



## Organization using OneNote

### Context:

Microsoft Office OneNote is a digital notebook that provides educators and students with one place to:

- Gather and organize notes, pictures, audio and video recordings, and more,
- Find information fast with a quick search across text, images, audio and video files,
- Collaborate on projects and share information with peers.



### Innovation summary:

OneNote enables you to easily create and share lesson resources with other teachers, making your practice more efficient and more collaborative. It is also an excellent application for students to manage their notes and workload more effectively, and enables them to share the learning experience with their peers. It works particularly well with pen-enabled tablet PCs, and provides an opportunity to build essential 21st century skills such as critical thinking (through mind mapping), collaboration and synthesizing information. It appeals to multiple learning styles and helps build literacy through its 'convert to text' capability.

**Tools used:** Microsoft Office OneNote

### Leading questions for reflection:

1. What are the benefits of sharing the lesson planning process with your colleagues?
2. How can students working together enhance their learning?
3. What are the added benefits of digital notetaking?

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