POWERED UP NOTETAKING

Curated by UTHSC Teaching and Learning Center

ABOUT THIS GUIDE

This guide is offered as a resource for UTHSC students who are taking online courses. The aim of this issue is to equip learners with strategies for managing course notes with PowerPoint.

HOW TO TAKE NOTES ON POWERPOINT SLIDES

When instructors share PowerPoint slides in the learning management system (LMS), it's convenient to print the lectures for notetaking in class. But what happens when you can't print?

Rather than download and print the presentation slides, save the files to your PowerPoint online account. From there, use the note-taking feature to type your own notes while viewing the slides. Add the word 'notes' to the name when you save your document. Saving notes in the drive will give you the convenience of being able to access notes on the go. In addition, when you do decide to print them, you can select the handout option to include your notes!

Directions:
Login your UTHSC Office 365 account using your UTHSC username and password. First, upload the file to OneDrive.
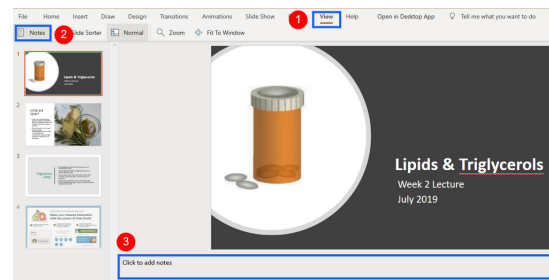
Then, follow these three steps:

- Select the PowerPoint icon and **open** the PowerPoint
- Select the **View** tab at the top of the presentation slide
- Select the **Notes** tab to **type** your notes in the text box appearing beneath the slide

MAKE IT PERSONAL

Let's face it. We don't all take notes the same way. With PowerPoint Online, you can also personalize your notes with doodles, comments, and more!

HOW TO DRAW ON YOUR POWERPOINTS

Select the Draw tab at the top of the slide. You will be able to draw on your notes as well as highlight information.

- Solid **triglycerols (Fats)** have high proportions of saturated fatty acids.
- Liquid **triglycerols (Oils)** have high proportions o unsaturated fatty acids.
- Like any other esters react with water to form th carboxylic acid and alcohol– a process known as hydrolysis.
- A triglyceride molecule consists of three fatty ac chains each linked through a separate chemical one glycerol molecule

INSERT YOURSELF

To personalize learning, the insert function is a helpful tool.

- Select the Insert tab to insert comments that will appear to the right of the slide
- Select an image and choose Edit Alt Text to insert specific details which immersive readers can read aloud
- You can also select Insert to add audio to record notes (Open the Desktop App if the link is not there)

Helpful Information

Visit UTHSC homepage and select the Resources link. Scroll down to WebMail/Office 365 to access your OneDrive Account https://uthsc.edu/

Login Blackboard (also accessible from the Resources tab) to enroll in student success courses for working with the learning management system and other tools. https://blackboard.uthsc.edu/

PowerPoint tutorials can be found on the Office 365 site. Support information can be found on UTHSC Information Technology team site.

STRATEGIES FOR SUCCESS IN LEARNING REMOTELY

- Set up a dedicated work/study area.
- Schedule regular times to complete your schoolwork as if you were still attending class.
- Check your email and the communication channel your instructors set up with you at least once a day.
- If you have a question, don't hesitate to reach out.
- Use a calendar to keep track of deadlines. Stay on schedule.
- Stay informed by subscribing to University alerts and reading notifications when received.
- Connect with others in your course via course groups and forums.

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