

Use This Page

Student Note Taking Assessment

This chart was developed as a tool to be used by students and educators when assessing note taking. It looks at strategies used and poses questions to help students reflect on the process of identifying, extracting, and recording information. It is geared to secondary level but could be adapted for use with younger students.

Were the basic elements of note taking used? (Check off strategies used)		
Abbreviations	<input type="checkbox"/>	Comments:
Bullets	<input type="checkbox"/>	
Caveman Language	<input type="checkbox"/>	
Lists	<input type="checkbox"/>	
One Word for Many	<input type="checkbox"/>	
Own Words	<input type="checkbox"/>	
Which was most helpful?		
What strategies could be better used in the future?		
Which of the following were used when reading for information? (Check off strategies used)		
Guiding Questions	<input type="checkbox"/>	Comments:
Skim and Scan	<input type="checkbox"/>	
Keywords	<input type="checkbox"/>	
Bold, italic words	<input type="checkbox"/>	
Index, table of contents	<input type="checkbox"/>	
Graphs, tables, sidebars	<input type="checkbox"/>	
Main headings, subheadings	<input type="checkbox"/>	
Pictures/captions	<input type="checkbox"/>	
Reading original text	<input type="checkbox"/>	
Which were most useful?		
How could use of these strategies be improved?		
Were there any strategies that need more explanation? If so, list them.		
Was resource information recorded within notes? (Check off items recorded)		
Author	<input type="checkbox"/>	Comments:
Title	<input type="checkbox"/>	
Copyright	<input type="checkbox"/>	
Publisher	<input type="checkbox"/>	
Vol., Issue, Pages	<input type="checkbox"/>	
Page number for quotes	<input type="checkbox"/>	
What organization tools were used? (Check off tools used)		
Retrieval chart	<input type="checkbox"/>	Comments:
KWL sheet	<input type="checkbox"/>	
Web	<input type="checkbox"/>	
Quad sheet (questions, answers, details, sources)	<input type="checkbox"/>	
Matrix	<input type="checkbox"/>	
How were the organizational tools helpful?		