Supporting administration and improving the learning experience

Fujitsu document scanners can help schools and colleges improve administrative processes and learning in the classroom

As schools, colleges and universities attempt the tricky balancing act of cutting costs while improving service levels, more and more are discovering the benefits of deploying Fujitsu scanners in the classroom and administrative offices.

Fujitsu offers a wide range of scanners, including sheetfed, flatbed and overhead models (see box on right). Different models are suited to different applications, but all perform the same essential function, the conversion of printed and hand-written information into digital images that can be shared, stored and distributed digitally.

Associated technologies, like optical character recognition (OCR), convert scanned images into text files so that the content can be edited and saved as Microsoft Office documents, for example, or routed into school management systems or content management systems where documents can be retrieved using keywords or full text searches.

Paper without the drawbacks

Scanners are a key enabler of digitisation strategies being implemented by organisations of all sizes to improve efficiency and cut costs.

Capturing hard copies digitally enables users to process and store paper-based information alongside PC-generated documents, eliminating the delays, errors and costs associated with manual, paper-based workflows and filing.

For many organisations, scanning is a staging post on the way to completely paper-free working. This might make sense for administrative applications, such as invoicing or expenses management, but in education, especially, paper has certain qualities that ensure its continued relevance and effectiveness.

A scanner's purpose in the classroom is not to eradicate paper, but to build on its strengths as a tactile, familiar medium and overcome its weaknesses, such as the time and expense of distribution and sharing.

Enhanced learning

For many customers in the education sector, the ability of Fujitsu scanners to aid learning is as important a benefit as improved administration. It is also a major priority for Fujitsu, which is working with a number of establishments to explore how scanners can be used to improve learning in the classroom. (see box).

Capturing evidence of progress

An important aspect of this programme is to discover how technology can help early learners develop confidence in their abilities and recognise the progress that they have made. Fujitsu scanners can help in this regard by capturing a pupil's work throughout the term so that children, teachers and parents can see how their drawing and painting has evolved and improved. Providing digital files at the end of term instead, or as a supplement to, the actual artwork is also convenient for parents. Some schools are even charging for this service to recoup the cost of the scanner.

Improved communications

Schools are making use of Fujitsu scanners, both to improve their administrative processes and to enhance collaboration with students and parents.

The Student Services department at Ryburn Valley High School is a case in point. It is using a Fujitsu ScanSnap iX500 scanner to digitise and distribute the large number of financial documents handled by the bursaries office and to streamline everyday administrative processes, including the management of absence notes.

Pre-planned absence notes handed in by parents used to be photocopied by the department, stored in filing cabinets and handed out to teachers spread across the school grounds – a slow, time-consuming and unreliable process. Now, absence notes are digitised on the iX500 and, using the scan-to-email function, circulated instantly to the teachers concerned.

The iX500 doesn't just save paper and time; it has also enabled Ryburn Valley High School to improve the learning experience. When a pupil is absent, missed classwork can now be scanned and emailed to them so that they can catch up on coursework remotely.

To discuss how PFU (EMEA) Ltd – a Fujitsu Company and its distributor Westcoast can help you improve administrative processes and the learning experience in your organisation, please visit Stand G351A at BETT or call Westcoast on 0118 912 6000.
www.westcoast.co.uk
sales@westcoast.co.uk

A scanner for every need

ScanSnap iX100
- Battery powered scanner for scanning in the classroom, office or at home
- Wirelessly scan to a cloud account, smart device, notebook or email address
- Scan small documents such as permission slips or notifications simultaneously
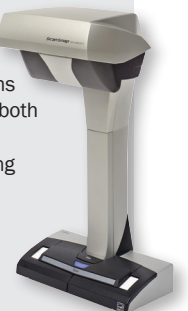- Choice of paper paths for flexible operation

ScanSnap iX500
- Scan everyday documents such as forms and permission slips up to A4 and even A3
- Scan colour, double sided and mixed batches of documents
- Simple in its operation, connection via USB to PC or Mac
- Intuitive and automated scanning and seamless distribution to a host of destinations such as for example an email address
- Bundled with OCR software for creation of searchable and editable files

ScanSnap SV600:
- Overhead contactless scanner for scanning of loose documents up to A3, bound material and pupil produced material such as craft items
- Simple one button approach, compatible with both PC and Mac
- Continuous scanning possible with page turning detection and timed scanning
- Automated image enhancement features
- Bundled with OCR software for creation of searchable and editable files

fi-7160
- Smoothly scan mixed batches of documents quickly and accurately, impressive daily throughput
- Pull specified data from forms to populate existing workflows and analysis tools
- Innovative paper feeding and protection mechanisms, automated image enhancement tools
- Version available with an attached flatbed device for scanning of bound or delicate documents (fi-7260)

fi-65F
- Designed for easy and quick scanning of small documents up to A6
- Scan items such as a passport, ID card, driving license or small slip
- Scan in colour or black and white, can be optionally powered by USB
- Small footprint for installation in any environment

fi-6400
- Convert large volumes of documents speedily and intuitively, 85 pages per minute
- Scan up to 500 A3 sheets or mixed batches simultaneously
- Exceptional paper feeding performance and automated enhancement routines
- Compact design and quiet operation for unobtrusive placement

To find a scanner suitable for your needs, please contact Westcoast on **0118 912 6000** • **www.westcoast.co.uk**

Driving Change in Education through Technology

Fujitsu is working with a number of education establishments through the Education Ambassador Program, which is aligned to the Education Technology Action Group (ETAG) and supported by the Secretary of State for Education, Nicky Morgan.

This program has been set up to enable and promote collaboration across all levels of education and promote shared best practice for driving transformational change through technology. Its objectives are to:
- Develop the digital skills of teachers and students to assist future employment opportunities;
- Provide expertise on personalised technology in teaching and learning through the creation of Innovation Hubs at each Ambassador establishment;
- Develop teacher & student workshops on technology in the learning environment;
- Work to support schools, colleges and parents in making technology in the learning environment accessible to all;
- Work with Naace to support schools in achieving the Third Millennium Kite mark;
- Provide expertise on infrastructure to enable empowered and connected establishments;
- Develop joint projects with the Ambassador establishments linked into their curriculum.