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50 Mobile Hacks Career Counselors Need Right Now!

NCDA 2015
Denver, CO
#NCDAdenver

Security

- Keep your device safe and your information private.



1. Create strong passwords.

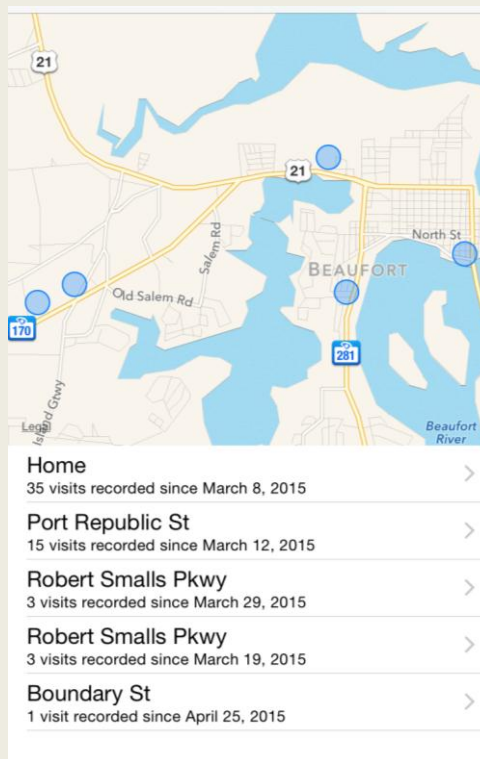
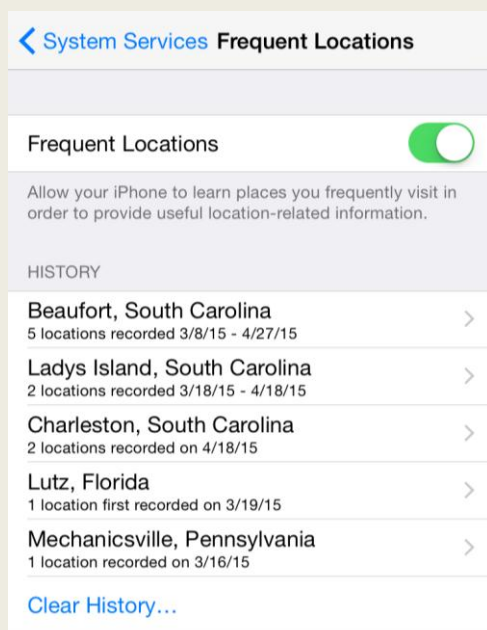
- [PasswordMeter.com](https://www.PasswordMeter.com)

Test Your Password		Minimum Requirements
Password:	<input type="password" value="....."/>	<ul style="list-style-type: none">• Minimum 8 characters in length• Contains 3/4 of the following items:<ul style="list-style-type: none">- Uppercase Letters- Lowercase Letters- Numbers- Symbols
Hide:	<input checked="" type="checkbox"/>	
Score:	59%	
Complexity:	Good	

Additions		Type	Rate	Count	Bonus
⊛	Number of Characters	Flat	$+(n*4)$	20	+ 80
⊗	Uppercase Letters	Cond/Incr	$+(len-n)*2$	0	0
⊛	Lowercase Letters	Cond/Incr	$+(len-n)*2$	17	+ 6
⊗	Numbers	Cond	$+(n*4)$	0	0
⊛	Symbols	Flat	$+(n*6)$	2	+ 12
✓	Middle Numbers or Symbols	Flat	$+(n*2)$	1	+ 2
⊗	Requirements	Flat	$+(n*2)$	3	0
Deductions					
✓	Letters Only	Flat	$-n$	0	0
✓	Numbers Only	Flat	$-n$	0	0
!	Repeat Characters (Case Insensitive)	Comp	-	16	- 9

2. Review the “location services” in your device’s settings.

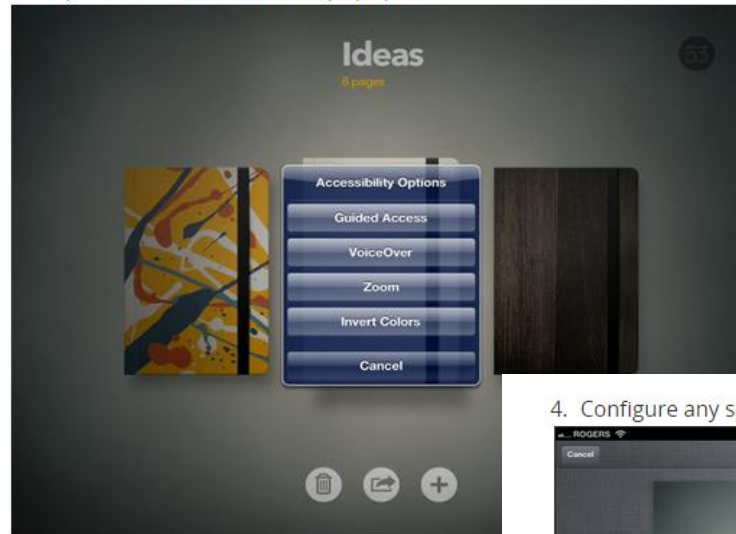
- Are you being tracked? (apps that track - turn off location services when not using)



3. Restrict device to a single app.



1. Launch any app you want to share.
2. Triple-click the hardware **Home** button.
3. Tap **Guided Access** on the popup menu.



6. Set a Passcode you'll remember.



4. Configure any specific options you might like.



5. Tap **Start**

4. PASSWORD DENIED!!!

The image shows a screenshot of an iPad's Settings app. The left sidebar is open to the 'Settings' menu, with 'Passcode' selected and highlighted in blue. The main screen displays the 'Passcode Lock' settings. At the top, there are links for 'Turn Passcode Off' and 'Change Passcode'. Below that, the 'Require Passcode' setting is set to 'Immediately'. The 'Simple Passcode' toggle is turned on, with a note stating 'A simple passcode is a 4 digit number.' Under the 'ALLOW ACCESS WHEN LOCKED:' section, 'Today' and 'Notifications View' toggles are both turned on. At the bottom, the 'Erase Data' toggle is also turned on, with a note: 'Erase all data on this iPad after 10 failed passcode attempts. Data protection is enabled.' A large blue arrow points upwards from the bottom center of the screen towards the 'Erase Data' toggle.

iPad 10:57 AM 38%

Settings

- Airplane Mode
- Wi-Fi FSUSecure
- Bluetooth On
- Notifications
- Control Center
- Do Not Disturb
- General
- Display & Brightness
- Wallpaper
- Sounds
- Passcode**
- Privacy
- iCloud debbie.osborn@gmail.com
- iTunes & App Store

Passcode Lock

[Turn Passcode Off](#)

[Change Passcode](#)

Require Passcode Immediately >

Simple Passcode

A simple passcode is a 4 digit number.

ALLOW ACCESS WHEN LOCKED:

Today

Notifications View

Erase Data

Erase all data on this iPad after 10 failed passcode attempts.

Data protection is enabled.

5. Find My Device Tool



Find My I....



Where's My Droid?

6. Disable in-app purchases.

The image shows a screenshot of an iPad's Settings app. The left sidebar is open to the 'Settings' menu, with 'General' selected. The main screen displays the 'Restrictions' settings under the 'General' category. A blue arrow points to the 'In-App Purchases' toggle switch, which is currently turned on. Below the 'ALLOW:' section, there are several other toggles for various apps and services, all of which are currently turned on. At the bottom, there is an 'ALLOWED CONTENT:' section with 'Ratings For' set to 'United States' and 'Music, Podcasts & iTunes U' set to 'Explicit'.

Settings

- Airplane Mode
- Wi-Fi FSUSecure
- Bluetooth On
- Notifications
- Control Center
- Do Not Disturb
- General**
- Display & Brightness
- Wallpaper
- Sounds
- Passcode
- Privacy
- iCloud debbie.osborn@gmail.com
- iTunes & App Store

10:56 AM 38%

General Restrictions

Disable Restrictions

ALLOW:

- Safari
- Camera
- FaceTime
- iTunes Store
- iBooks Store
- Podcasts
- Installing Apps
- Deleting Apps
- In-App Purchases

ALLOWED CONTENT:

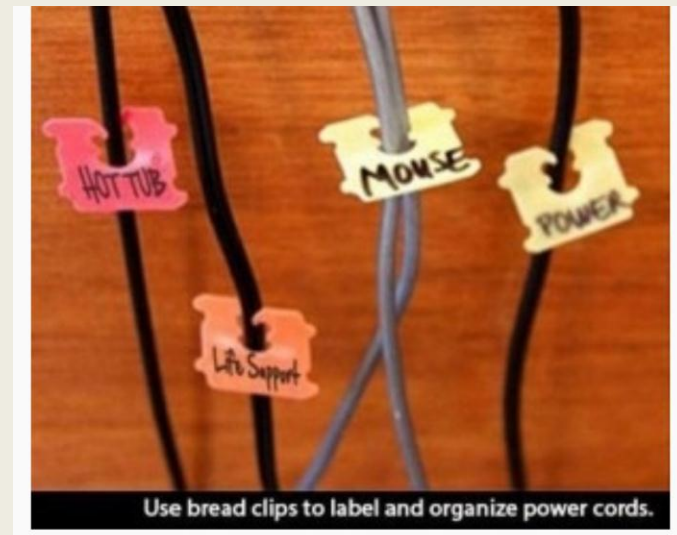
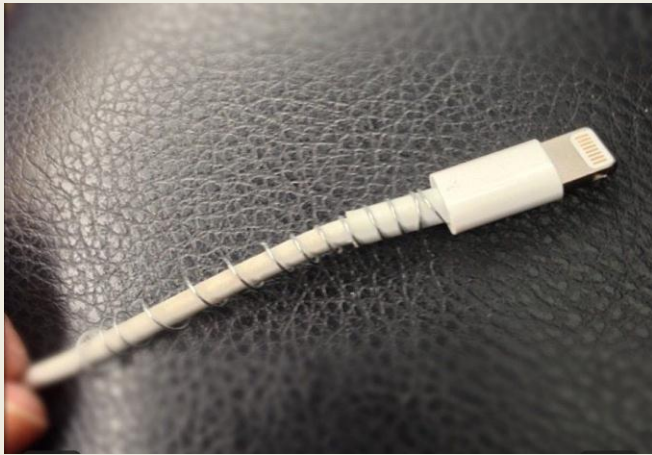
Ratings For United States >

Music, Podcasts & iTunes U Explicit >

7. Lock Your iPad.



8. Keep cords safe & separate.



9. Use sticky note to clean between keys.





Battery Power

- Charge, monitor, and extend the use of your device.

10. Turn off Bluetooth function if you don't need to use it.



11. Turn off Wi-Fi access if you don't need to use it.



12. Charge your phone on “airplane mode.” (twice as fast!)



13. Turn down the brightness to save battery life.

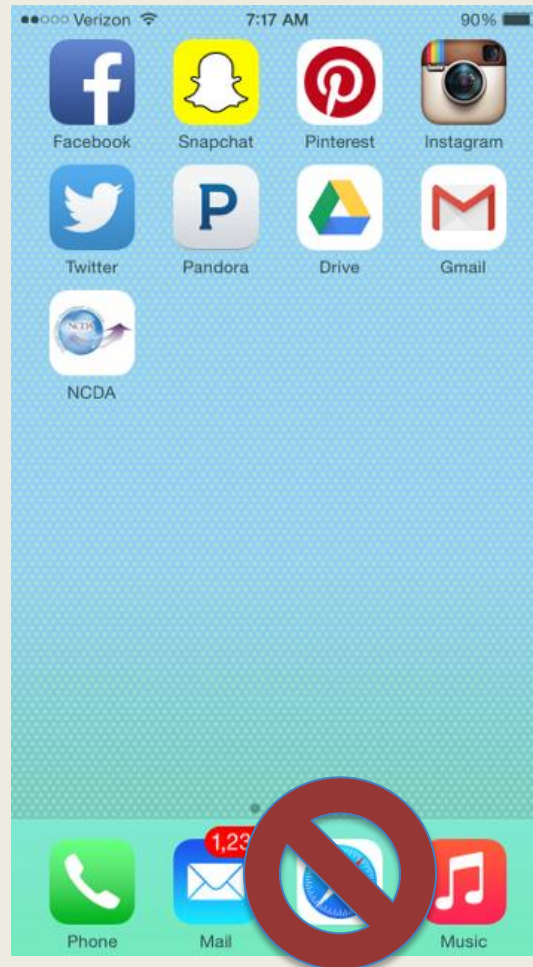
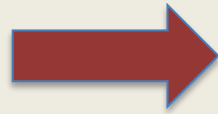




Social Media Management

- Log in and participate via multiple accounts

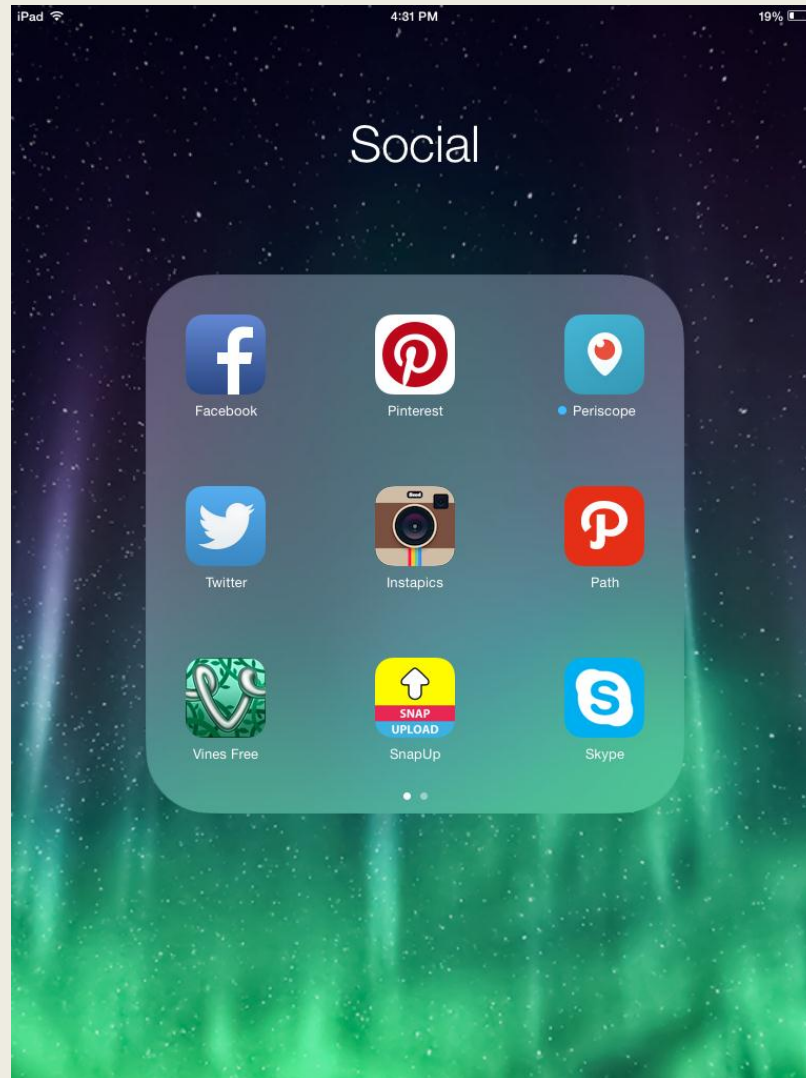
14. Use apps instead of web-access for easy access and log in.



15. Try a single-sign-in tool for access to multiple accounts at once.



16. "File" SM sites in folders.



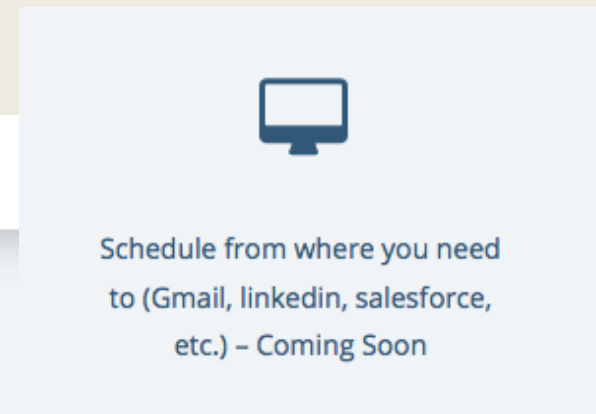
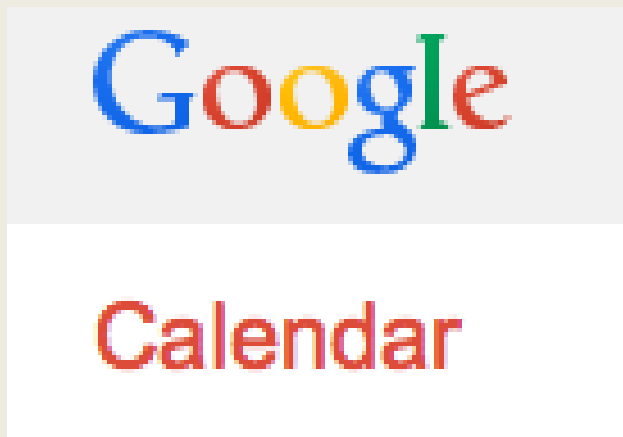
Syncing Across Devices

- Pick up where you left off on any connected device.



17. Calendars and Scheduling Tools

- <https://blog.generalassemb.ly/cross-device-calendar-apps/>



18. Create a hotspot with your device.

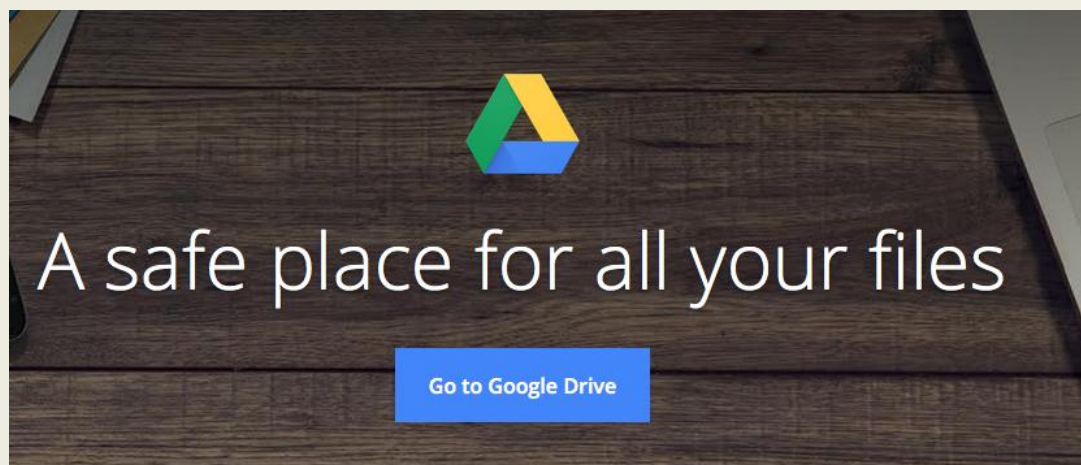


Note Taking & File Sharing

- Collaborate, coordinate, and communicate ideas and materials.



19. Try apps with multiple functions and features.



Your life's work

For everything you'll do, Evernote is the workspace to get it done.

20. Take advantage of the cloud.

- Dropbox. Box.net, Evernote for resume reviews

The image shows a screenshot of a Dropbox folder named 'MHS6805_spring2015' and an Evernote notebook titled 'Client'. The Dropbox interface shows a list of folders for various people: Alexa, Jen, Nathan, PC, Rachel, Shannon, Stasia, and Vanessa. The Evernote interface shows a notebook with two notes: 'Bob's Career Notes' and 'Cari's Career Notes'. The 'Cari's Career Notes' note contains a list of useful websites and an 'Individual Learning Plan' table.

Dropbox Folder: MHS6805_spring2015

Members: DO, NM, HP, RS, JC, AC, SS, VF, AB, S, A, A, J, V

Evernote Notebook: Client

Bob's Career Notes
4/14/15
Handbook: <http://www.bls.gov/oooh/>
ONET: <http://www.onetonline.org>

Cari's Career Notes
Created: Apr 14, 2015 Modified: Apr 14, 2015

- useful websites:
 - Occupational Outlook Handbook: <http://www.bls.gov/oooh/>
 - ONET: <http://www.onetonline.org>

Individual Learning Plan

Goal(s) #1 Clarify interests and ascertain readiness for career counseling
#2 Explore options for a graduate degree
#3 Improve peer networking skills at work
#4 Increase social interactions among family members

Activity	Purpose/Outcome	Estimated Time Commitment	Goal #	Priority
Individual career counseling to foster self exploration	Enhance knowledge of self and career options	On-going	1, 2, & 3	2
Complete the Career Thoughts Inventory	Ascertain potential dysfunctional career thoughts	15 minutes	1	1
Complete Self-Directed Search	Enhance self knowledge	45 minutes	1	3
Explore potential graduate degree programs of interest	Enhance knowledge of options	On-going	2	4
Practice interacting with other people at work and in neighborhood	Gain self-observation skills and experience in interactions with peers	On-going	3	5
Carry out referral to university counseling center for family counseling*	Improve quality of family relationships related to career choice and support	One week	4	6

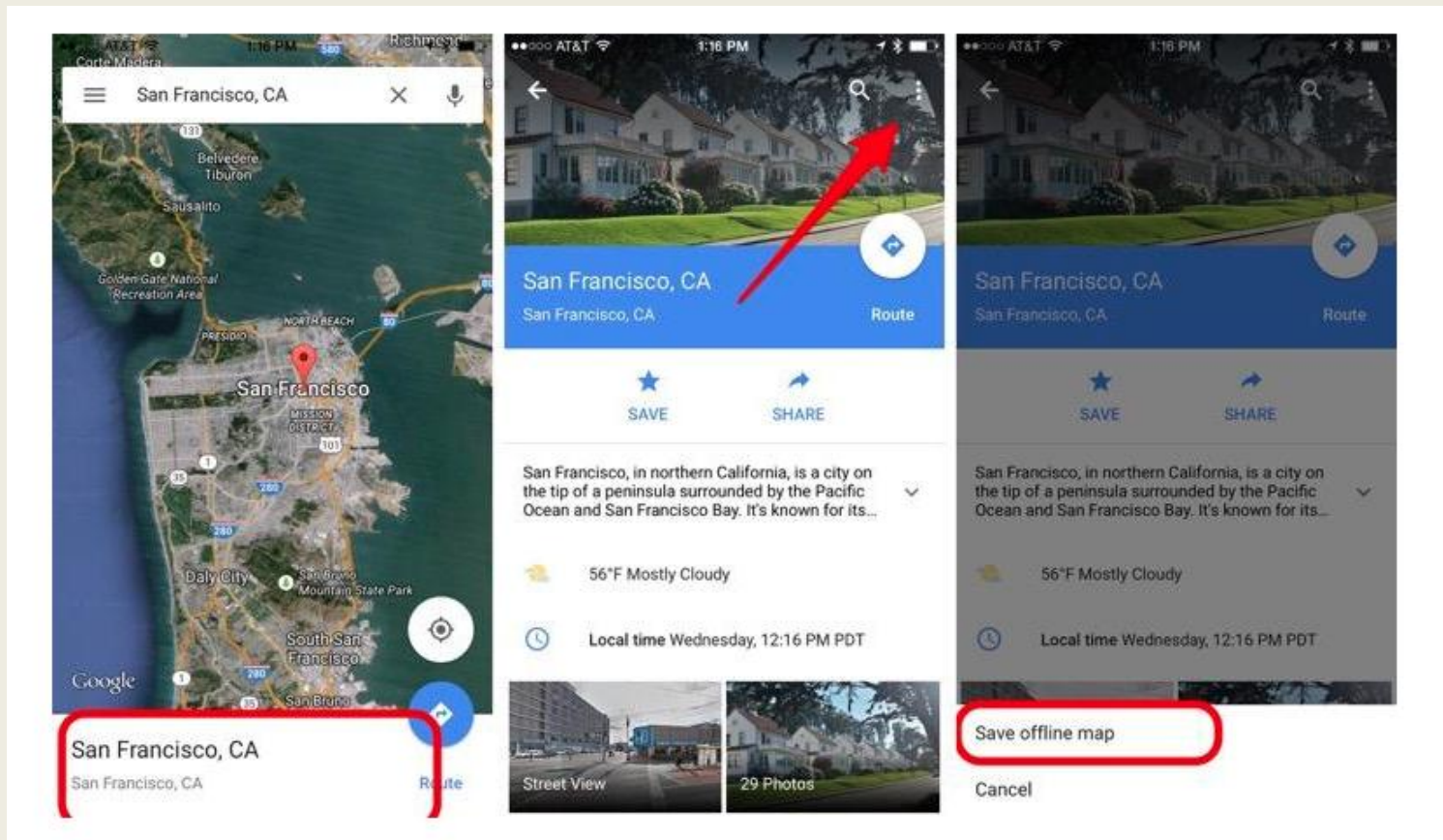


Offline Uses

- Make the most of mobile technology without an Internet connection.

21. Use Google Maps.

- <http://www.cnet.com/how-to/how-to-use-google-maps-offline-on-ios-android/>



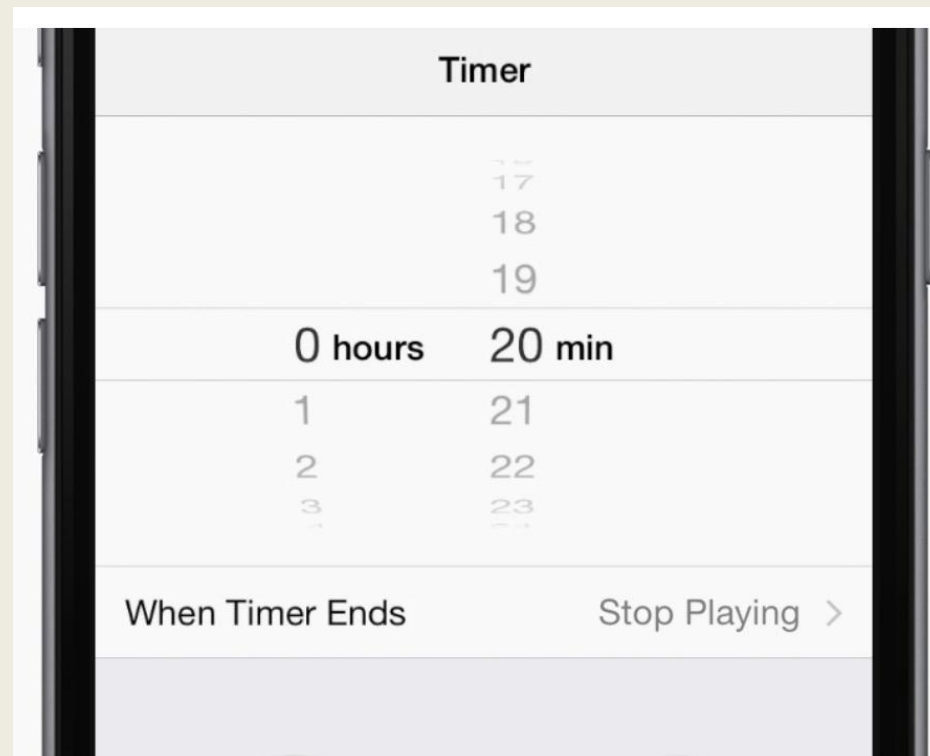
22. Use an "old" smartphone as a dedicated session clock or timer.

- <http://fieldguide.gizmodo.com/11-clever-uses-for-your-old-phone-or-tablet-1656798581>



23. Play soothing music during a session.

- Put it on a timer (30 minutes, 1 hour, etc.-end 5 minutes prior to session end time to signal time to close).



24. Download and Save articles to an Offline Reader.

- iBooks, Diigo, Pocket



Diigo Offline Reader

Diigo Reader lets you save websites, search and browse your Diigo library, and download files for offline browsing.

Work Productivity









- Accomplish a variety of office and client-focused tasks.



25. Try a headset.

- Hands-free convenience for client calls, web conferences, and more.

Shop for mobile headsets on Google Sponsored ⓘ

 <p>Plantronics - Headset For C... \$15.99 Best Buy ★★★★★ (435)</p>	 <p>Plantronics - Headset \$29.99 Best Buy ★★★★★ (59)</p>	 <p>Promo Jammer Headphones... \$6.37 Quality Lo... Special offer</p>	 <p>Bose AE2w Bluetooth hea... \$249.95 Dell ★★★★★ (540)</p>
 <p>Motorola - Earpiece With... \$27.95 Global Industri...</p>	 <p>Plantronics M175C Conve... \$64.95 Headsets.c... ★★★★★ (53)</p>	 <p>Bose® - Soundtrue™ I... \$99.99 Best Buy ★★★★★ (167)</p>	 <p>Ultrasone Edition 8 Ruth... \$1,499.00 AmericanMusi...</p>

26. Use an easy-access cover or case.

- Use the smartcover for your tablet or pick a case that allows you to use and charge the device without removing.



27. Try dictation.

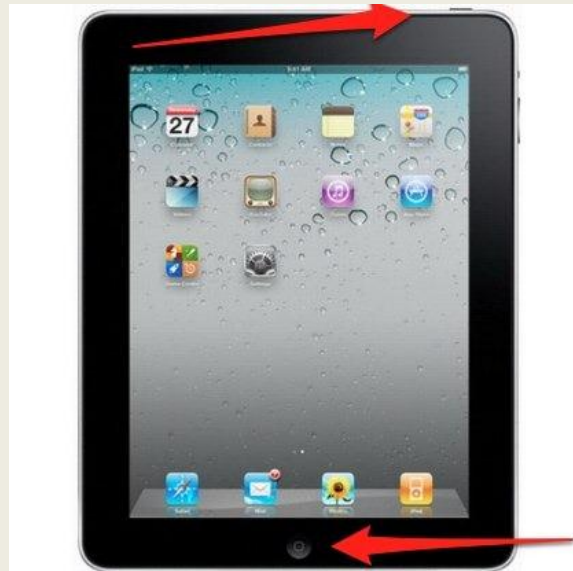
- For client notes.
- Speak screen tools for those with visual disabilities.
- Check settings options and available apps.

How to Use iPad Voice Dictation

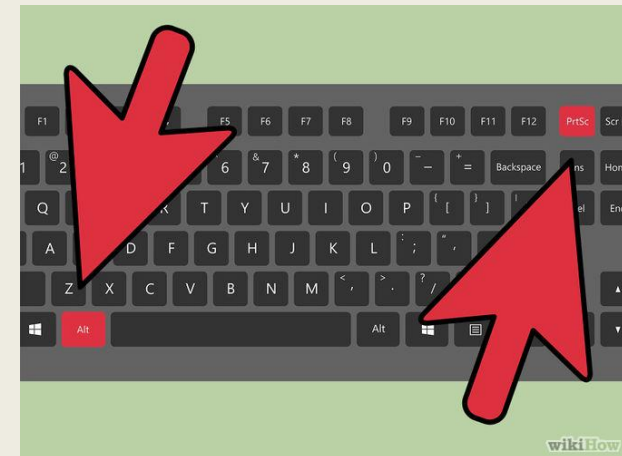
1. Tap the microphone button on the iPad's on-screen keyboard. This tells the iPad that you want to start dictating. ...
2. Talk. The iPad will record your voice and turn it into text when you are finished. ...
3. Tap the microphone button again to stop dictating.



28. Make a screen grab.



- email
- presentations
- web content
- demos



29. Change the keyboard.

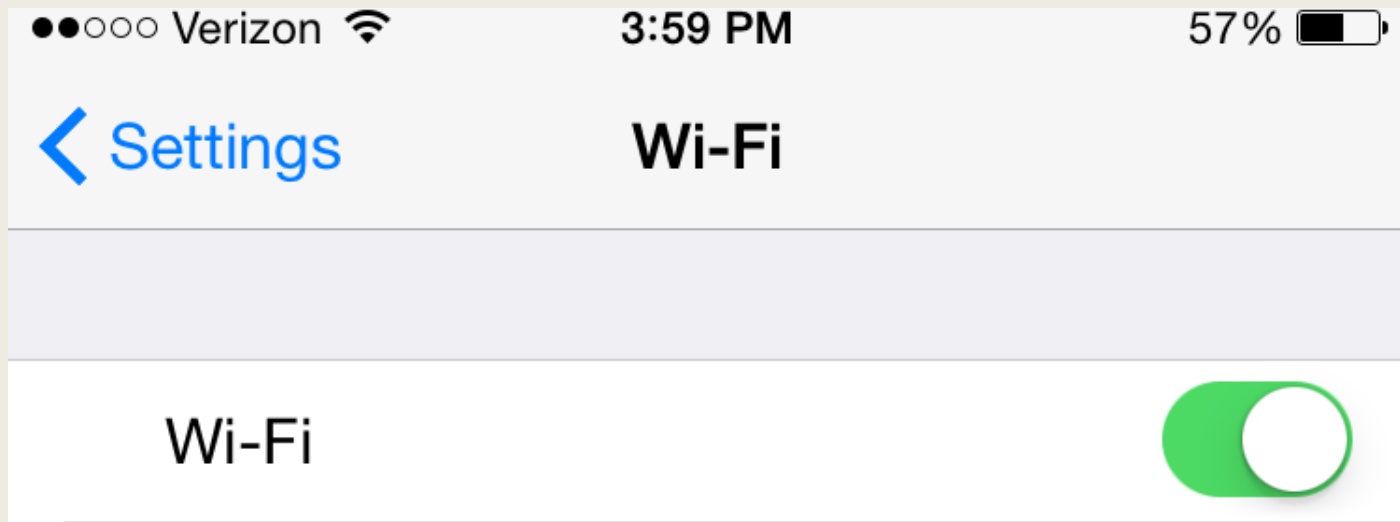
iPad keyboard allows you to type the way you type on your phone.



30. Use a Bluetooth keyboard.



31. Use Wi-Fi instead of your mobile data plan.



32. Mirror your mobile screen.

- Good for showing recorded videos on a larger screen (like a mock interview)

<http://www.digitaltrends.com/home-theater/how-to-mirror-smartphone-tv/>



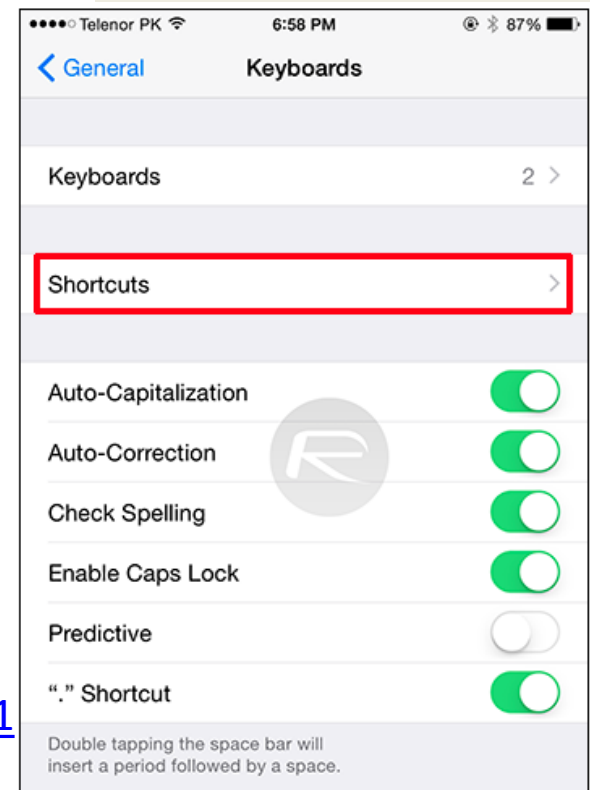
33. Use keyboard shortcuts.

Keyboard shortcuts in Chrome for Android

Browse the web faster using keyboard shortcuts on your Android device.

Open a new tab	Ctrl+T
Open a new window	Ctrl+N
Open an Incognito tab	Ctrl+Shift+N
See bookmarks	Ctrl+Shift+B
Add or edit bookmark	Ctrl+D
Go to History	Ctrl+H
Switch to next Tab	Ctrl+Tab, Ctrl+PgDown
Switch to previous Tab	Ctrl+Shift+Tab, Ctrl+PgUp
Switch to Nth tab	Ctrl+1, Ctrl+2, etc
Switch to last tab	Ctrl+9
Close current tab	Ctrl+W
Go forward in current tab	Alt+Right
Go backward in current tab	Alt+Left
Focus URL bar	Ctrl+L, Alt+D
Find in page	Ctrl+F
Zoom in	Ctrl+Plus, Ctrl+=
Zoom out	Ctrl+Minus

<http://bit.ly/1QPEvip>



<http://bit.ly/1QPEPh1>

34. YouTube Saver-Video DownloadHelper



The collage illustrates the workflow of the Video DownloadHelper extension. It starts with the Firefox Add-ons page, showing the extension's details and an 'Add to Firefox' button. The next screenshot shows a YouTube video player with the extension's interface overlaid, displaying the video title 'Facebook Song - Rhett & Link' and various download options. The final screenshot shows a detailed list of download options for the video, including different resolutions and formats like MP4 and WEBM.

ADD-ONS
EXTENSIONS | THEMES | COLLECTIONS | MORE...
search for add-ons

Welcome to Firefox Add-ons. Choose from thousands of extra features and styles to make Firefox your own.

Extensions » Video DownloadHelper

Video DownloadHelper 5.3.1.1-signed
by mig
The easy way to download and convert Web videos from sites.
+ Add to Firefox

https://www.youtube.com/watch?v=r5nXE279Lyg

Up Next Autoplay

facebook
Welcome to Facebook!
Facebook is a social utility that connects people and businesses.
Facebook is made up of many networks.

Facebook Song - Rhett & Link
Rhett & Link
Subscribe 3,493,663

Facebook Song - Rhett & Link
480x360 - Medium - MP4
Facebook Song - Rhett & Link
ADP - 640x480 - 13.4 MB - MP4
Facebook Song - Rhett & Link
320x240 - Low - FLV
Facebook Song - Rhett & Link
176x144 - Low - 3GPP
Facebook Song - Rhett & Link
ADP - 640x480 - 13 MB - MP4
Facebook Song - Rhett & Link
480x360 - Medium - WEBM
Facebook Song - Rhett & Link - YouTube
ADP - 640x360 - 2.52 - 7.8 MB - MP4
Screen capture from www.youtube.com
480x360

facebook
song
Rhett Smalls No Network
Birthday: January 1, 198
Mini-Feed
Displaying 8 stories.
Today
Rhett added new photos. 3:42p
Added to: Me - 8 Photos

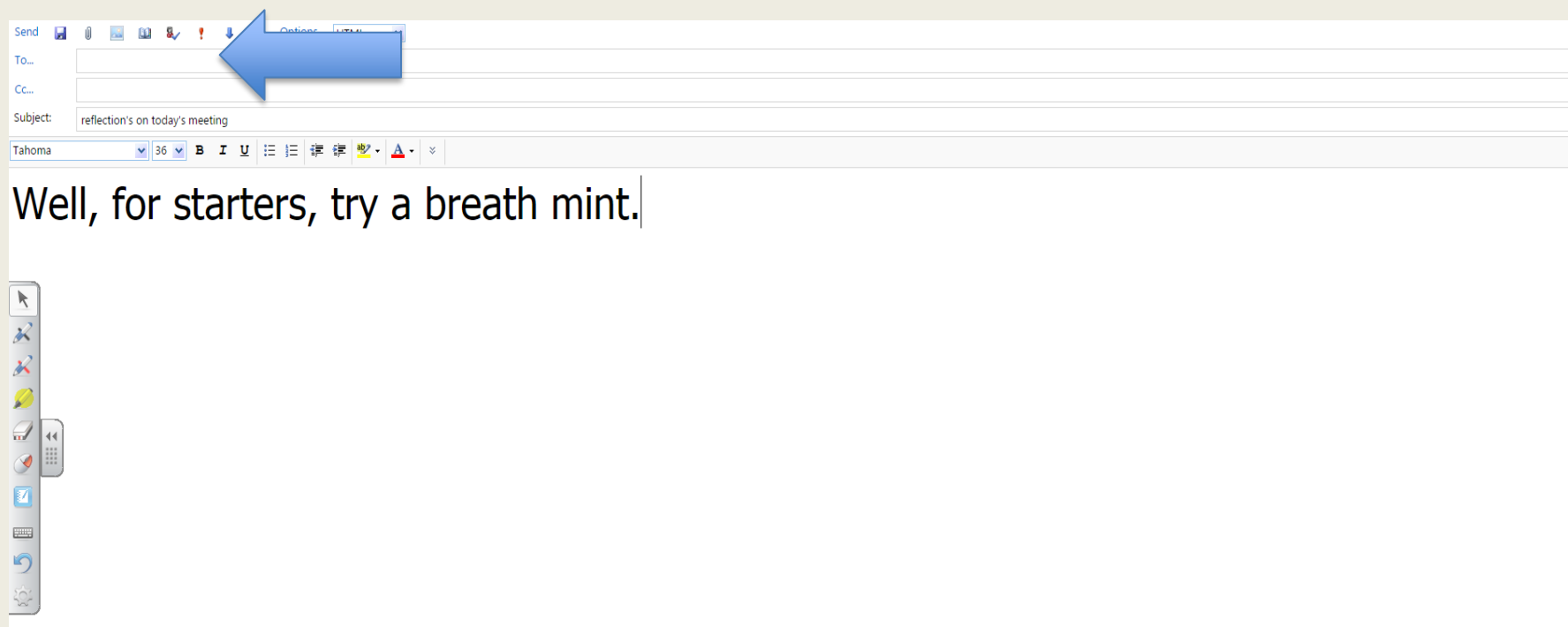
Backwards Talking (GAME)
by Good Mythical Morning
3,316,309 views

35. Instant sound boost.

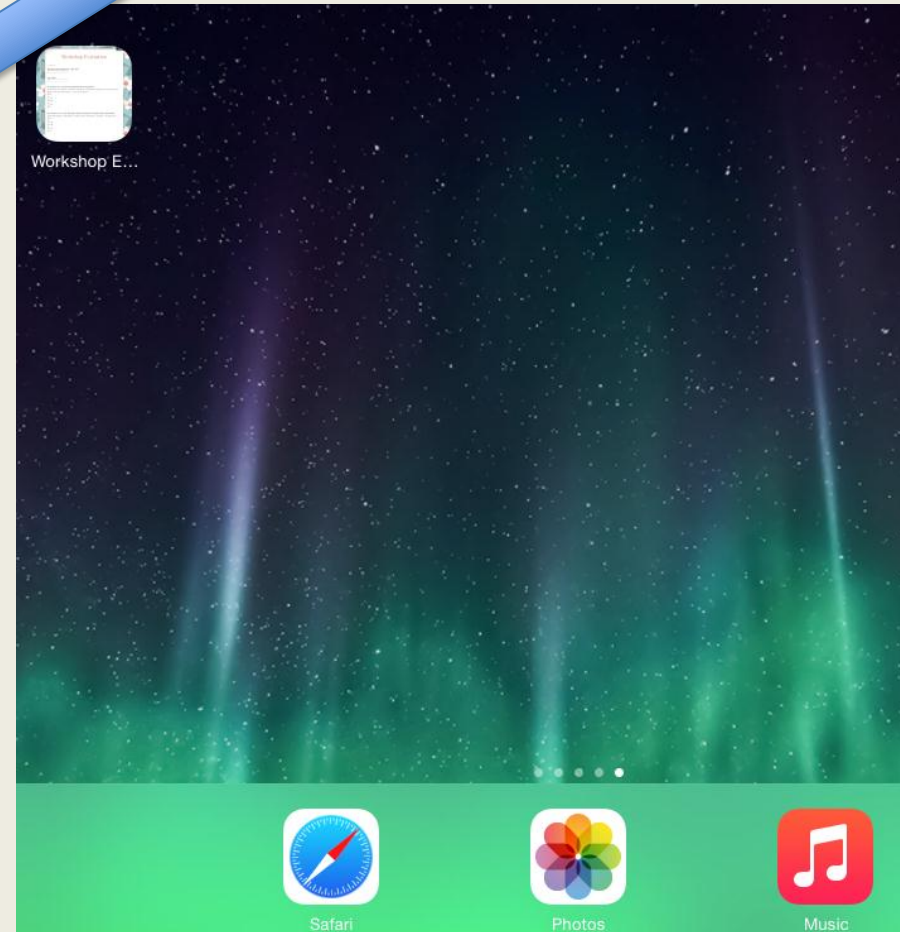
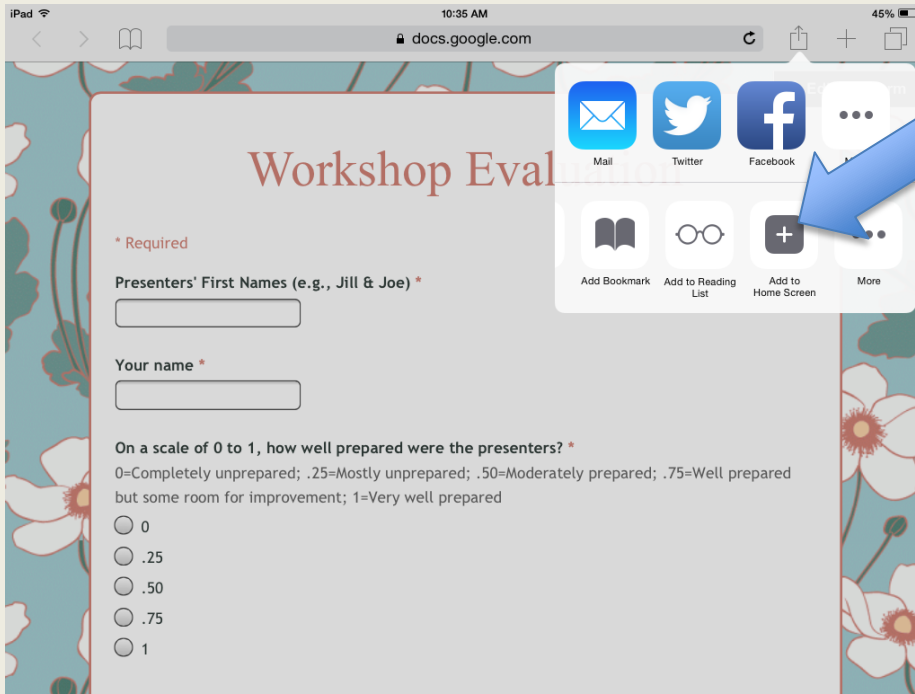


36. Avoid sending unfinished email.

- Don't put name in the "to" box until you are ready to send.



37. Add commonly used sites to homescreen.



38. Outsmart autocorrect.

- Type an extra letter when spelling a contraction.



39. Record!!!

- Role plays, Demonstrations, Feedback

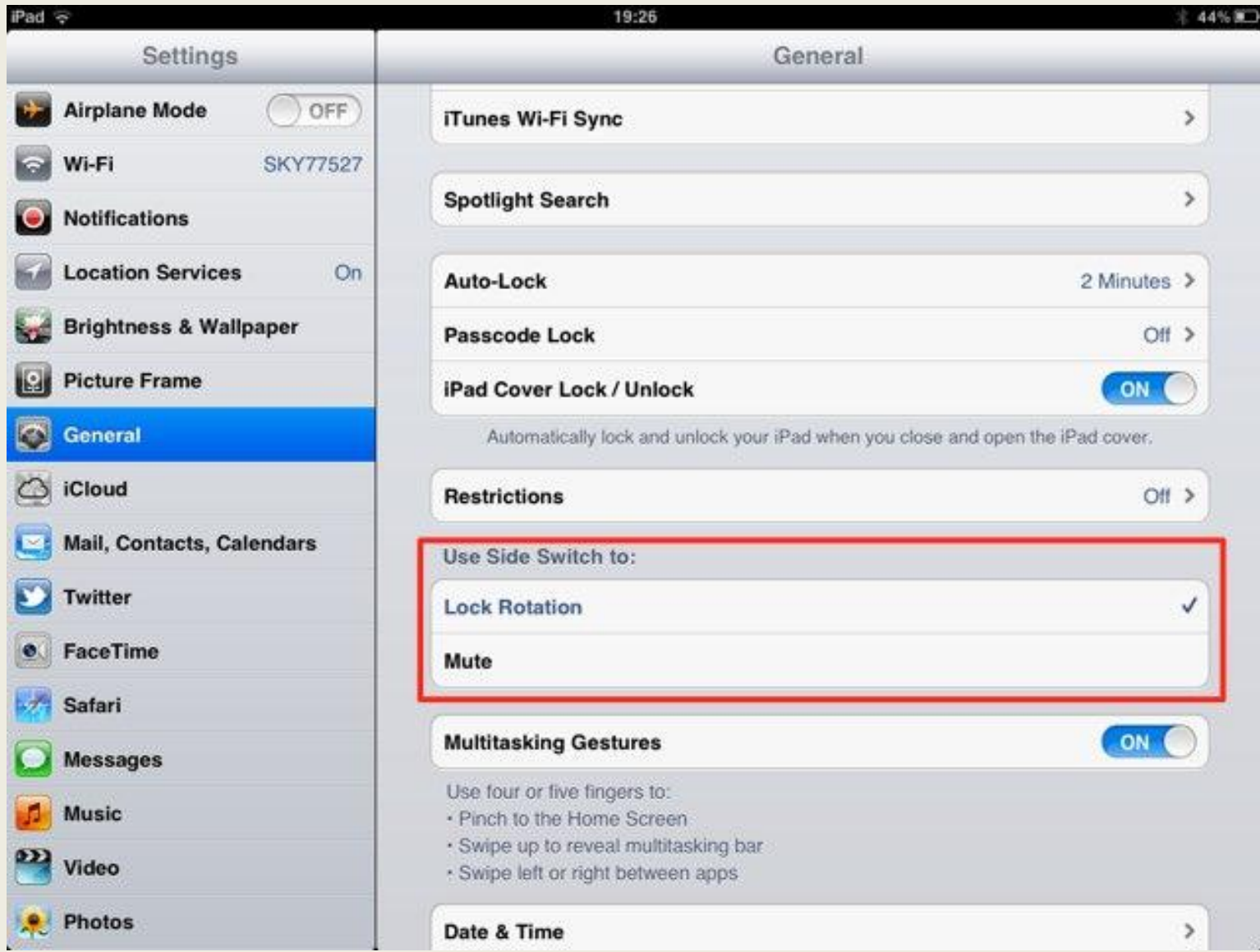




Settings and Usability

- Make the device as easy to use as possible.

40. Lock the screen rotation.



41. App-Switch Tools

Loopr- Bubble Launcher (Android)

<http://bit.ly/1FFrWdH>

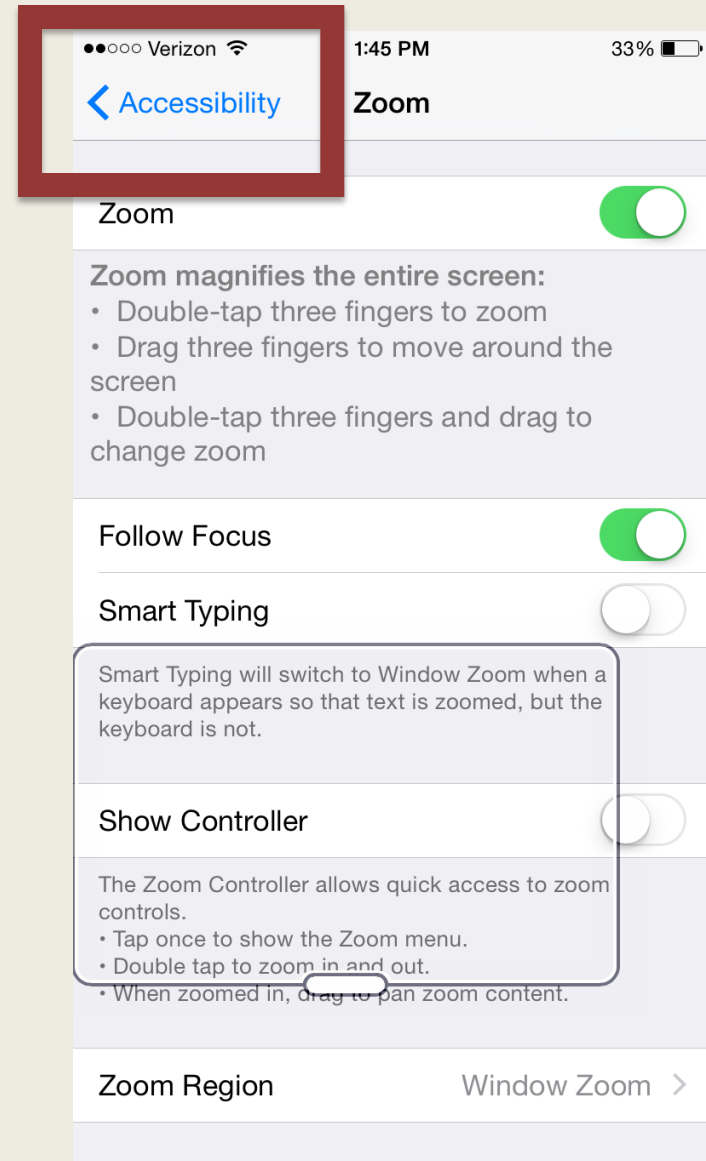
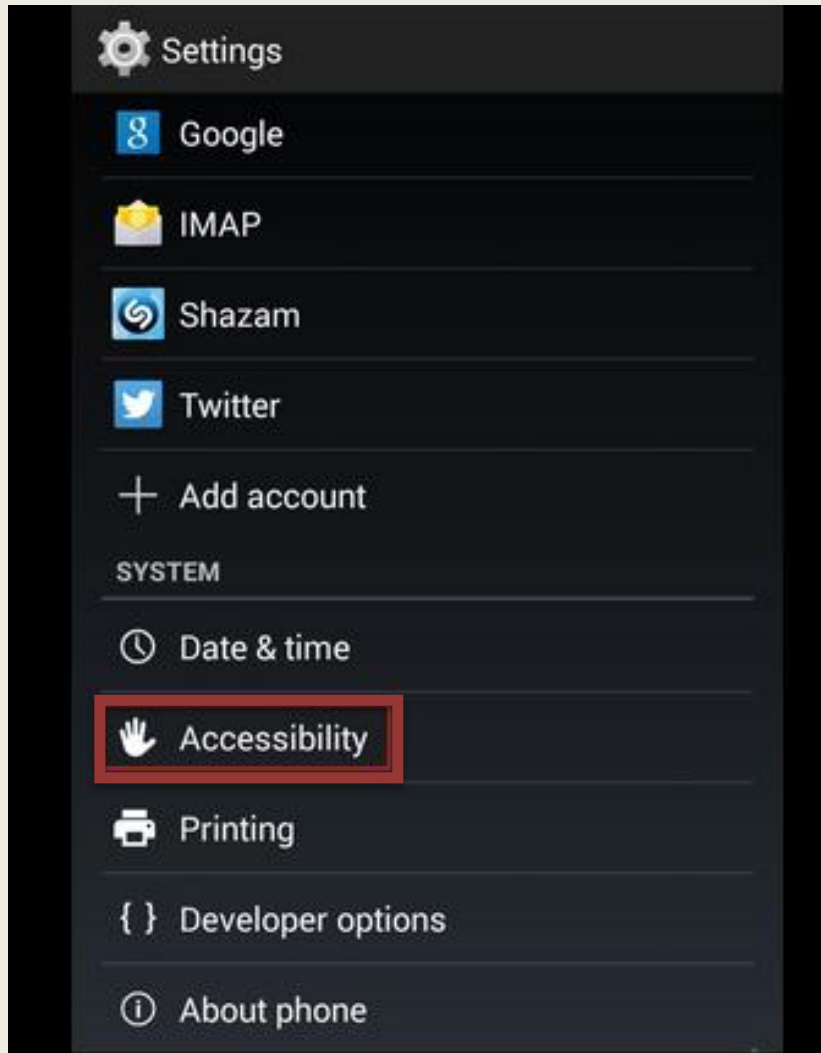


Multitasking (iOS)

<http://apple.co/1FFsvnA>

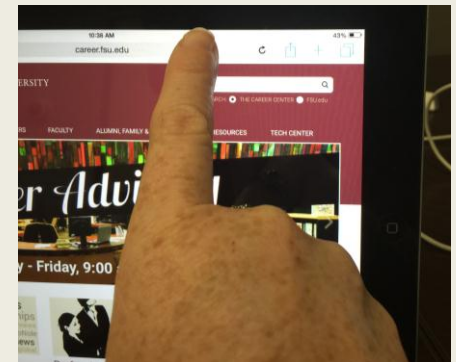
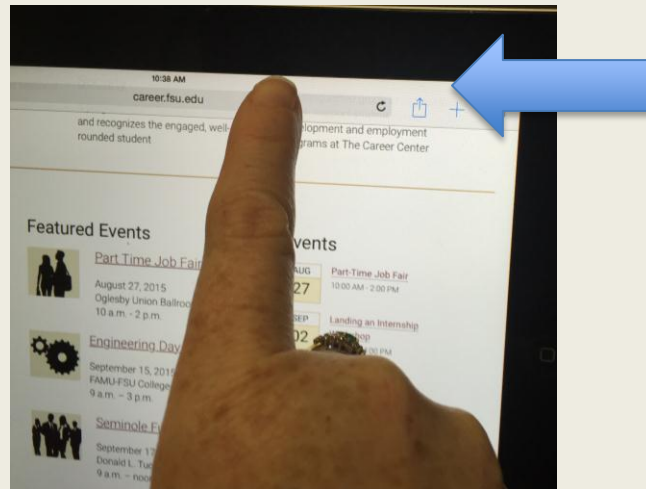
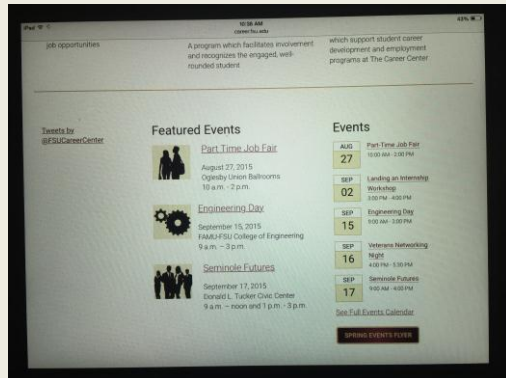


42. Zoom the entire screen.



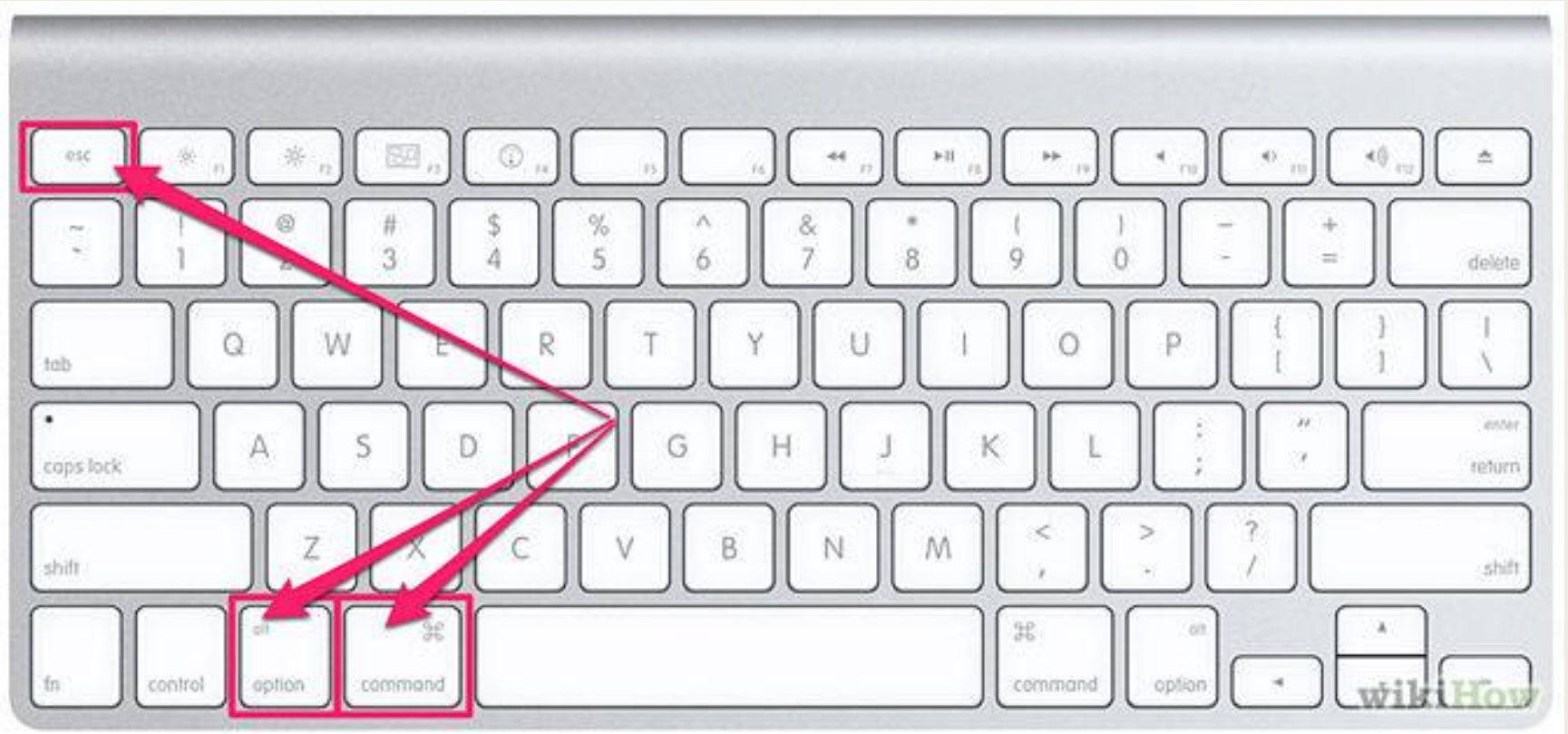
43. Quick Safari Scroll

- Jump to the top -tap, don't scroll.



A screenshot of the Florida State University Career Center website. The page features a header with navigation links, a search bar, and a prominent banner for the "Garnet & Gold Scholar Society". Below the banner, there is a section for "Drop-In Advising: Wednesdays 1 - 3 pm in the Career Center" and a footer with links to "SeminoleLink", "ProfessioNoie", and "Career Portfolio".

44. Force quit



45. Swipe left to banish a notification.

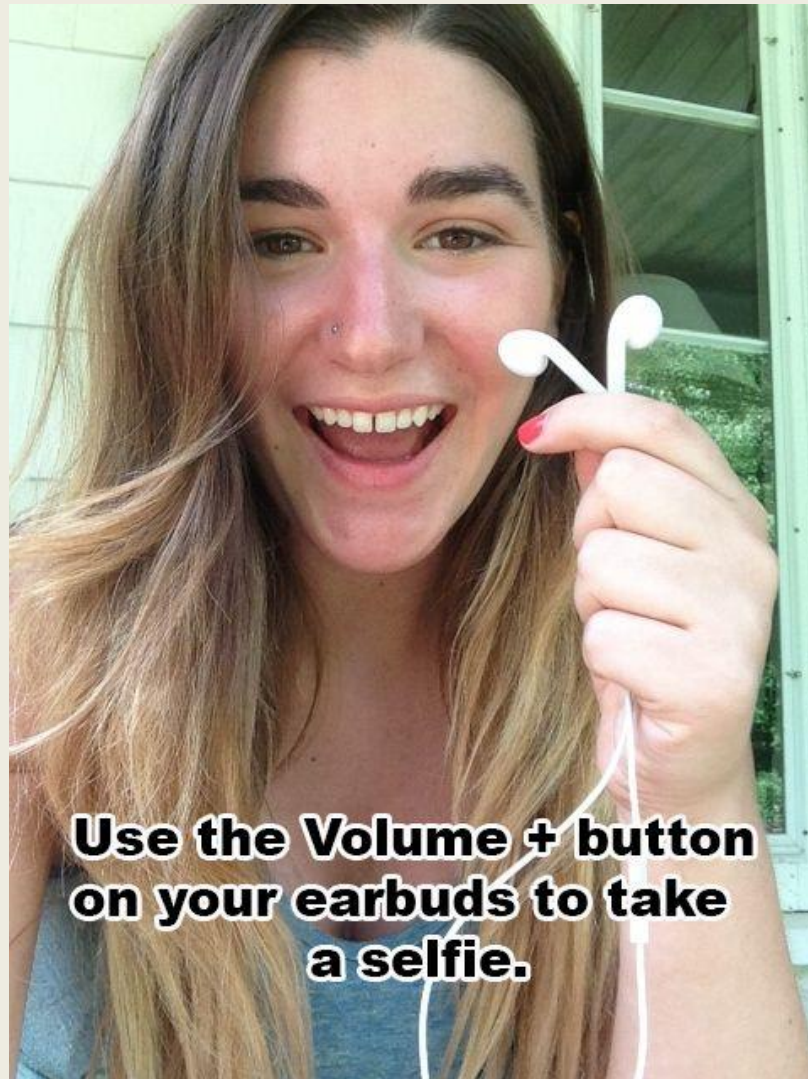


Just for Fun

- There's so much you can do!



46. Take a selfie with your earbuds.



**Use the Volume + button
on your earbuds to take
a selfie.**

47. Get creative with photos.

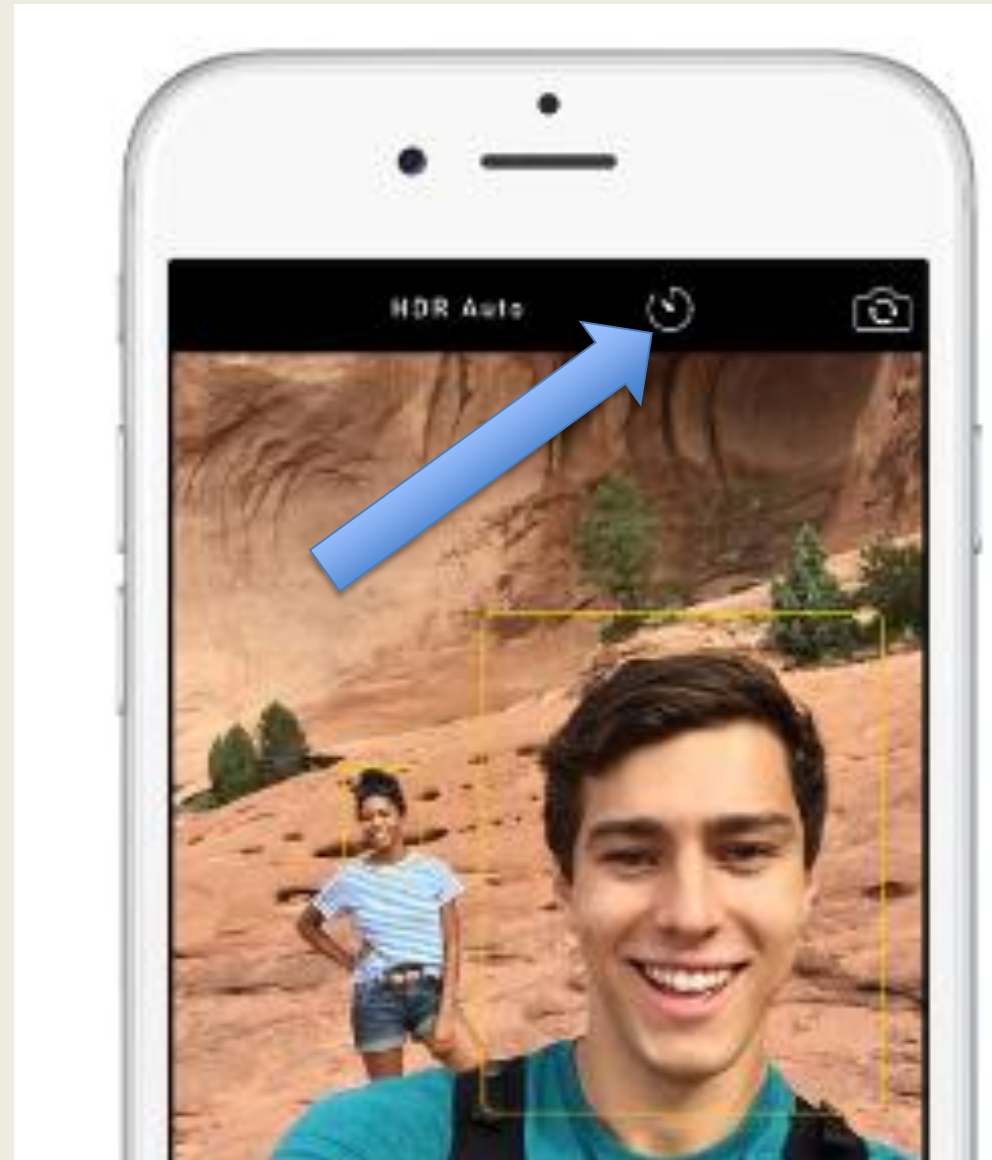
- Use a lens attachment.

<http://photojojo.com/store/awesomeness/cell-phone-lenses/>



48. Take selfies with a timer.

- Use shutter timer - frame the shot, tap the packman thin and # of seconds, then tap shutter button and jump into the shot.



Helpful Sites

- <http://www.techradar.com/us/news/mobile-computing/tablets/50-really-useful-ipad-tips-and-tricks-688556>
- http://ipad.about.com/od/ipad_tips/a/Great-iPad-Tips-Every-Owner-Should-Know.htm
- <http://www.techsupportalert.com/content/ipad-tips-and-tricks.htm>
- <http://blog.ted.com/25-life-hacks-you-didnt-know-you-needed-but-do-probably/>
- <http://tammyworchester.com/tech-tip-of-week/>
- <http://www.techsupportalert.com/content/best-android-tips-and-tricks.htm>
- <https://www.apple.com/ios/accessibility-tips/>

Other Resources

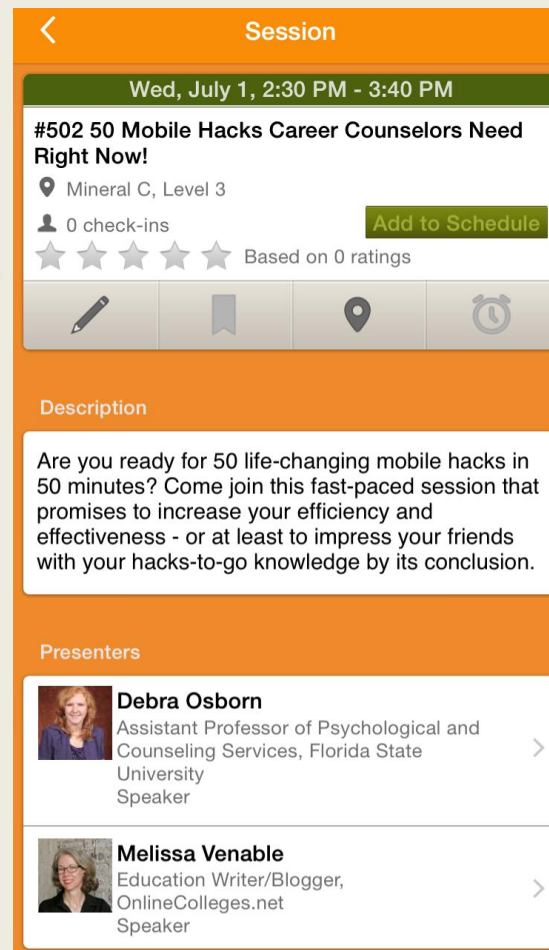
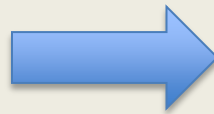
- [Tech Tips](#) (NCDA monthly)
- Tweeps: @counselingtech; @CareerTechForum; @dsosborn; @Melissa_Venable; @PeterCarey
- NCDA Technology Committee
- LinkedIn Groups: Career Counselor Technology Forum; Coalition for Technology in Behavioral Sciences
- FSU Tech Center Bibliography:
<http://tinyurl.com/Techbib>

49. Access the presentation.



50. Submit your session evaluations.

- Use the NCDA conference app!





Thank You!

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Melissa Venable

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Happy Hacking! ;)