

**Instructions: By the end of every month I will collect at least 2 Cornell notes per week. Each Cornell doc per week is worth 20 points. Each month this is a whopping 120 PTs**

**To complete cornell notes do the following:**

**Step 1: Click File and Make a Copy for this document. Now you have a copy of your own Cornell Notes template. Keep this so you can make additional copies**

**Step 2: Go to the most recent “study guide” on APEX. Your goal (distance or in-person) is to take at least one full page of notes for each study guide. Write your main notes in the “notes” column. Write all of the highlighted terms and definitions from your study guide in the column labeled questions and terms. Finally once you have written your questions, terms, and main notes I would like you to write a 3-4 sentence summary of what your notes are about, reflect on the lesson you just read (this is a moment to summarize your information and reflect on what you learned).**

**Step 3: Repeat the process each week. Save these in a separate file on google docs OR use one google doc and save on there.**

**See tips below for how to take Cornell notes on your chromebook or computer. Blank template for you is on the third page of this document.**

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| <b>Name:</b> | <b>Date:</b> | <b>Class:</b> |
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| <b>Essential Question/ Topic:</b><br><br>This is the title of the APEX study guide assigned (remember this is two per week)<br>(Ex: 1.1.2 Reading Historical Evidence for US History) |
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| <b>Questions and terms:</b><br><br><ul style="list-style-type: none"> <li>• Click control + shift + 8</li> <li>• to add bullet points here</li> </ul> Add questions or terms here | <b>Notes:</b> <ol style="list-style-type: none"> <li>1.)</li> <li>2.) Add your main ideas here</li> <li>3.)           <ol style="list-style-type: none"> <li>a.) Secondary points here (when you want to make a secondary point simply just click the tab button. To reverse this simply hold down shift + tab.</li> </ol> </li> <li>4.) As you slowly go down the notes your summary and questions boxes will expand.</li> <li>5.) This is just an option if you are more tech savvy, you can also do this traditionally on paper if that's easier for you           <ol style="list-style-type: none"> <li>a.) If you are In-Person try to take notes during lecture, if not feel free to do this on your own time</li> </ol> </li> <li>6.) Once you finish writing out your notes (at least 1 full page per day for main notes), work on your questions and terms.           <ol style="list-style-type: none"> <li>i.) THIS is an amazing tool to use and learn for college, and a great way to organize your notes. If you want you can even</li> <li>ii.) get more technical make cornell notes for each topic, name each doc a different topic</li> </ol> </li> <li>7.) Depending on how you feel, highlighting certain comments or boldening certain terms might make your notes feel more organized</li> <li>8.)           <ol style="list-style-type: none"> <li>a.) You can even change the color of the highlight options</li> <li>b.) Or you can <b>Bolden any text by pressing Ctrl + B</b> <ol style="list-style-type: none"> <li>i.) To reverse just click Ctrl + B again</li> <li>ii.) If you need more tips or want help navigating google docs please let me know. -Mr. Smith</li> </ol> </li> </ol> </li> </ol> |
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| <b>Summary</b><br><br>This is your summary. The main ideas and your thoughts about those main ideas put into one paragraph below. This should roughly be about 3-4 sentences minimum. This is also a good time to start reflecting on your notes, what you learned. |
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