

Note Taking Step	How can we move students from “newbie” to “like a pro”?
1. Taking Notes	<ul style="list-style-type: none"> • Give explicit instructions • Provide essential questions, format, purpose • Color coding – indicate what is essential v. supplementary information • Model effective note-taking • Make notes part of class - demonstrate how to take notes in non-lecture courses • Make notes an essential learning tool – before answering questions, ask – Did you check your notes? Where? • 3 before me – must ask 3 peers/check peers’ notes before asking teacher • Incorporate student-generated questions and guided questions throughout note-taking
2. Processing Notes	<ul style="list-style-type: none"> • Give students opportunities to reflect on notes in class with specific, guided questions • Turn and summarize/fill in blanks with a partner • Repetition, repetition, repetition • Post-its for questions on handouts or PowerPoints • Interactive notebooks – one page for content, opposite page for reflection, questioning, and connections • Homework assignments that require review or revision of notes
3. Connecting Thinking	<ul style="list-style-type: none"> • Provide opportunities for students to generate questions – require some questions to connect to other contents or real world applications • Reflective questions – how can I apply this ____ that I learned? • Students write quiz or essay questions based on notes • Exit ticket – one question based on notes, warm up – answering some of those questions
4. Summarizing and Reflecting on Learning	<ul style="list-style-type: none"> • Summary can take many forms – drawing a picture, post-it, written, verbal, diagram, list, etc. • Provide time throughout and at the end of each day for summary

	<ul style="list-style-type: none">• Define difference between summary and reflection and identify when to use each• Turn and summarize to a peer verbally before writing individual summary
5. Applying Learning	<ul style="list-style-type: none">• Hold students accountable for using their notes to study• Have students turn in notes with written assignments• Make explicit connections between what's on the test/quiz and what's in the notes• Tie assessment back to essential question to emphasize big picture ideas/themes