



Course number: 310-V
Recommended time: 6 hours



Description

This course will review the Microsoft® OneNote 2007 uses and benefits for faculty and students when using the Tablet PC. Each participant will gain knowledge of the basic and intermediate functionality of Microsoft® OneNote and how to apply this knowledge in an academic setting.

Who should attend

Faculty and Students

Goals for faculty

Become more organized; more efficient in preparation and delivery of learning plans and instruction; create less use of paper; and motivate students through effective use of technology, including the integration of Microsoft® OneNote into classroom instruction for video, audio, collaboration, presentation, and sharing of data.

Goals

Become better organized; improve preparation for tests, quizzes, and exams; improve class presentations; collaborate with other students on projects; carry fewer books, notebooks, and other class related materials since all are organized into Microsoft® OneNote.

Virtual Setup Requirements:

Each participant will require: 1) a computer with high speed Internet access for use with webinar technology (conference instructions will be e-mailed to all participants one week prior to instruction); and 2) a hands free phone that can dial into an (800) number. Participants will be asked to test their access to the webinar technology prior to joining the first virtual session.

Course outline

Virtual Session #1

Microsoft® OneNote 2007 Application in Education

- Review Student and Faculty Challenges
- Microsoft® OneNote Solutions (5 Key Education Uses)
- Faculty and Student Benefits

Getting Acquainted with Microsoft OneNote for Education

- Starting and Exploring Microsoft® OneNote
- Opening Microsoft® OneNote
- Viewing Existing Notes for Faculty and Students
- Adding Notes to Microsoft® OneNote
- Getting Help

Organizing Student and Faculty Notes

- Sample Organization Structures for Faculty and Students
- Adding and Capture of External Notes
- Revising and Reorganizing Notes
- Formatting Notes with Templates
- Creating Templates





Integration with Microsoft Office Applications and Note Collection

- Integrating with Microsoft Office
- Integration Benefits for Teachers/Students
- Collecting Notes

Capturing Video and Audio for Faculty and Student Presentation and Research

- Applications for Capturing Video and Audio for Faculty and Students
- Editing Video and Audio

Virtual session #2 (this may vary)

Tagging and Finding Student and Faculty Notes

- Applications for Tagging Notes for Students and Faculty
- Adding and Removing Tags
- Creating Custom Tags
- Searching for Tagged Notes
- Searching Notes for Keywords

Sharing Notes for Faculty and Students

- Applications for Sharing Notes for Faculty and Students
- Sending Notes by E-Mail

Student Collaboration and Faculty Instruction

- Applications for Note Collaboration
- Setting Up Collaboration and Options
- Student Peer Collaboration
- Faculty to Student Instruction

Integrating OneNote into Curriculum

- Considerations for Integrating Microsoft® OneNote into Classroom Instruction
- Building the Matrix

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