Digital Notetaking Options: These ideas, while used for regular lectures, can be used in studio classes for critique, analysis, and planning of projects and solving visual problems. Pick the method that works best for you. Article adapted for Digital Art from:

Notetaking Types and Characteristics to Help Students Succeed, *Source: Lisa Shibley, the* Teaching Professor, 1999, *13*9), 3.
Reprinted with permission from Magna Publications. (fr. Appendix B to M. Weimer's, *Learner Centered Teaching: Five Key Changes to Practice,* 2002, pub. by Jossey-Bass)

Types of Notes	Conventional	Two-Columns	Outline	Concept Map*	Matrix*
Uses	Traditional method	Summarize key ideas in far left column. Jot down or sketch creative ideas	Use to review and find relationships among topics and subtopics	Helps define key ideas, relationships, and solutions in project planning.	Helps define key ideas and relationships in a grid form. Some find this useful.
Benefits	Convenient for students	Helps with details. Room for reorgani-zation after class. Good for review Helps keep track of visual planning	Can include more key ideas, details, and examples. Great to prepare for multiple choice & short answer exams.	To discover more visual relationships and connections. Higher-order thinking. Great to preparing for essays and critique.	To discover more visual relationships and connections. Higher-order thinking. Great to preparing for essays & critique.
Attentiveness	Valuable info can be lost trying to write as much down as possible	May lose valuable information by writing down too much information. Sketching useful.	Focus on ideas and relationships during lecture, then writing down notes.	Focus on ideas and relationships during the lecture and class discussion, then writing down notes.	Focus on ideas and relationships during lecture, then write down notes. May help organize steps in process.
Lecture Rate	Difficult to keep up. Ideas get lost. May lose concentration.	Some ideas my be lost during summarization in left column.	More may be cap-tured if notes are in outline. Supple-ment with notes during lecture.	Good way to capture and think out ideas visually.	Students capture more ideas.
Process	Involves listening, large short term memory, writing down information	Involves listening, large short term memory, writing down information.	You write down key ideas and indent under topics to add related materials.	Students write down key ideas and connect them.	Write topics across the top row, themes down the first column-your choice.
Format	Verbatim notes. No indentations. Full sentences.	Far left column for topics/summaries. Right for details, etc. May be good for project notes.	Indented topics. Roman numerals, numbers, or bullets used. This works for some people.	Key ideas with circles around them connected by lines. Can also use sketches.	Table similar to this one.