

Paperwork in Education

sheets of paper daily

THE REFLECTIVE EDUCATOR research An average American school uses This is 32 billion sheets of paper annually, which costs schools

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Paperless Barriers

Unnecessary Printing

Many people print out of habit, unaware of digital alternatives.

Digital Tool Unawareness

People may not realize modern tools can replace paper or find them hard to use.

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Regulatory Requirements

Some records must be kept in a physical form.

Paper Habits

Many prefer editing with a pen or handling physical documents.

We can't change all of them, but implementing simple digital tools and altering habits can significantly reduce overall paper consumption.

How to Change a Habit



Habit Loop Theory

DOC

Reward

I have paper in my hand



Trigger

I want to print this out

1 Identify the Loop

Every habit follows a Trigger \rightarrow Behavior \rightarrow Reward cycle.

2 Change the Routine

Keep the same cue and reward but replace the behavior with a better alternative (e.g., use a digital tool instead of printing).

3 Make It Easy

Reduce friction for the new habit by setting up reminders, automations, or default digital options.

4 Reinforce the Reward

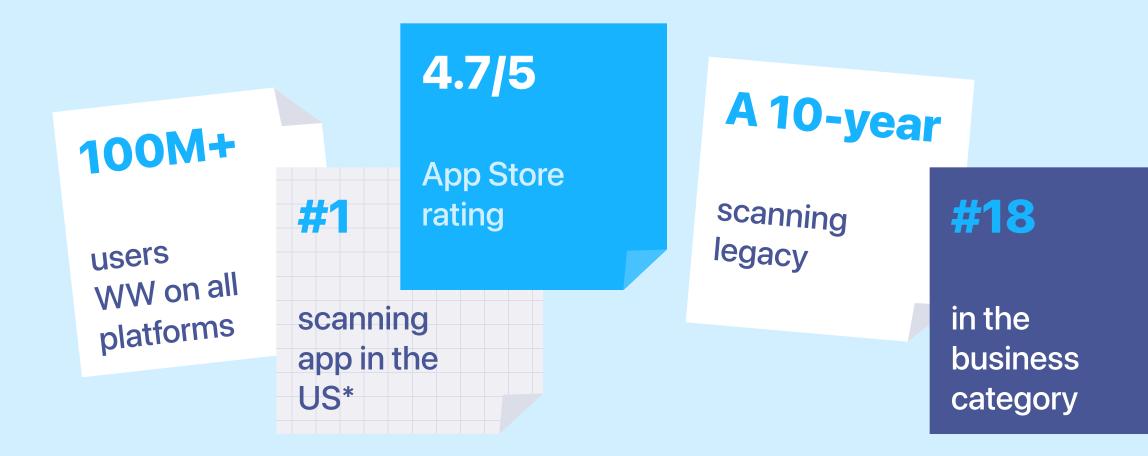
Highlight benefits like saving time and reducing clutter to strengthen the habit change.

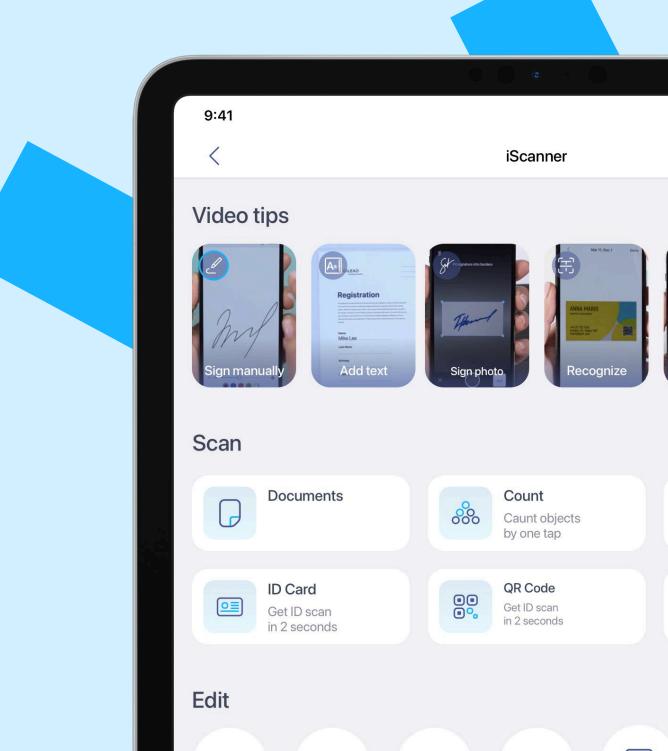


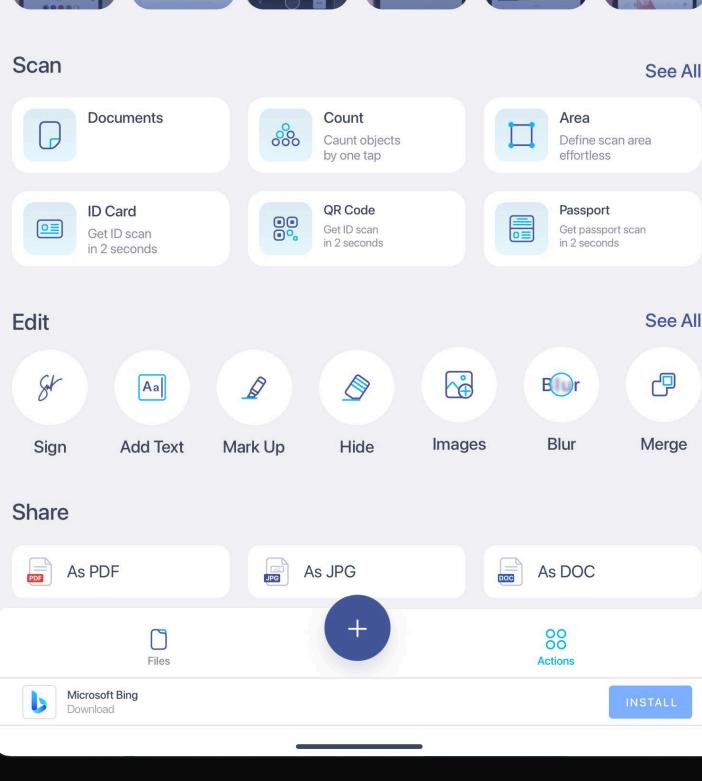
Changing the Routine with Simple Tools: The iScanner App

iPhone, iPad, Web, and Cloud

The Al document management and scanning tool that enables remote work and study







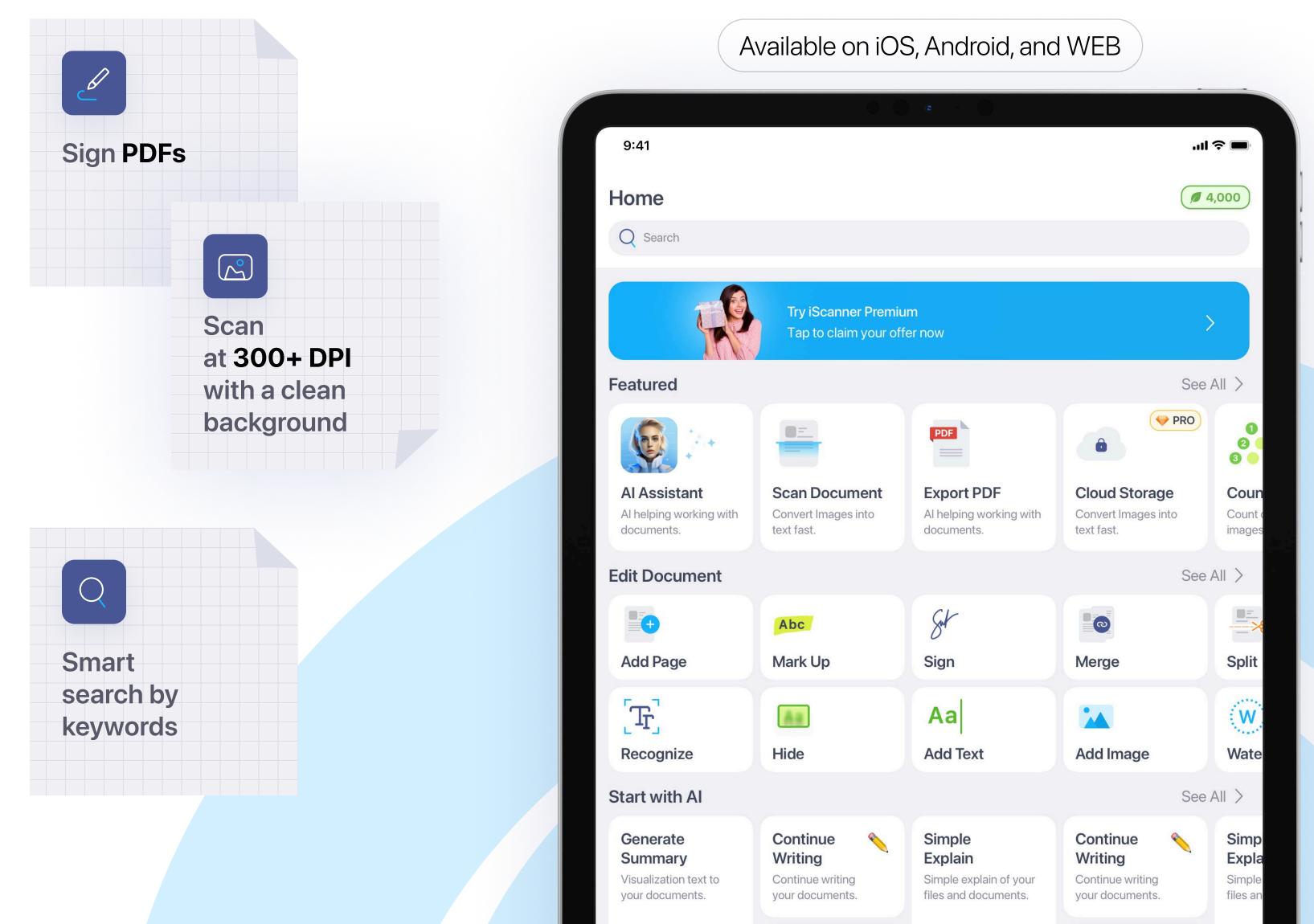


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iScanner for Education

Keep files	
safe in the	
cloud or in the	
SAFE folder	

Merge, split, rotate, and extract pages

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Summarize and proofread texts, create quizzes with Document Al

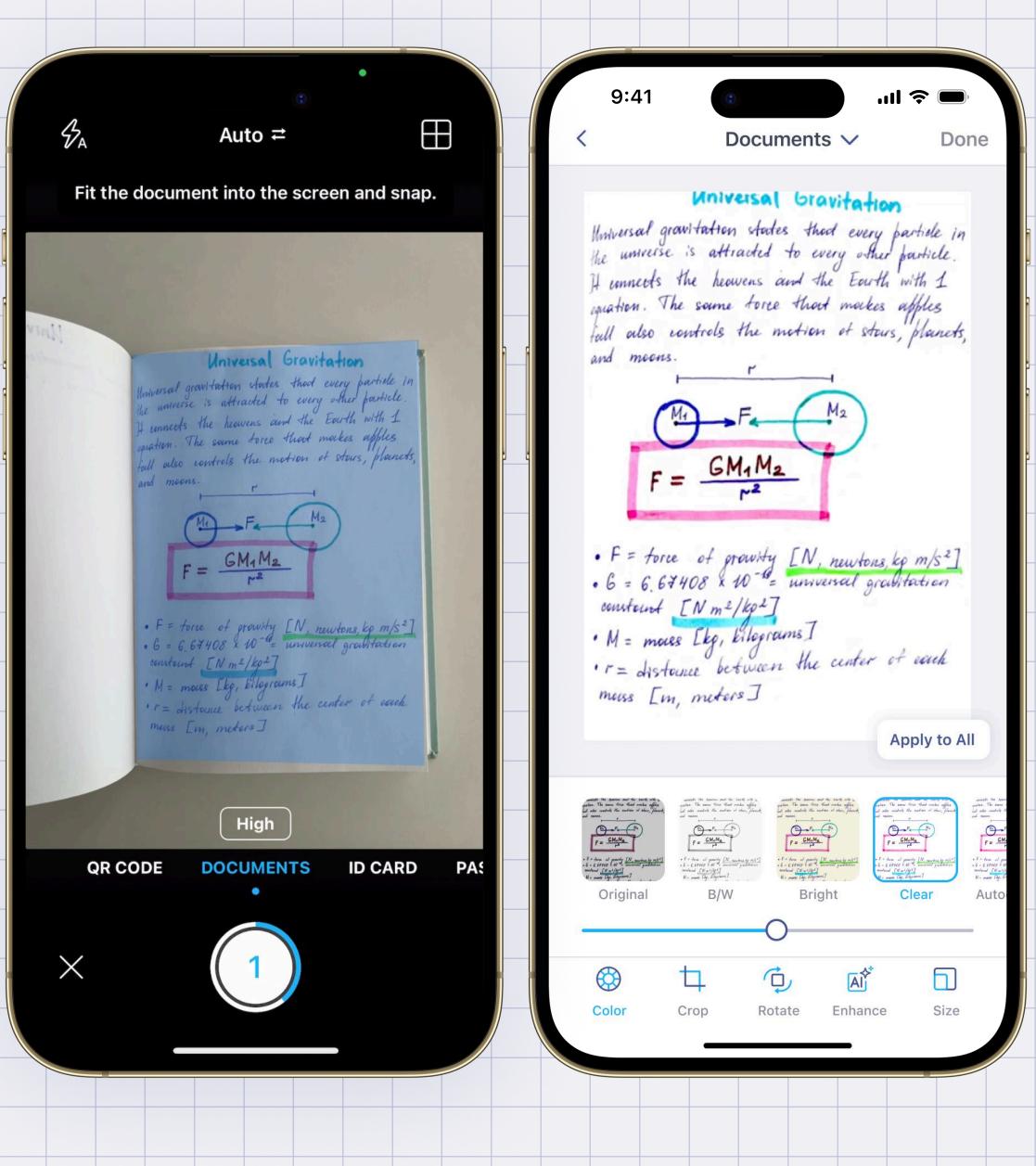
Easy Scaning

iScanner makes digitizing any paper a breeze.

It polishes scans with filters, making them look professional.

It does automatic cropping and distortion correction.

You can easily choose the exact area to be scanned and displayed.



Easy Sharing

Ready assignments, class notes, interesting articles, or books – scan them and share as PDFs right away.

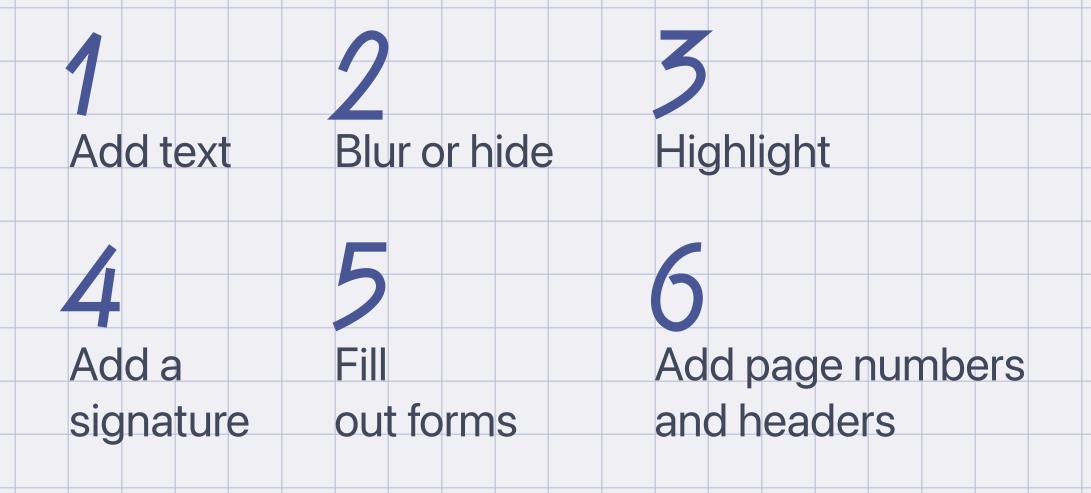
You can also convert your file within the app to the format you need before sending.

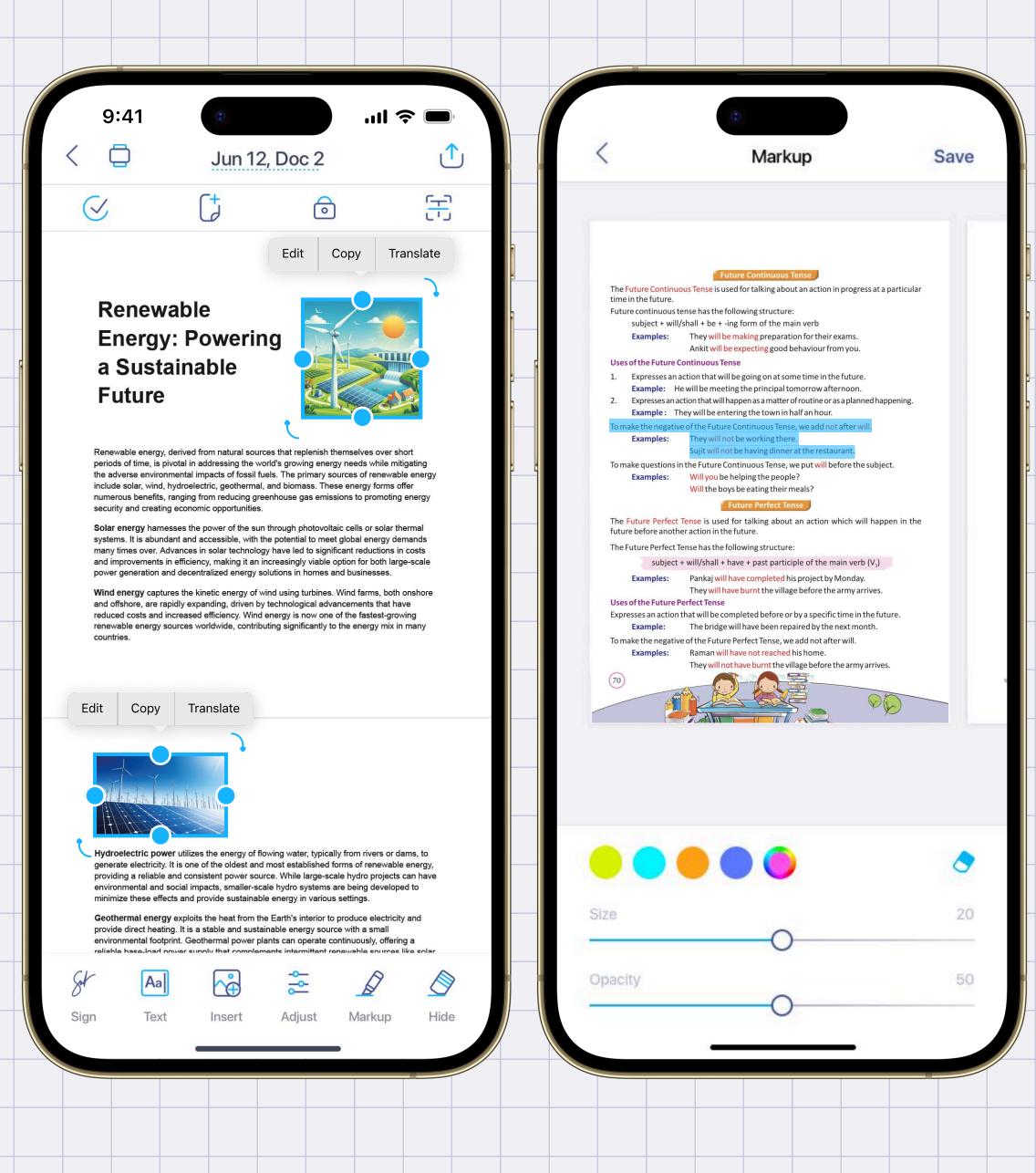
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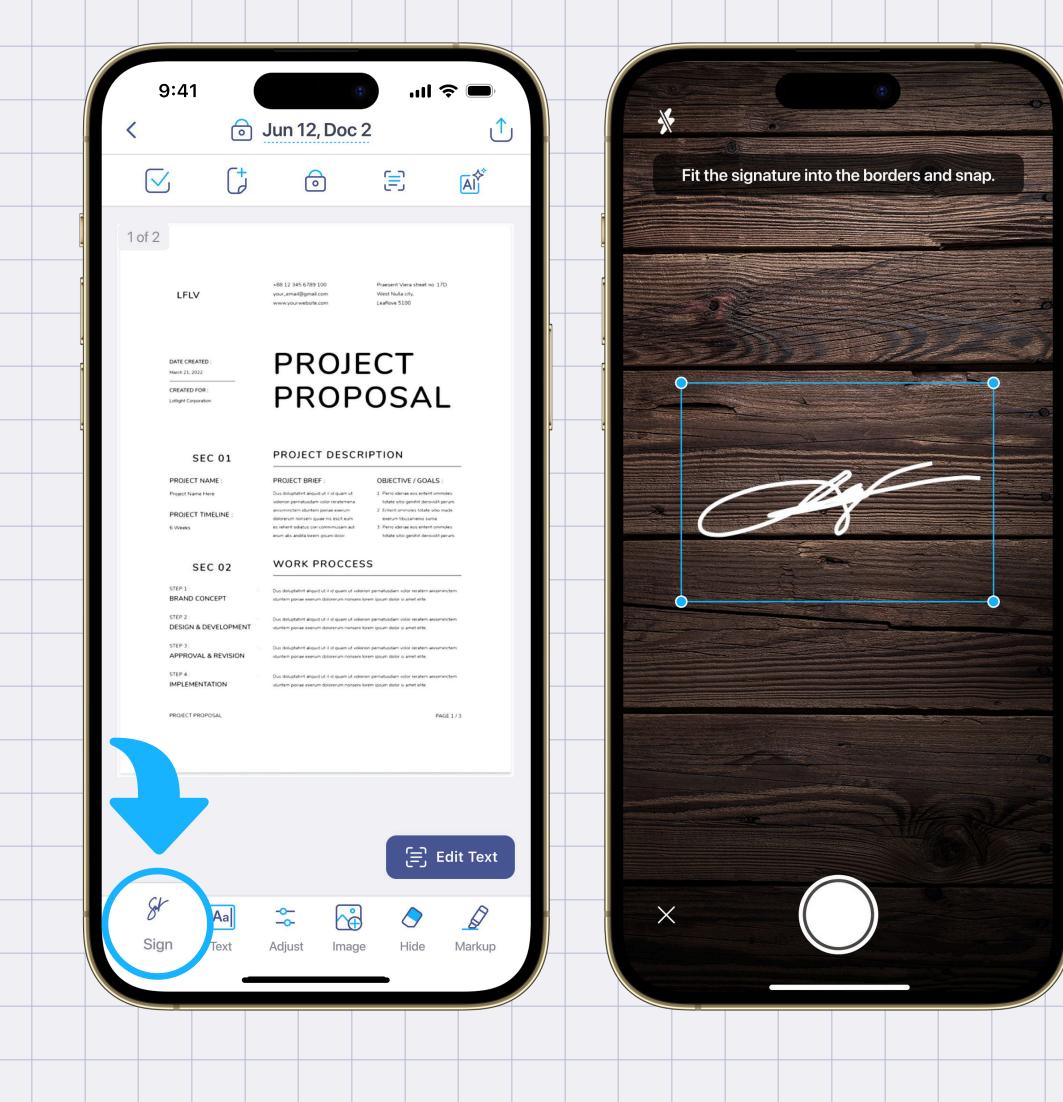
Easy Editing

The **free version** of the app has everything you need to go paperless.









Easy Signing

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So, You Don't Need to Print - Use iScanner Instead



Permission slips, enrollment forms, or project approvals—fill and sign them digitally instead of printing.

Submitting Assignments

Essays, reports, and worksheets can be shared as PDFs—no need to print and hand in paper copies.



Giving feedback on essays or group projects? Use digital tools to highlight, comment, and mark up text.

Studying & Note-Taking

Highlight key points, annotate textbooks, and even erase practice answers digitally for better learning.

Filling **Applications**

College forms, scholarship applications, or student club sign-ups -avoid mistakes and wasted paper by doing it all online.

About Rewards?





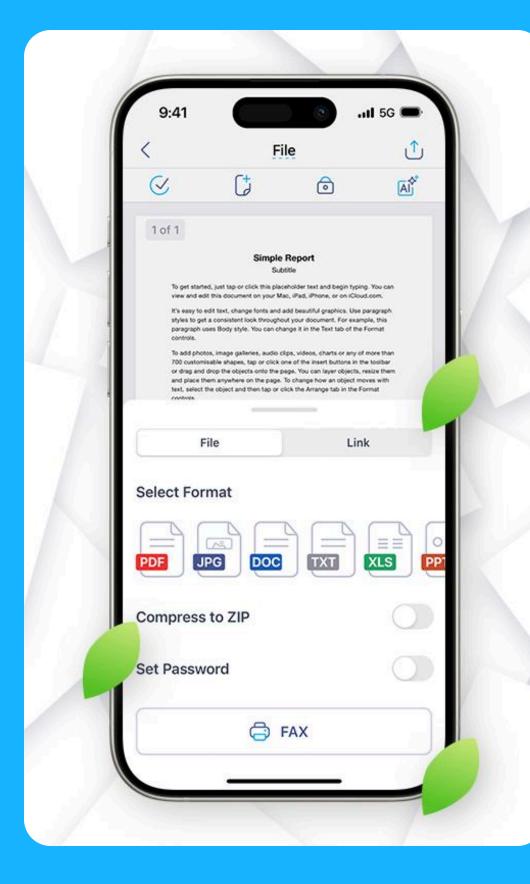
iScanner



l'm Treeno, your eco-buddy, keeping an eye on those overprinting friends! I'll help you understand your impact on nature when you print less. **Every time you export** a digital document instead of printing, I calculate your treesaving impact.

To track your progress, don't forget to create a free iScanner account in the app. Meet **Treeno:** Your Paperless **Guide and** Reward Approver

Save Trees, Earn Badges





A4 sheet = 13-21g of wood 1 tree = 4000 sheets





Tree Hero

Make the export at least 4,000 files.

Start		4,000
	Timber Guardian Make the export at least 1,000 files.	
Start		1,000
(The second sec	Trunk Keeper Make the export at least 500 files.	
Start		500
()	Branch Make the export at least 200 files.	
Start		200
	Greenhorn Make your first scan in app	
Start		1



It's simple: One A4 sheet = 13-21g of wood. A small tree makes 4,000 sheets.

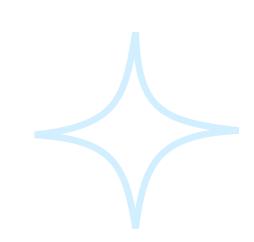
I track your saved sheets and turn them into leaves, twigs, branches until you've saved a whole young tree!



Share Certificates



You can download or share your earned certificates on social media to showcase your **Green Impact!**







New Habit Loop

Can I do it without printing?



Trigger I want to print this out



Behavior

Use the iScanner app

Habit Loop



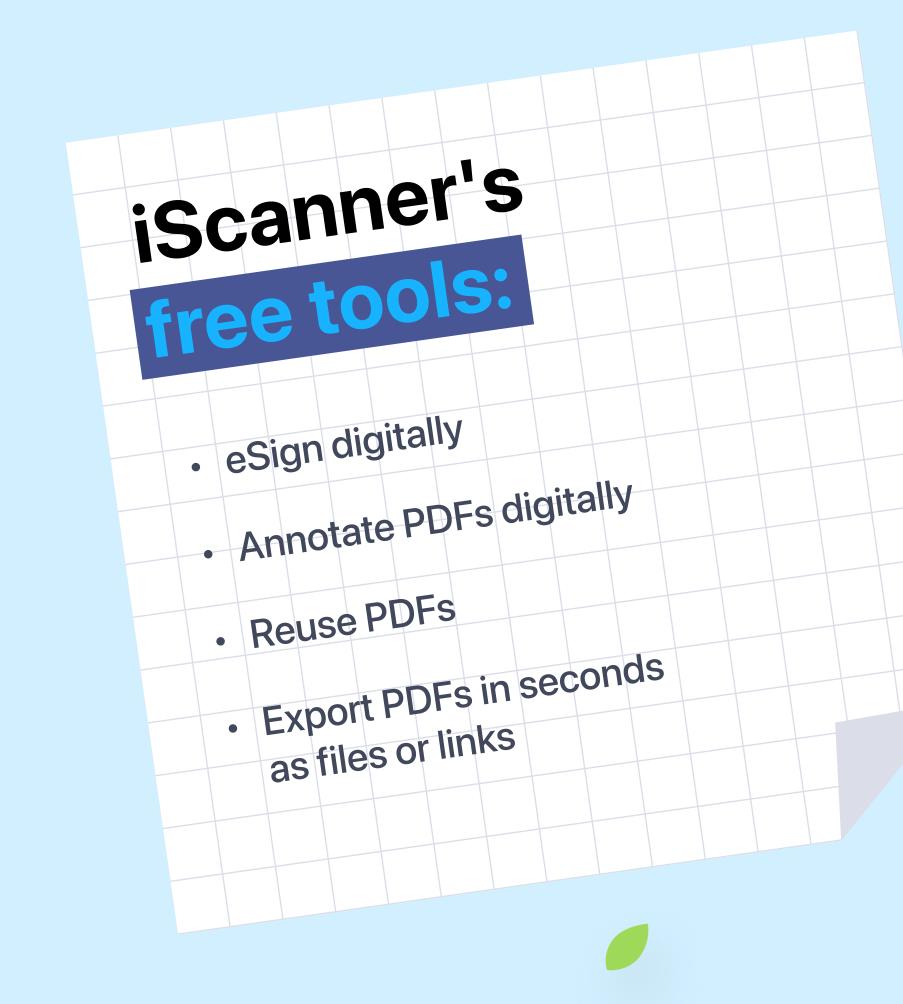
Reward

I have no clutter; I've saved a TREE!





So, How Can I Print Less?



Try mindful printing practices:

- Print on both sides
- Print in color only when needed
- Track your printing to understand your consumption
- Take a moment to recognize the necessity before you print











Download free for iOS or Android











Useful Resources

1 Tutorials or

Tutorials on how to use the app:

- <u>Q&A</u>
- Canvas & Google
 Classroom

5 Additional <u>information</u> about Eco Achievement program.

2

Short <u>online course</u> for students about digitising notes and applying Al

4

More Al Tools & Tips for Students