Small, But Powerful: Using Mobile Devices to Supercharge Your Advising Documentation System

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Slides and other materials will be available after conference at https://tinyurl.com/ya9wsnju

Route 1 - Use the device's camera to turn paper into an electronic file

    Taking a photo of the document

    Using a document scanning app

    Sharing files and saving to storage

Route 2 - Add simple automation to your workflow

    Determining tasks to automate

    Using automation tools

    Building an automated workflow

Route 3 - Creating a paperless, automated document system

    Developing PDF versions of advising documents

    Annotating PDFs when meeting with students

    Processing documents using automation at end of appointment

Resources

Helpful Terms

- **iOS** - Apple's proprietary mobile operating system for iPhones and iPads
- **Android** - Google's mobile operating system used on mobile devices from multiple manufacturers including Samsung, Sony, LG, Nvidia, Amazon, and many others.
- **Workflow** - an automation application that runs on Apple devices (iPhones and iPads); more generally, a workflow describes a sequence of processes through which work passes from start to finish.
- **Variable** - As used in programming, a variable is a storage "container" where a program or script stores data, called a value (such as a file, some text, or an image) for later use in the program or script.
- **Automation** - techniques for using computers to complete a pre-defined process to reduce steps or actions on the part of the user.

Demonstrated Workflows

- *Workflow 1*: save most recent photo as PDF attached to email - http://tinyurl.com/ycsv8lkv
- *Workflow 2*: email annotated PDF document to student and save copy to desktop computer. Asks for student name and adds it with current date to file name - https://tinyurl.com/y743z9ew

Scanning

- The scanner in your pocket (Using iOS devices to scan documents) - https://tinyurl.com/y7z2nwen

iPhone/iPad Scanning Apps

- ScanBot
- Microsoft Lens
- Scanner Mini/Scanner Pro
- Genius Scan
- Searching for "document scanner" in iOS App Store will return additional results.

Android Scanning Apps

- 10 Best Document Scanner Apps - https://www.androidauthority.com/best-document-scanner-apps-777240/
- Searching for "document scanner" in GooglePlay will return additional results.

Automation

iPhone/iPad (iOS) Automation Apps

- Workflow (free)
- Pythonista (runs python language scripts on iOS device)
- Editorial (mainly for working with text)

Tutorials/Information on using Workflow App

- Canvas Episodes 22-24 - https://www.relay.fm/canvas/22
- Mac Power Users Episode 243 - https://www.relay.fm/mpu/243
- MacSparky Workflow Video Field Guide - https://www.macsparky.com/workflowapp
- Mac Power Users and Canvas podcasts often discuss iPhone, iPad, and Mac automation tools and techniques.

Android Automation Apps

- 10 Free Apps to Help Automate Tasks on your Android Device - https://www.hongkiat.com/blog/apps-to-automate-android/
- 6 Free Automation Apps to Automate Tasks on your Android Phone - https://www.primeinspiration.com/6-free-automation-apps-automate-tasks-android-phone.html

Apps for PDF Annotation, Creation, and Management

iOS

- Adobe Acrobat
- PDF Expert
- PDF Pen for iPhone/iPad
- GoodNotes
- Notability

Android

- Top 11 Android PDF Annotation Apps - https://pdf.wondershare.com/mobile-app/free-android-pdf-annotation.html
- Top 10 Android PDF Annotation Apps to Annotate PDFs - https://pdf.iskysoft.com/pdf-editor/android-pdf-annotation.html

MacOS/Windows PCs (e.g. MS Surface tablets)

- Acrobat Professional (PC and Mac): Adobe Systems - http://www.adobe.com
- PDF Pen (Mac): Smile Software - http://smilesoftware.com/PDFpen/index.html
- PDF Escape (web-based PDF creator, free) - http://www.pdfescape.com/
- PDF Creator (create PDFs from Windows applications, free/open source) - http://www.pdf-forge.org/pdfcreator
- Annotate PDFs on A Surface Tablet - https://www.lovemysurface.net/annotate-pdf-on-surface-tablets/
- Microsoft OneNote (for annotating PDFs on Surface tablets)

Hardware

- Best Tablets with Stylus 2018 - https://www.businessnewsdaily.com/7150-best-tablet-with-stylus.html
- Apple iPad - https://www.apple.com/ipad/
- Apple iPhone - https://www.apple.com/iphone/

Questions to Consider

1. What problem do you want to solve or what do you want to improve? with use of paper advising documents (checklists, graduation plans, degree audits, etc.)?

2. How could you use "route 1" or "route 2" with advising documents for students on your campus?