Q1-How can students take notes in an effective manner?

To develop an effective note taking strategy, use the CORE (Capture, Organize, Retrieve, Employ) system:

1- **CAPTURE**: What is important to capture? How will I capture it?
   - Visual (whiteboard, slides, video, lab setup, object)
   - Auditory (lecture, discussion)
   - Text (handouts, books, Web)
   - Other (personal thoughts & observations as text, drawings, voice recordings)

2- **ORGANIZE**: How will information be stored and arranged?
   - Manual or automatic organization?
   - Need ability to reorganize and add more info later?

3- **RETRIEVE**: How will I quickly locate what I need?
   - Search by category, date, time (for audio/video), keywords, tags, or browse

4- **EMPLOY**: How do I plan to use the information?
   - Study or review => facilitate self-test, tracking progress
   - Repurpose (e.g., use in report)
   - capture source for bibliography

Q2- Which strategies can students use to improve notetaking?

To improve notetaking strategy using CORE (Capture, Organize, Retrieve, Employ):

- Match framework (template) & tools with subject matter
  - Literature: plot, setting, characters, quotes, conflicts, themes
  - History: people, places, events, dates - chronological, cause & effect
  - Science: concepts, diagrams, terms - cluster maps, tables, cause & effect
  - Math: sequential process, problem-solving, identities, rules – steps
  - Foreign language: words rules, phrases/sentences, examples
Create separate notetaking templates for each content area

Get ideas down now, organize later
- Use abbreviate words, symbols
- Typing notes in outline makes reorganization easy!

Q3- Which tools can be added to the strategies to reduce the physical and cognitive effort of taking notes?

To minimize the physical and cognitive efforts in capturing information during the notetaking process, first think about the topic by having a mental framework. Then, select the cues/words you will pay attention and look for and use an outline, graphic organizer software, digital notebook.

- Speed up capture of information
  - Type onto teacher issued PDFs/slides
- Take pictures
  - Take screenshots of graphs, tables and illustrations displayed on whiteboard.
  - Take a picture of hand-outs of lab setup, assignment schedule, etc.
- Use assistive listening device to
  - reduce distractions
  - improve listening skills
  - keep out background noise

Q4- Which tools can be used to supplement handwriting?

To supplement handwriting, students are encouraged to use the following tools:

- AudioNote and voice recorder
- Digital notebooks, iPad notes apps
- Evernote – Notability
- LiveScribe smart pen: Synchronize handwritten notes with recorded audio
- Microsoft OneNote

Q5- How about tools to help with self-study?

To assist with self-study, students can use the following strategies:

- Markup reading and active reading strategies like
  - Annotate text, images, etc. in place (book, e-text) and
  - Copy/paste or drag/drop info from reading into study guide template
- **Literacy & learning software** with study tool & active reading strategies: (e.g., SQ3R, PQRST)

- **Graphic organizer** software (e.g., Inspiration)

- **Clip text, images** to digital notebook
  - automatically tracks source of copied material and
  - Cloud-based digital notebook

Also relevant notetaking tools are:

- Low-tech but highly effective:
  a. Highlighters, sticky notes & tags, 4-color pen

- **Literacy & learning software with study tools** • Use with active reading strategies (e.g., SQ3R, PQRST)

- **Clip text, images to digital notebook** • Automatically tracks source of copied material • Cloud-based digital notebook