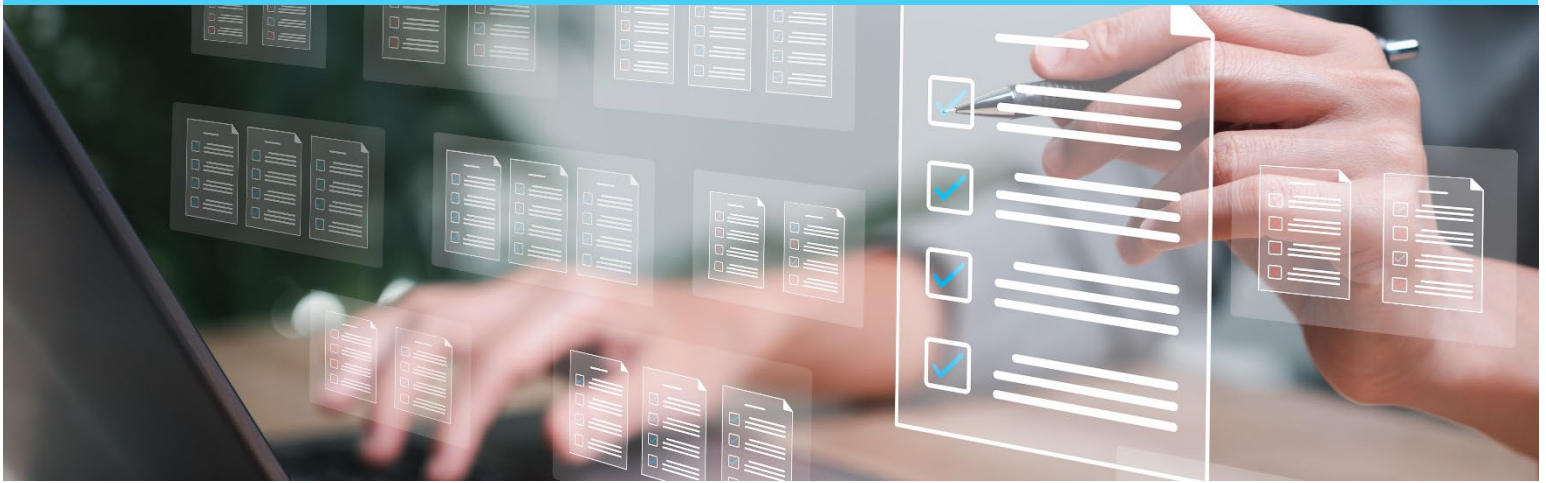


Tech-Assisted Note-Taking

NOTE-TAKING & READING



What is it and why do I care?

Note-taking is not restricted to only pen and paper. People have different learning styles and sometimes you may feel like you need to change it up to help engage your brain more. Tech-assisted note-taking can take many forms, but the key concept here is that you allow yourself a tech-assisted note-taking method that works best for you. A more personalized note-taking method can help you better focus in class, improve retention and comprehension, and perhaps take less time taking notes.

How do I use it?

You may already have the tools you need to try tech-assisted note-taking or you may want to try additional apps and platforms. Be aware, some of the tools noted below may have a small purchase price or membership fee.

Tools

Glean: A web-based app that allows you to record and sync audio with typed notes.

Reference: <https://youtu.be/JbzOsXHlmlg>

How-To: https://youtu.be/Y_JTemFexYE

Livescribe Echo Smartpens: Record and sync audio with handwritten notes using a smartpen and Livescribe notebook.

Reference: <https://youtu.be/WDE1G9Srz-s>

How-To: <https://youtu.be/BcfTBMuStpQ>

Otter.ai: Records and transcribes audio using any device.

Reference: <https://youtu.be/mSfFWfPtN9s>

How-To: <https://youtu.be/CIxG8J2GM74>

Evernote: Use text formatting and editing options to create notes with audio recordings, documents, sketches, and graphs.

Reference: <https://youtu.be/NgkCgqlogcY>

How-To: https://youtu.be/tXf_ctXsLVg

Microsoft OneNote: Use page templates for notes, options for recording audio and video, and upload PDFs or power points.

Reference: <https://youtu.be/SGRoQBUNZCM>

How-To: <https://youtu.be/JEJZbjcMkeU>

Google Keep: Set reminders & to-do lists, collaborate with others, color-code with backgrounds, and insert images & checkboxes.

Reference: <https://youtu.be/0BruCSbnUvw>

How-To: <https://youtu.be/Rxgvd7n-x8c>

Tips with tech-assisted note-taking

- Stop typing every word the instructor says. Focus on overall concepts, key points, and anything that is test worthy.
- Annotate what you can. If a power point, PDF, or copy of the lecture is provided, use note outlines or a graphic organizer.
- Review your notes. Research shows that if you write then type notes, you will retain information more effectively. Also, skim your notes from the previous class to help remember important topics for the next lecture.