

# Baldwin Whitehall school district manages knowledge and facilitates learning



## CLIENT PROFILE

Until recently, the Pennsylvania school district of Baldwin Whitehall had multiple challenges with knowledge management and distribution. Namely, the methods that Baldwin Whitehall used to store class plans and event calendars had room for improvement. Existing paper-based student records were redundant, unmanaged and difficult to search. Documents to be copied had to be manually transported to a separate building for mass assemblages. Baldwin Whitehall's paper storage and retrieval issues were also inconsistent with its goal to stay on the cutting edge of technology—a practice Baldwin Whitehall has continually provided to staff and students.

## The challenge

Like many school districts, Baldwin Whitehall is made up of multiple buildings and educational departments for each grade. Instructors maintain their own filing system and indexing scheme. Unfortunately, these systems and schemes were not consistent from instructor to instructor, let alone between departments or in other grades. Some filed by chapter; others by curriculum date; still others by student. Teachers were not collaborating, sharing best-practices or co-creating lesson plans, so they weren't leveraging the experience and intellectual assets of the school district.

Each new class was conducted without reusing the information gathered in previous classes or years.

Instructors from one educational branch had little or no access to other instructors' files, and it was difficult to track educational progress without a consistent agenda available to guide students, parents or the educators.

Baldwin Whitehall School District, a leader in modern education,

needed to move to a digital storage paradigm to enable the transfer of knowledge from building to building, from faculty administrators to facilitators, and ultimately from teacher to pupils.





### The solution

Xerox Connect, a knowledge management and infrastructure services division within Xerox, was engaged to implement a Document Management and Imaging solution that eliminated the need for paper storage and provided technology to allow Baldwin Whitehall to store and retrieve digital documents by leveraging their existing investment in Xerox Document Centres and their internally developed Intranet.

Xerox Connect recommended and implemented a solution using Xerox DocuShare as the central repository for all administration records. The file structure implemented mirrors the educational department structure within the school district. Each educational area now resides in its own file folder. Sub-folders are available for additional information based on the administrator, teacher, and eventually students. The DocuShare repository is the final source for all documents and document changes are maintained to facilitate version control.

With DocuShare, all users post and retrieve class agendas, events, student progress, assignments, and correspondence to the proper folder from their existing intranet.

Xerox Connect also implemented a simple, walk-up scanning solution to enable document capture for paper-based assignments and reading materi-

als. Xerox FlowPort allows users to convert paper-based assignments to multiple destinations including e-mail messages and DocuShare collections by simply checking a box on a scanning Cover Sheet.

One of the major benefits realized by Baldwin Whitehall was enabled by DocuShare's subscription feature. Instead of copying and mailing or e-mailing project documents to every faculty member, contributors merely post documents to the repository and DocuShare notifies the applicable instructors of the added, changed or deleted file. Teachers are building off one another's experience, which results in higher quality lesson plans, and most importantly, better education for students.

Baldwin Whitehall, very satisfied with their solution to save space, money, and time, has recommended the solution to several other school districts and colleges.

## THE DOCUMENT COMPANY

# XEROX