Workshop



- This is going to be a structured workshop to help you get thinking about how and why you take notes
- We'll look at a range of ideas for creative note taking
- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session
- You'll get the chance to discuss further and ask additional questions at the end

Online workshop basics



- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments during the live session.
- All online sessions are recorded and available to view on catch up on a public facing website.
- Slides are available to download during the session(may not be accessible on some mobile devices) and from http://studenthublive.open.ac.uk/.

Mobile users



If you are on a mobile device remember you need to tap into the polling option





To come back to these slides after completing a poll click on the share pod slides icon





Chat pod icon



Please be aware



- These sessions are large scale
- They are very busy
- There is lots of interaction
- They are not the same as other tutorials
- You can maximise slides on your own screen by clicking the icon (this will hide the chat)

Inclusivity



- We welcome all students at our workshops.
 Please do be aware that they can be very busy and some students may struggle with the non scripted nature.
- Slides are available to download within the live session and from the event page on the studenthublive website 24 hours ahead of every session to follow along or prepare for what will come up.

Please



- Do NOT share any personal information in the chat pod during the session
- On the recording names will be anonymised to user number
- However if you type anyone's full name or any other personal information in the chat pod it can be seen by everybody and it would also show up on the recording so we would not be able to make the recording available

Creative note taking





This was our advert...



- Are you a keen note-taker or does the idea fill you with dread?
- Do you have stacks of highlighted notes that you never look at, or perhaps no idea what 'good' notes should look like in the first place?
- Note taking is a key skill that helps us make sense of material, digest it and critically evaluate it, and also remember key points for exams or future use.
- Yet there is no 'right' way to take notes, and at this workshop we will show and share different styles of Note taking.
- If you would like to develop your own style, and perhaps share some of the Note taking techniques you have used, this workshop is for you.

First thoughts word cloud



 Using the option to type in where it says enter word here say What do you think of when someone says Note taking?

 Note that these need to be single words rather than phrases, if you press the space button your first word will go through

Enter word here

Why do you take notes



- Sometimes we think we "should" take notes, but lets consider why they are useful
- A way to capture in brief form the important information so it can be reviewed later
- A way to process information and aid understanding
- A way to collect "things" in one place that may not be presented together (definitions or methods for example)
- A way to deconstruct or critically evaluate something
- Help future you

Exams and assignments



- Knowing what you may need to know and how you need to deliver the task may have an influence on how you take notes
- Notes help you remember, process and critically evaluate information
- Note taking engaging other senses like spatial awareness, colour and motion
- It's active learning

Knowing what is important



 When you take notes, how do you recognise what is most important?

Please use the short answer poll to give your ideas.
 Remember that this is about learning so don't worry if you don't know as yet, as we will pick out some suggestions and then go on to describe others

Great notes are...



- Not a linear replication of the source
- Written in your own words
- The source should be clear is this someone's theory, an authors interpretation, or your interpretation?
- Quotes can be useful but include a page number
- Show what is important
- Include relational information, links, similarities or differences



Definitions



- When reading a piece of text there may well be bold words means that they come up in the glossary. Many modules will have them hyperlinked to the glossary
- Why not write your own definition and start building your own glossary?

Explanations



- As well as individual words that need defining, there
 may be the things that need explaining. This means
 making it clear how the concept or fact or theory
 relates overall,
- Your notes may want to include your own explanation of your understanding,
- Remember to include relevant terminology

Paper...



Traditionally notes are often done on paper







Poll time



What's your strategy for taking notes?

Note taking process



- •What is your purpose for taking notes?
- •What are you going to use them for?
- •What are your main topic questions?
- Decide note taking method
- Go through material to find outline concepts
- Make a skeleton for your notes
- Read and note take fill in your skeleton
- Make sure you tag them with locations
- Store notes with good filing system

Use the module resources



Activity 3.2 What does work mean to you?
This activity should take about 20 minutes
This activity has two tasks
Task 1
Make notes in the text boxes or, if you prefer, in your learning notebook, in answer to the following questions. You only need to write a few words or a sentence for each answer but do spend a couple of minutes thinking about and reflecting on your answers. You don't need to worry about making your answer perfect; this is just a chance to think about your own views.
What does 'work' mean to you?
Save Reset
What 'work' do you do now, or have you done in the past?
Save Reset

Check for note maker files



Module >> resources (if they exist)



Topic note maker files

These are Word files that you may, if you wish, use to make electronic notes on each topic. Save these note maker templates on your computer and write your notes between the headings.

 These have a list of all of the subheadings in the topic and then allow you to make your own notes against those subheadings on your own computer

Existing resources



- Student home help how to take notes
 https://help.open.ac.uk/how-to-take-notes
- Student home help critically reading information https://help.open.ac.uk/critically-processing-what-you-read
- Student home help-making notes online https://help.open.ac.uk/making-notes-online
- Open learn mindmapping

https://www.open.edu/openlearn/mod/oucontent/view.php?id=98670§ion= unit6.3

Which of these have you used?



You can choose as may as you like.

- Mindmaps
- Spider diagrams
- Sun diagrams
- Line diagrams
- Flow charts
- Doodles
- Plain text
- Colour
- Sticky notes
- Other use chat box

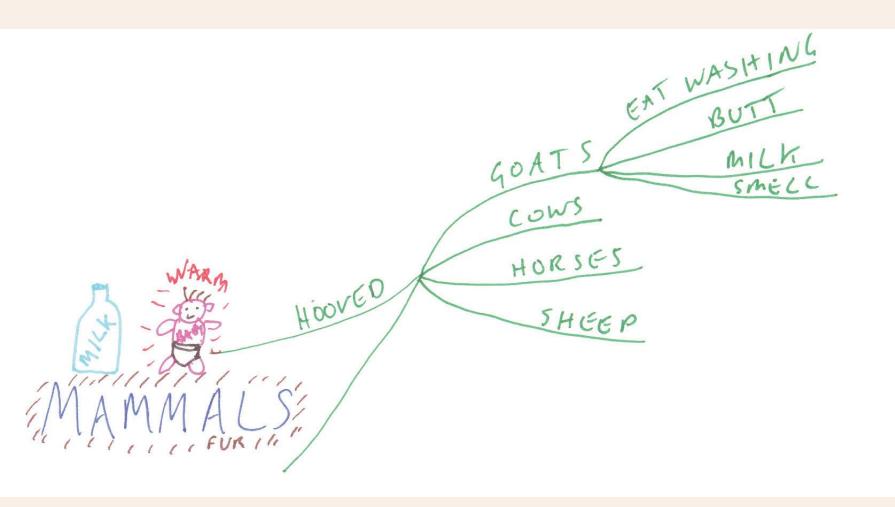
Mindmaps - introduction



- These can be a good way of identifying key themes and making links,
- They don't have space for lots of detail,
- Think of them as sub headings or themes

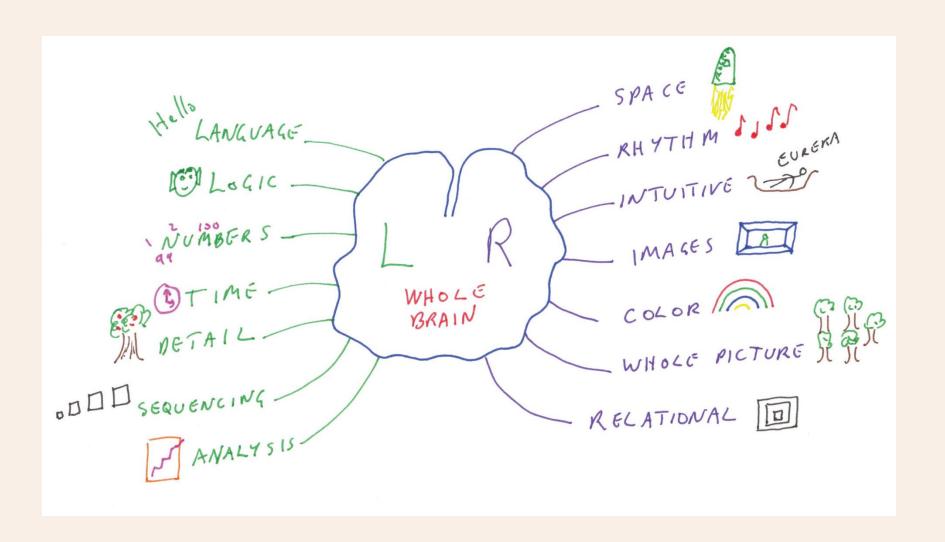
Hierarchy of ideas





Whole brain thinking



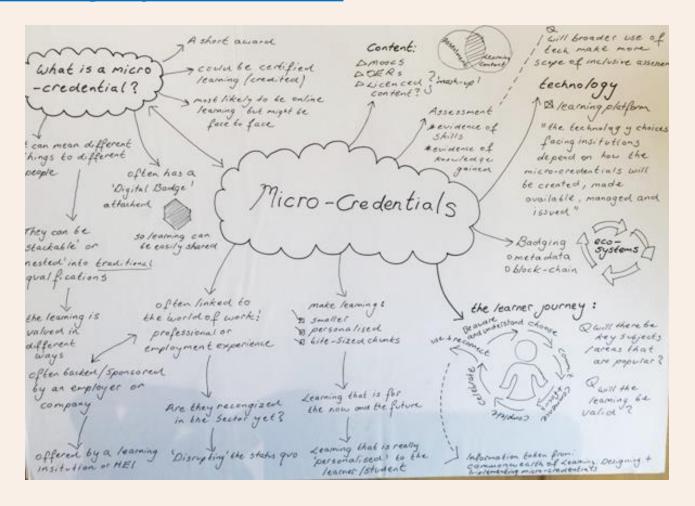


Mindmap example



Jay Rixon blog

http://www.open.ac.uk/blogs/StudentHubLive/index.php/2021/05/13/creative-notetaking-why-it-works-for-me/



Doodle style

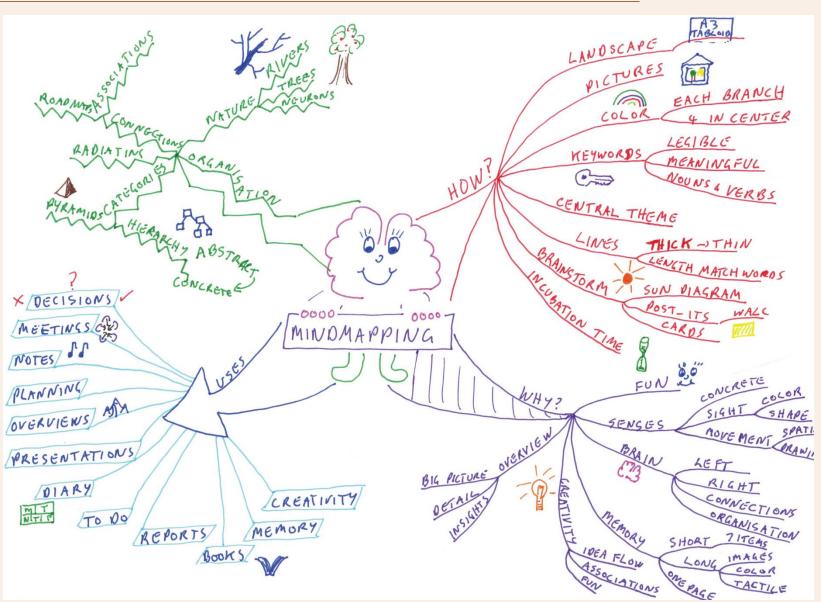


Example of notes as doodle



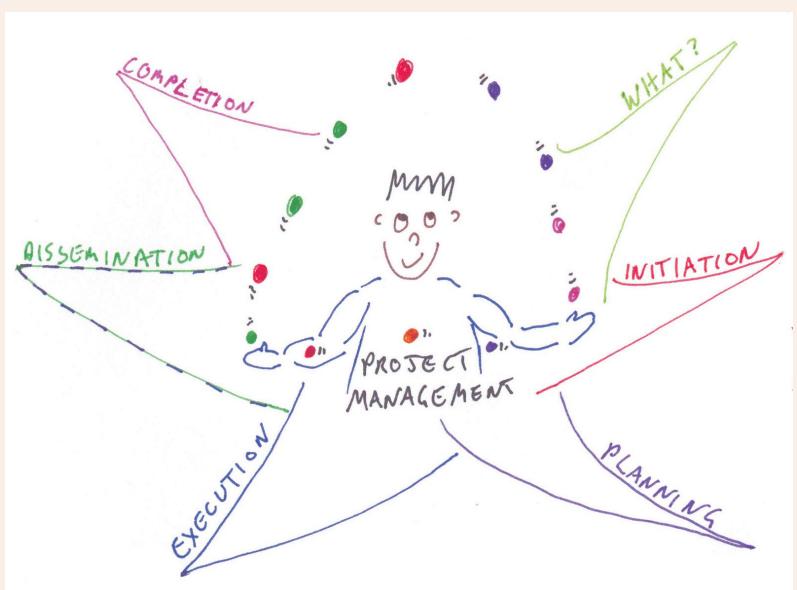
Using colour mindmapping





Skeleton

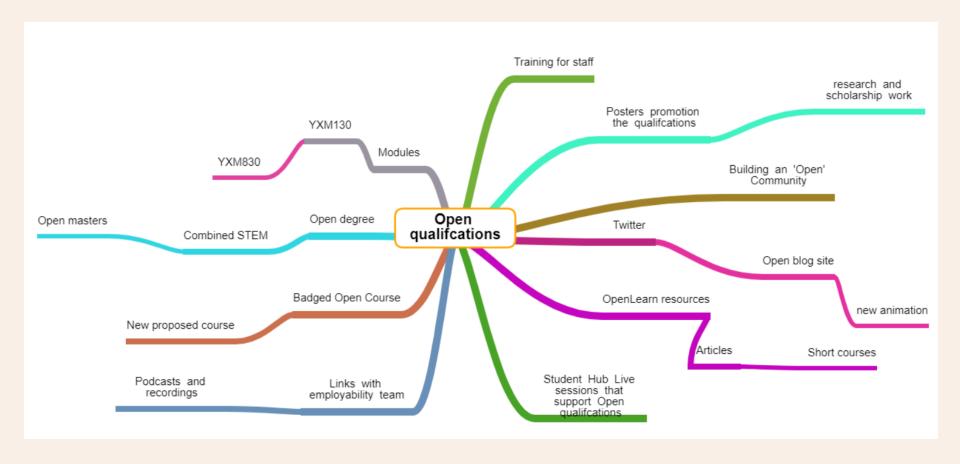




Mindmaps



Example of notes as a mindmap



Poll

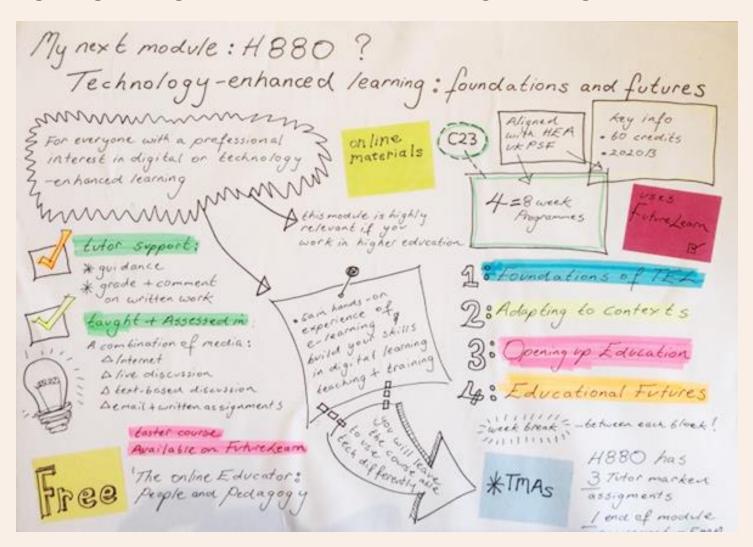


 How do your notes help you make connections?

Using colour



Highlighting and differentiating using colour



Transparent sticky notes



academic community



Margaret Greenhall is a study skills specialist. She has applied the same skills as you'll use in writing essays to write a book. She tutors on science level 1 courses. Her hobbies are rowing and Lego.



Lucy Anderson is an OU tutor at undergraduate and postgraduate levels. She puts the critical evaluation skills she learnt as a research scientist to good use preparing module materials, exams and assignments. In her spare time, Lucy is found covered in mud either with her horse or on the allotment.

to help you get thinking about now and why you take notes

- We'll look at a range of ideas for creative note taking
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1

Online workshop basics

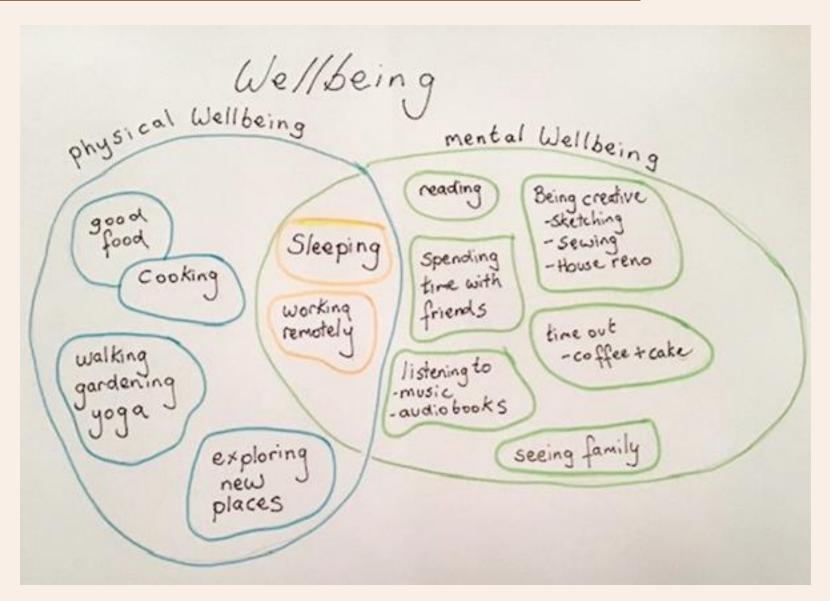
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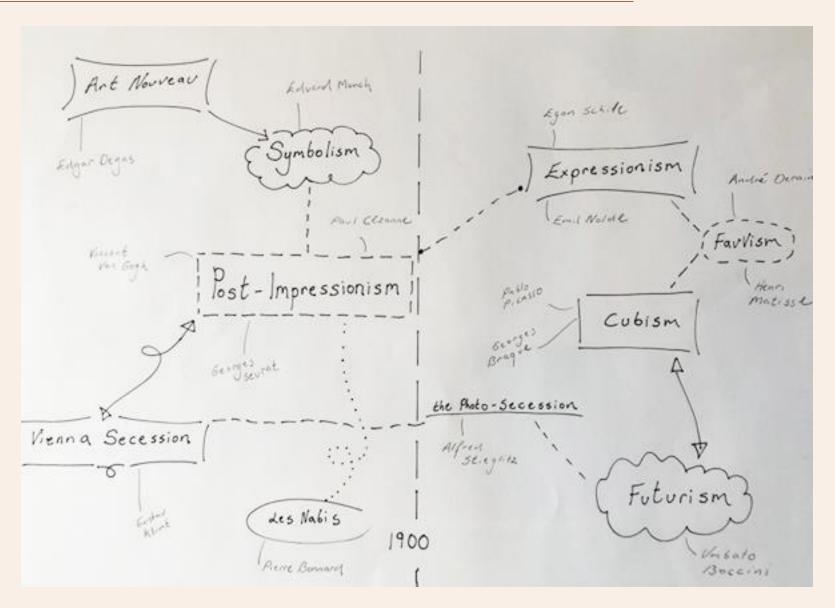
Using System Maps





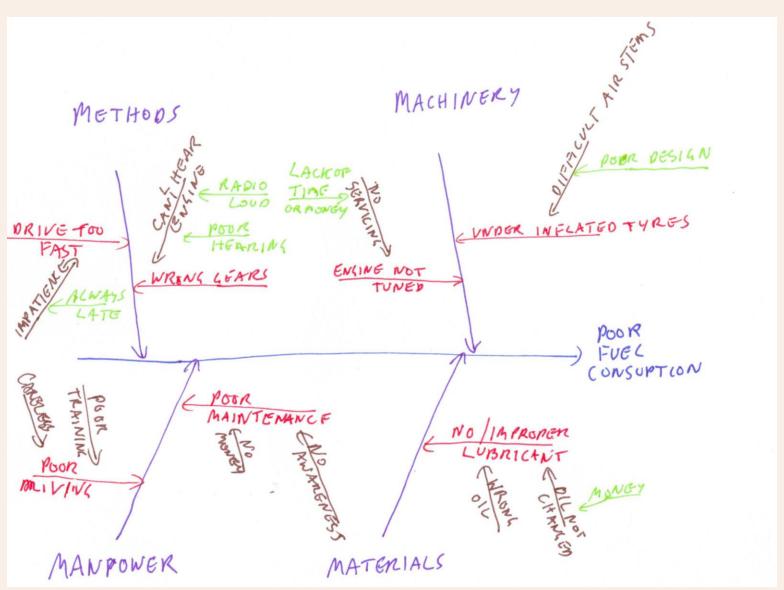
Using line diagrams





Horizontal line diagrams





Ideas tower



	Penthouse Summary	
Ground floor	r questions	
Title	Basement details	
Author	ISBN Pub	Date read Pages read

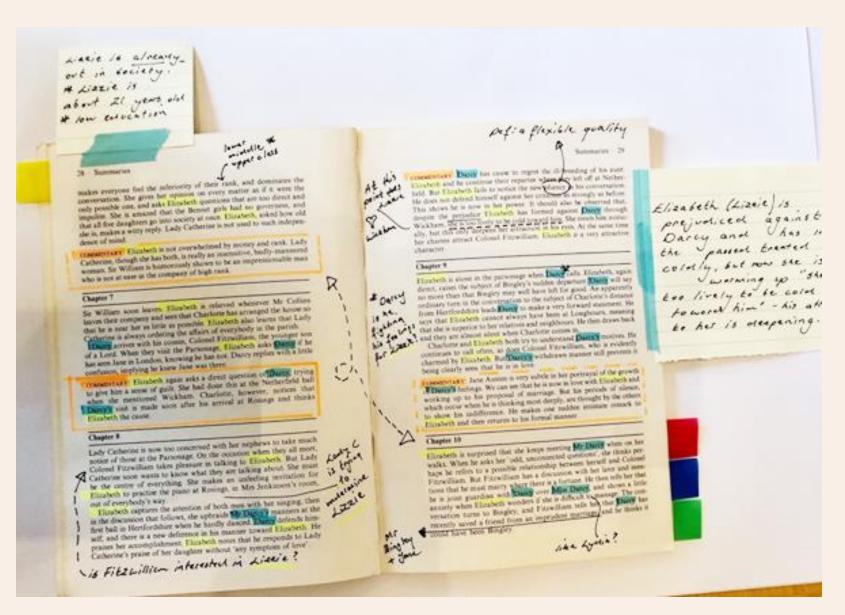
Poll



How do you interact with your course materials?

Using annotaation





Using e-annotation



check dates

Module>> resources>> pdf or word version

that you make (the 'Results') in an electronic lab notebook using a template provided. From these observations you will draw some conclusions about the factors that produce different 'igneous rocks'.

2.1.1 Preparing for the crystallisation activity

You need to plan when you will do the activity. Your tutor will help organise the members of your tutor group so that you don't all do exactly the same experiment, ensuring that some people use table salt and others use sugar or sodium bicarbonate. Between you all,





How do you get an overview?

Cornell Notes



The Cornell note taking method is a more structured approach to note taking.

KEY POINTS	NOTES
SUMMARY	

https://www.open.edu/openlearncreate/mod/page/view.php?id=165511#

Big picture



- Choose review note structure
- Brain dump
- Make a skeleton
- Fill in the data

Brain dump



- Huge amount of data
- Don't know what is relevant
- Or how it connects
- Need to dust the corners of your brain

Rules:

- Sets of 8 ideas
- No censorship
- No organisation
- Wait a day to organise

Post its



Piles of 8 post-its

Rules:

Once you start a pile use them all

One thought per post-it



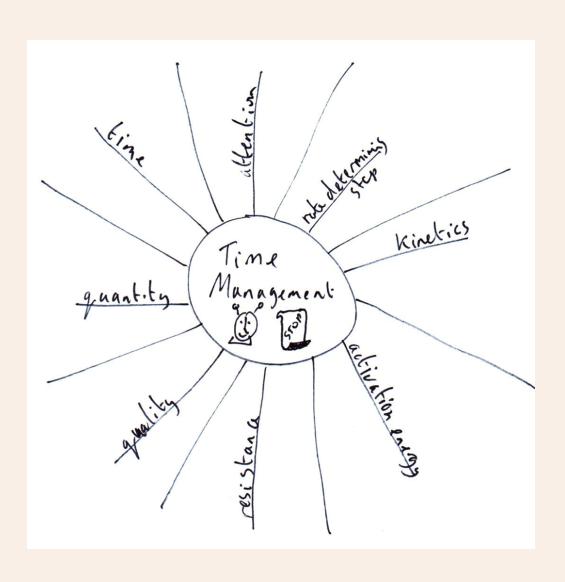
Sun diagram step 1

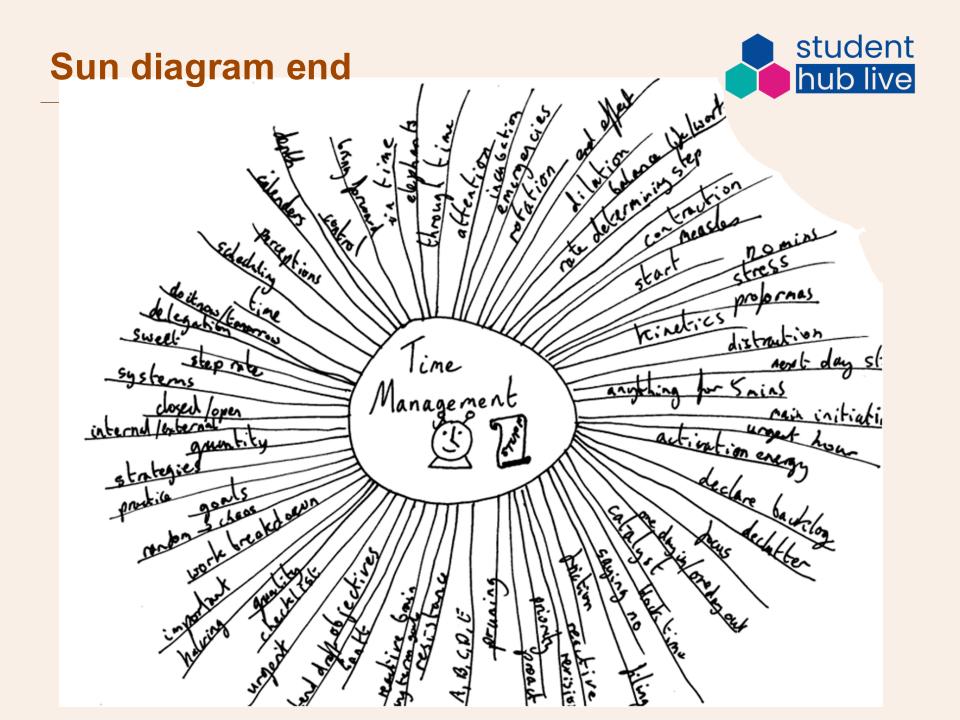




Sun diagram step 2











Do you use any note taking software?

Online

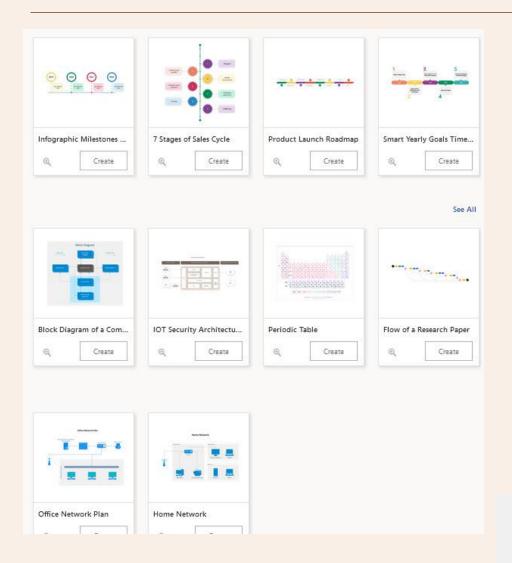


- www.office.com
- Sign in using OU ID
- Nine dots top left

- Visio
- Whiteboard
- Onenote

Online





Visio

https://www.youtube.com/watch?v=O2 pVs2TsnrM https://mcmw.abilitynet.org.uk/

Whiteboard

https://www.youtube.com/watch?v=ElcsIEYICVU

Integrate with onenote https://youtu.be/gO5Hk3hNrkU?si=t0Jf
5f2Lkt FwpdX



Other resources



Rocketbook

- https://www.amazon.co.uk/Rocketbook-Everlast-Executive-Endlessly-Wirebound/dp/B06ZXWVZ3X
- https://getrocketbook.co.uk/pages/how-to-use-therocketbook-app

mindmaps

https://coggle.it/?lang=en-GB%2011

- https://www.mindmaps.app/
- https://freemind.sourceforge.net/wiki/index.php/Main_Page
- Mind mapping Tony Buzan

Discussion activity



- There will be 2 specific questions in chat pods for you to explore some of the elements we have discussed further.
- I am successful at making notes when...
- I am going to explore my note taking further by...
- You are welcome to add your thoughts and we will then pick up some of the themes and talk through them.
- Chat does have names on but the recording will be anonymised so you will appear as 'user number'

Take home message



- Note taking is not about copying out all of the information
- Note taking is about identifying key themes and facts
- It does take practice and it is worth exploring different methods to see which one works for you



Feedback please



Please use the following link to provide feedback to help the studenthublive team to continue to improve what we do

https://forms.office.com/e/TjLKp2G9Gn

Upcoming sessions



05-Jun 4pm	Moving on levels: building on your experience
10-Jun 11a	n Neurodiverse community: reflecting and consolidating
	learning
11-Jun 11a	m Support and Wellbeing for Student Carers
12-Jun 11a	n Let's talk research: Q&A with OU Librarians
24-Jun 7pm	SHL End-of-year party!
01-Jul 7pm	Applying other people's ideas with confidence
08-Jul 4pm	Taking stock of study: what works and what doesn't
10-Jul 11a	m Keeping motivation when everyone else is winding down

Details and booking information from

http://studenthublive.open.ac.uk/

Past student hub live online study skills sessions http://studenthublive.open.ac.uk/ and subscribe for events as they are announced. Send us feedback at studenthub@open.ac.uk