Note-taking for Power Point Lectures

Many instructors are utilizing computer technology by making power point lectures available online (“web-notes”) for students’ use. Some notes are available before the class lecture and some afterwards. These “web-notes” become a “hybrid text” and require new methods of note-taking by students. Web-notes can be a wonderful note-taking aid if used wisely because students who actively process information by taking notes are more effective learners.

How web-notes are beneficial:
1) provide detailed information
2) encourage focusing during class
3) guide studying for exams
4) draw attention to important information

Potential pitfalls—web-notes can tempt students to:
1) skip class when the notes are available
2) fail to read web-notes and textbook before class
3) skip taking their own notes (believing them unnecessary because they fail to understand the learning that takes place during the physical act of note-taking)

Web-notes are not meant to replace students’ classroom note-taking and text reading.

How to Actively Use Web-notes Provided Prior to Class Lecture:

1) Print out web-notes and read through them before class.
2) Place the web-notes in a 3-ring binder facing a blank notebook page:

<table>
<thead>
<tr>
<th>Web-notes</th>
<th>Student’s Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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</tbody>
</table>

3) Draw a 2-inch-wide margin on the Student’s notes’ page.
4) Take the prepared notebook to class to use during the power point lesson.
5) During the lecture, take notes that “parallel” the web-notes—add or elaborate from the lecture.
6) After class, in the summary column, write process notes, summaries, predicted test questions, and other annotations.
How to Actively Use Web-notes Provided After Class Lectures:

1) Take own notes during class from power point lecture. Remember to leave a 2-inch summary column on the page.
2) Print out web-notes after class and insert them in a 3-ring notebook on the page facing your own notes.
3) Use the summary column to annotate and summarize your own notes to make them “parallel” to the web-notes.

The parallel note-taking strategy allows students to keep up with a power point lecture by relieving them of the burden of trying to take notes simultaneously from two sources: the power point presentation and the lecture accompanying it.