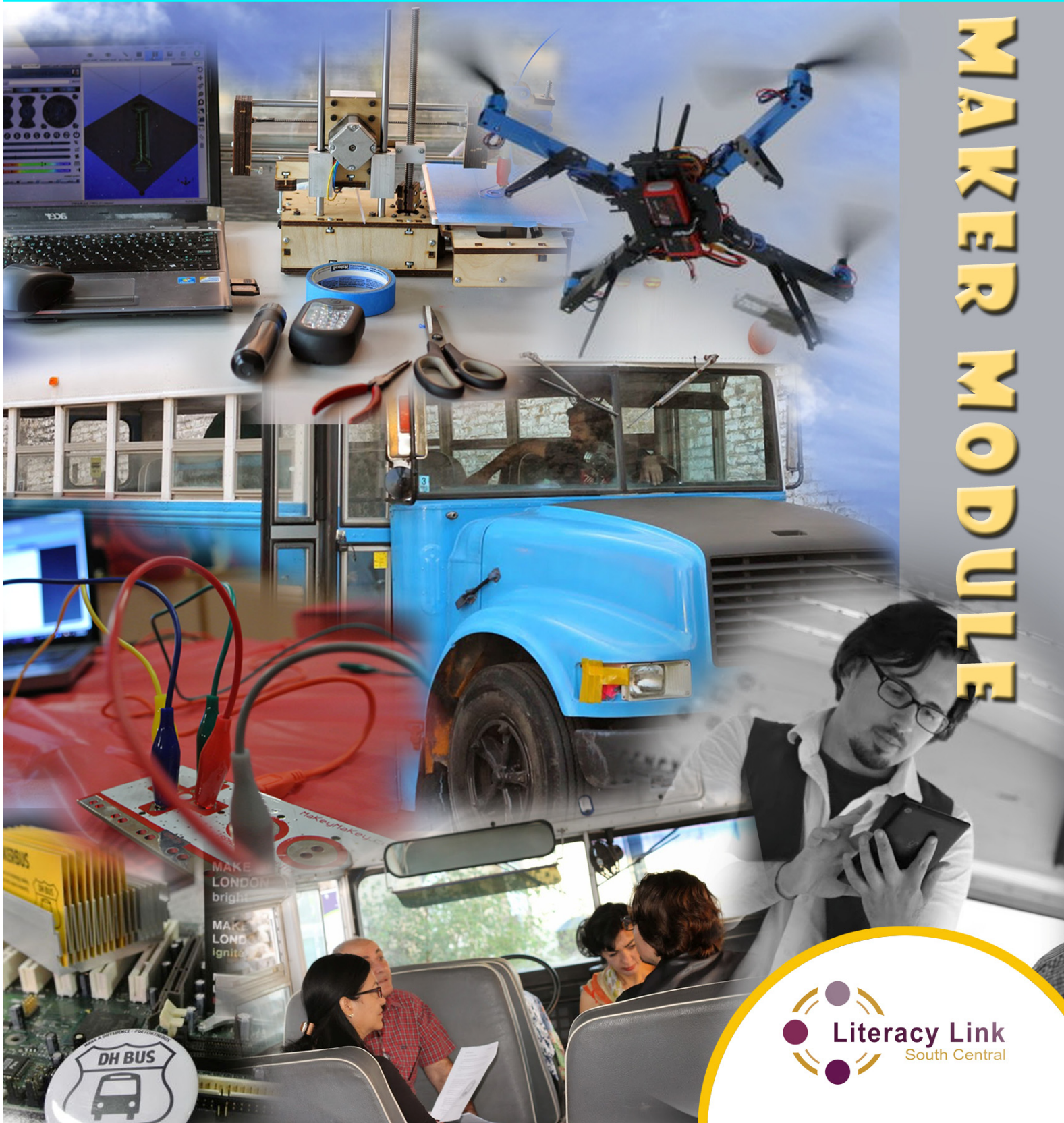




EVERNOTE

MAKER MODULE



Acknowledgements

These Maker Modules were prepared for the Literacy Link South Central project “Using Technology to Facilitate Connections between Literacy and the Broader Community” (2014).

Maker Modules available in this series include:

Augmented Reality
Bluetooth
Dropbox
Evernote

Leap Motion
Macrophotography
MaKey MaKey
Portable Podcasting

QR Codes
Tiny Scan
Word Lens
The World of 3D

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**EMPLOYMENT
ONTARIO**

Introduction

To successfully complete this MakerBus Module, you will need:

1. Notes to the Literacy Practitioners
2. Evernote Pre Visit
 - estimated time 15 minutes
3. Evernote MakerBus Module
 - estimated time is 30 minutes
4. Evernote Post visit
 - estimated time is 15 minutes
5. Evaluation Forms (optional)
 - learners' feedback is done on the bus
 - practitioners' feedback to be submitted at a later d
6. Equipment List:
 - smartphones
 - tablets
 - laptops
 - projector and screen with access to Wi-Fi and YouTube



Notes to the MakerBus Facilitator: For this Module, learners will be asked to download Evernote on their own smartphones or tablets or even laptops. Some learners may be hesitant to do this, so additional devices may be needed.

All instructional materials are available on the Literacy Link South Central (LLSC) website, should you need additional copies. Please visit: <http://www.llsc.on.ca/>.

Notes to Literacy Practitioners

Learning Objectives:

1. Download Evernote
2. Create and edit a text note
3. Create a “to do” list using Evernote
4. Record and save an audio note
5. Share notes



Notes to Practitioners:

The optional Pre Visit activity is not essential to the success introduce learners to the concept of a note-taking application understand why this app may be useful. It is estimated to take about 15 minutes. Competencies include: A1.1; B1.2; F.

While on the bus, learners will be given the opportunity to download and use Evernote in a variety of ways.

Competencies demonstrated during their time on the bus include: A1.2 and D2/3.

The optional Post Visit activity allows learners to use their critical thinking by evaluating a YouTube video about Evernote. This allows learners to not only read the information, but also listen to it and discuss it with others. It is estimated to take about 15 minutes. Competencies include: A1.1/2, A3, B1.1, and D1.

Evernote Pre Visit Activity

Learner Handout

1. As a class, brainstorm when and where you might want to take notes. Think about all the possible times that you might write a note, including reminders, grocery lists, class notes, and so on. Make as long a list as you can.

2. What kinds of problems can you run into with the notes you take? For example, have you ever left your grocery list at home only to realize it once you get to the grocery store?

3. Discuss as a class. Can you come up with ways to solve some of these problems? Share your ideas with the class.

4. What if you could have your notes with you anytime and anywhere? If you have a smartphone, tablet or computer, you can write a note in one place, check it in another and share it with a friend any time you like. How do you think you could use this technology?

5. Evernote even lets you record an audio file. That means that if you find someone speaking too quickly for you to write down what they're saying, then you could record them and take notes while you listen to it later. Or, if you are working on a group activity, you could record the group discussion so you don't forget something important. Write down other ways audio recordings could be helpful:



Evernote MakerBus Module

Have you ever been in a meeting or class and not been able to read or understand your notes later, or have you ever taken notes only to leave them at home when you needed them at school or work? If so, then Evernote might be for you.



Evernote makes taking, saving and accessing your notes easy. It automatically synchronizes to any mobile device, so you can take notes on your tablet, but retrieve them on your desktop, laptop, or even on your smartphone, anywhere you have access to the internet. Better yet, those notes can include video or audio clips, photographs, webpages or even handwritten notes. They can be organized into folders, tagged, edited, and shared.

Evernote is available for free, on Windows, iOS, Android, Mac, Blackberry, the Web and more.



You will learn how to:

1. download Evernote
2. create and edit a text note
3. create a “to do list” using Evernote
4. record and save an audio note
5. import a file and add it to your note



Part 1: Download Evernote

We will be downloading the free version. The premium version, which increases your capacity and allows you to store notes offline, costs \$5 per month or \$45 per year.


	
<ol style="list-style-type: none">1. Open the Google Play Store app2. Type Evernote into the search bar and select the app3. Tap Install and Accept	<ol style="list-style-type: none">1. Open the App store app2. Type Evernote in the search bar and select the app3. Tap the "Free" button and Accept

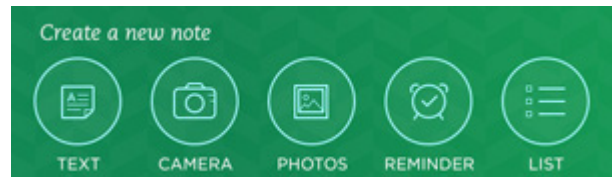
When downloading from an app store, you will be asked for your username and password. Enter the correct information and the app will begin to download.

You will also be asked to create a username and password for Evernote so you can log on in different locations and be able to access your content. You will also be prompted to confirm your email address for updates and tips and tricks to use Evernote.



Part 2A: How to create and edit a note on an iPad or iPhone

Tap the  to open the Evernote Home Screen. Evernote gives you lots of choices when creating a note. We will use the “Quicknote” option at first, but encourage you to explore the various note options after this lesson.



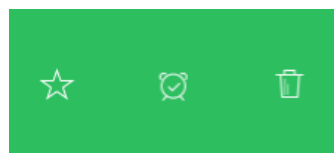
Tap the “Text” icon to begin your note. Use this new note to type about what you hope to learn about the app. Note that you can change the font, text styles, paragraph and list options as well as undo and redo your typing using the icons in the tool bar.



Choose a title for your note, and when you are done typing, tap “save”. You can reopen the note by tapping it from the list of notes you’ve created, and can edit by tapping anywhere in the note and beginning to type.

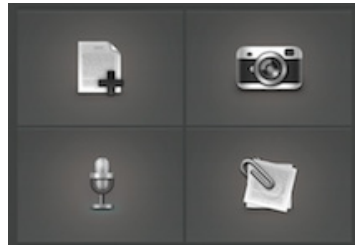
To delete a note:

1. Swipe to the left across the note you wish to delete, and you will see several icons appear
2. Tap the trash can icon to delete the note
3. To erase it completely, open the Trash notebook and swipe left across the note



Part 2B: How to create and edit a note on an Android device


At the top of the Home screen, you will see the image below. Tap the upper left corner icon (the piece of paper with the plus sign) to create a new note. This is one of the quickest ways to begin a new note, but there are others, and we encourage you to explore the various note options after this lesson.



Use this new note to type about what you hope to learn about the app. Note that you can change the font, text styles, paragraph and list options as well as undo and redo your typing using the icons in the tool bar.



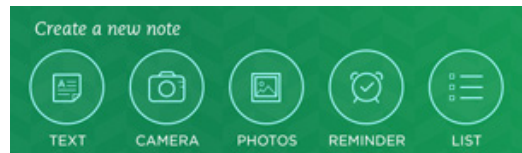
To edit a note:

1. Tap the note
2. Tap the Pencil icon  at the bottom of the screen to open the Note Editor
3. Edit the note
4. Tap the Checkmark icon (top left) to save your changes

To delete a note in Android:

1. Tap and hold the note you want to delete to display an options menu
2. Tap Delete. It will ask you to confirm.
3. Tap OK. The note will be moved to Trash




Part 3: How to create a “to do list” using Evernote on your iPad or iPhone



1. Go back to the home screen, and look at the “Quicknote” options again
2. Tap the “list” option
3. Choose from bulleted and numbered lists, or insert a checkbox
4. To create your “to do” list, choose the checkbox option
5. Tap on the title to give your list a title
6. Begin entering items on your “to do” list!

Part 4: How to record an audio note using Evernote

Have you ever had a great idea for a project at a time when you couldn’t write it down? Next time, record it as an audio file on your smartphone, and save it automatically to your project notebook. When listening to a complicated explanation, would you love to record it and hear it again later? Put your smartphone or tablet to use by recording it as an audio file.


1. From the Home screen, tap on Notes or Notebook
2. To create a new note, tap on the  button (top right corner) of the Notes List
3. To be able to find it quickly, give your note a title
4. Tap on the paperclip button  in the Note editor
5. Tap on Audio Note 
6. Tap on Record to begin recording
7. After you finish recording, tap Save to automatically save it into the note

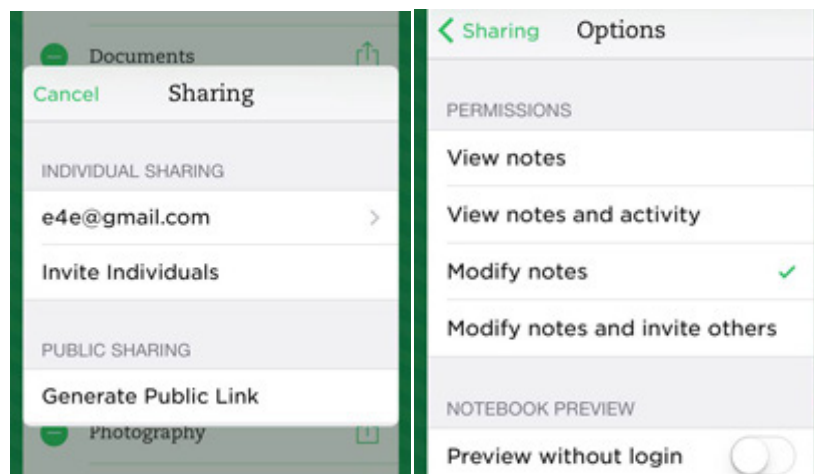
You can listen to the audio note by tapping the Play button.

Tips and Tricks

You can attach just about anything to a note in the same way. This includes files, images, photos and audio.

Part 5A: Share your note on your iPhone or iPad


1. On the Home Screen, tap the Notes panel to view a list of your notes
2. Tap the note you wish to share
3. Tap the Share icon 
4. Choose Mail to send the note as an email



You can share the file either by inviting individuals or by creating a Public Link. For this lesson, invite someone by entering their email (see image above). Decide if you want them to be able to modify the note, or just view it.



Part 5B: Share your note using an Android device

1. Open the note you wish to share
2. Tap the Share icon  (upper right corner)
3. You will see a menu of all the ways you can use to share your note
4. For this lesson choose email and email it to a friend



Evernote Post Visit Activity

Learner Handout

1. Can you think of a way that you might use Evernote? Yes ☐ No ☐

If yes, then jot down some ideas on how you would like to use it.

2. What do you think other people might use it for?

3. Are you familiar with other online note-taking programs, similar to Evernote? How are they the same, and how do they differ?

4. As a class, watch the video called “An Evernote review and overview” on YouTube (<https://www.youtube.com/watch?v=0oyDjxVfE-E>), and use the questions below to discuss it afterward:

- Do you feel that the information shared in the video was training (teaching you something), or marketing (selling you something)?
- Did you learn any new information from the video? Did you wish it told you more?
- What would you do if you were not sure that you should download Evernote? Who would you talk to or where would you go to research whether Evernote is a safe program?

