

35th Annual National Institute on the Teaching of Psychology

January 3 -- 6, 2013

I Preconference Workshop

Using The iPad In Your Academic Workflow

II Teaching Technology Fair Workshop

Best iPad Productivity Tools For Your Classroom Practices

David Berg, Ph.D.

Community College Of Philadelphia

Workshop I -- Introduction To “Using The iPad In Your Academic Workflow”

“Workflow is a term used to describe the tasks, procedural steps, organizations or people involved, required input and output information, and tools needed for each step in a business process.” (Margaret Rouse, Editorial Director, Whatis.com) In the academic world, our workflow involves a number of different elements which may include: planning and scheduling, project management, reading and writing, information management (gathering, sorting, storing), collaboration (students, colleagues, department, college, and organizations), participation in meetings and committees, as well as interfacing with cyberspace (email and web). There are many additions to make to the list, however it is best to emphasize that workflow for the iPad entails what probably looks like old S-->O-->R Psychology. The workflow starts with the INPUT into the iPad from either your computer (iTunes sync), the cloud (DropBox and WiFi), or from your thoughts and ideas. The workflow ends with the OUTPUT back to your computer the cloud, a projector, or perhaps a printer. The OUTPUT of the process can take many forms: written and marked-up documents, media (audio/video/artistic/photos), presentation materials, podcasts, collaborated documents and so on. What goes on in the middle is the PROCESSING which entails the use of many interconnected tools or apps on the iPad itself -- the majority of the presentation will focus on the Process. . The preconference workshop I will focus on Workflow as it relates to your use of the iPad. Note that Teaching Technology Fair workshop II will focus on the use of the iPad in the classroom.

Workshop II -- Introduction To “iPad In The Classroom

Over the past two years or so, more and more faculty have been making use of the iPad as their “tool of choice” in their academic lives. As the iPad (and iOS) have matured, we see greater numbers adapting the device for their personal use. What about the iPad in the classroom?

Beyond some simple usage, most faculty have not tapped the full potential of the iPad still relying on laptops, smart carts, and the classroom smart podium (nice if your classroom has one). My favorite classroom is up to 1976 in technology: a 27" monitor on the wall with attached VHS/DVD player (that works most of the time). Schlepping the smart cart from a/v services around the campus is a Herculean chore not for the faint of heart; getting all of the parts working and set up for class ... well ... *resistance is futile!*



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So I made an executive decision: though on a shoe string budget, I decided that I would not upgrade my old laptop but invest in the new tablet technology instead, and begin to adapt it to not only my classroom needs but to my academic workflow. Mind you, I have a decent up-to-date desktop computer as a way around some of the issues (content creation) that have come up regarding the use of tablet computing. This workshop II is aimed at the professional user who wants to make the most out of using the iPad in the classroom. It does not cover classes in colleges that give everyone an iPad (we should only be so lucky), but rather how to make use of the iPad as your go-to-technology.

What To Expect In This Document

Using the iPad in the classroom is actually a large part of the Academic Workflow. The two are integral for your academic life. For NITOP purposes, they are being presented as two workshops: A preconference workshop that focuses on the Workflow and a Technology Fair Workshop that focuses on the classroom. The document integrates both of the workshops in the recommendations for particular *APPs* common to both.

Issues

- Content Creation vs Consumption
- Laptop vs iPad
- Device Integration
- High School vs College Teaching

Several issues are usually raised when we discuss using the iPad. The big four are: Content Creation vs Consumption, Laptop vs iPad, Device Integration, and College vs High School teaching. At the first iPad (iPhone, iPod, iOS) workshop I gave at NITOP (2011), the iPad (1) was fairly new (about 8 months old); it really functioned as a superb consumption device: Great for personal use but lacking in many ways to create content. Times have changed! You can create to your heart's content albeit with some limitations in a few areas; however, there is not much that you cannot do. Probably (for academics) the most limited areas are creating major presentations (PowerPoint and Keynote), large media projects, and other areas such as business

applications (large excel spreadsheets and such); these can be done but not with the same ease as on a laptop or desktop computer. Of course this brings us to the next issue of Laptop vs iPad. The iPad excels as a portable device whether at college, in the classroom, at home, or for travel. In a classroom, the iPad can be connected to any monitor or projector with ease, and further it can be used as a whiteboard making for an interactive class. The laptop may be preferential in terms of data management, content creation of presentations and media, or for research and data. If you need to make a decision, think in terms of what your needs are rather than in terms of what device to buy. I have a wonderful desktop machine so I have given up my old laptop in favor of my iPad; when I retire, I will give up the desktop machine. If you do not have access to a good working computer, you might think about updating. Once these first two issues get sorted out, you can then consider the third, Device Integration: NOT A PROBLEM. When the iPad first appeared about the only way to get information in and out was through iTunes sync. Now with the proliferation of cloud computing the issue is no longer a difficulty. I prefer to connect my iPad to my computer every few days and use the sync apps-file sharing method in iTunes. However, many prefer to use DropBox as their primary means of getting information in and out of the iPad back to their Mac or PC. For specific types of documents both Google and Microsoft have introduced their versions of the cloud for syncing documents and collaboration. Finally, high school Psychology teachers may have other responsibilities that college teachers of Psychology do not have to deal with: such as interfacing with an administrative network, putting together course lessons for five day/week classes, making lesson plans available to supervisors.

Accessories

There are some accessories that are a must to make full use of the iPad. People choose among the categories based upon personal look and feel and expense. Try before you buy is always best, so speak to other colleagues and friends to determine what works best for you. If you live near an Apple store or Bestbuy then go play. If you cannot, then try these four reliable online sources for accessories are Amazon.com, Meritline.com, Buy.com, and Handhelditems.com. Must have accessories:

- Bluetooth Keyboard (stand-alone or in a folio case)
- Folio style case or iPad cover
- Stylus and Screen Cleaner
- Auxiliary speakers & headphone (range in price from \$5 to \$200)
- Extra charger (for office or auto)

Tips Tricks Tweaks & Troubleshooting



A live demonstration will be of a number of tips to empower the iPad user.

Resources:

There are a few excellent websites that will be helpful for both workflow and classroom teaching with the iPad.

- MIT Library Guide: a fabulous compilation of app suggestions

<http://libguides.mit.edu/content.php?pid=174869&sid=1481857>

- “iPad as”: categorizes apps by the types of projects you want to do with your students Perhaps the best resource for high school Psychology instructors.

<http://edtechteacher.org/index.php/teaching-technology/mobile-technology-apps/ipad-as>

A Tips App



Secrets For iPad (\$1)

A Free iBook



iPad User Guide (F)



FAIR USE GUIDELINES & COPYRIGHT ISSUES

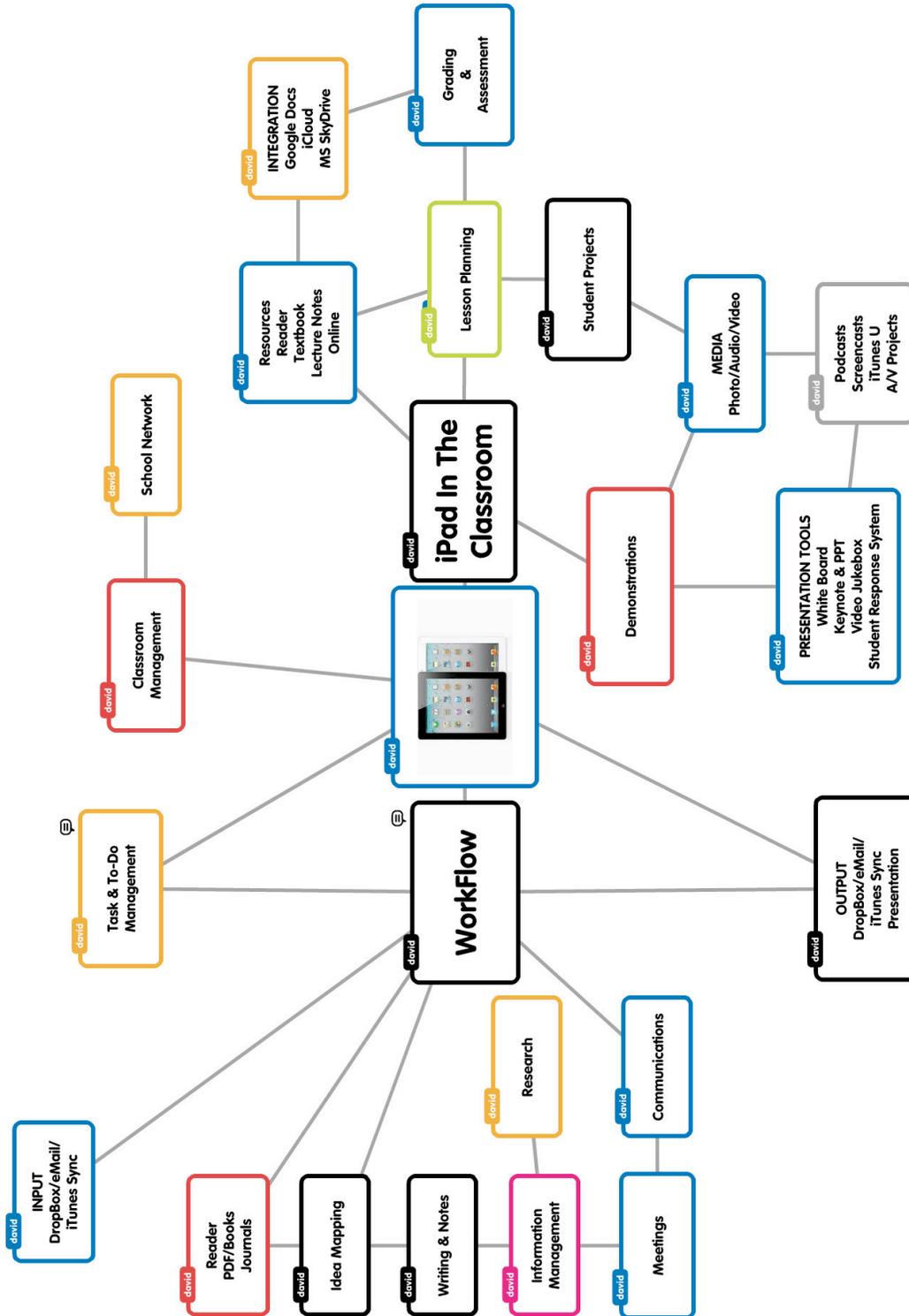
We need to exercise great caution in what we download, copy, and/or display. Distribution of copyrighted materials is a serious issue but simply displaying is not. There are strict copyright guidelines regarding such matters. Understanding the *fair use guidelines* and the exceptions is very important. My experience has been that an email asking permission is easily obtained and avoids many hassles. For an overall view, the [Center For Social Media](http://centerforsocialmedia.org) has provided a “best practices” paper dealing with copyright and provides a FAQs review:

<http://centerforsocialmedia.org/fair-use/related-materials/codes/code-best-practices-fair-use-online-video>

What Do You Want To Do?

Probably the biggest question is “What do you actually want to do with your iPad?” This needs to be well thought out because it will entail a time investment, training, and some cash outlay (for apps and accessories). I have arbitrarily divided the use of the iPad in both the Workflow and the classroom into a number areas. These overlap and are by no means exhaustive. I have also listed apps that are highly rated in each category; some are free and others not. Check them out at the iTunes Store online or the App Store app on the iPad. Download the freebies and play. For those that cost, read the reviews and click the “most critical” in the reviews link before buying.

The graphic below is a Popplet concept/mind map that visually illustrates both workshops. Popplet *lite* is great for try before you buy (free). On your PC/Mac, you can sign up for an account at www.popplet.com.



The Workflow and Classroom Categories & Specific Apps

Beginning And Ending The Workflow: Input and Output

Getting your documents into the iPad is a fairly straight forward procedure called *syncing*.

The two most popular and efficient ways are through iTunes sync and DropBox. Simply drag a file to DropBox on your computer (PC/Mac), and it will show up on your iPad (assuming that both are in the same wifi network). Once you have the document on the iPad, it is quite simple to use the “open in” command to move the file to an app. The reverse process works to move the document back to your computer.



iTunes sync occurs when you attach your iPad to the computer. In iTunes, when the iPad syncs, there is a window that contains all of the apps that share your documents. Simply add your document into this window, and it will sync to your iPad. The reverse process updates the document which can then be saved.

The advantage of DropBox is that you do not have to attach the iPad to the computer; further, you can set up folders to share with others over any network. An advantage of iTunes sync is better organization and control of your documents. My own preference is iTunes sync.

Output from the iPad is pretty much the reverse of the processes listed. However, we can add email and printing to the process of getting documents to communicate in terms of output. Presentation and communication apps are listed later in this paper. However, printing is a special case in that it can be a several step process to output to a printer. Some apps are

AirPrint Enabled Printers AIRPRINT enabled meaning that they will, without any extra steps, print to an AIRPRINT ENABLED PRINTER. All of the major manufactures make them so if you are purchasing a new printer, look this up in the specs. For those of us who do not need a new printer, there are several apps in the iTunes store that will enable you to print to your home or office printer if you are in the same wifi network. In the iTunes store search you will find many apps for printing, choose those that have two versions: a lite (free and trial) a paid version. Download the lite and give it a try; if it works, then purchase the full paid version. I use PrintCentral from Eurosmartz (\$10). You load the app on to the iPad and the computer version on to your Mac/PC which will enable you to print wirelessly over your network. There are several choices: I have used Eurosmartz since the iPad came out -- it was one of the first apps -- and it works just fine for me.



Project and Task Management

This category includes apps useful for project and event planning. The particular popular apps are those that use the built-in Calendar and Reminders; those of you who use Google’s apps may want to integrate the Google Calendar into your iPad use. Additionally for those who really like

to have more control, there are numbers of To-Do apps (both free, Wunderlist, and for a few dollars, ToDo). For those who want to do graphic layouts of projects, I have included two apps (Popplet and Corkulous). For special presentations and projects, Exhibit A (\$10) is worth investigating. (Cost of the app is listed with the app or F=Free app)



Calendar (F) (& Google) ToDo (\$5) Wunderlist (F) Corkulous (F + \$) Popplet Lite (F) Exhibit A

WRITING AND COLLABORATION AND COMMUNICATION TOOLS AND APPS

These apps include writing and note taking apps, grading papers, email, Skype, Google docs, Dropbox, Podcast and Screencast production, internet.

Apps for MS Office Substitution and Note Taking



DocsToGo (\$10) Smart Office (\$5) Penultimate (\$1) Notability (\$1) SoundNote (\$5) Pages (\$10) CloudOn (F) Google Docs

Good Utilitarian Browsers

Browsers That Play Flash



Safari (F) Life Browser (\$1) Chrome (F) SkyFire (\$3) Photon (\$5) Puffin (F)

Utility Apps for Recording, Communications, Bar Code Reading



Display Recorder (\$10) Dictate (F) Skype (F) FaceTime (F) Twitter (F) i-nigma (F) (QR codes)

Utilities for Printing

Displaying

Finding WiFi



PrintCentral (\$10) AirPrint Enabled Printers Reflector (\$15) Splashtop (\$2) Wi-Fi Finder (F)

Information Management

These apps include textbooks, readers, database for information materials, lecture note replacement, pdf readers/annotators.

Apps for information storage -- A personal file cabinet



DropBox (F)



GoodReader (\$5)



EverNote (F + \$)



Google Drive (F)
Integrated Google Docs



Exhibit A (\$10)

WebPage Storage Apps - Read webpages offline without an internet connection



Instapaper (\$4)



Offline Pages (\$5)



Pocket (F)



JotNot (\$2)



Safari (iOS 6)

Research and Reading and Reference



Wolfram Alpha (\$5)



Mendeley Lite (F)



APA Journals (F)
(subscription)



CourseSmart (F)
(books \$\$\$)



Inkling (F)
(books \$\$\$)

PDF annotation, Pdf readers, Book Readers



iAnnotate (\$10)



neu. Annotate+ (\$2)



iBooks (F)
(books cost \$\$\$)



Kindle (F)
(books cost \$\$\$)



Nook (F)
(books cost \$\$\$)

Presentations

Apps to use for Presentations, Whiteboard, Digital Jukebox, Survey and Polls (without the clicker)
For a digital jukebox use GoodReader, Keynote, or any app that will play PowerPoint Slides



Keynote (F\$10)



Lecture Tools (F)



SlideShark (F)



GoodReader (\$5)



For PowerPoint



Poll Everywhere (F+)

Classroom Management

This category includes apps that are used for organizing the class such as gradebooks and attendance apps (roll book). (If working with these types of apps feels cumbersome, then setting up a spreadsheet grade book on your computer and transferring it to the iPad may be a good choice. (Cost of the app is listed with the app or F=Free app)



Calendar (free)
(Google Calendar)



Reminders (free)



Numbers (\$10)



(Office Spreadsheet)



ToDo (\$5)



Wunderlist (F)

The following are specific apps to organize classrooms, attendance and gradebooks. (I personally use the spreadsheet methods but some faculty like an all-in-one app.)



TeacherKit (F)



GradeBook Pro (\$10)



Teacher's Aide (F)



Class Organizer Complete (\$5)
(for students)



InClass (F)
(for students)

Demonstration Apps

This category includes specific Psychology related demonstration apps. These apps vary from those that can be used as “lab,” a class a/v display, digital jukebox (brain and body), and informational for both the professor and students. The list is by no means exhaustive: we will use audience participation to further develop the list in the live demonstration.

General Psychology Information Apps



PsychExplorer (F3)



PsychGuide (F)



PsychTerms (F)



Psychology Latest (F)



Psych Drugs (F)



PsycTest Hero (\$4)

Lab Demos



TouchReflex (F)



Stroop Effect (F)



Cardiograph (\$2)



Puffin (APA OPL) (F)



(Assessment Tools)



PAR CRR (\$4)
(Concussion Recognition)

Anatomy & Physiology



3D Brain (F)



Grays Anatomy (\$1)



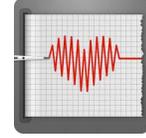
Brain Tutor (F)



EyesandEars (\$1)



iMuscle (\$2)



Cardiograph (\$2)

Sensation & Perception



EyeTricks (\$1)



Eye Illusions (\$2)



3D illusions (F)



Podcasts (F)



iTunes U (F)



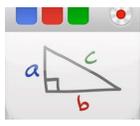
SoundBox (\$1)

Audio/Visual Informational Resources

DIY Presentations



Explain Everything (\$3)



Educreations (F)

Video Presentations



Apple Video (F)



YouTube(F)



NetFlix
(Subscription)

Social Media



Twitter(F)

The presentation at the Advanced Technology Fair (Saturday night) will demonstrate these apps.

David S. Berg, Ph.D.
 Psychology, Education, and Human Services Department
 Community College Of Philadelphia
 1700 Spring Garden Street
 Philadelphia, PA 19130
 215.751.8121
dsberg@ccp.edu
<http://faculty.ccp.edu/faculty/dsberg/>

Go to my college webpage and click on "TUTORIALS & DEMOS: to find a digital version of this document with LIVE internet links (where applicable).