

# How to:

## Build Effective Note-Taking Habits

### OVERALL TIPS:

- Attend all classes.
- Stay organized: date your notes and use headings for topics.
- Avoid distractions.
- Write everything you can down; using the lecturer's exact words can be helpful.

### METHODS:

- Pen and paper: Start a new page for each lecture; use different folders for each class.
- Laptop or tablet: Ensure your device is charged, and create a new folder/document for each course.

## Note-Taking Strategies: Look, Listen, and Act:

### LOOK:

- Sit front and centre and silence your phone to avoid distractions.
- Review your notes:
  - Reviewing your notes before and after class will help consolidate the information.

### ACT:

- Copy information from the board or screen.
- Keeping organized notes:
  - Label, number, and date all notes.
  - Keep space available for adding on later.
  - Use standard abbreviations and symbols for efficiency.
- Ask questions:
  - Questions enhance and broaden your learning.

### LISTEN:

- Listen for introductory, concluding, and transition words or phrases. These will be important for understanding new topics and staying organized.
- Repeated concepts will be important concepts.

# Rules and Regulations

- Students are not allowed to record class lectures unless permitted by the professor.
  - If students have audio-recording accommodations, this must be registered through ACES. The professor must give the student permission and inform the class that lectures may be recorded. It is important to maintain student privacy while informing the class that commentary may be recorded.
  - Audio recordings must be deleted after the course ends.
  - For more information about audio lecture recording, please reach out to ACES.

- Generally, students are advised not to use dictation or transcribing software for lectures, as this is considered a recording tool and therefore prohibited without an accommodation.
- Sharing notes online is strictly prohibited.
  - Sharing notes with classmates who have missed a class is fine, but redistributing the notes violates the property of the professor.
  - Selling notes is also strictly prohibited.

## Resources:

- <https://blog.citl.mun.ca/technologyresources/recording-lectures-privacy-issues/>

## Regulations regarding sharing notes:

- [https://sheridancollege.libguides.com/copyright\\_students/FAQs](https://sheridancollege.libguides.com/copyright_students/FAQs)