Developing Your Metacognitive Skills – Note Taking Guide

Metacognition is thinking about one's own thinking, and refers to the ability to reflect upon, understand, manipulate, and regulate how one is thinking during learning. Metacognitive note taking involves planning, monitoring, and reflecting while participating in class activities.

Beginning of Class - **Plan & Connect**

Date: Course:

Topics/Learning Outcomes:

Connections: What do I already know about this topic? How does it relate to something I already know about? What questions do I already have about this topic?

Middle of Class – Monitor Learning

Monitoring Learning	Notes
Create a left hand column for noting insights, confusions and questions that arise. - Record insights and "ah-huh!" moments. If you suddenly realize that you understand something, or you make a connection between the current material and something you already know (such as previous course material), make sure to write those thoughts down. You may also include feelings and other comments. - Write questions. Questions are the best evidence you have that you are actually thinking about the material. Note your response to the questions you have. - Monitor your level of understanding. Pay attention to what is happening inside your head (metacognition). - Note items to follow up on.	Use this space for taking traditional notes on what is being presented.

End of Class – Reflect and Evaluate Learning (3- 5minutes)

At the bottom of your notes for each class, draw a line below your notes to write a summary. Below are some guiding questions to assist with writing.

1. What were the most important ideas of today's class session?
2. What did I hear today that is in conflict with my prior understanding?
3. How did the ideas of today's class session relate to previous class sessions?
4. What do I need to actively go and do now to get my questions answered and my confusions clarified?
5. What did I find most interesting about class today?

Summary: