

Note-taking: Strategies for Online Learning

Time and Space

Having fewer study space options means that your workspace choice is more important than ever. Try to locate an area that is quiet and distraction-free. It is crucial to figure out what time of the day you are most productive and alert. Try to maintain a routine of learning within these hours.

Before Class

Go over your syllabus with a critical eye. Gather all pertinent information: readings, assignments, tests, exams. Decide how to organize yourself in a manner that will be most useful to you.

Take note of the materials you will be working with. Textbooks, articles, online (and type of) lecture will determine how you will need to take notes.

Complete your readings before class. Make note of materials that you don't understand so that you can ask your TA/prof for clarity. Make connections between lectures/ideas.

During Class

Ensure that your notes are clear and distinguish between main ideas and details. Use indentation, numbering, and bullets to separate them. Include drawings, or other visual representations to make connections between topics. Use short forms or symbols to make your notes short and concise. Pay attention to the signal words (Eg. "This is important" or "Here are the key points") from your instructor stating importance of each topic.

After Class

Reorganize your notes right after lecture. Fill in the gaps you missed during lecture using textbook or lecture slides. Talk to your instructor for further information or clarifications. Be sure to review your notes on a regular (daily, if possible) basis. Test your understanding by creating questions and taking practice quizzes.

Technology

Check out One Note comes with your Office 365 Student Package.

Note Taking Methods

Practice the note taking method that works best for you. The common note-taking methods are:

- [Outlining Method](#)
- [Cornell Method](#)
- [Mapping Method](#)
- [Charting Method](#)



Outlining Note Example

There are 2 ways that we can try to modify behavior:

- a) Reinforcement
- b) Punishment.

Reinforcement

Use to increase the frequency of a behavior

a) Positive reinforcement

- give something positive to someone to increase the likelihood of a desired behavior. Ex. money, a vacation or candy.

-The schedules for positive reinforcement can vary:

-fixed intervals: it always comes at the same time. Ex. your paycheck

-variable intervals: you don't know when it is coming

-fixed ratio: you get the same amount of reinforcement for a certain amount of a behavior. Ex. piecework payments

b) Negative reinforcement

-the removal or elimination of a negative condition as a result of a particular behavior

-Ex. A person is sick of getting wet walking from their car to the office when it rains. One day they bring an umbrella and don't get wet, so from then on they always bring their umbrella

Punishment

Use to decrease frequency of a particular behavior

a) Positive Punishment

-when you give something negative to decrease the likelihood of an unwanted activity. Ex. spanking, yelling, jail

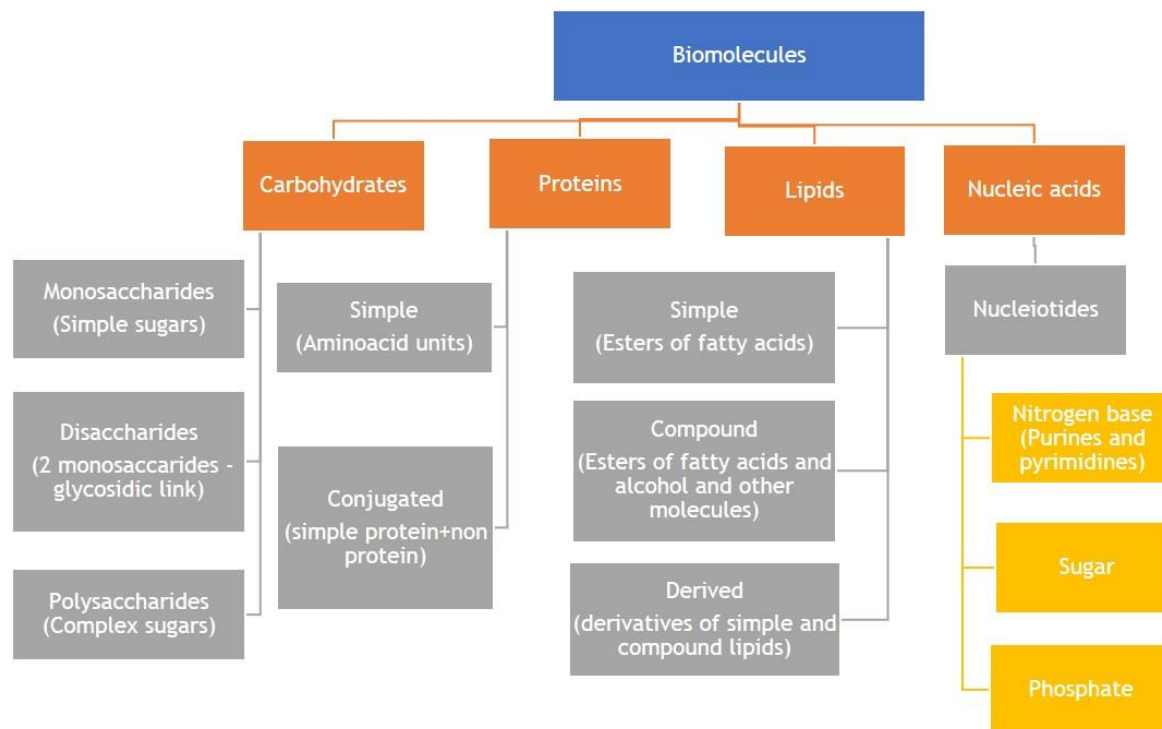


Cornell Note Example

Psyc 1f90	Lecture 10: Trauma	Mar 20
<p>5 predictors of negative outcomes</p>	<ol style="list-style-type: none"> 1. Dose <ul style="list-style-type: none"> • # traumatic events • # types of events 2. Age <ul style="list-style-type: none"> • Easier for adults than child → coping skills 3. social support <ul style="list-style-type: none"> • helpful when experiencing trauma. when? = before, during, after 4. avoidance <ul style="list-style-type: none"> • "conspiracy of silence" • discomfort (talking/hearing re: trauma) 5. individual differences <ul style="list-style-type: none"> • e.g., optimism, attachment, security 	
<p>**Know for exam**</p>	<p>can affect people for years. <u>why?</u></p> <ul style="list-style-type: none"> • <u>Brain designed to remember trauma (so we don't forget lessons from it)</u> 	
<p>Why is trauma timeless?</p>	<p>Transformation = growth b/c of trauma</p>	
<p>Post Traumatic growth 3 transformations</p>	<ol style="list-style-type: none"> 1. View of life (meaningful) 2. View of self (appreciation) 3. View of others (new perspective) 	
<p>PTSS 3 Cognitive changes *Must be rebuilt*</p>	<p>Post-traumatic stress symptoms</p> <ol style="list-style-type: none"> 1. shattering of world view 2. fragmented memory <ul style="list-style-type: none"> • difficulty stitching info together • emotional memory without recall of events or recall of events without emotion 	
<p>Summary: We remember trauma as we do other life lessons. We're designed to remember so that we learn from traumatic experiences. However, trauma can lead to negative outcomes and there are 5 predictors: dose (amount), age (easier for adults to cope), our support system, if we avoid, and personal differences.</p>		



Mapping Note Example



Charting Note Example

Term/Theory	Definition/Details	Example/Application/Significance

Element	Structure	Properties

Formula/Key Word	Steps/Example	Information it Provides

