

# Case study

## Seikei University

»The ScanSnap OCR function is the greatest help in digitization.«

Kazuhiro Shiozawa, Professor, Faculty of Law, Keisei University



### The customer

Mr. Shiozawa is a Law professor at Seikei University specializing in civil, intellectual property, and copyright laws. He was an early adopter of technology in the classroom and uses it to improve his lectures. Mr. Shiozawa looks progressive giving lectures while holding an iPad, but he based his improvements on a very simple idea that can be applied to all university personnel.

### The key to a good lecture is student feedback

The most unique aspect of Mr. Shiozawa's lectures is also something he considers the most important: the opinion paper. At the end of a lecture, he passes out a questionnaire to each student. Between 100 and 300 students return these papers each lecture.

"They write answers to the questions I asked, give feedback on my lecture, and write the number of times they spoke during the lecture."

Writing answers to his questions helps students practice their written communication skills. The feedback is one of many important communications between Mr. Shiozawa and students. The number of times they speak is directly reflected in their evaluation.

"I do not record student attendance of the lecture, but instead I give 1 point for each time they speak during the lecture. I believe that if the students are in class and they do not speak, they are not contributing to the lecture."

### Scanning feedback to be used during the lecture

Mr. Shiozawa uses the ScanSnap iX500, SV600, and Evernote Edition to scan student materials and feedback questionnaires. "I return the original opinion paper to the students in the following lecture with my comments after scanning and saving them."

The scanned PDF data is uploaded to Evernote and he can access that information at any time with his Mac, iPad, or iPhone.

### The customer

Customer: Professor Shiozawa, Seikei University  
Country: Japan  
Industry: Education

### The challenge

He needed to process hundreds of documents with valuable student feedback after each lecture, and he wanted to effectively share case books with the students in his class. He also wanted to reduce wasted time and space that was the result of daily office-related paperwork.

### The solution

ScanSnap provides the ability to scan hundreds of papers at the push of a button. With the Evernote software enhancement, feedback questionnaires can be easily processed and accessed with a mobile device such as an iPad. With the option of uploading to the cloud, scanned documents, including case books, can be available for all students to share. It is also easy to retrieve with text recognition.

## The benefits

- Improved communication with students
- Enabled instant data sharing through the cloud
- Improved searchability with OCR

"By saving the scanned data of these questionnaires, I can track the number of times each student spoke and the messages I received from each student."

"The most significant benefit is the questions. I save all of them separately from the archive and address these questions in the following lecture. Sharing student questions helps students understand multiple approaches toward an issue and remember what they learned in the previous lecture."

Empowering students to give their opinion is an important part of education. Of course, it is more efficient and environmentally friendly to view data from an iPad rather than with paper copies. Mr. Shiozawa insists that "copying paper is wasteful." He believes that speaking is the most important element because naturally, the law has many different points of view. Additionally, he thinks this way of thinking can be applied to different fields besides law.

"Maybe all the sciences except experiments can focus more on what students decide and do themselves. Students are the main players and teachers are just coaches."

### Sharing cases with every student in his class

ScanSnap helps them when studying cases in lectures and seminars in Law School. For example, Mr. Shiozawa can quickly scan his articles from bound books such as "100 cases" with the SV600 and share it with his students. He also shares cases that students picked as their subject of research from a mass of legal journals on the cloud from which the students can access. For multiple-page copies of old case collections, he uses the iX500 to scan a copy. For large sized or bound documents, he uses the SV600 to digitize the documents.

"We share and discuss the judgement of the court; 'Is this contract still effective?' or 'Is the debt extinguished?'"

After active discussions on each case, these studies by the students become a unique original case collection. In this process, ScanSnap plays an important role.

### Scanning documents provided by committees or faculty meetings

Though Mr. Shiozawa heavily utilizes ScanSnap for his lecture, he often uses ScanSnap for administrative documents and materials as well.

## Products and services

- ScanSnap iX500
- ScanSnap SV600

"University faculty duties generate bothersome administrative work. I receive a bunch of papers for committee and faculty meetings."

Additionally, club activity information and paperwork must be stored for future reference. Using ScanSnap, Mr. Shiozawa can save the information and reduce the amount of paper stored. It is important to make these PDFs searchable so that he can search for documents quickly using keywords in Evernote or Mac, and reduce the time to search. With a keyword search, he does not even have to change the file name.

"When I bought my first Mac in 1992, I also bought a flatbed scanner and OCR software. I soon realized that smooth conversion from analog to digital was the key to efficiency. ScanSnap with the OCR function is the best 'doorway to digitization' for me."

Member lists for club activities or practice plans for summer vacation are good examples of scanned documents. For example, when one sports club member get injured in the field or in the gym, he just can find out the member's emergency contact information from his iPhone. He does not have to rush back to his office for the list of members' contact information.

### Marking comments on PDFs created from printed drafts

Mr. Shiozawa has extensive knowledge and practical experience in law and teaching. However, he also enjoys professional photography. He publishes articles not just for academic and legal journals but also for IT and photography digests. When he edits a printed draft which comes from a publisher, he scans the draft and writes comments on his iPad using a handwriting application (MetaMoji Note). It is clearer to write an instruction on the iPad than with actual handwriting and easier to revise the comments.

"With my iPad, I can work basically anywhere at any time such as during my break time at a café. With just a push of a button on ScanSnap before leaving, I can read the scanned data that is uploaded to Evernote on the train. Scanning business cards is one of my favorites too. I can easily remember the names of attendees by scanning business cards categorized by meetings. Piling up small optimizations achieves a significant improvement of efficiency."

Mr. Shiozawa's varied and energetic activities show where ScanSnap helps bring high efficiency to his life.

### Contact

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