

Evernote E-Portfolio Proposal

Prepared by:
Victor Fitzjarrald (IT Coordinator)
November 11th, 2013

KiS-Jeju uses a Standards-Based Curriculum to assess student growth. When students transition between grades, most of the work and experience gained in the previous grade is lost. By integrating a fully articulated E-Portfolio System, we can ensure that students demonstrate their understanding and progress in each standard for the duration of their stay at KiS.

Evernote is a third-party program designed for digital note taking. In comparison to Google Doc's, Evernote was created as a platform to share notes (rather than creating and collaborating on Documents). As a note taking platform, Evernote has a number of features that make it an excellent resource for creating free digital portfolios:

1. Shareable Notebooks: Allows users to collaborate to create notes.
2. Document Camera: Scans text and images to be saved digitally (and indexes them to be searched later).
3. Upload Limit of 60mb per month.
4. Extension programs:
 1. Skitch: Allows for markup of documents to provide feedback.
 2. Chrome Extension: Allows users to save websites for offline viewing.
 3. Penultimate: Handwritten notes and documents on tablets or mobile devices.
 4. Hello: Easily manage contacts and conference participation.

In order to unlock the full potential of Evernote for schools, we would ideally purchase a school-wide license giving us access to premium features:

1. Presentation Mode: Use Evernote to present your notes directly, without transferring to a presentation program.
2. Advanced Document Camera: Indexes text and image files in the cloud from any mobile device.
3. Evernote Websites: Users can create websites based upon their Evernote Notebooks.
4. Upload Limit of 1gb per month.
5. Institutional Documents: The ability to create institutional notebooks to share notes across groups and teams (managed by the IT Office).

Evernote has the following direct and extended benefits for KiS-Jeju:

1. Declutter our Drive: We create in excess of 2500 documents in Google Doc's per week. Using Evernote will allow us to differentiate between notes and documents with advanced search functionality.
2. Lifelong E-Portfolio: As the industry leader in Digital Note-taking, using Evernote will allow students to take their portfolio with them when they leave KiS.
3. Web-Based Portfolio: Through Website integration, students can display their portfolio as a website.
4. Course Websites: (Possibility) Teachers can create course websites.
5. Going Paperless: Evernote extends our ability to share and collaborate digitally.

Implementation:

In order to ensure that Evernote is a good fit for KiS-Jeju, we would use a phased implementation model to allow the institution to better use the service:

- *Phase 1: Leadership Use*
 - Purchase 15 institutional accounts. This would allow the entire leadership team to use Evernote and create the institutional notebook structure. Timeline: November to December 2013.
- *Phase 2: Department Heads*
 - Extend our institutional account to include our Department Heads allowing them to create system and structures to support their departments. Timeline: January to February 2014.
- *Phase 3: Faculty and Staff*
 - Add faculty and staff to the institutional Evernote account. Provide training and tutorials for teachers. Create systems and quick reference cards for easy differentiation between Evernote and Google Docs.
- *Phase 4: Students*
 - Require that students use Evernote to create E-Portfolios starting in August of 2014. This includes having Evernote Moleskine Notebooks and Journals available in the school store.

Budget:

<i>Phase 1: Leadership Use</i>		
Purchase 15 institutional accounts at \$30/user/year		\$450
<i>Phase 2: Department Heads</i>		
Purchase an additional 15 accounts at the same rate		\$450
<i>Phase 3: Faculty and Staff</i>		
Extend our institutional account to include all teaching faculty		\$3000
<i>Phase 4: Students</i>		
Students will use their own personal accounts		\$0
	Total Cost:	\$3900/year

(If we use a credit card when setting up the account with Evernote, we can control the number of users on our network, allow us to increase and decrease as our needs shift. If we use a purchase order, we would need to negotiate price changes and additional extensions with Evernote support.)