



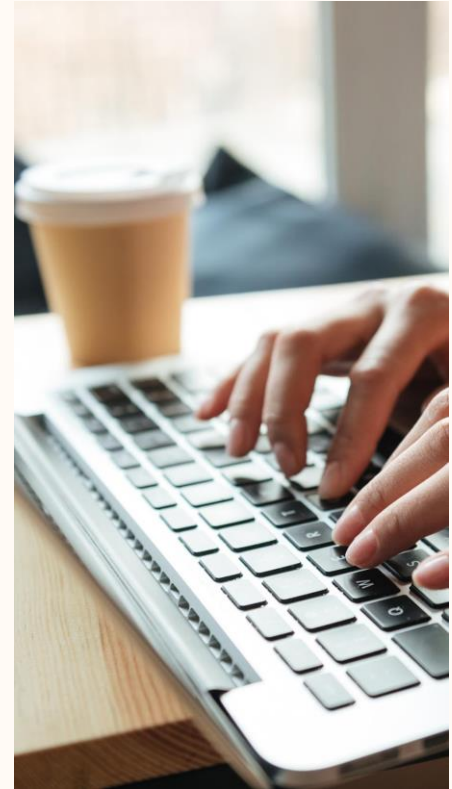
MyLearningCoach

Learning Strategies for Online Learning

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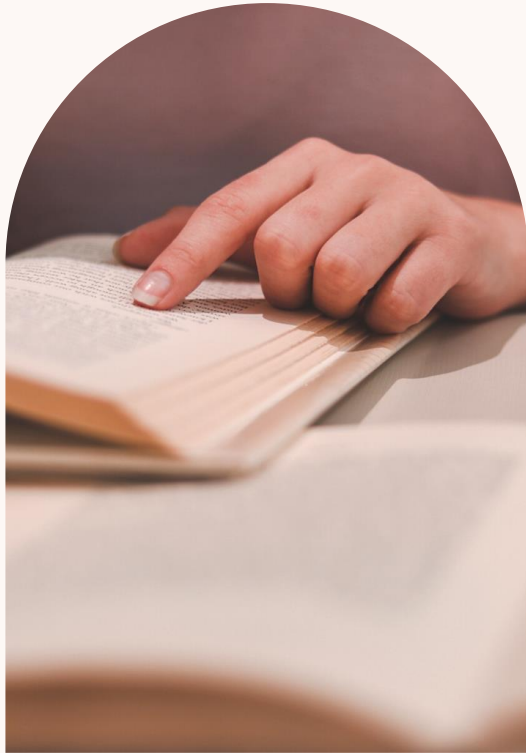
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Course Instructor

Learner

Educational Psychologist



Session Overview

- Session #1: Self-Management
- Session #2: Time Management and Organization
- **Session #3: Notetaking Strategies**
- Session #4: Test Preparation and Performance
- Session #5: Reading Strategies
- Session #6: Writing Strategies and Communication Strategies



SESSION #3

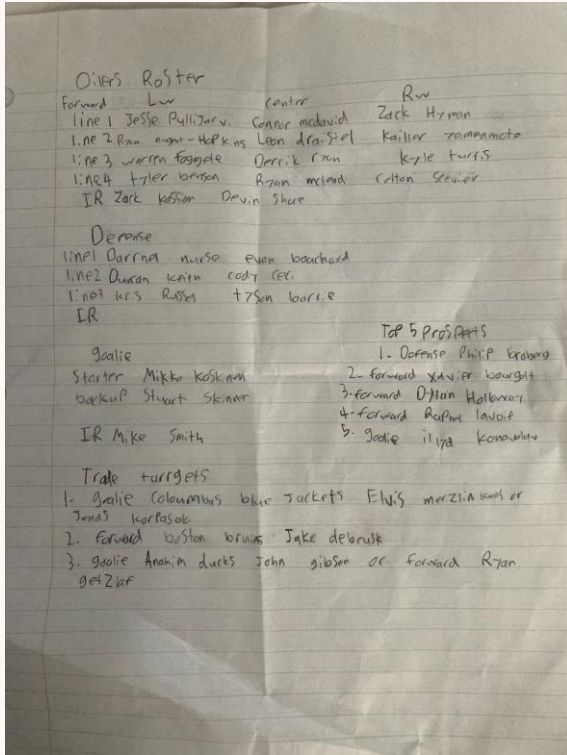
Notetaking Strategies

Session #4: Notetaking Strategies

- Why Take Notes?
- The Forgetting Curve
- The Great Notetaking Debate
- Notetaking Systems
- Notetaking Apps/Assistive Technology
- Goal Setting/Reflection



Why Take Notes??

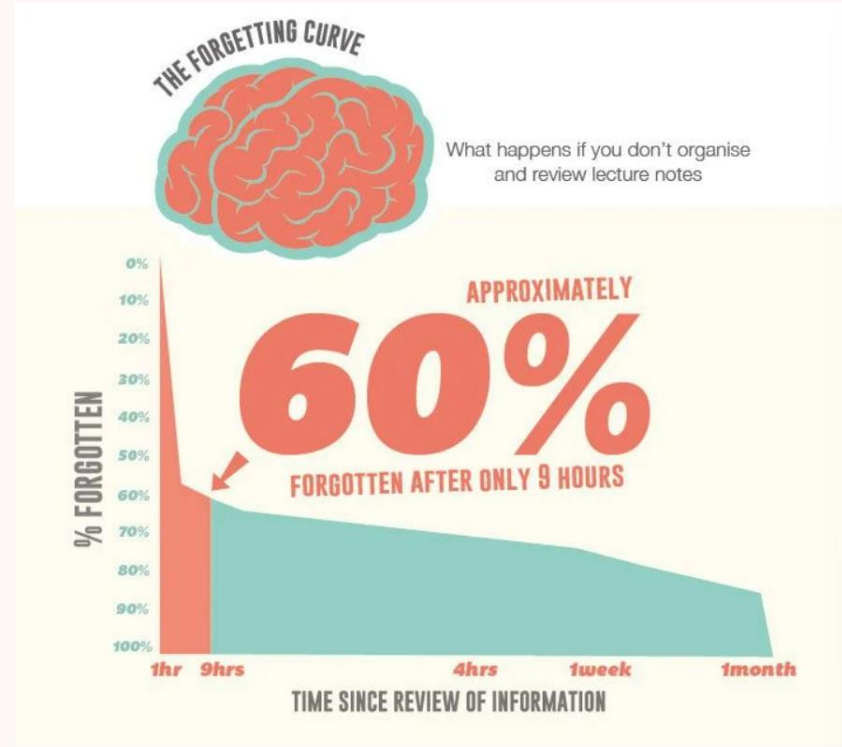


- Promotes Active Listening
- Provides a Framework for Revision (Study Tool)
- Improves Understanding

The Forgetting Curve

by Hermanns Ebbinghaus

1. Memory weakens over time
2. The biggest drop in retention occurs soon after learning
3. It's easier to remember things that have meaning
4. The way something is presented impacts learning
5. How you feel affects how well you remember



The Great Notetaking Debate

Advantages of Handwriting Notes:

- Aids in memory formation/retention
- Engaging in real-time summarizing boosts retention and comprehension
- Easier to create diagrams and illustrations
- Sometimes better for visual learners
- Provides more focus for students prone to visual distraction
- Can be better for comprehension and retention of conceptual information



The Great Notetaking Debate

Advantages of Digital Notes:

- Faster, easier to take higher volume of notes
- Physical convenience (fewer hand cramps)
- Copying and sharing notes with others
- Easy editing, reorganize and flexible formatting
- Links to valuable information can be added
- Can be backed up, shared, searched
- Can be better for comprehension and retention of factual information



The Great Notetaking Debate

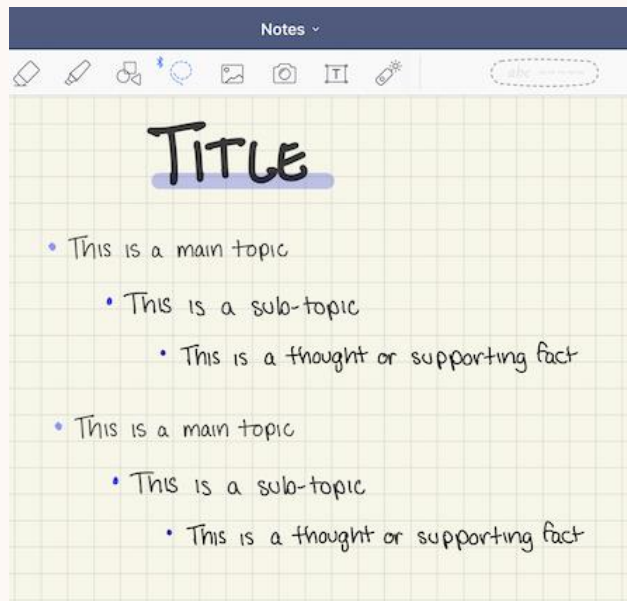
1. Think as you take notes: The more you think, paraphrase, and process the notes as you write or type, the better you learn.
2. Slow Down: Writing more notes is not necessarily better. Be sure to slow down, and make sure you have all the key points. It's more important to think about what you're writing than to write heaps of notes.
3. Study: Studying is really the most important factor. Notes are just notes. If you want to learn something, be sure to practice it. Use the notes as a tool.

Notetaking Systems

The Outline Method
The Charting Method
Mindmapping
The Boxing Method
Flow Notes
Bullet Journaling
The Cornell Method
SQ4R
Writing on Slides



The Outline Method



This method can be used in a variety of situations but works best if the lecture/class/concepts follow a relatively clear structure

Pros

- Highlights the key points of the lecture/concept in a logical way
- Ease of use allows the students to focus
- Reduces the reviewing and editing time
- Gives a proper and clean structure to your notes

Cons

- Not suitable for subjects like chemistry and math that comprise of formulas and charts
- Doesn't work well if the lecture/readings/concepts don't follow a certain structure

The Charting Method

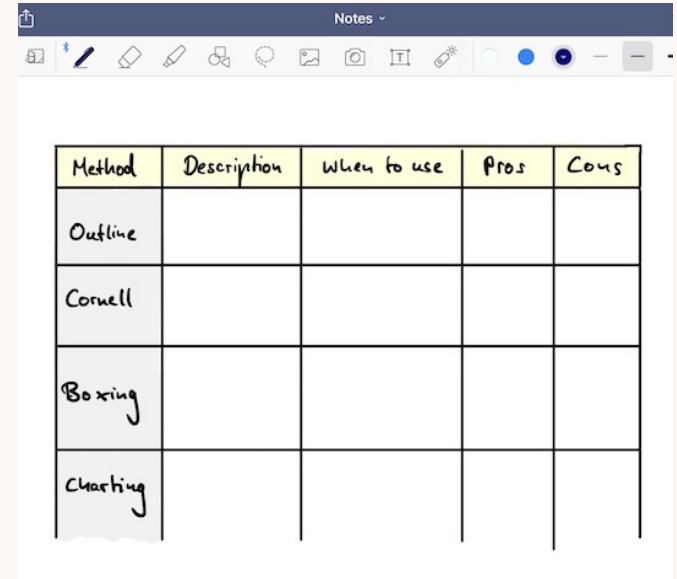
Great method when you need to memorize a lot of information during study sessions

Pros

- Allows for information to be clearly structured
- Fantastic for reviewing and compartmentalizing information
- Notes/concepts/themes are easily comparable
- Information can be memorized rather quickly

Cons

- Very time-consuming method
- Not easy to use in a lecture/class where the content isn't clear beforehand
- Doesn't work for information that can't easily be categorized



Method	Description	When to use	Pros	Cons
Outline				
Cornell				
Boxing				
Charting				

Mind mapping

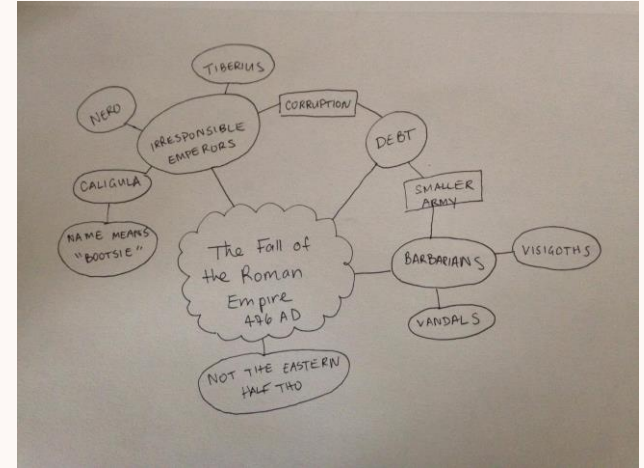
Great technique for when the content is heavy and needing to be organized in a clear, structured format. Preferred for visual learners and to use while creating connections on the topic

Pros

- Visually appealing
- Can be used for noting down detailed information but in a concise form
- Allows easy editing of the notes
- Great for showing connections between concepts/theories

Cons

- While mapping your notes, you might run out of space on a single page
- Can be confusing if the information is wrongly placed while taking notes



<https://www.mindmup.com/>

<https://www.inspiration-at.com/>

The Boxing Method

This method works best if you have a class/content that can be divided into different sections. Like Mind mapping

Pros

- Segregates and organizes your notes in the form of boxes
- Let's you focus on one box at a time while reading
- Help you memorize the relation between notes in a visual way
- Perfect for people that take notes on an iPad

Cons

- Not suitable for every lecture type
- Doesn't work well if topics can't be assigned into groupings
- Requires additional time to group the notes in the end or during the lecture/reading

<https://www.goodnotes.com/>

TOPIC: CLOUD TYPES
DATE: OCTOBER 4, 20__

- CIRRUS**
 - high clouds
 - approx 30,000ft above surface
 - made of ice crystals
 - "horse tail" clouds (thin and wispy)
- STRATUS**
 - middle clouds
 - but can exist anywhere from surface to approx 18,000 feet
 - when earth-bound = fog or mist
 - at low elevations, form layer blanket that covers sky
- CUMULUS**
 - low clouds (usually below 3,000 ft, except cumulonimbus)
 - fair weather clouds
 - when white, but gray = rain
 - puffy "cotton ball" clouds
 - exist as distinct clouds (no layering like with stratus)
- CUMULONIMBUS**
 - can tower up to 45,000 ft
 - have anvil (flat) top
 - assoc w/ heavy rain, storms and hail
 - strong updrafts inside cloud
 - often composed of water droplets near bottom and ice crystals at top (due to rainwater weight)
- NIMBUS**
 - nimbus = Latin for precipitation (so nimbus clouds = clouds that are precipitating rain or snow)
 - not all clouds precipitate, but all precipitation comes from clouds
 - types:
 - stratiformis = blanketing clouds assoc w/ prolonged rain or snow
 - cumulonimbus = "storm clouds" (no cumulonimbus w/c ice crystals far above Earth's surface)

Flow Notes

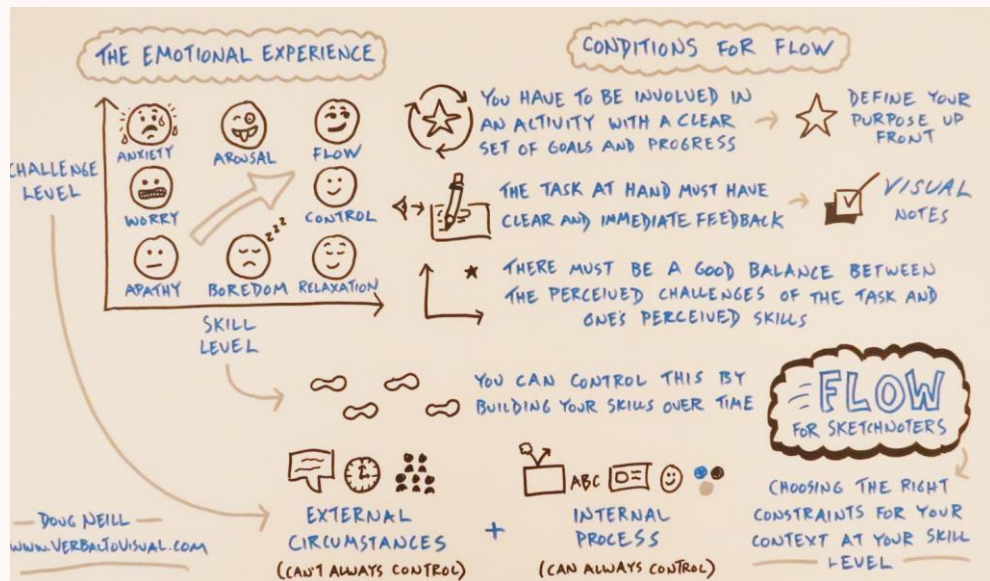
Encourages the capturing of main ideas rather than full structured thoughts. Can be paired with other notetaking systems

Pros

- Allows students to maximize active learning in the moment
- Great for learners who dislike rules
- Can make learning visual
- Great for brainstorming/project planning

Cons

- Can be difficult to review notes later
- Lacks structure and organization



<https://apps.apple.com/us/app/flow-sketch-draw-take-notes/id1271361459>

Bullet Journaling

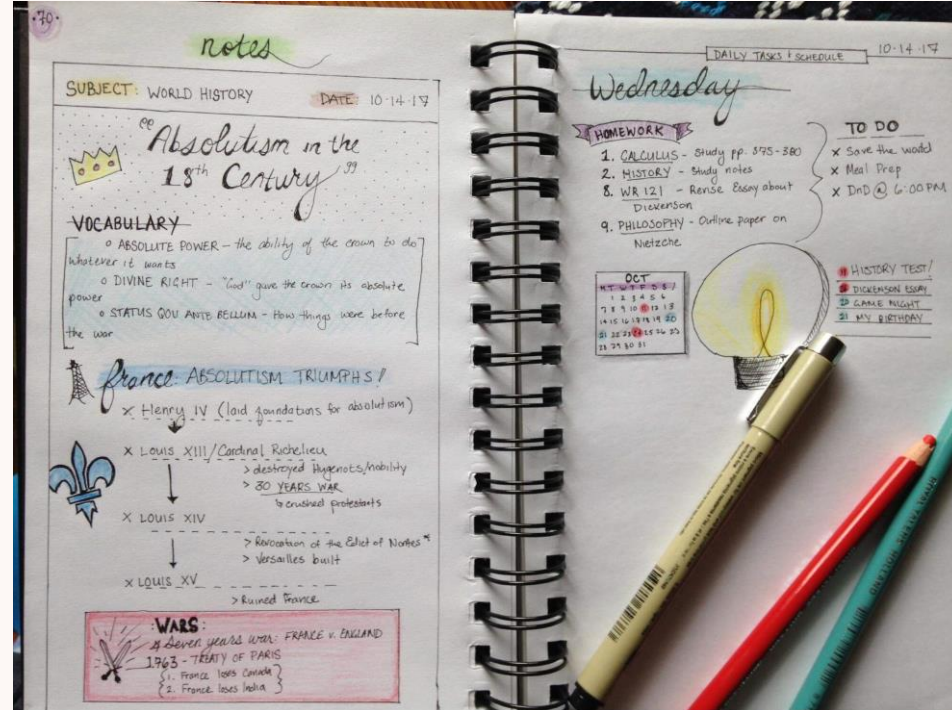
This method is great for visual learners who enjoy doodling

Pros

- Can be a great way to re-writing notes to make them visual
- Encourages notetaker to be engaged in notetaking
- Can be utilized in conjunction with other forms of notetaking
- Visual note taking provides multiple entry points into the brain
- It is fun!

Cons

- Can be difficult to take notes quickly
- Notes might appear to be less organized
- Often requires rewriting of notes



SQ4R

Ideal for extracting critical information from assigned readings (textbook, articles etc)

Pros

- Activates knowledge and thinking about text
- Provides guidelines to encourage active notetaking
- Serves as an effective reading strategy

Cons

- Does not provide a template for structure
- Time intensive as it requires user to dedicate time to comprehend each reading section
- Can be difficult to learn and apply without guidance

Survey: skim or “survey” the reading, Write down all the major headings, subheadings, topics, and other key points.

Questions: Write down any broad questions you have about the text.

Read: Read the text, section by section to answer the questions identified.

Recite: After each section, write down all major ideas, keywords, and concepts (take notes). Answer the questions you identified.

Relate: Create personal connections to the reading.

Review: Reread notes to increase retention and help with studying

Writing on Slides

Click, print/download and take notes! Easy!

Pros

- Easy
- Allows you to expand on key concepts
- Less writing
- Provided structure
- Can focus more on lecture

Cons

- You need access to lecture slides ahead of time
- You need to print off the slides OR use AT/Tablet/App etc

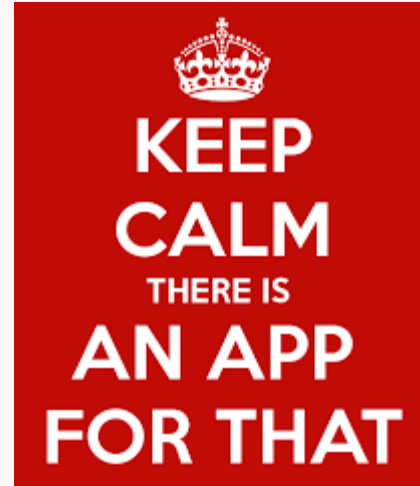
The screenshot shows a tablet interface with a glycolysis pathway diagram and handwritten notes. The diagram is titled "The Glycolysis Pathway" and is divided into three stages. Stage 1 is Priming of Glucose, Stage 2 is Splitting the intermediate, and Stage 3 is Oxidoreduction-Phosphorylation. The diagram includes chemical structures and arrows indicating the flow of the pathway. Handwritten notes in blue and red ink provide additional information and corrections. The notes include:

- Stage 1:** 2 kinase reactions → use phosphate transfer potential to place phosphates onto the glucose molecule → eat up w/ triphosphatase.
- Stage 2:** We run stage 2 twice → that's where 4 ATP come from.
- Stage 3:** runs 1 time per glyceraldehyde-3-phosphate molecule.
- Isomerization reaction:** This reaction is fully reversible, the substrate is what binds to the reaction. → no energy transfer.
- Redox reaction:** we have a ketone and an aldehyde structure.
- Inorganic phosphate:** is a really important cellular material.
- Inorganic phosphate oxidation reaction:** uses NAD as our electron carrier. - phosphorylation.
- ATP balance:** Capture a total of 4 ATP - spent a total of 2 ATP.
- Final products:** We generate: 2 NADH and 4 ATP.

The diagram also includes a caption: "Figure 15.1 Biochemistry 3 Short Course, First Edition © 2010 W. H. Freeman and Company".

Notetaking Apps/Assistive Tech

1. Good Notes
2. Evernote
3. OneNote
4. Google Drive Services
5. Apple Notes
6. Notion
7. Glean
8. Notetaking Express
9. Rocketbooks
10. Livescribe Smartpen



Good Notes

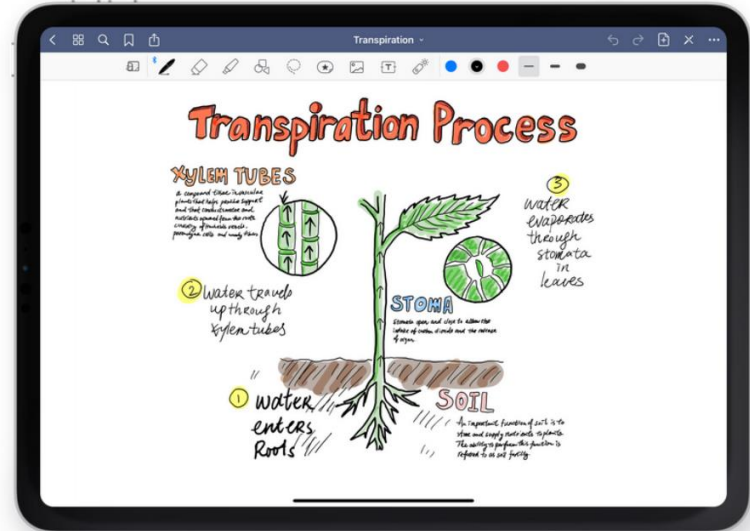
- take handwritten notes and search them afterwards
- annotate your PDF or power point slides or articles
- organize notes into notebooks, folders- keeps everything sync'd across mac devices
- Utilize I Pad

<https://www.goodnotes.com/>



Write Outside the Lines

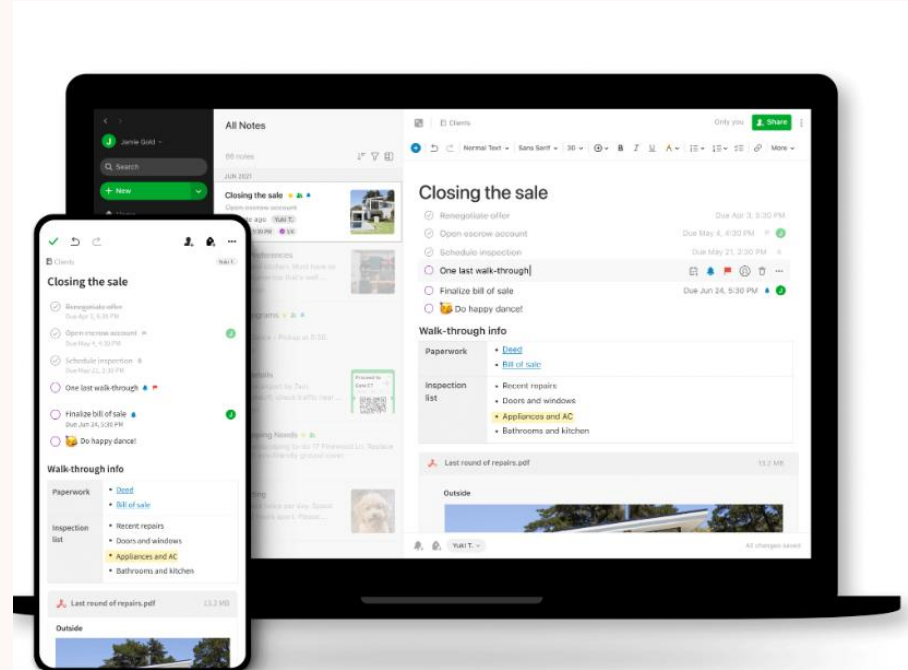
Note down, shape, & share your ideas with the world's best loved digital paper.



Evernote

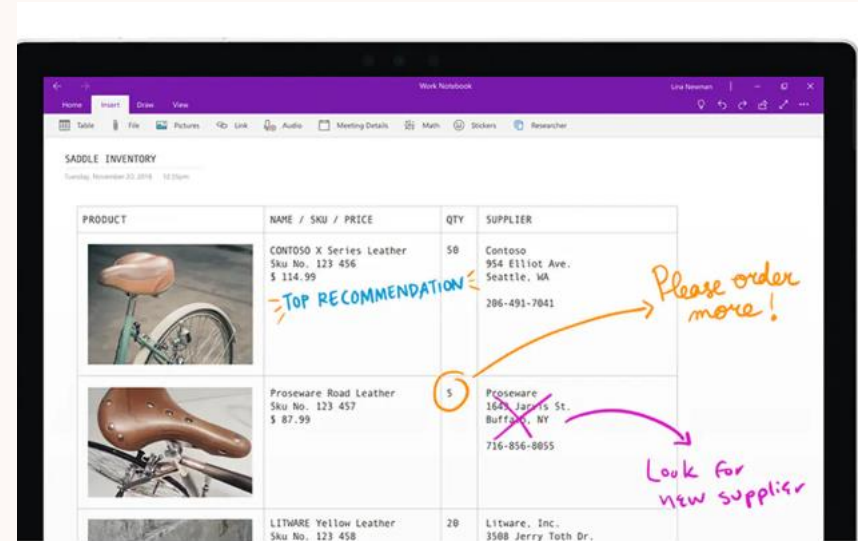
- Makes notes more useful by allowing the user to add text, images, audio, PDFs etc
- Automatically sync across to all devices
- Can assist with organization of notes and other educational tasks/assignments etc.

<https://evernote.com/>



Microsoft Onenote

- Organize: Sort content across notebooks, sections, and pages
- Tag: Highlight can't miss notes with important and 'to do' tags
- Ink: Draw your thoughts and annotate your notes
- Mix Media: Record audio notes, insert videos/files
- Etc.



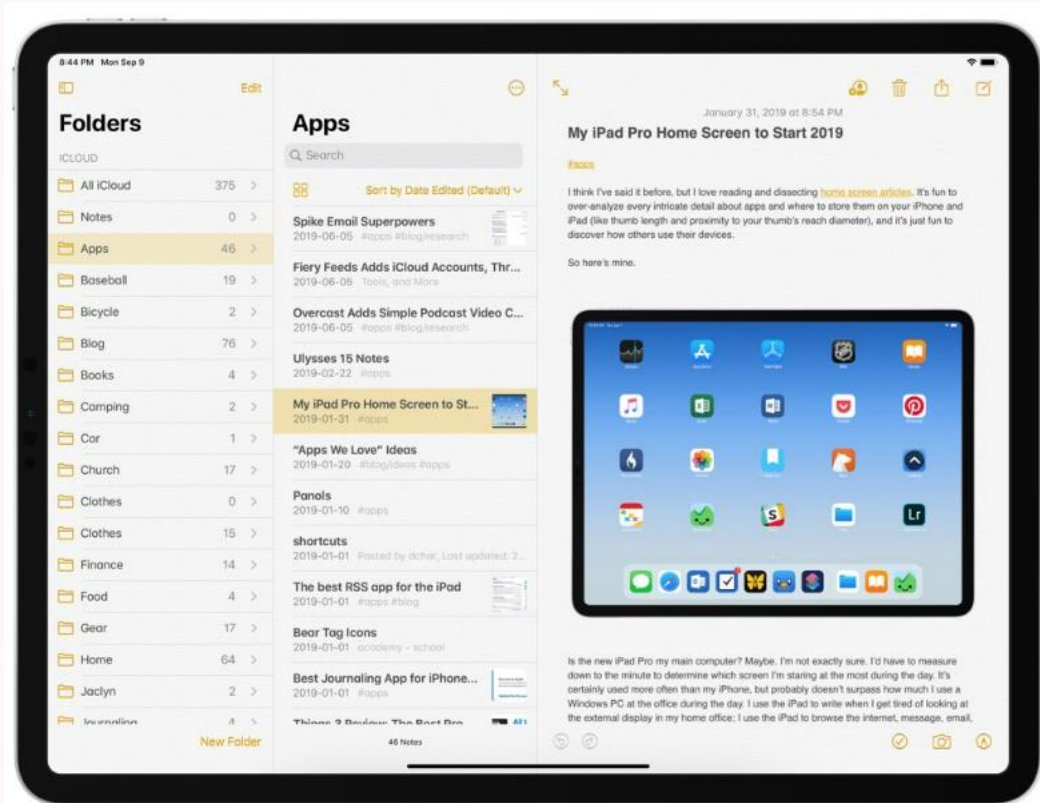
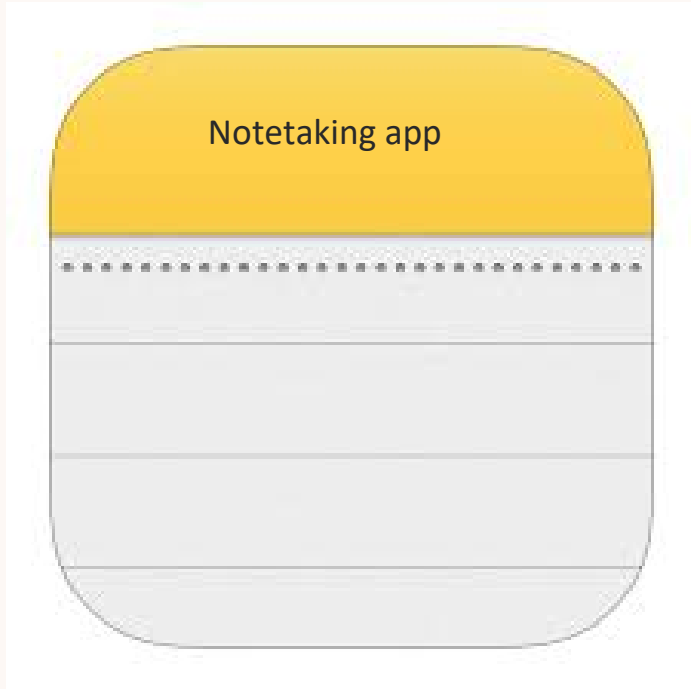
<https://www.microsoft.com/en-ca/microsoft-365/onenote/digital-note-taking-app>

Google Drive Services

Google Docs
Google Sheets
Google Slides
Google Drawings
Google Forms
Google Sites
Google Keep
Google Notebook
Google Jamboard
Google....



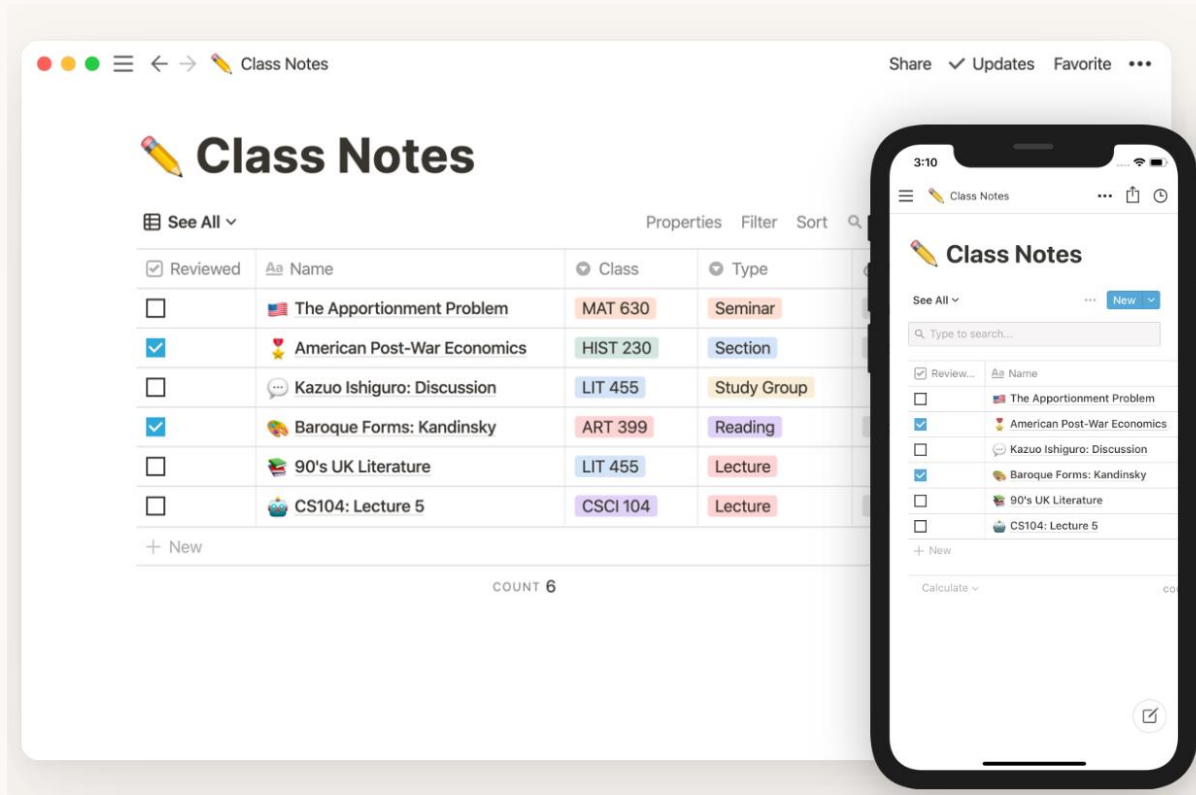
Apple Notes



Notion



<https://www.notion.so/product/notion-for-education>



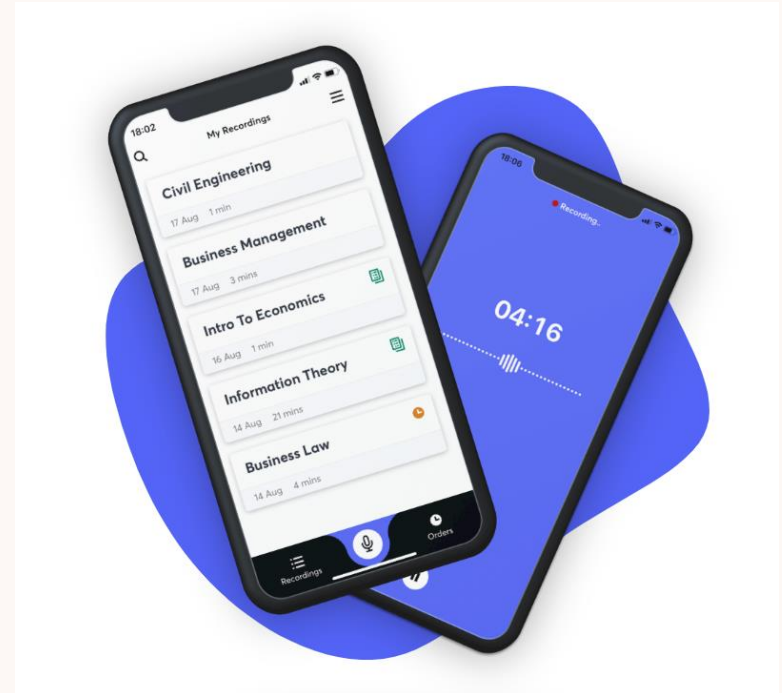
Notetaking Express

Professional note takers that deliver detailed summary notes and transcripts to students after scheduled lectures, meetings or study sessions

Can be used for any audio/video recordings



<https://www.notetakingexpress.com/>

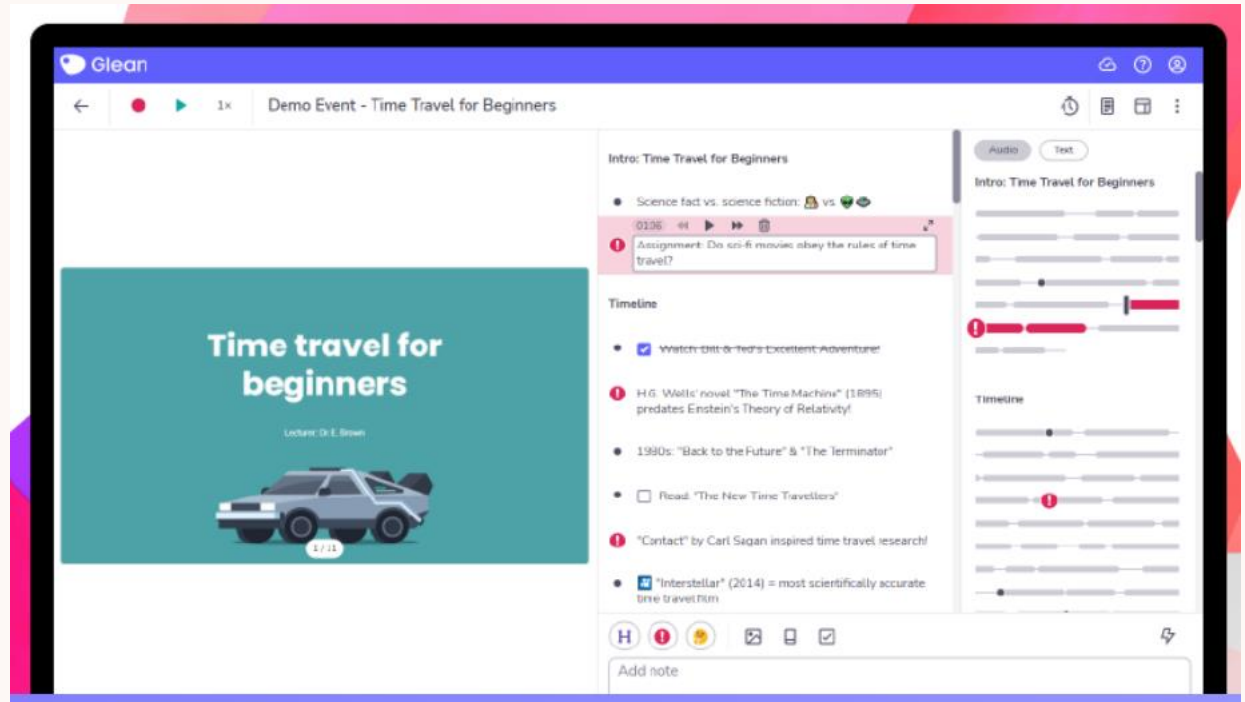


Glean

Records audio notes. Great for live lectures



<https://glean.co/>



Rocketbooks

Reusable Planners and Notebook

Can scan notes into phone/app



<https://getrocketbook.com>

Livescribe Smartpen

Smartpen that captures everything that you write and that is spoken.

Pen has a built-in camera that takes a picture of the notes as you write them



<https://us.livescribe.com/>

Goal Setting/Reflection

- Build the selected strategy/tool into your term goal(s)
- **Long Term Goal:** Complete PSYC 290 with an A-
- **Short Term Goal:** Utilize notetaking strategies to increase comprehension of course content
- **Action Steps:**
 - Use the *Outline Method* on Google Docs when taking chapter notes
 - Illustrate Psychological Theories using Inspiration*
 - *Create Flow Notes* when listening to student presentations

My Goal Setting



MY LONG TERM GOAL IS:



Break down your goal into short term goals:

Short Term Goal 1



Action Steps:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Short Term Goal 2



Action Steps:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Short Term Goal 3



Action Steps:

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

Session #3: Notetaking Strategies Take-Away Task



Reflect on the Notetaking strategies/templates/structure you currently have in place.

- What is working well?
- What could use some adjustment?

Choose one of the suggested notetaking systems and make a goal to implement it into your next term.

Question Time?!

Works Consulted!

"The Pen is Mightier Than the Keyboard: Advantages of Longhand Over Laptop Note Taking." Mueller, P., and Oppenheimer, D. Psychological Science 25(6), April 2014.

"Note-taking With Computers: Exploring Alternative Strategies for Improved Recall." Bui, D.C., Myerson, J., and Hale, S. Journal of Educational Psychology, 105(299-309), 2013.

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"Note Taking. Why Should I Take Notes in Class?" Willamette University. Retrieved from http://willamette.edu/offices/lcenter/resources/study_strategies/notes.html