

# Notetaking Strategies and Tips for Online Courses

## 1. Take Notes On All Course Content

When taking notes for an online class, be sure to take ~~note~~all course material, including posted video lectures, PowerPoints, readings, and posted activities.

## 2. Take Notes by Hand

Taking handwritten notes during your online course can eliminate a lot of unnecessary computer steps.

- For instance, you won't have to click back and forth between your class and your typing document. You won't need to pause videos or lectures you're streaming either.
- Simply pull out a pen and notebook and start writing. ~~ing~~ use a Smart Pen if you have one.

## 3. Don't Write Everything Down

Research shows ~~that~~ students have a tendency to write everything down when taking notes during an online course.

- This is mainly due to the absence of textbooks, ~~handy~~ <</M(i)-10 (s)-8c -0.00.w0f4y ( no)2 (t)-1h provided in a traditional classroom.
- Writing down as much as possible can actually hurt a student's ability to study. Too many notes can lead to information overload, limiting the amount of material a student is able to recall at a later time.

## 4. Take Notes While Reading

- Circle it, underline it, something to tell your brain to pay attention. It's definitely going to be important later. **Keep an eye out for repetition.**

## 6. Use Diagrams or Pictures

If you have a hard time finding the right words when taking notes, then try drawing pictures or diagrams.

- If the passage you're reading is about the anatomy of the human body, consider drawing a picture of the body and labeling it with short descriptions.
- Diagrams can also help you record concepts in a way that's **easy** to understand and grasp quickly when glancing back over your notes.
- If there is a diagram or picture in the material online, try saving it to your computer so you can print it out and add it to your notes later on.

## 7. Review Your Notes

At the end of the day, whether you take notes by hand, on a computer or through a phone application, it's a good idea to review your material right after the online course.

- The information you've just read, heard or watched will still be fresh in your mind, giving you the opportunity to make the most of your notes.

## 8. Use Note-taking Software

There are a variety of note-taking software programs available to help students take, store, share, and retrieve notes from any place at any time.

- Even if you are taking your notes by hand, you might want to **type** them later and store them in your computer.
- Here is a list of some note-taking programs and applications

### *Microsoft OneNote*

Microsoft OneNote is an easy to use program and it's free! OneNote is part of Microsoft Office and built to interact with Word and Excel. It's also available as an app for Android or iOS phones and the Web.

- This program gives users the ability to **take** notes, draw images with a stylus, record audio notes and share notes with others.

## *Google Keep*

Google Keep is Google's very own version of a note-taking application; it's available on the Web and through Android and iOS phones. This program is a cross between Evernote and OneNote, easy to use and entirely free.

- Google Keep works in conjunction with Google Drive and Google Documents, giving you access to other software when taking notes online.
- This program allows for image and text scanning and storage, taking and voice recording; it also allows you to store URLs for websites.

## *Simplenote*

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