

OneNote Course Syllabus

COURSE DESCRIPTION

Bring your classroom into the 21st century with Microsoft’s digital notebook, OneNote. In this course, educators will learn how to research, study, make thinking visible, plan lessons, communicate, and collaborate using this free organizational tool from Microsoft. Videos, webinars, articles, playlists, and infographics empower educators to implement OneNote into their curriculum efficiently and effectively to transform the way their students learn.

COURSE OBJECTIVES

I can...	<u>ISTE Teacher Standards</u>
Promote, support, and model creativity and inventiveness using digital tools	Standards: 1a
Utilize Microsoft OneNote to model collaborative content construction by engaging in learning opportunities with students, colleagues, and members of the community	Standards: 1d, 3b
Engage students in solving authentic problems and exploring real-world issues both individually and collaboratively using digital tools	Standards: 1b, 1d
Use digital resources to inspire creative thinking and to create learning experiences that are relevant and promote student learning, creativity, and self-management and -assessment	Standards: 2a, 2b
Advance my students’ content knowledge by incorporating technological tools into academic curriculum to support the unique learning styles and goals of my students	Standards: 1a, 2a, 2b, 2c, 4b
Develop and provide standards-aligned formative and summative assessments to inform instruction and use data to individualize instruction	Standards: 2d
Collaborate and facilitate students’ collaboration with peers and community using digital tools and resources to support student success	Standards: 3b
Model fluency in technology/digital tools while communicating to parents, students, and peers using a variety of digital media and formats	Standards: 3c, 3d,

COURSE CONTENT

Pre-Assessment

Answer a short series of questions to discover what you do and don't know about OneNote and to think about your goals for this course. At the end of the course, you will take a short, summative post-assessment quiz, which offers you the opportunity to measure your growth.

Section 1: Introduction

Get to know Microsoft OneNote by learning from real teachers and students who use this digital notebook in their schools and districts. Discover the features and benefits of OneNote and imagine how this free tool can transform your classroom.

Section 2: Getting Started

Take the first steps toward mastering OneNote by understanding the hows and whys of using it. Understand how to make the most of OneNote and enhance productivity.

Section 3: Curriculum Development

With so many incredible features and functionalities, familiarize yourself with several ways to incorporate OneNote into your curriculum from lesson planning to ePortfolios.

Section 4: Collaboration & Communication

In this section, help students develop skills that are crucial for success in the 21st century. OneNote promotes and reinforces the art of group work in ways that benefit both students and teachers alike.

Section 5: Tricks & Tips

Now that you have a grasp on the basics of OneNote, take your training to the next level with case studies, shortcuts, and add-ons. Be amazed at how organized and efficient you are thanks to this digital binder made just for educators like you.

Post-Assessment

Answer a series of questions designed to give you a summative analysis of how much you learned about OneNote. This will also help you check to see if you met your goals for this course. In addition, please make sure that you have submitted your Assessments of Knowledge (AOKs).