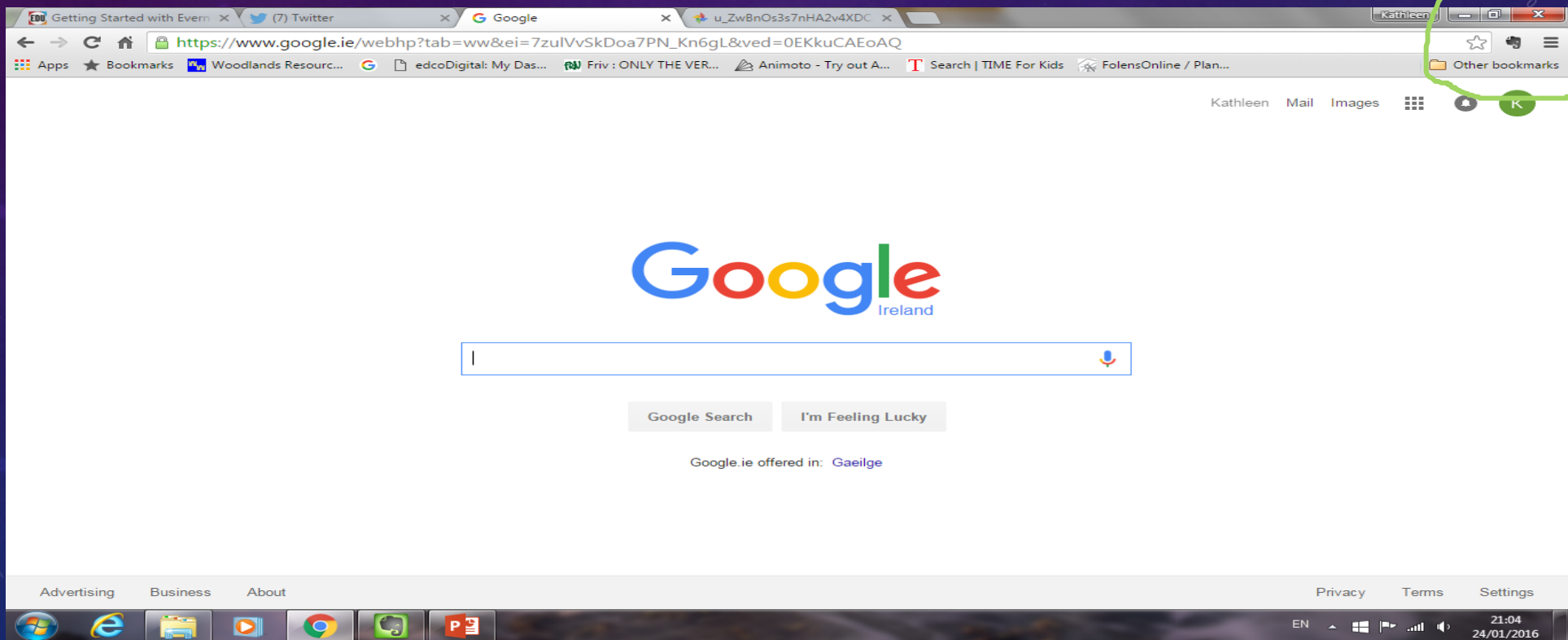
[HTTP://WWW.EVERNOTE.COM/](http://www.evernote.com/)

- First, create an account at Evernote.com, then install the Evernote app on all of your devices – PC and/or Mac, phone, tablet, etc. If it runs apps, it probably runs Evernote.



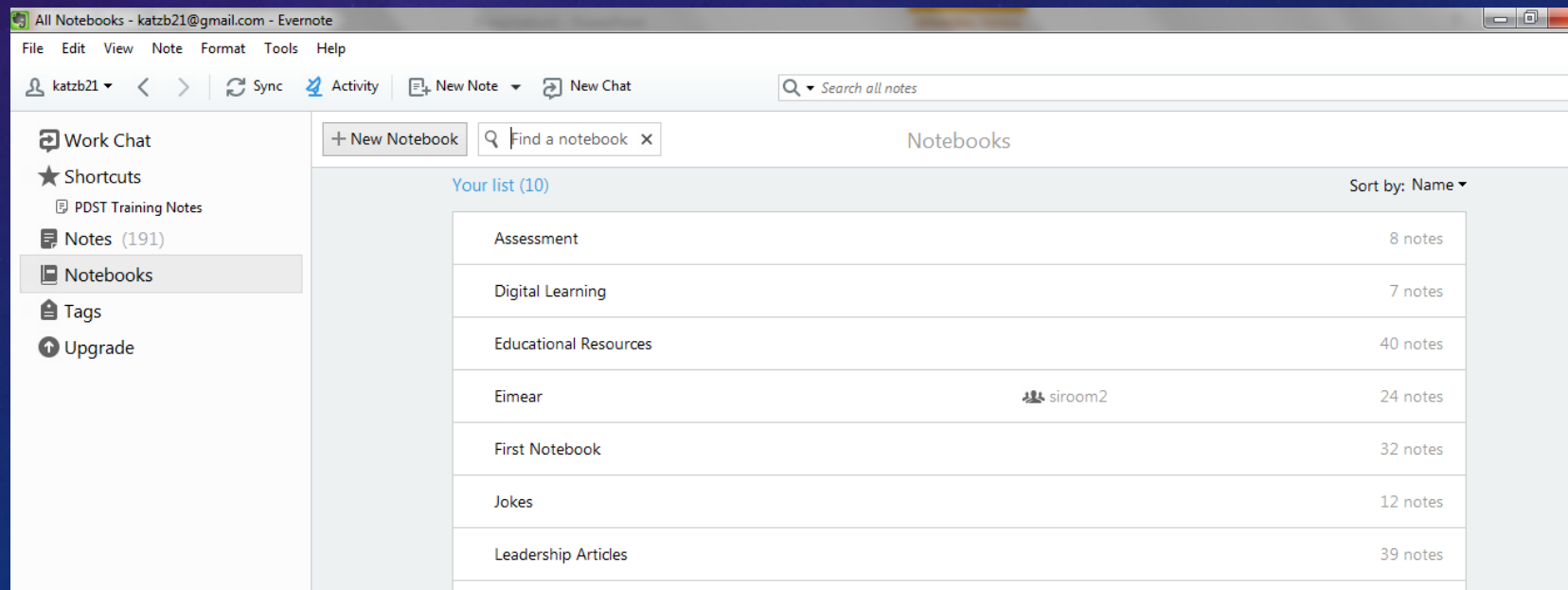
DOWNLOAD THE EVERNOTE WEB CLIPPER

- <http://www.evernote.com/webclipper/guide/>



NOTEBOOKS

The best part? Because your notebook capacity is virtually endless (100,000 notes), you really don't have to worry about whether something is important enough to merit saving. This cuts down on your decision-making time when you're dealing with email, meeting notes, handouts from meetings, and so forth.



The screenshot shows the Evernote web interface for a user named katzb21. The left sidebar contains navigation links: Work Chat, Shortcuts (with a link to PDST Training Notes), Notes (191), Notebooks (selected), Tags, and Upgrade. The main content area displays a list of notebooks under the heading "Your list (10)". The notebooks are sorted by name and include the following details:

Notebook Name	Notes Count
Assessment	8 notes
Digital Learning	7 notes
Educational Resources	40 notes
Eimear	24 notes
First Notebook	32 notes
Jokes	12 notes
Leadership Articles	39 notes

The interface also includes a search bar at the top right and a "New Notebook" button in the top left of the main area.

HOW TO CLIP

Users of this extension can choose how they want the Web content to be "clipped" and saved. Users can also highlight text, insert arrows, and type text notes. Users can also share the Web article through Facebook, Twitter, LinkedIn, or email.

- Article
- Simplified article
- Bookmark
- Full page
- Screenshot

PROFESSIONAL DEVELOPMENT

Clip & Read Later

- Scholarly articles
- Circulars & legislation
- Position papers
- Consultation documents
- ESRI & OECD research papers
- WSE & DES reports
- Curriculum documents

Whole School Development

- Curricular Resources – websites, articles, programmes, virtual tours, lesson plans
- Pupil Portfolios
- Observation notes; pupil or teacher
- Meeting minutes & memos
- SSE evidence; questionnaires, recordings, focus group results
- Photographic evidence; bulletin boards, student work, school events
- To do lists
- Newsletters
- Policies & plans

SHARE YOUR NOTEBOOKS

- Peers & colleagues
- Mentor or coach
- Staff
- Parents
- Students

SO WHY USE EVERNOTE?

- Simplify & coordinate communication
- Coordinate projects & pupil's digital portfolios
- Provide audio support, instruction & evidence
- Give principals time to engage in deeper pedagogical study – step out of crisis mode & into professional growth

IS MY DATA SAFE?

- **Evernote is a successful, financially-solid company.**
- **Evernote has a clear data-ownership policy.** Phil Libin, CEO of Evernote, has [blogged publicly](#), “We do not own your data. Putting notes and other content into Evernote does not change its ownership or copyright status. If the data was yours to begin with, it remains yours after you put it in Evernote ... you retain all the rights to your data.”
- **Evernote data is stored both locally and in the cloud.**
- **Evernote can encrypt sensitive data within a note**
- **Evernote data can be exported and taken elsewhere.** As they say on their blog, “Our philosophy is that if you’re confident that you can leave Evernote at any time, then you’ll be confident enough to want to stay.”
- <http://michaelhyatt.com/is-your-data-safe-in-evernote.html>



START CLIPPING!!

THANK YOU.