

Notetaking Webinar Transcript and Alt Text

[Link to webinar](#)

Slide Timestamp	Transcript	Visual
Slide 1 / 0:02	Today, we're going to talk about how we can take notes effectively, and how we can use these to support us as we are learning and studying.	Decorative image of Alumnae hall
Slide 2 / 0:12-0:55	<p>Before we begin, however, I would like to take a few moments for you to think back to a time when you felt like it was easy to take notes.</p> <p>Think about when you were able to capture information in lectures, as well as when you were able to discern what points were most important, and then easily apply these when you were studying.</p> <p>Once you have a moment in mind, think about a few of the following questions.</p> <p>What were you doing while you were taking notes? Were you using an organizational system? Were you using colors? Were you highlighting? Were you doing anything in particular that made it easier to digest the information? Then once you had made these notes, how did it feel when you were preparing for the test with these notes?</p> <p>Finally, what did you learn from that experience? Did you find it helpful? Were there things that weren't as helpful? These are all important to consider as we're examining these strategies today.</p>	Decorative image of Alumnae hall
Slide 3 / 1:07-1:22	<p>Before we continue, let's take a moment to think about some of our goals and guiding questions for today.</p> <p>Today we'll be exploring why it's important to take notes, as well as how we can balance taking notes and paying attention during lectures.</p> <p>Finally, we hope to address how we can identify what we're supposed to write down, and how we can also take notes in a way that makes sense to us.</p>	Decorative image of Classroom

<p>Slide 4 / 1:31</p>	<p>One of the first ways that we can do this is by using an organizational structure.</p> <p>As one of the most important goals of taking notes is making it easy for us to find information later when we're studying, using an organizational structure is a great way to make that easier for us.</p>	<p>N/a</p>
<p>Slide 5 / 1:51-2:37</p>	<p>First, it's important to note that there is not just one type of structure, there are several different types. Some of the most common ones include outlines, mind maps, two-column notes, as well as Cornell notes, which we'll all discuss later.</p> <p>Using these is important because it allows us to establish what we call anchor points. Anchor points are essentially points in our notes that allow us to tether supporting details to main ideas by attaching these to one another. This makes it easier for us to remember them as we're studying for tests. Additionally, using organizational structures allows us to more easily leave white space in our notes.</p> <p>Leaving white space in our notes is very important as well, as this makes it easier for us to look at the page and find key details as we're going back to it and studying.</p>	<p>Notebook with page of notes that have been color coded and organized into sections.</p>
<p>Slide 6 / 2:48-3:32</p>	<p>Next, let's take a look at some of these more commonly used organizational structures. First, let's take a look at outline notes. By skipping lines and indenting, as well as using bullet points, these can allow us to show the connections between- main ideas and their supporting details. By skipping lines as well, this can give us plenty of white space so that way if we need to add additional information or emphasize key details, we can easily see that.</p> <p>Next, mind maps are a great way to visualize the connections between main ideas. And they're supporting details. Additionally, mind maps can be made virtually.</p>	<p>Photo 1: Information in notes, with main ideas oriented on the left, and details on subsequent lines.</p> <p>Photo 2: Diagram with central circle to indicate main idea, and branching lines to</p>

		additional circles showing connections.
Slide 7 / 3:37	There are several online tools that can be used that we'll discuss later for making mind maps as well as taking notes in other formats.	Digital version of a mind map, with central circle to indicate main ideas and branching lines showing connections.
Slide 8 / 3:48-4:19	<p>Finally, two column notes and Cornell notes are also great ways of organizing our information. With two column notes, we can divide our information between main ideas on the left side and the details on the right side.</p> <p>With Cornell notes, they provide us information, er, a space to take notes in the middle of the page, as well as with space to write down essential questions, any cues, as well as a summary of the information, which is very important as we're going back and studying later.</p>	<p>Photo 1: Notes with information divided between two sides of page; main ideas on left, and details on right.</p> <p>Photo 2: Page divided into 3 main sections, one for recording information, one for writing questions, and one for summarizing.</p>
Slide 9 / 4:23	Next, we'll be taking a look at how we can take notes while also making sure we have time to pay attention to what our professors are saying in class.	N/a
Slide 10 / 4:34-5:40	We can do this by specifically not writing everything down that our professor may be saying. While this can sometimes feel counterintuitive, we'll explore in just a moment why this is really helpful to our note-taking process.	Whiteboard with teacher writing in classroom setting.

	<p>It can sometimes feel like we should capture everything that our professor is saying in our notes. But, it's important to recognize that even the fact that the fastest writers or even the fastest typers can't transfer everything that is said into their notes.</p> <p>With that in mind, it's important for us to listen for these cues to help us discern what is actually important to go into our notes.</p> <p>There's a couple different signal cues that we can look out for, and they can differ between ones that we may see in a lecture and ones that we may see in a reading.</p> <p>During a lecture, we want to listen for our professor to say things that may introduce new topics, like, today I'm going to talk about, or show a transition in main ideas, like, now let's look at.</p> <p>Using these can help us identify what the main ideas are. Additionally, during a reading, if there are any diagrams or bullet points, bolded words, any things like that can also be great signal cues as to what ideas are</p>	
Slide 11 / 5:57	This last strategy that we'll talk about today will be particularly helpful if you like to take notes on your computer.	N/a
Slide 12 / 6:05***- 6:39	<p>While taking notes by hand can sometimes help with remembering the information and recalling it later, sometimes using these online tools can be a great way to more easily be able to go back and edit and organize your notes later.</p> <p>There are several options available online like Evernote, OneNote, Notion, and Glean, and they all allow us to incorporate strategies like using organizational systems as well as, like, color coding and other things like that into our note taking.</p> <p>While there's no one of these that works better than the others, I recommend that you try out a couple and see which ones you like to use to take notes.</p>	Logos of notetaking software, including Evernote, OneNote, Notion and Glean.

Slide 13 / 6:50-7:07	As we wrap up today, it's important to recognize that there's no one specific right way to take notes, but it's important to recognize that by trying out new strategies and by testing out what works as well as what doesn't work, and then reflecting on these, this will help you to ensure that your notes will be helpful as you're going back and studying them	N/a
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