

Note Taking with OneNote

In today's highly technological educational environment, it is not uncommon to find students taking notes with paper, pens and pencils. For the most part, note-taking is viewed as an effective way to help students remember contents covered in class. One of the main challenges of Note-taking, however, is finding a good way to organize your notes so that you can find what you are looking for with ease. This is where Microsoft's OneNote comes in. With OneNote, you will be able to take and organize your notes in an electronic notebook, access the notes on demand, share your notes with others and much more.

With the availability of so many portable devices (phones, tablet PCs, etc.) and their ability to access materials in the "cloud," students need to consider having their notes available to them wherever they are and whenever they need to access them. One of the many tools that can make that possible is Microsoft's OneNote.

For this project, we will learn about cloud computing and how OneDrive (formally SkyDrive) can help the student keep their notes organized and accessible whenever they want to get to them.

During our in-class practice, we will learn:

1. About OneNote and how it can benefit you
2. Differences between web based and local OneNote notebooks
3. How to create a notebook
 - a. On local Drive
 - b. In OneDrive (how to open it on your local computer
 - c. Using a template
4. How to create content holders within the Notebook
 - a. How to create sections (tabs)
 - b. How to create pages and subpages
5. How to move a Notebook from local Drive to OneDrive
 - a. Converting Notebooks from older versions of OneNote
 - b. Moving/Syncing local Notebooks with OneDrive
6. How to add contents to your Notebook
 - a. Text
 - b. Attached files / File printout
 - c. Table / link to Excel
 - d. Print files
 - e. Screen clipping
 - f. Video / Audio
 - g. Sketching / Drawing
 - h. Images
7. How to share your Notebook from OneDrive

ETT229 – Spring 2018

Dr. Isti Sanga

OneNote: Independent Assignment

Following the in-class practice, each student will be required to create an electronic notebook using OneNote. The notebook must mimic a notebook for any class/course you are enrolled in this semester. However, if you prefer to create your Notebook on a different topic, you are welcome to do that; but be sure to run your ideas by your instructor. Minimally and for you to get a passing grade for this assignment, your Notebook must include the following contents:

1. At least 3 sections
2. Have at least 2 pages per section
3. Includes example of adding text to the notebook pages (significant amount of text spread over different pages)
4. Drawn object's (at least two illustrations)
5. Attached file(s) (syllabus, guidelines, etc.) – any format
6. Attached image(s)
7. Inserted video (recorded)
8. Inserted audio (recorded)
9. A screen clipping
10. A "File Printout"

Note: These are the minimum requirements. Your grade will be based on completeness, organization and how easy it is to locate specific content in your notebook. Your notebook must contain enough information that a "notebook" should have.

Page 1 of Section 1 must be your Introduction Page and contain your name, your email address and your photo.

To make this project more practical and relevant, each student will continue building this notebook and submitting it in the middle of the semester. Alternatively, students can create/build their own notebooks with contents from other courses they are taking this semester.

Students are also required to use their NIU 365 account so they can practice synchronizing, sharing their notebooks on OneDrive and opening their Notebook in Desktop OneNote.

Submission: Because this is a note taking assignment, your instructor will be monitoring your progress. Once determined that enough of you have made significant progress, you will be given two weeks to finalize and submit your assignment. The projected date for submission will be around mid-semester. You will be asked to submit your assignment as a link through Blackboard. You will write a three paragraph essay stating what you learned while working on the project, what challenges you faced and how you will use what you learned in your future career.

For additional Microsoft OneNote templates ([Click here](http://www.onenotegem.com/templates.html)) or copy the following to your web browser:

<http://www.onenotegem.com/templates.html>