

LEARNING CONNECT TEACHER TOOL

ALEXA – Automated Learning EXcellence & Achievement - NOTETAKING REPAIR

Three Rs of Notetaking – Repair, Reflect and Reformat “Teacher-Guided” Script

Dear Teacher:

Alexa is currently ready to assist you in administering today’s lesson. Using retention and comprehension strategies will increase student achievement substantially for your current lessons and curriculum. Just preview or download the script and ask the required questions provided. Alexa will respond accordingly. In most cases, Alexa can be used as a stand-alone tool, without the use of any of the other accompanying tools, such as, the LC Instructional packet or PowerPoint. Please enjoy the results.

CLASSROOM HELPER SHEET – The Classroom Helper Sheet provides the lesson objective, tool description, required student materials, any optional materials, and Alexa’s contribution. This sheet can be previewed or downloaded.

TEACHER SCRIPT SHEET – The Alexa Script Sheet begins by providing a notation of the teacher’s contribution to the Alexa’s directives. In most cases, be prepared to share simple lesson-related information for brainstorming and reflection, such as the lesson topic, vocabulary words or general lesson statements.


The script sheet also provides the teacher with a brief Alexa Lesson Introduction, the Alexa Activation Questions or Statements and a copy of Alexa’s Responses. Teacher can download or reference the Activation Questions or Statements, along with the Alexa’s Responses, on an electronic device during instruction. In summary, using this sheet, teacher can capture Alexa’s Activation Questions or Statements for the selected Learning Connect activity. Then, preview Alexa’s Responses. If needed, this tool can be used to clarify any student question asked after an Alexa directive is provided, if needed.

(OPTIONAL) LESSON SAMPLES – In most cases, Alexa provides the guidance to help students create their own handouts for the lesson. However, lesson handout snapshots (small size) have been provided with the script to be used for clarification and explanation. On the other hand, if a copy of a ready-made handout is desired, please refer back to the original LC instructional tool for a handout suitable for copy.

STUDENT LEADER SHEET – The Student Leader Sheet provides the Alexa Activation Questions for a Student Leader to use in activating Alexa in an individual, partner or small group setting. However, the Alexa Responses are not provided on this sheet. If clarification is needed, Alexa can be asked to repeat her response.

CLASSROOM HELPER SHEET

NOTETAKING MAINTENANCE – REFLECT, REWRITE AND REFORMAT

 **Lesson Objective** – To review, reformat and/or rewrite notes adding graphic representation to enhance memory, meaning and understanding.

Tool Description – Summarizing and paraphrasing notes increase long-term retrieval. As directed, individually, with a partner or small group, in a two-step process, Alexa or Instructor will request students to reflect and rewrite their notes by correlating older notes with current notes. Next, the new rewritten notes will be connected with a compatible graphic. For example, if you have major concepts, with accompanying details, reformat notes into a compatible graphic, such as a concept map. If steps, series, phases, cycles or timelines are within the notes, use a flow chart graphic.

Supplemental Instructional Tool and PowerPoint Student Guidance Available for this Specific Tool: To preview or download the Instructional or PowerPoint supplement tool, please go back to the original download page by inserting **GC415** into the Main Search Bar or use the following link:
<https://learningconnect.org/tool/gc415-notetaking-repair-tools-three-rs-of-notetaking-reflect-rewrite-and-reformat-skills/> (You must be currently subscribed and logged into the Learning Connect website to access this link.)

Required Student Materials List: pencil and paper per student

(Optional) Student Materials List: Sample Worksheets – a. Concept/Topic Map Sample b. Interlocking Concept/Topic Map Sample c. Bubble Cycle Flow Chart Sample d. Chronological Timeline Chart Sample e. Chronological Flow Chart Sample f. Chronological Storyboard Sample g. Cause and Effect Fishbone Sample h. Comparison and Contrast Chart Sample i. Venn Diagram Comparison Chart Sample. (These graphics examples can be created on student's own paper while simply proceeding, as directed, through the activity.)



SMGR – Small Group Resources

- A. **Leadership Role Strips or Draw Cards** - noting role and tasks are available for a quick use. (Index cards, cut in half, create good draw cards.) The small group draw tools can be laminated to ensure multiple use.
- B. **Drawing Container** - (A sheet of paper, folded in half and stapled down on each side creating a pocket effect, can substitute as a container).

Other Possible Small Group Supplies – time keeping device, scissors, flip chart and markers, multiple copies of the Small Group Ground Rules

To access all ten-minute prep small group tools and accessories, please insert **SG001** into the **Classroom Management Search Bar** or use for the following **Small Group Ten Minute-Prep-Steps** link. <https://learningconnect.org/tool/smgr1-sg001-small-group-tool-ten-minute-prep-steps/> (You must be currently subscribed and logged into the Learning Connect website to access this link.)

Teacher Note: For initial leadership role training or a longer-term small group activity, please insert **SG002** into the **Classroom Management Search Bar** to access the small group tools with the **Small Group Leadership Role Guides** or use the following link. <https://learningconnect.org/tool/smgr2-sg002-small-group-tool-leadership-prep-and-role-review/> (You must be currently subscribed and logged into the Learning Connect website to access this link.)

Alexa Contribution: Share step-by-step instructions for students to **reflect, rewrite and/or reformat notes** by: 1. Reflect and correlate old and new notes. 2. Rewrite notes by paraphrasing and summarizing. 3. Reformat notes by consolidating selected information into graphics and diagrams to improve long-term retrieval.

(For Classroom Use Only)

Instructor should use bolded script provided to communicate with Alexa.

Teacher Contribution to Alexa Lesson: None

**NOTETAKING MAINTENANCE REPAIR SKILLS
TEACHER SCRIPT**

Instructor Intro:

Today, our lesson is about _____.
Let's allow Alexa help us to increase our retention and comprehension during today's lesson using the 3 Rs of NOTETAKING REPAIR – REFLECT, REWRITE AND REFORMAT.

1. Addressing the first Notetaking Maintenance – Reflect, Rewrite and Reformat step.

Instructor: Alexa – Open Notetaking Repair

Alexa: Welcome to Learning Connect. How can I help?

Instructor: What are the three Rs of NOTETAKING REPAIR?

Alexa: Sure. Notetaking maintenance is summarizing and paraphrasing your notes using the three Rs, Reflect, Rewrite and Reformat. You learn each time you organize your notes. It can increase retention from 50 to 90 percent. Do you have notes scattered about on the same or similar topics? So, as directed, individually, with a partner or small group, select overall topics and categories. Now, proceed to rewrite your notes according to your new topics and categories. You can even make them chronological or alphabetical. Just designate a page for each category. This may take a while, so let's get busy.

2. Addressing the second Notetaking Maintenance – Reflect, Rewrite and Reformat step.

Instructor: Alexa – Open Notetaking Repair

Alexa: Welcome to Learning Connect. How can I help?

Instructor: Share the second NOTETAKING REPAIR step.

Alexa: Welcome back. As directed, individually, with a partner or small group, let's begin by correlating our new rewritten notes with a compatible graphic. For example, if you have major concepts with accompanying details, create a concept map graphic. To show a cycle of steps or tasks, use a flow chart or stairstep graphic. To show an ascending or descending timeline, use a timeline graphic. To tell a story, use storyboard graphics. To show cause and effect, consider a fishbone graph. Last, to show comparison and contrast, use a Venn Diagram. Examples of graphics are available online and in the accompanying Learning Connect tool. The options are endless as well as the increased retention.

(For Individual Student or Group Student Leader Use Only)

Please use the bolded script provided to communicate with Alexa.

Teacher Contribution to Alexa Lesson: None

**NOTETAKING MAINTENANCE REPAIR SKILLS
STUDENT LEADER SHEET**

Intro:

Today, the lesson is about _____.
Alexa will help you increase your retention and comprehension during today's lesson using the thee 3 Rs of NOTETAKING REPAIR – REFLECT, REWRITE AND REFORMAT.

1. Addressing the first Notetaking Maintenance – Reflect, Rewrite and Reformat step.

Student Leader: Alexa – Open Notetaking Repair

Alexa: Welcome to Learning Connect. How can I help?

Student Leader: What are the THREE Rs of NOTETAKING REPAIR?

2. Addressing the second Notetaking Maintenance – Reflect, Rewrite and Reformat step.

Student Leader: Alexa – Open Notetaking Repair

Alexa: Welcome to Learning Connect. How can I help?

Student Leader: Share the second NOTETAKING REPAIR step.

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