

# online note-taking

In the move to online learning you might also consider changing your approach to making notes using a traditional pen and paper to using a digital device. This [short video](https://www.youtube.com/watch?v=gsb-U8bZpig) presents the options.

If you decide to keep making notes using the traditional pen and paper approach this [note-taking guide](https://www.jcu.edu.au/__data/assets/pdf_file/0015/202650/Note-taking-guide.pdf) provides you with some handy reminders about how to do it effectively and efficiently.

Some additional benefits of digital note-making

1. Audio recording

* Some note-making applications (apps) provide audio - recording options. Consider this as an option for you if you prefer to learn by listening to the presenter.

1. Sharing notes for group work

* Use the ideas suggested in the [Online Collaboration tip sheet](https://www.jcu.edu.au/students/learning-centre/learning-online/get-to-know-your-online-communication-tools) to maximise sharing ideas and writing group work assessment tasks.

1. Search functionality

* Consider the benefits of using the search function of using an online note-making app to locate key concepts, especially when you are preparing for assessment tasks.

Suggested Apps for online note-making

1. OneNote

* As a JCU student you have access to [OneNote through Office 365](https://www.jcu.edu.au/information-and-communications-technology/help-and-support/email-and-office-365).
* This [short video](https://www.youtube.com/watch?v=44lYnf59mJA) provides some quick tips about how to use OneNote for taking notes.

1. [Evernote](https://evernote.com/)

* Evernote allows you to create a note which can be a piece of formatted text, a full webpage or webpage excerpt, a photograph, a voice memo, or a handwritten "ink" note. Notes can also have file attachments.
* Notes can be sorted into folders, tagged, annotated, edited, given comments, searched, and exported as part of a notebook.
* Evernote supports a number of operating system platforms (including Mac, iOS, Chrome OS, Android, and Microsoft Windows) and also offers online synchronisation and backup services.
* Evernote is available in a paid version or a more restricted free version.
* Use of the online service is free up to a certain monthly usage limit, with additional monthly use reserved for Plus subscribers, and unlimited monthly use for Premium customers.

Adapted from Hull University. (2020). *Remote Learning Libguide*. <https://libguides.hull.ac.uk/remote/notes>