Note Taking & List Making

ITS Lunch & Learn

March 20, 2015
Note Taking
• Evernote
• OneNote

List Making
• Wunderlist
• Trello
Reminder: Do not store FERPA/student data or sensitive data on these cloud systems.
Everything you store in your Evernote account is automatically synced across all of your devices, making it easy to capture, browse, search and edit your notes everywhere you have Evernote, including smartphones, tablets, computers and on the Web.

Syncs your notes across your devices:
• Mac/Windows Desktop
• Windows 8 Touch
• iOS (ipad, iphone)
• Android
• Windows Phone
Organize

- Organize Notes into Notebooks
- Organize your Notebooks into Stacks
- Tag your notes for easy filtering or searching
- Powerful Search across full text notes/tags
- Create Shortcuts to current notes to find them easily
- Easily Merge Notes
Share

You can share individual notes with others via social media, email, or a public link.

You can also share your notebooks and the notes they contain with anyone, whether they are an Evernote user or not.

• Invite individuals: allows you to share the notebook with specific Evernote users (read access).
• Create a public link.

You can also easily disable your shared links at any time if you decide to no longer share the info.
• Email your notes, snapshots, and audio clips directly into Evernote
  • Emailed notes go into your default notebook
  • Find your email address under Settings

• Add Attachments to your notes: including files, images and audio.

• Web Clipper: with one click, clip part or all of any webpage, including text, images, and links.
DEMO: https://www.evernote.com
Microsoft OneNote

• Free-form note taking app
• Requires a Microsoft account to use (free)  
  – This enables the program to sync your notes across multiple devices
• Capable of capturing keyboard input, hand-writing (Surface), drawings, screen-clips and audio notes.
• Notes are taken on pages, which are organized in sections, sections are organized in notebooks
• Apps for iOS, Android, Windows and OSX
A cloud based Task Management Tool

Create lists that sync across all of your devices.

- Wunderlist is available for free on your iPhone, iPad, Android, Windows Phone, Windows 8, Windows 7, Mac, Chromebook, Kindle Fire and the Web.
Organize your Lists

Turn emails into actions by simply forwarding them to Wunderlist

Use hashtags to add more context to your to-dos

Set Due Dates and Reminders
Wunderlist

• Add Notes to capture all of your ideas.
• Share your lists with others (sends an email invite)
• Publish your list to a public link
• Integrate your Due Dates from Wunderlist into your calendar (iCal, Outlook, Google). Items are posted as an all day event.
DEMO: http://www.wunderlist.com
• Trello introduces concept of boards
• A Trello board is a list of lists
• These lists are filled with cards
• Cards can contain comments, checklists, file attachments, due dates and more
• Cards can be moved by simply dragging and dropping to a new list
• Invite other Trello users to collaborate on a board
• Use the web app at your desk or grab the phone app when you need Trello on the go
And Lots More…

- Google Keep
- Sticky Notes
- Box Notes
- Google Docs
- Simple Note
- Workflowy
- Remember the Milk
- ...

Information Technology Services
Questions?

We are here to help!
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