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Factsheet 8: Gathering and organising research materials using Microsoft OneNote.

Gathering and organising research materials.

As you complete your reading and research it is important to identify, gather and organise information that is useful for your assignment tasks.

- Step 1: Identify
- Step 2: Gather
- Step 3: Review and organise

Step 1: Identify.

Examples of research sources include:

- Books.
- Journal articles and other academic papers.
- Websites.
- Visual media such as video and sound.
- Images and photographs.
- Notes provided by your tutor / notes you have gathered during lectures.
- Museum exhibits.
- Spreadsheets.

It is important to identify your research sources early to ensure that you have time to gain full access to information before your coursework deadlines – don't leave it to the last minute!

- Review Weblearn for reading lists and other resources from your tutor.
- Ask with your tutors for further guidance concerning research sources and materials.
- Read the assignment question / task and ask: "What am I being asked to do?"

Your Academic Liaison Librarian can also provide valuable guidance concerning locating helpful research materials including:

- Help with researching for assignments, dissertations and projects.
- Help with use of Library subject collections, databases and other resources.
- Guidance on referencing and plagiarism.
- Basic study skills assistance.

Visit the Library website for more information:

<https://student.londonmet.ac.uk/library/subject-guides-and-research-support/a-z-subject-guides-and-librarians/>

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Step 2: Gather

As you complete your reading and research it is important to gather information so it can be easily found later and reorganised into a form which is helpful for your assignment tasks.

The Factsheets below provide information and guidance concerning the identification and storing of digital research materials:

- Factsheet 3 – Finding and identifying useful information within digital documents.
- Factsheet 7 – Organising digital study materials.

Top tip: Smartphones can be a valuable research tools:

- Use the camera to take a photograph of visual research materials.
- Use the camera to take a photograph of research text for further investigation later.
- Use a basic notes app on your phone to record information and ideas that come to mind.

Step 3: Review and organise

The final stage is to organise your research materials into a suitable form. Your assignment question / task and the guidance given by your tutors should inform the review and organisation process.

Storing digital information logically and naming files / folders appropriately is undoubtedly beneficial. However, it is likely that you will need to reorganise materials during, and at the completion of the research process. Doing so may help you to complete the assignment task more efficiently and more effectively.

Tools such as 'Microsoft OneNote' and 'Inspiration' can help greatly with regard to gathering and organisation of digital research materials.

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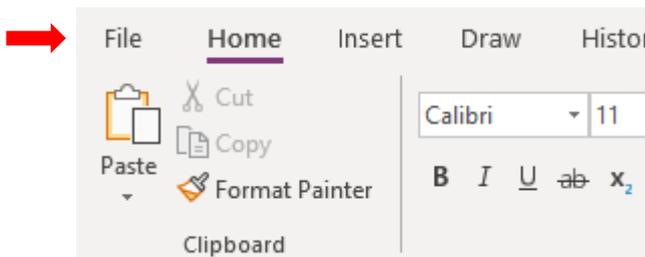
OneNote

Using OneNote you can:

- Gather text from Microsoft Word documents.
- Gather text from PDF documents.
- Gather text, images and other information from webpages.
- Gather images that have been scanned / photographed / grabbed from the computer screen.
- Gather files from your computer.
- Gather spreadsheet information.
- Record and gather audio or video.
- Create 'to-do' lists.

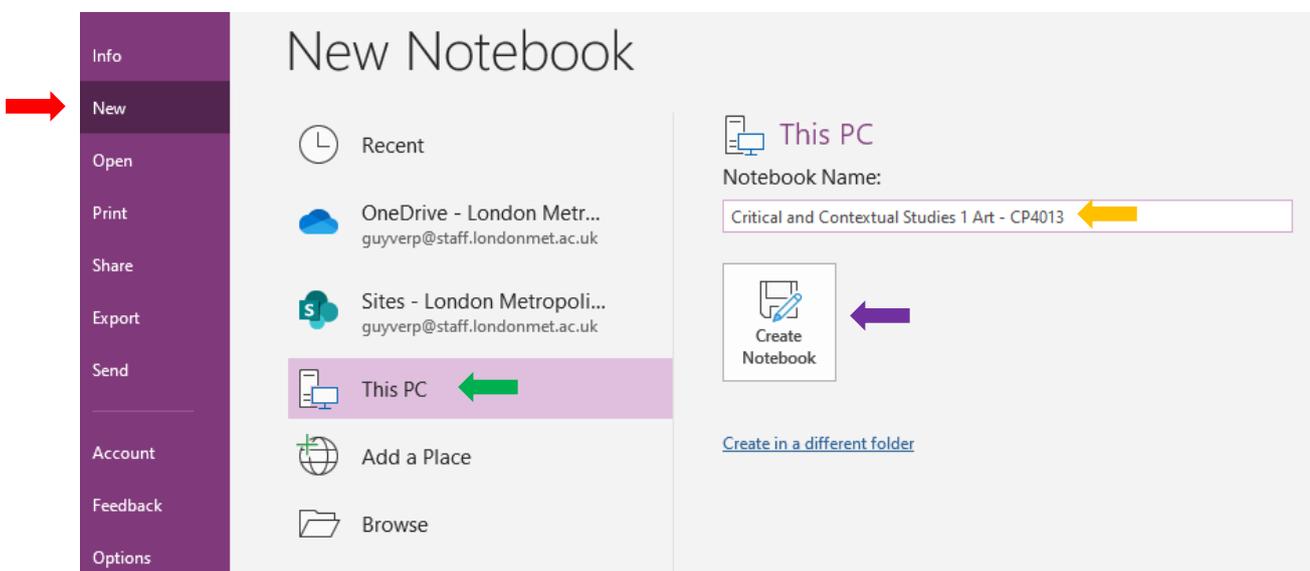
And much more!

Create a new 'Notebook'



- Open OneNote.
- Select 'File' (red arrow).

- When the new Window opens, select 'New' (red arrow below).
- Choose a save location for your work, in this example 'This PC' (green arrow).
- Name your Notebook (yellow arrow).
- Click 'Create Notebook' (purple arrow).



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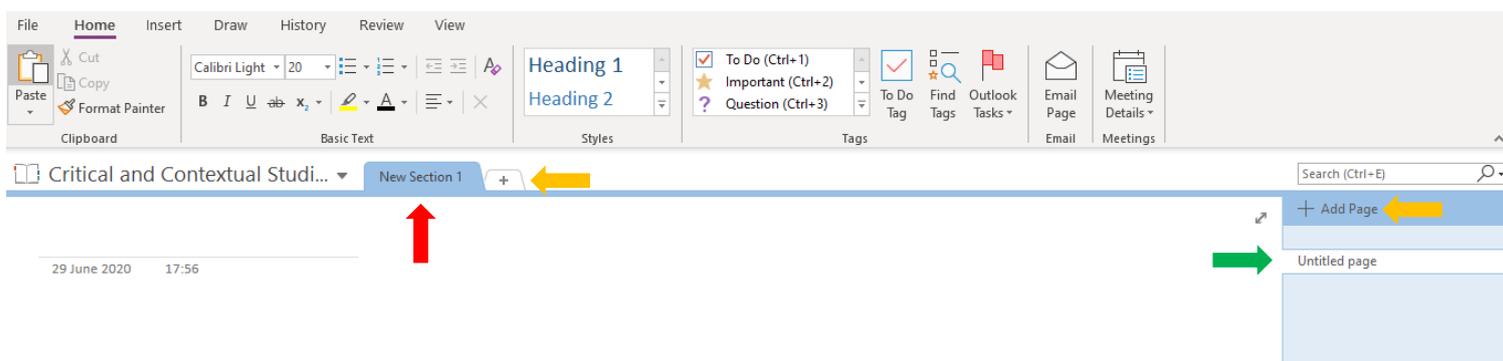


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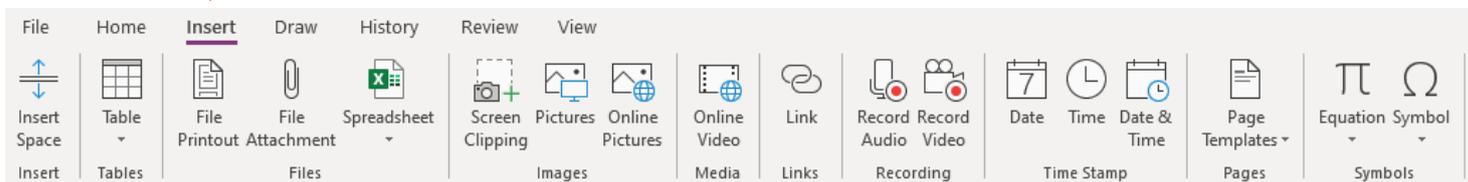
Your new notebook is ready for information to be entered!

- Information can be gathered into 'Sections' as per your requirements (red arrow). Right click on untitled Section tabs to rename them appropriately.
- Information can be gathered into 'Pages' within sections (green arrow). Right click on untitled Pages to rename them appropriately.
- Click on the '+' symbol to add pages or sections (yellow arrows).

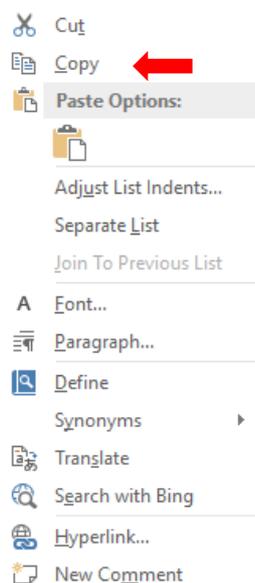


Gathering information method 1 – using the insert menu:

- Select 'Insert' menu (red arrow below) and choose the information type that you would like to insert into your notebook.



Gathering information method 2 – 'copy and paste' or 'drag and drop':



When working with a Microsoft Word or Excel document, a PDF document or webpage:

- Select the text, image or other information you would like to insert into your notebook.
- Right click and select 'Copy' (red arrow).
- Navigate to your OneNote notebook, right click at the location you would like to insert your information and select 'Paste'.

Alternatively, drag and drop from open applications including Microsoft Word and web-browsers.

Remember to note the source of your research materials for referencing purposes!

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Example notebook:

- 'Section' tabs named (red arrow)
- 'Pages' created within section and named (green arrow).
- Notes created within the notebook (yellow arrow).

OneNote Example | 01 Critical and Contextual Studies 1 Art - CP4013 | Quick Notes

Learning outcomes

18 June 2020 17:24

On successful completion of the module students will be able to:

1. use information retrieval systems effectively and develop appropriate methods for collecting, organising and deploying knowledge;
2. read, analyse and interpret different kinds of written texts and other key sources of documented knowledge, such as recorded sound or images, objects and artefacts;
3. demonstrate familiarity with the scope of their discipline and its and broader ethical, historical, social, cultural, economic and practice-based contexts;
4. articulate a critical understanding of the objects of their study, using a range of written forms of presentation, noting specific terms, languages, references, genres and audiences;
5. become aware of the relationship between the theories and practices of their discipline in its creative application;
6. effectively respond to and reflect upon feedback on their own work in order to develop and improve their learning.

From <<https://intranet.londonmet.ac.uk/module-catalogue/record.cfm?msid=6CE8C844-9036-43A1-88A2C63447F470BE>>

- Read the module summary
- Read the learning outcomes
- Review the assessment strategy
- Locate books from the bibliography

Right-hand pane: + Add Page, Assessment Components, Module Summary, Syllabus, Learning outcomes, Assessment strategy, Bibliography

Adding 'Tags' to information

You can add a 'Tag' to an individual note within your notebook to draw attention to it, to categorise it, or to add additional information.

- Navigate to your note and position your cursor where you would like your Tag to be inserted (red arrow).

OneNote Example | 01 Critical and Contextual Studies 1 Art - CP4013

Module Summary

18 June 2020 17:19

Critical and Contextual Studies (CCS) Level 4 aims to orient and critically engage students in the history and theory of their discipline, its extent and conventions, and its broader social and material context in culture and contemporary practice.

The module helps students to reflect on what they see, and to read connections between different ideas that have shaped their discipline. In particular the module investigates how thinking and articulating ideas about practice in their field might be framed – for example in relation to history, the economy, society and the environment, or through theory and practice.

The module introduces students to a range of academic skills needed to produce a graduate-level study in their final year. It helps students to develop their own interests, and to reflect on and take responsibility for the development of their own learning. This includes surveys in the history of their discipline, research and writing workshops, seminars, library sessions, visits and tours in addition to guided independent learning.

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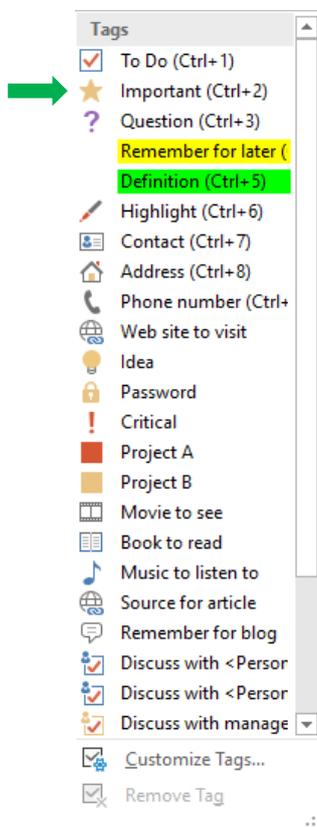
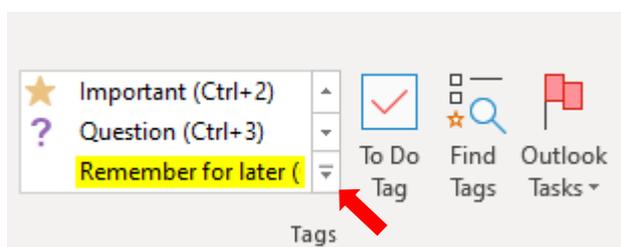
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- Select the 'Home' tab (red arrow) and review 'Tags' (green arrow).



- Expand the pull-down menu by clicking on the small icon next to the Tag list (red arrow).



- Select a Tag to add to your note, in this example 'Important' is chosen, but you can choose a Tag appropriate for your needs from the list (green arrow).
- Your Tag will be added to your note (yellow arrow).



Module Summary

18 June 2020 17:19

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- Use the 'Find Tags' function to review the Tags you have created (red arrow).

The image shows the OneNote 'Tags' ribbon with 'Find Tags' highlighted by a red arrow. A green arrow points to the 'Tags Summary' pane on the right, which displays a list of tags: 'Important', 'Question', and 'Remember for later'. The 'Remember for later' tag is selected and expanded to show a search box and a 'Refresh Results' button.

- Tags you have created will be listed for review (green arrow).

Adding 'To-do' task lists

Task lists can be a useful way of noting tasks to be undertaken and checking them off when complete.

The image shows the OneNote 'Tags' ribbon with 'To Do Tag' highlighted by a red arrow.

- Position your cursor in your notebook where you would like your task list to be created.
- Select the 'To Do Tag' (red arrow).

- A task list will be added to the page in your notebook (green arrow below)

The image shows a OneNote page titled 'Assessment Components' with a table and a task list. A green arrow points to the first item in the task list, 'Read the module summary'.

Coursework	33%	Patchwork and Reflection
Coursework	33%	Case Study
Coursework	34%	Essay

- Read the module summary
- Read the learning outcomes
- Review the assessment strategy
- Locate books from the bibliography

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Review and organise your notes, pages and sections

- Notes gathered on Sections and Pages can be dragged and dropped to suit your organisational needs.
- Sections and Pages can also be dragged and dropped into a new order as per your requirements.

Example – reorganised Pages ('Bibliography' dragged and dropped from top to bottom of page list)

