For Busy Administrators Only: 30 Game-Changing Apps
What are your Top 3?

- Which three apps have dramatically improved the way you work?
http://bit.ly/AppsForAdminsNotes
Categories

- Note Taking
- Email
- Beyond Email
- Meetings
- Photos & Documents
- Password Management
- Odds & Ends
Note Taking

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Google Keep

- Massive bulletin board that you can take with you wherever you go
- Easy-to-use app
- Beautifully simple
- Tags organize notes into categories
- Text + Photos + Audio
- Convert notes to Google Docs
- Can add reminders - including geotags
- Chrome Extension

Free
Evernote

- Excellent formatting
- Add photos, sketches, audio, and attachments to notes
- Notes plus reminders
- Collaborative

Free for 2 Devices
Google Docs

- Easy to create, collaborate and share
- Tasks can be assigned by tagging someone in a comment
- Access anywhere, from any device

Note Taking

Free

* Windows, Apple, Android, Apple, iOS
iOS Reminders and Notes

- Easily create reminders with Siri
- Notifications and reminders sync well within Apple ecosystem
- Use IFTTT (If This, Then That) to sync reminders from one system to another

Included with Apple Devices
If This Then That

IFTTT

Free

New Applet

if this then that

New Applet

New Applet

New Applet

Evernote is a cross-platform, freemium app designed for note taking, organizing, and archiving. Turn on Applets to sync and save the information you care about to your notebooks – automatically and quickly.

Create a note
Append to note
Append a to-do to note

If Any new reminder, then Create a note in darrendraper's Evernote

Edit title

works with
Email

- Note Taking
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Gmail

- New features in Gmail
- Apps sidebar with calendar, keep and tasks
- Open attachments from the home-page
- Confidential mode with self-destructing emails
- Hover-Activated Archive, Trash, Mark as Read or Unread, Snooze
- Nudges
- Smart Compose and Smart Reply functions

Free
Boomerang

- Reminders - emails you never responded to as well as emails that you never got a response
- **Schedule an email**
- **Responsible analyzes an email and tells you the likelihood of getting a response**
- **Inbox Pause with Auto Responder**

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Freemium
Nudgemail

- Write or forward any email to nudgemail. Nudgemail sends it back to you when you want it.

Example Reminder:

To: tomorrow@nudgemail.com

Subject: Talk to Havison about their raise

Pay What you Want
Unroll.me

- Easily unsubscribes from unwanted subscriptions
- Sends a daily digest email of subscriptions you choose to keep
- Categorizes subscriptions
- All subscriptions filed into one folder you can check when convenient

Email

Free
SaneBox

- Organizes and filters email
- Creates a folder for distractions to be checked when you want
- Banish annoying senders to your trash
- Do Not Disturb inbox setting
- Nudges when someone doesn’t reply to your email

$59 - $99 - $299 per year
Gmail Filtering Trick

- Settings > Filters and Blocked Addresses > Create a new filter
- Has the words:

  from:="@alpinedistrict.org" from:="@google.com"

- Skip the Inbox, Apply the label...

Free
Beyond Email
Slack

- Organizes conversations into channels by project, topic or team
- Search conversations
- Integration with many apps (Drive, Twitter, Loom, Dropbox, Google Calendar, Hangouts, etc.)
Basecamp

- One organized place for your projects, teams and communication
- Increase accountability by assigning tasks with due dates and reminders.
- Track projects and assignments
- Upload files into projects

$99/month
Loom

- Chrome extension
- Create screen-capture videos
- May include your face and voice
- Saved in your Loom account - videos can be shared with a link or downloaded
- Videos can be password-protected
- Great for flipped faculty meetings!

Free
Remind

- Text messaging app that makes communication quick and efficient
- Schedule announcements ahead of time
- Attach photos and other files
- Delivery receipts

Free
Grammarly

- Chrome extension
- Grammarly makes sure everything you type is clear, effective and mistake-free
- Scans the text for common and complex grammatical mistakes spanning everything from subject-verb agreement to article use to modifier placement.

Beyond Email

Free
Meetings

- Note Taking
- Email
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Google Calendar

- Create and share different calendars for different purposes (work, personal, birthdays, leadership team)
- Schedule meetings with groups using Find a Time or Suggest a Time
- Set up appointment slots
- Schedule a Google Hangout

Free
You Can Book Me

- Connects with your calendar
- Event automatically appears on both calendars
- Both parties get an email
- Either party can reschedule/cancel the event - notifications are emailed

*Another option: Calendly

$0 - $10/month
Doodle

- Poll to compare availability to find the best time for everyone to meet
- Once best option is determined, event can be scheduled
- Poll can be hidden - participants’ availability remains anonymous

$0 - $49/year
Crankwheel

- Chrome extension
- Share a live view of your screen to other devices with a URL
- Viewers do not need an app or the extension to view
- Presenter sees who is on task

Meetings

Freemium
Google Sites

- Build a visually appealing site in minutes
- Organize everything into one place
- Staff handbook
- Google collaborative features are available

Windows · Apple · Android · Apple · iOS

Free

Meetings
Photos & Documents

- Note Taking
- Email
- Beyond Email
- Meetings
- Photos & Documents
- Password Management
- Odds & Ends
Genius Scan+

- Scan documents
- Create PDFs
- Organize, backup, and share your documents
- Multi-page PDF documents

Photos & Documents

Freemium
Genius Sign

- Sign documents online
- Draw or scan your signature
- Create and save signatures (or scan one from paper using Genius Scan)
- Fill out forms
- Annotate any PDF or image
- Import document from Genius Scan

$4.99
Google Photo Scan

- Enhanced digital scan for photos
- Connect with Google Photos to keep scans organized
- Glare Free, automatically cropped, enhanced and rotated

Free
Passwords

Note Taking  Email  Beyond Email  Meetings  Photos & Documents  Password Management  Odds & Ends
LastPass

- One strong master password for you to remember
- Strong password generator
- Find and fix weak passwords
- Fill password vault as you sign in to sites

$24/year - $48/year
1Password

- Memorize only one password
- Digital Wallet - Store and access credit cards and digital receipts on any device
- Find duplicate and weak passwords and improve them
- Password watchtower that alerts you for the sites you use
- Travel Mode - remove sensitive data from any device

$2.99/month
Odds & Ends
Google Voice

- Transcribes your voicemail to text.
- Listen in on messages while they’re being left
- Block unwanted callers
- Make cheap international calls
- Notification across all devices (phones, laptop, ipad, etc.)

Free
Tripit

- Forward confirmation emails to Tripit - travel plans are organized into the app
- Share itinerary with anyone
- Works offline
- Receive travel flight alerts in real-time with pro

Free -or- $49/year
● Shorten links
● Customize the shortened link
● Find stats on the link to see if the link is being used
Blinkist

- 5 page summaries of books
- Audio option
- Offline access
- Highlight ideas you love

$79.99 billed annually or $12.99/month
Nuzzel

- Have your friends read the news for you!
- Creates a news feed based on what your friends are reading and sharing on social media
- Headlines relevant to your interests because they are being tweeted by friends, family and coworkers

$39/month up to $149/month
One Tab

- Help your browser run faster and reduce tab clutter - Chrome and Firefox
- With one click, reduce all of your tabs into a single list
- Export/import tabs as a list of URLs
- Create a webpage from your list of tabs

Free
Bonus Tips

• Reopen a closed tab
  ⌘ + SHIFT + T

• View all keyboard shortcuts on a Chromebook
  Ctrl + Alt + ?

YOU'RE WELCOME

MUCHLY

memegenerator.net
Download Slides & Demos

http://bit.ly/AppsForAdminsNotes
Darren E. Draper  @ddraper
Alison Pickens  @PickensAlison
Havilah Jones  @hjones3000

Let’s Connect!

ALPINE SCHOOL DISTRICT