

# Evernote

## *What is Evernote?*

Evernote is a web-based service for keeping notes and notebooks. Think of it as a virtual binder! You can create notes and notebooks on the Evernote website (<http://www.evernote.com>), on the Evernote software (free download from Evernote.com), and/or via the app on your iPhone or iPad (also available for Windows, Android or Blackberry phones). Everything is automatically synced together so you can access all your notes from anywhere.

Here's a great guide to getting started with Evernote:

[http://evernote.com/getting\\_started/](http://evernote.com/getting_started/)

## *Ideas for Using Evernote- As a Teacher:*

- Take notes at faculty, team or PLC meetings
- Document parent communication in a notebook for each student
- Keep anecdotal records on students
- Use the browser bookmarklet to save web page resources

## *Ideas for Using Evernote- With Students:*

- Keep a fluency notebook with audio recordings of the student reading selected passages.
- Use with Skitch- students annotate a picture in Skitch and send directly to an Evernote note.
- Reading log- students take a picture of the book they're reading and type their reflections or connections
- Science- take pictures of experiments in progress and go back later to type CER
- PBL- record driving question, need to know, take notes

# Setting Up Evernote Student Accounts

## Creating Accounts

1. Download software on teacher Mac (the software is in the Mac Store so you'll need to enter your Apple ID to download.)
2. Download app to student and teacher iPads.
3. Create teacher account.
4. Create student accounts. The teacher can create each account on a computer or have the students create their own on the iPads.


### For elementary self-contained classes:

- a) Email address: Use generic iPad addresses (ex: [hes.c.01@gcisdstudents.net](mailto:hes.c.01@gcisdstudents.net))
- b) Username: Use generic iPad name (ex: hes-c01, hes-c02, etc.)
- c) Password: Use the same password for all accounts
- d) Confirm account by clicking the link or entering the confirmation code from the email that will be sent to the generic iPad email address

### For departmentalized classes:

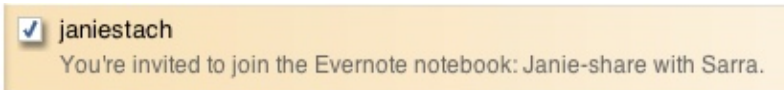
- a) Email address: Use student email addresses
- b) Username: Suggestion: teacher-studentfirst or teacher-#-studentfirst or teacher-period-studentfirst
- c) Password: Suggestion: Use the same password as their email
- d) Confirm account by clicking the link or entering the confirmation code from the email that will be sent to the student's Outlook email address (go to Outlook.com/gcisd in the Safari app)

## Creating and Sharing Notebooks

1. Login to the Evernote app.
2. Create desired notebooks:
  - a. Tap **NOTEBOOKS**.
  - b. Tap the **NEW** button (looks like a book with a plus sign)
  - c. Enter a notebook name in the **NAME** field.
  - d. Tap **SAVE**.
3. Share Desired Notebooks
  - a. From the Notebooks screen, tap the **EDIT** button in the top, right corner.
  - b. Tap the desired notebook (only one can be shared at a time).
  - c. Tap the **SHARE** button. .
  - d. Tap **INVITE INDIVIDUALS**
  - e. Enter the teacher's email address in the top textbox.
  - f. Tap **INVITE** and **DONE** twice.

## *Teacher Directions – Joining the Shared Notebook*

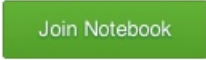
1. Open the email from Evernote (will say something like “*You’re invited to join the Evernote notebook...*”)



2. Tap the **OPEN SHARED NOTEBOOK** button in the email.

A green rectangular button with the text 'Open Shared Notebook' in white.

3. Tap the **JOIN NOTEBOOK** button.

A green rectangular button with the text 'Join Notebook' in white.

4. While in the computer Evernote app, tap the **NOTEBOOKS** tab in the left window pane to see shared notebooks.

## *Updating the Evernote Computer App*

1. Launch the **EVERNOTE** app on the **computer**
2. From the Evernote menu, select **CHECK FOR UPDATES**

## Evernote in the Classroom


### *Students Create Notes:*

1. Open App
2. Sign In
3. Tap the desired notebook.
  - a) Tap the **NEW NOTE** button (plus sign).
  - b) Title the note
  - c) Type, add photo or add audio as desired.
4. If using shared devices, log off before exiting the app by tapping the elephant icon in the top, left corner, then the user ID in the top, left corner, and tapping **LOGOUT**.

### *Emailing Notes:*

Notes in shared notebooks will automatically appear in the teacher's Evernote account (see below). However, there may be notes that you want to send home to parents or that the students want to send to each other.

To share notes via email:

1. While in the desired note, tap the **SHARE** icon  (either in the Evernote program on the computer or the iPad app).
2. Tap **MAIL**.
3. Enter the desired email address and **SEND**.

### *For Teachers - Check Work on the Computer or in the iPad App*

1. Open Evernote program.
2. Click the **NOTEBOOKS** tab.
3. Click the desired student, notebook and note  
*NOTE: Scroll down on the ipad to view joined (shared) notebooks.*