

How to Take Notes in Virtual School in 5 EASY STEPS

(for all ages!)

1

WRITE DOWN KEY FACTS. If your virtual school teacher repeats certain information or states that something is important, write it down! Examples of things to write in your notes are:

- Mathematical and scientific formulas
- Sample problems
- Key names, places, and dates
- Vocabulary words and definitions
- Theories or opinions
- Literary symbols, themes, characters, and plot points

2

PARAPHRASE INFORMATION. Writing down new ideas in your own words helps reinforce meaning, builds vocabulary, and can help with comprehension. When you paraphrase, make sure you:

- Don't worry about writing in complete sentences
- Know that fragments and abbreviations are okay—as long as you can recall what they stand for!

3

FIND EFFECTIVE NOTE TAKING METHODS. Note taking methods can vary, and so can what you write your notes on. Here is a quick breakdown of note taking strategies we recommend are best for your student, based on your student's grade level:

	Elementary	Middle	High
Handwritten Note Taking	X	X	X
Digital Note Taking		X	X
Hybrid Note Taking		X	X

4

KEEP YOUR NOTES ORGANIZED—YOUR WAY. A key component of successful note taking is keeping them organized. Here are options for students of all ages to stay organized.

	Elementary	Middle	High
Separate notebook for each class	X	X	X
One notebook or binder for all classes	X	X	X
Physical note taking tools (highlighters, page markers, etc.)		X	X
Digital note taking apps		X	X

5

ENSURE NOTES ARE CORRECT AND CLEAR. Go back and make sure your notes are accurate and readable.

Click here for the full breakdown on [How to Take Notes in Virtual School in 5 Easy Steps.](#)