

How to Use Cornell Notes

A note-taking method designed to help you actively process and remember what you learn.

What Is the Cornell Method?

Cornell Notes divides your page into three sections. Each section has a different job, and together they push you from passive listening to active thinking.

Section	When	What to do
Right Column — Notes	<i>During</i>	Write your notes here as the video plays. Use short phrases, abbreviations, and your own words. Do not try to capture everything word for word.
Left Column — Cues	<i>During & after</i>	Jot down key words, main ideas, and questions as they occur to you. After the video, review your notes and add anything you missed or want to explore further.
Bottom — Summary	<i>After</i>	When the video ends, write 2-3 sentences in your own words summing up the most important idea. This is the step that moves information into long-term memory.

Step-by-Step Instructions

1. **Open the blank template on page 2:** or keep this document open on a second screen or tab.
2. **Fill in the header:** Write today's topic (the video will tell you what to put here) and today's date.
3. **Start the video:** Begin taking notes in the right column as you watch. Use short phrases.
4. **Use the left column:** As ideas and questions come to you, jot short cues in the left column. You can also come back and fill this in right after the video.
5. **Pause if you need to:** The video link is yours. Pause, rewind, and replay any section.
6. **Write your summary:** When the video ends, close the left and right columns and write your summary without looking. Then check and fill in anything you missed.

Annotated Example

The table below shows what a filled-in Cornell Notes page looks like for today's video.

Topic: Meet Every Learner's Needs	Date: ___ / ___ / ____
Cues & Key Questions	Notes
Key Ideas & Questions <i>Write short phrases, questions, or cues</i> Example: What is the 3-pillar model? Example: How do Mastery Checks work?	Main Notes <i>Write your full notes on the right side. Keep up with the video and do not worry about perfect sentences. Use abbreviations.</i> Example: Modern Classroom = 3 shifts: Digitized Instruction, Self-Paced Mastery, Teacher as Coach. Example: Must-Do = essential for all. Should-Do = most reach it. Example: Aspire-to-Do = extension / David thrives here.
Summary	
Summary (fill this in after the video ends) <i>In 2-3 sentences, summarize the most important idea from this video in your own words.</i> Example: The Modern Classroom Model uses short videos so students can learn at their own pace, freeing the teacher to coach each student individually. The David-Anna-Troy Test helps evaluate every instructional decision.	

Cornell Notes

Use the left column for cues and questions, the right for your notes, and the bottom for your summary after the video.

Topic: Meet Every Learner's Needs		Date: ____ / ____ / ____	
Cues & Key Questions		Notes	
Summary			

Reminder: Fill in the Summary box AFTER the video ends — without looking at your notes first.