

LessonNote

Version 3.0 User Guide

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Overview

LessonNote was developed to help you collect both qualitative and quantitative data about the flow of a lesson and its impact on students, and to make it easy to review and find important notes during a later discussion about the lesson.

Note-taking is done based on a seating chart (Figure 1), which can include icons for every student, for groups of students, for one or more teachers, and for one or more display areas (chalkboard). Tap on an icon to create a note, or drag from one icon to another.

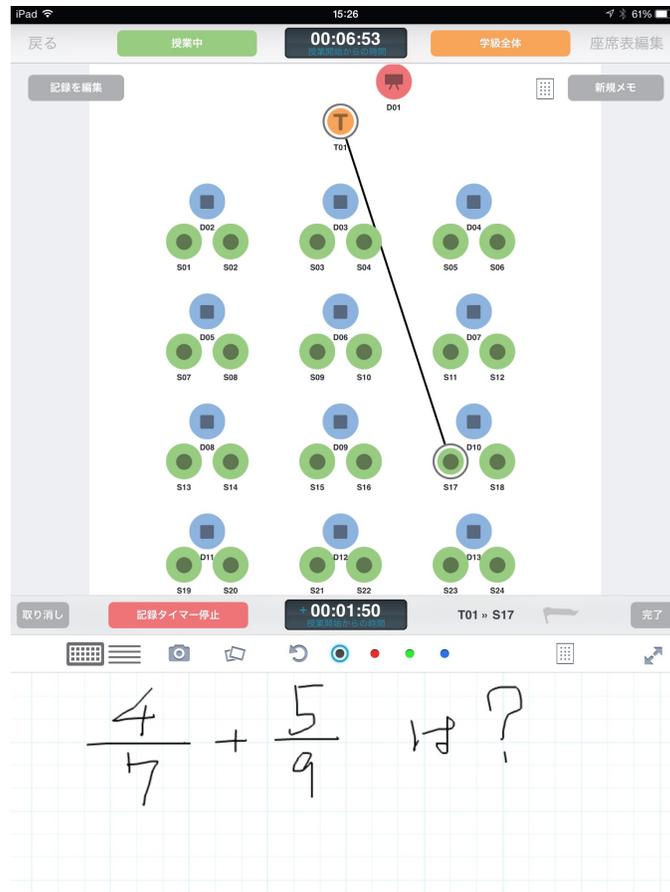


Figure 1

To review notes after a lesson, two views – 1 column and 3-column – provide different overviews of the lesson (Figures 2a and 2b). Both views include a timeline showing how time was distributed among whole-class instruction, students working in groups, and students working independently. Both views also allow you to filter notes by various criteria. The 1-column view includes various statistics about the lesson, and also allows you to display notes about just one student, group, or teacher.

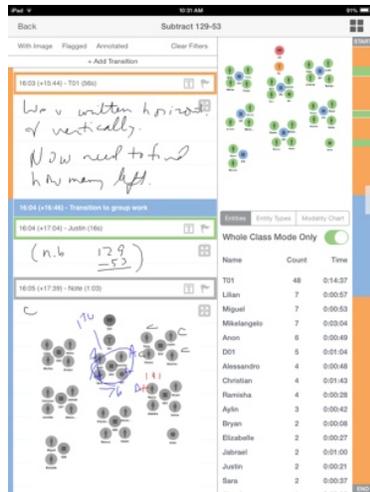


Figure 2a – 1-column view

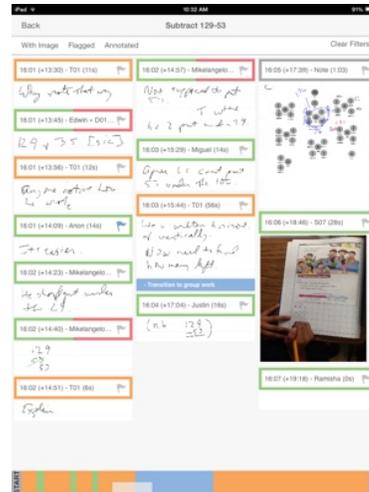


Figure 2b – 3-column view

An optional subscription to **LessonNote Pro**, a web-based companion application, provides additional capabilities, including:

- export lesson notes as a PDF file
- export photos from lessons
- share seating charts
- merge notes from multiple users about the same lesson
- viewing notes about a student across multiple lessons and others.

Creating a seating chart

One can create a seating chart ahead of time by tapping the “+” on the home screen next to “Seating charts”, or while creating a lesson.

Adding entities

There are two ways to add entities (icons) to a seating chart (Figure 3):

- 1) Drag icons from the bottom of the screen into the seating chart, or
- 2) Tap to select an entity type, then tap multiple times in the seating chart to place several copies at once.

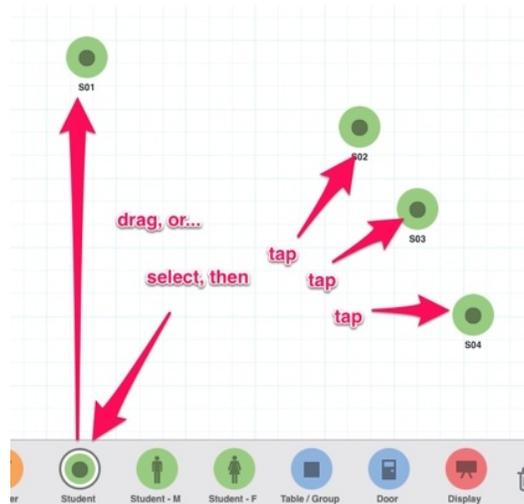


Figure 3

Tapping on an existing entity brings up a **radial menu** (Figure 4) for editing the entity, which includes changing the label, such as from “S21” to “Yoshi”.



Figure 4

Downloading a shared seating chart from LessonNote Pro

A user with a LessonNote Pro account can upload a seating chart and make it available to others – including others who do not have an account – by sharing a “token”, a 6-character string that uniquely identifies that seating chart.

To download a shared seating chart, tap the “+” next to “Seating Charts”, enter the 6-character token, and press **Download** (Figure 5).



Figure 5

Creating a “lesson”, a collection of notes

A “lesson” in LessonNote is a collection of notes, usually about a real-life lesson, linked to a unique seating chart. To create a lesson, tap the plus sign (+) at the top of the home screen next to “Lessons”, then choose to either use an existing seating chart or create a new seating chart. (One can also start by tapping on a seating chart in the right-hand list on the home screen.) One is then presented with the note-taking screen shown in Figure 6.



Figure 6

Start and end of the lesson

Usually, the first thing to do is to mark the beginning of the real-life lesson, using the **Mark events** control at the top, left. Tapping **Lesson Started** (Figure 7) will cause the **timer** to begin running. Notes will time-stamped with both the absolute time and with the time relative to the start time. If you made a mistake, you can tap **Lesson Started** again to set a new starting time.

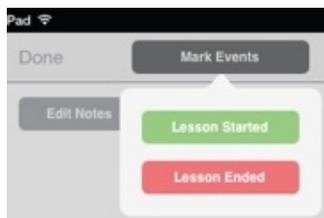


Figure 7

Tap **Mark Events** → **Lesson Ended** to record the end of the lesson and to stop the timer. If you make a mistake, tapping it again will adjust the ending time of the lesson.

Creating a note

To create a note, tap on an entity in the seating chart. A note area opens at the bottom of the screen (Figure 8), and a **note timer** records how long the note is open. Besides writing or drawing in the note using the 4 colors, you can insert one or more photos (see “Working with photos” below), or an image from the iPad library (such as a pre-made diagram), or a seating chart (but see the section on “seating chart notes”, below). The note

can be viewed full-screen to allow more room to write; but the actual size of the note will be only as big as necessary to include its contents.



Figure 8

Tap “Done” to close the note, or tap on another icon in the seating chart to immediately create another note.

Notes related to two entities

Drag from one entity to another (e.g. from teacher to a student) to create a note linked to both objects (Figure 9).

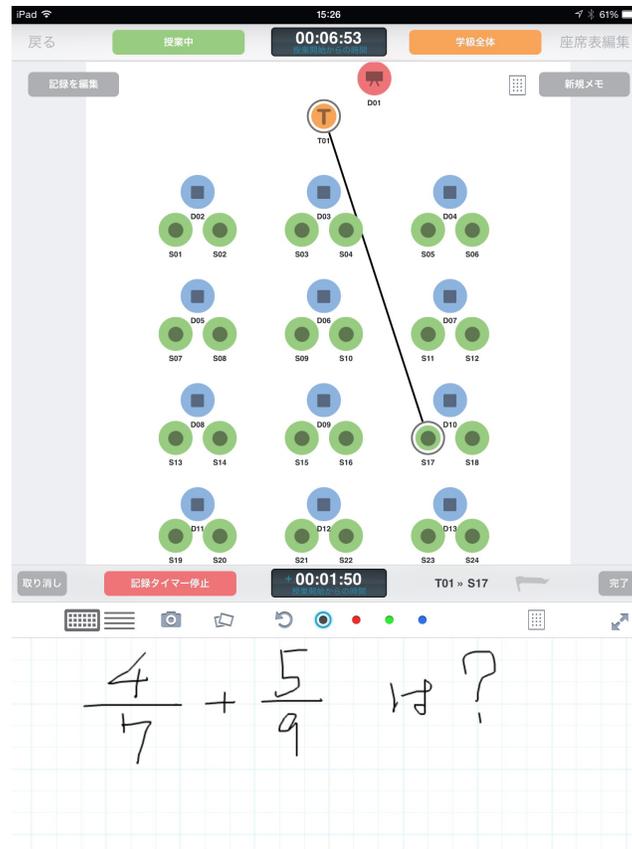


Figure 9

Transitions

LessonNote allows you to keep track of lesson modality: whether the teacher is working with the **whole class**, or students are engaged in **group work** or **independent work**, or some **other** modality. The default modality when a lesson is created is **whole class**. Record modality transitions using the modality buttons at the top (Figure 10).



Figure 10

Working with photos

When you first insert a photo, it is scaled to the largest size that will fit in a full-screen note. To move or resize the photo, do a long 2-finger tap (about 1 second) on the photo to select it, then tap again with two fingers to move or resize it (Figure 11).

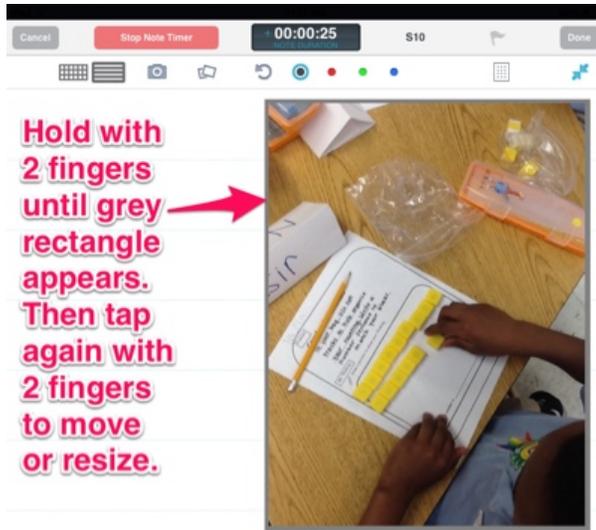


Figure 11

A known problem with taking photos

At the time this is being written, there is a known bug in the iOS 8 photo software. While the camera is open, if the iPad is rotated horizontally, the camera will appear to crop the image on the sides. If you take a picture, however, the picture will be the correct dimensions.

Silent shutter

On some iPads, the volume control will not mute the camera shutter sound. Since this sound can disturb students during a lesson, we have created a special “silent shutter” setting that uses the movie camera to capture images. The image quality is not as good, and the camera cannot currently be zoomed, but this setting may still be useful under some conditions. From the home screen, tap the gear icon in the lower-left corner to choose the shutter setting (Figure 12).



Figure 12

General notes and “seating chart” notes

Two buttons allow for the creation of notes that are not tied to any particular object in the seating chart (Figure 13a).

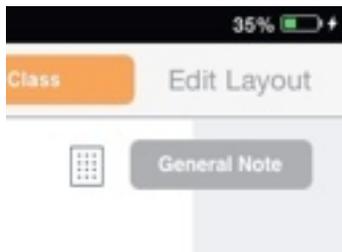


Figure 13a – the two buttons



Figure 13b – a seating chart note

A “seating chart” note (Figure 13b) has a copy of the seating chart in it, which is useful for recording data about multiple students. A **General note** is for any other note, such as a thought about the lesson.

Editing previous notes

The **Edit notes** button allows you to quickly review notes taken so far. Tap on a note to edit it. Tap **Done** to save edits and return to the list of previous notes. Tap **Done** again to return to the seating chart and continue taking notes.

Editing the seating chart

It is sometimes useful to make changes to the seating chart after the lesson has begun, such as if a student is sitting in a different location. Tap **Edit Layout** to do this.

It is important to understand that every lesson has its own seating chart. Even if you started with a seating chart from the home screen, when the lesson was created it made a local copy of that seating chart. Changes made to the seating chart from within the lesson affect only that local copy and will not affect any other seating chart, including the original.

Reviewing a lesson

From the home screen, tap on a lesson and tap “Review lesson”.

LessonNote provides two screens for reviewing notes from a lesson: 1-column view and 3-column view (Figures 2a and 2b, above).

Toggle between the two screens by tapping on the icon in the top-right (Figure 14a and 14b). Tapping on a note in 3-column view will bring you to that note in 1-column view.

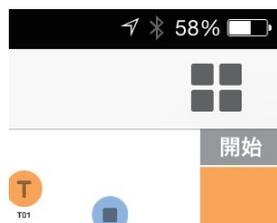


Figure 14a



Figure 14b

1-Column view

In addition to the scrolling list of notes, 1-Column view has several components for analyzing the lesson.

Note headers

The left side of each note header contains the following information (Figure 15):

- the time of day the note was recorded;
- the time relative to the start of the lesson;
- the entity id
- the duration of the note – i.e. how long the note was open before the note was closed or the “Stop timer” button was pressed.



Figure 15

On the right side are two buttons (Figure 16): **annotate** and **flag**. **Annotate** allows a typewritten annotation to be attached to the note. **Flag** marks a note to make it easy to find (see “Filtering notes” below). Just beneath the header is a button to expand the note full-size.

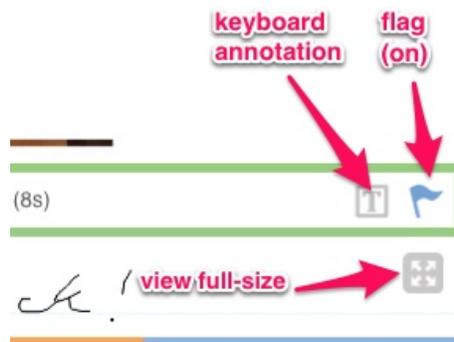


Figure 16

Seating chart

Tap on a note, and the seating chart highlights which entity the note is about. Tap on the seating chart to enlarge it.

Timeline

A timeline of the lesson, on the right, is color-coded according to lesson modality (Figure 17). Tap on the timeline to shift the list of notes to that portion of the lesson. A translucent white rectangle in the timeline shows where the currently-visible notes reside within the lesson.

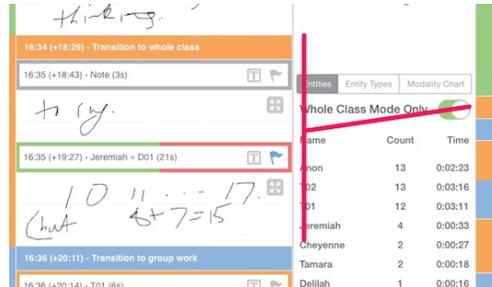


Figure 17

Statistics

LessonNote provides valuable statistics about the lesson under three tabs (Figures 18a, 18b, and 18c):

- the number of notes, and total duration, for each entity in the seating chart;
- the number of notes, and total duration, for each type of entity
- the distribution of time among the various modalities, for each segment of the lesson and for the lesson overall.

The modality time list (Figure 18c) is connected to the timeline; tapping on a segment in the timeline causes the same segment to be highlighted in the modality list.

Statistics about the number and duration of notes by entity can be shown for the entire lesson or only for the whole-class segments of the lesson (this is the default setting). This is useful, for example, to investigate whether certain students dominated a class discussion.



Figure 18a



Figure 18b



Figure 18c

Filtering notes by entity

The entity note statistics chart (Figure 18a) is useful in another way: tapping on an entity in the list filters the list of notes by that entity. Tap a second time to clear the filter.

Filtering notes by other criteria

In addition to filtering by entity, the visible notes can be filtered based on any combination of the following criteria (Figure 19):

- whether they contain an image (a photo or seating chart)
- whether they are flagged
- whether they have a typewritten annotation (see “Note headers” and Figure 16).

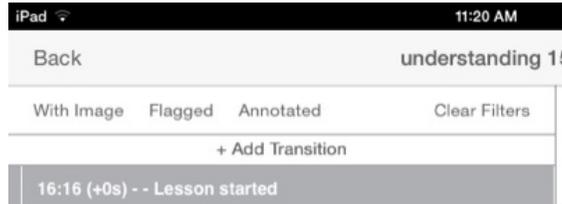


Figure 19

Tap on a filter button to toggle it on or off.

Editing the list of notes

Deleting notes

Notes and transition markers can be deleted by swiping to the left (Figure 20).

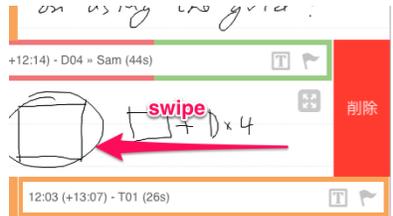


Figure 20

Inserting transitions

Transitions that were missed during the lesson can be inserted later. Tap on a note to select it, then tap **+Add transition** at the top of the list of notes and select the type of transition (Figure 21), then select whether to insert it above or below the selected note. The timeline will update to reflect the new transition.



Figure 21

3-Column view

3-Column view makes it easy to quickly search through a large number of notes, and the same three filters are available (but filtering by entity is not). Swipe left or right to navigate; tap on a note to jump to that note in 1-column view.

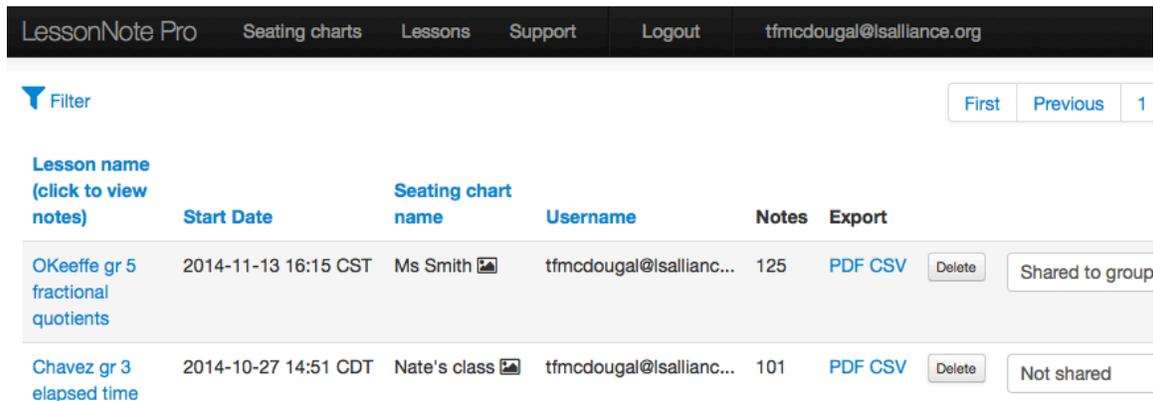
LessonNote Pro

LessonNote Pro is a web-based companion application that provides additional capabilities (Figure 22). With a LessonNote Pro account, you can:

- Share a seating chart with others (even if they do not have an account) – see “Downloading a shared seating chart”, above;
- Upload lessons and seating charts for safe, long-term storage;
- View uploaded lessons from any web browser;
- Extract photos from a lesson;
- Share notes with other users in your group;
- Merge notes taken by multiple users in your group about the same lesson;
- View notes about a particular student across multiple lessons.

LessonNote Pro is a subscription service. To learn more, visit <http://LessonNote.com>, or sign up for a 30-day free trial at https://pro.LessonNote.com/users/sign_up.

If you have an account, enter your account information by tapping on the gear icon in the bottom-left corner of the home screen (Figure 12, above).



The screenshot shows the LessonNote Pro web interface. At the top is a navigation bar with links for Seating charts, Lessons, Support, Logout, and a user email address. Below the navigation bar is a filter icon and pagination controls (First, Previous, 1). The main content is a table with columns for Lesson name, Start Date, Seating chart name, Username, Notes, and Export. Two rows are visible in the table.

Lesson name (click to view notes)	Start Date	Seating chart name	Username	Notes	Export
OKeeffe gr 5 fractional quotients	2014-11-13 16:15 CST	Ms Smith	tfmcdougal@lsallianc...	125	PDF CSV <input type="button" value="Delete"/> <input type="button" value="Shared to group"/>
Chavez gr 3 elapsed time	2014-10-27 14:51 CDT	Nate's class	tfmcdougal@lsallianc...	101	PDF CSV <input type="button" value="Delete"/> <input type="button" value="Not shared"/>

Figure 22