

 **TAKING NOTES ONLINE & NOTE-TAKING TOOLS**

**Should I take notes while listening to / viewing an online lecture?**

In short, **yes**. and **often**.

Although all your course content is online, and is all recorded digitally, it's still important to take notes:

* Taking notes helps you stay **engaged**
* Taking notes helps you **concentrate**, and
* Taking notes helps you **retain** information (useful for exams and assessments)



Really, you should:

* Take notes **before**, **during** and **after** **each** **lecture**.
* Take notes **while** doing any **preparatory reading**,
* Take notes **while listening/viewing**. And,
* Regularly **review** lecture notes **after** **lectures.**

 **Here are** **some of the best free Online note-taking tools**:

1. [Evernote](https://evernote.com/): (take notes, clip web pages, and record audio)
2. Microsoft Onenote: (organise thoughts, to-do lists, and projects– available to you via your Office 365)
3. [Google Keep](https://www.google.com/keep/): (card-based notes for ideas, lists, images, draft documents –colour-coded & synchronised)
4. [Bear](https://bear.app/): (quick notes to in-depth essays, advanced markup options & a focus mode helps you concentrate)
5. [Atom](https://atom.io/): (collaborate & edit code in real time)
6. [Simplenote](https://simplenote.com/): (organise & synchronise your notes, collaborate with others)
7. [Dropbox Paper](https://www.dropbox.com/en/paper): (create, edit & prioritise documents, monitor team activity, post & reply to comments)
8. [Scratchgraph](https://scratchgraph.com/overview): (freeform – capture, structure & connect ideas, collaborate & share with others)
9. Other apps: [Colornote](https://www.colornote.com/); [Milanote](https://milanote.com/); [Zoho](https://www.zoho.com/notebook/)
10. **Using pen and paper is still useful**. No access to the internet means you are not so easily distracted. You can also allow take notes in any style you prefer, whether that's creating columns, [mind maps](https://www.goconqr.com/en/mind-maps/) , etc.
11. **Use audio** to take your notes

 Finally, to help you **maintain your focus** and **take notes you can work with,**

* Find a space where you are comfortable to listen/review the lecture
* Set aside a good chunk of time (1 hr) to study, free of distractions
* Try to listen/review the lecture when you're most alert (such as in the morning, or early evening)
* When you find something that you need or adds to what you already know about a topic, document it (remember to note the source)
* Rewrite material – e.g. write notes in your own words during a presentation or for exam preparation, or convert text into diagrams, use flashcards
* Apply concepts, such as answering questions (you identified /noted while doing your preparatory reading), and solve problems

# Reference.

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