**TO:** Jason Luther

**FROM:** Will Oldham, David Pajo

**DATE:** September 22, 2011

**Intro**

We are proposing a tech briefing on the software Evernote, a document cloud service.

**Problem**

One issue facing many students inside the classroom, and potentially in the workplaces, is that our resources are spread out into different mediums. For example, Alex is currently an engineering student and to get help with lab reports he must carry around his laptop, textbook, notebook and sources. Not only is it hard to carry all of these items around, it is hard to stay organized with the different mediums. Having to sift through online documents, notes, hand-outs and textbooks makes it difficult to work efficiently.

Another issue for students is professors going through lectures too fast. This can be caused by them talking too fast and/or not writing enough on the board. Not all professors have adopted the use of PowerPoint or other electronic methods of lecture so using Blackboard to find old lectures is a moot point. If this is the case, the student is forced to either write extremely quickly or miss out on the information.

**Objectives**

To address the above problems, we propose a tech briefing on Evernote to achieve the following goals:

(1) Help students organize and consolidate all information into one structured medium

(2) Give students an alternative to writing down notes for classes with poor note taking

conditions.

Evernote gives the user the ability to use their cloud storage. With it, the user can access their stored files from any computer or mobile device with Evernote on it. From our survey, 60% of respondents have smart phone capabilities. The connection between computer and phone is especially useful for class members in the classroom and workplace. If they have a premium account, which cost $45 annually, they can access their files from anywhere using Evernote Web. Moreover, Evernote allows the user to store websites, pictures, text documents, and PDFs in the cloud. Hypothetically, a student could take a picture of their class notes and important pages from textbooks. This consolidates all of their needed information into one location.

Evernote also has a voice recording function for note taking. This allows students to record whole lectures that they can listen to later in time to review or to take notes over at their own pace. This makes the need for speedy and possibly inaccurate note-taking obsolete. Additionally, this can act as a digital back up for project meetings, which can be referred to in the future.

**Method**

Our method will include an interactive tutorial where class members can bring their laptops. We will discuss the features of Evernote, how to use them, and how they can be utilized in the classroom and in the workplace. For example, using the notebook feature to organize school projects and work projects. After presenting this, we will ask for questions from the class and answer them to the best of our ability. We will conclude with an optional tutorial for those interested in downloading the software.

**Qualifications**

We are dually qualified to present Evernote because not only are we familiar with the software, but we are both current and active users. Alex utilizes the program on a weekly basis and Mike uses it on an as-needed basis. Also, based on previous presentations within the classroom, we feel that our presentation skills would make us the best choice for a tech-briefing on Evernote. We feel that this is the right choice because after our presentation, students will be familiar enough with Evernote to begin use and increase the organization in their lives.