

How to Create Cornell Notes in Google Docs

Step #1: Go to High School homepage at <http://blogs.ksbe.edu/hhs/>

NO KAMEHAMEHA HO'OKOMO'ANA PĀHANA KĀLAI'IKE 'ĀLAPA 'ALEMANAKA HUI MĀKUA 'OIHANA KS LIMAHANA

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Kamehameha, Moku o Hawai'i

'ANO-AI KĀKOU
Ke Kula Kī'eki'e o Kamehameha Hawai'i
16-716 Volcano Road
Kea'au Hawai'i, 96749
Kelepona: 808.982.0600
Kelepa'i: 808.982.0610

NO NĀ HAUMĀNA

- Ho'oku'i KS
- Lekauila Imua
- No Google
- No Blackboard
- No Edmodo

LOULOU NOI'I

- 'O Kekui'apoiva
- Huli iā Google Hawai'i

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NO KE KULA

- Pāhana Kīpaepae
- 'Ahu'ula
- Palapala Ho'olaha
- Almanaka 12 12

Step #2 Click on No Google

Google™ Google Apps for Kamehameha Schools Hawaii

Sign in to manage
Kamehameha Schools Hawaii

Username:
@hawaii.ksbe.edu

Password:

Stay signed in

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If you are a **Google Apps administrator**, sign in here for the control panel

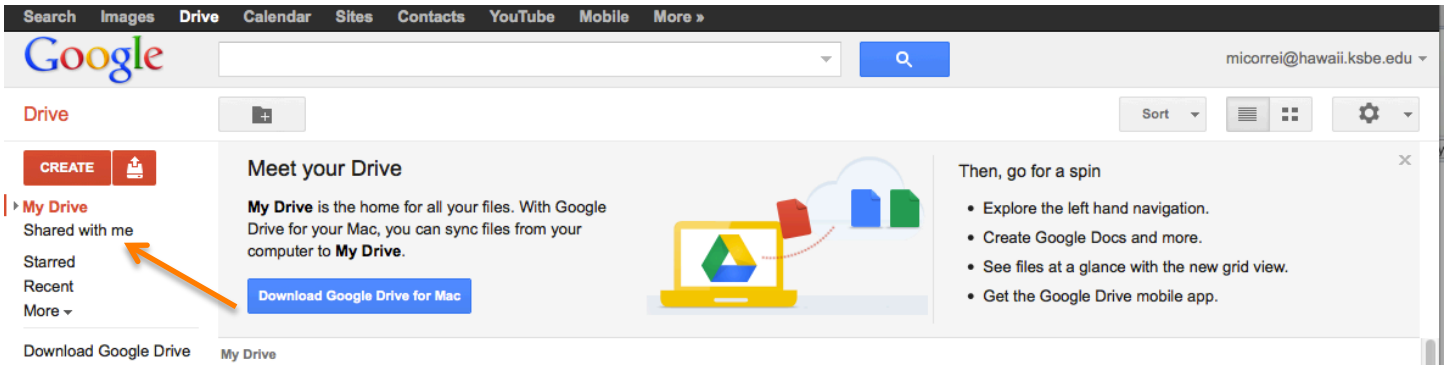
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Building a site is as simple as editing a document, and you don't need anyone's help to get started. Check out these example sites: [Company intranet](#), [Team project](#), [Employee profile](#), [Classroom](#)

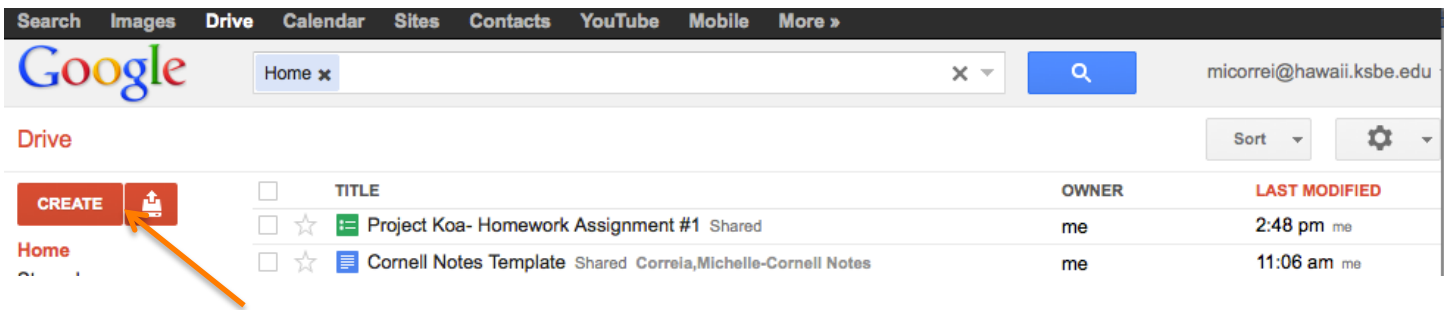
Step # 3 Sign In- Your **username is h15******* . Your password is whatever you created it to be. If you are having trouble with your sign in email Kumu Kealii at adakina@ksbe.edu or Ms. Martinez at krmartin@ksbe.edu to reset your password.



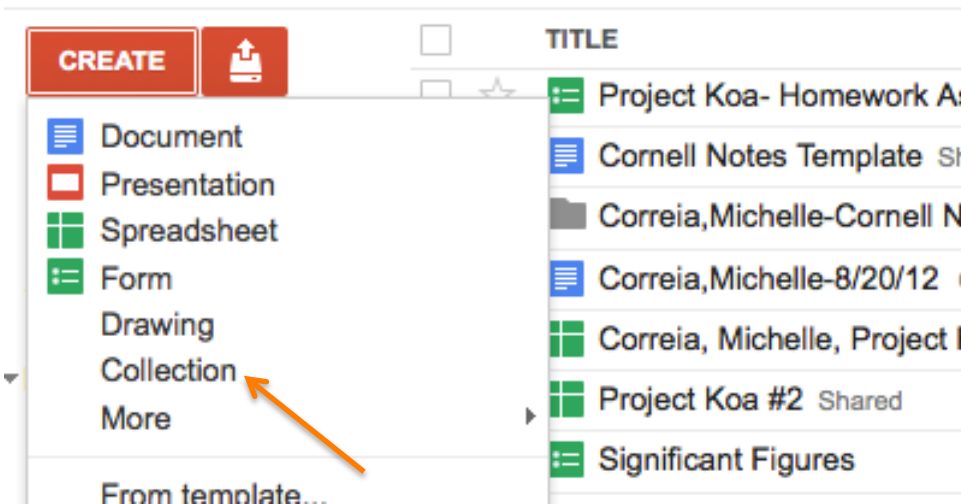
Step #5- Click on documents or drive (my account says drive)



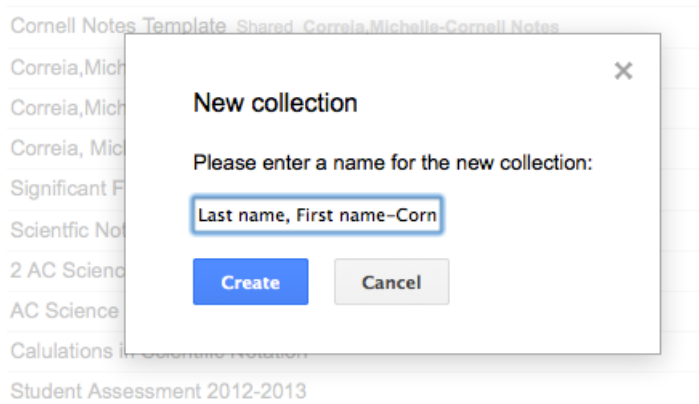
Step #6- You will see all of your forms that I (or others) have shared with you, as well as the forms you created. To see just the documents shared with you, click on SHARED WITH ME.



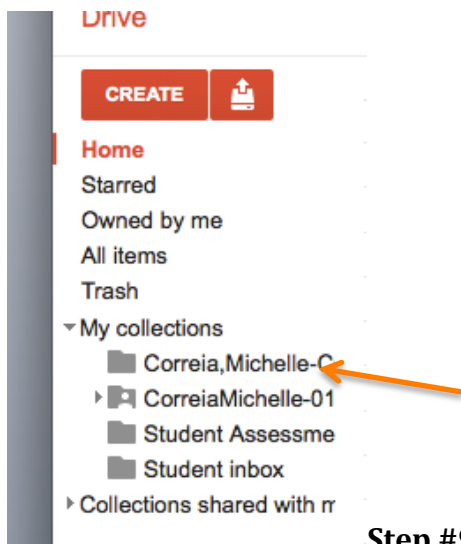
Step #7- I want you to click on this create button. You are going to create a folder just for Cornell Notes.



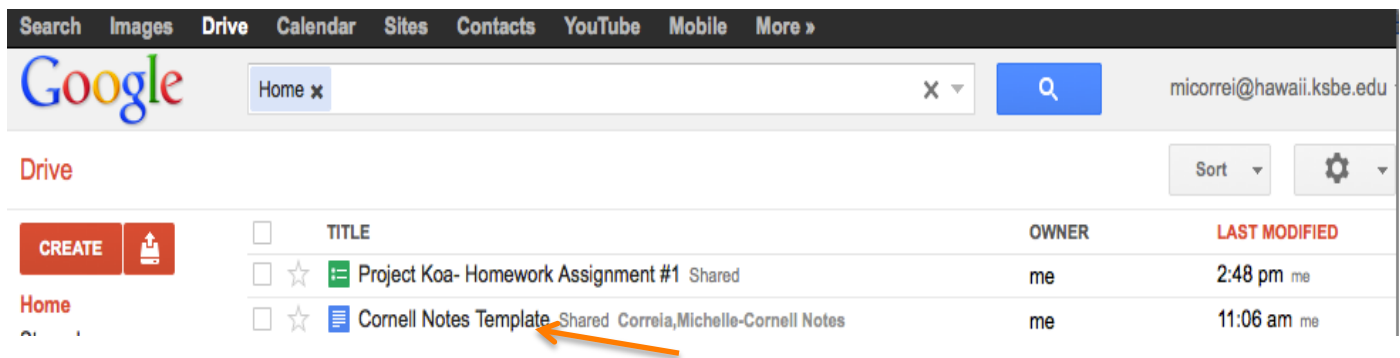
Step #8- Click on Collection. Name your folder Last Name, First Name-Cornell Notes. Then click on blue CREATE button



You should see your folder on the left hand side under collections.



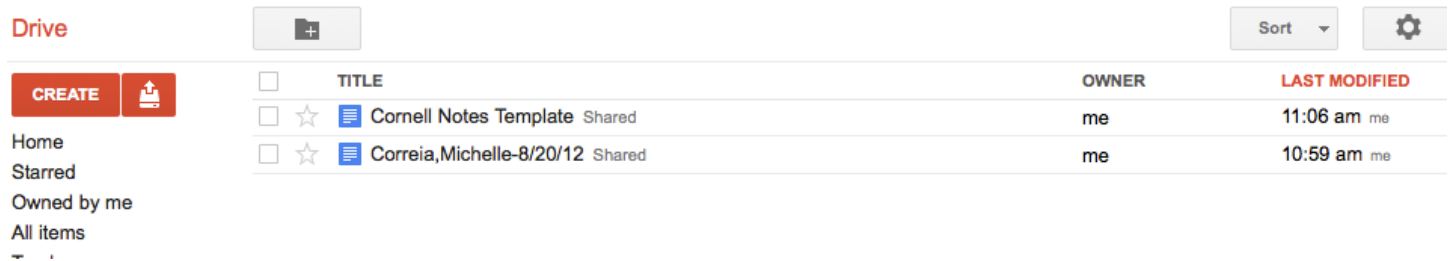
Step #9- Now you will click and drop all Cornell Notes here. Find the Cornell Notes Template that I shared with you and drop it into this folder. To do this put your cursor on the file, click and hold down your touch pad, drag file to folder, and release.



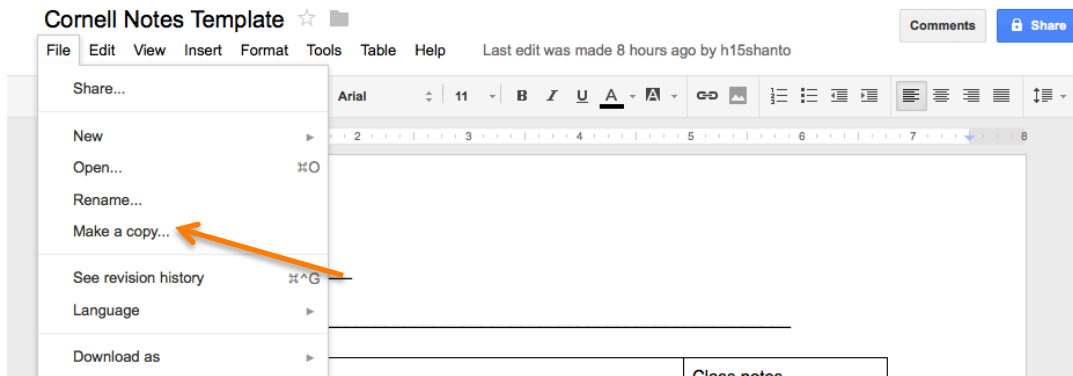
NOW IT IS TIME TO CREATE SOME NOTES:

The first step is to create your own unshared template. This way no one can change/delete your notes or template.

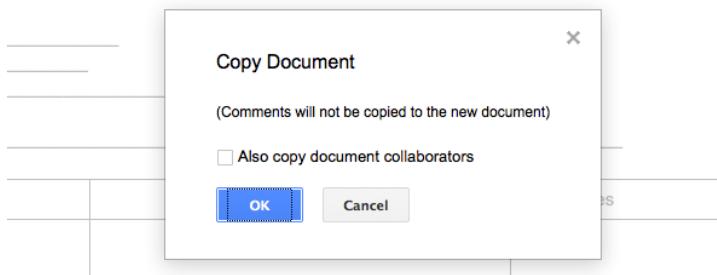
Step #2- Click on Cornell Template I shared with you



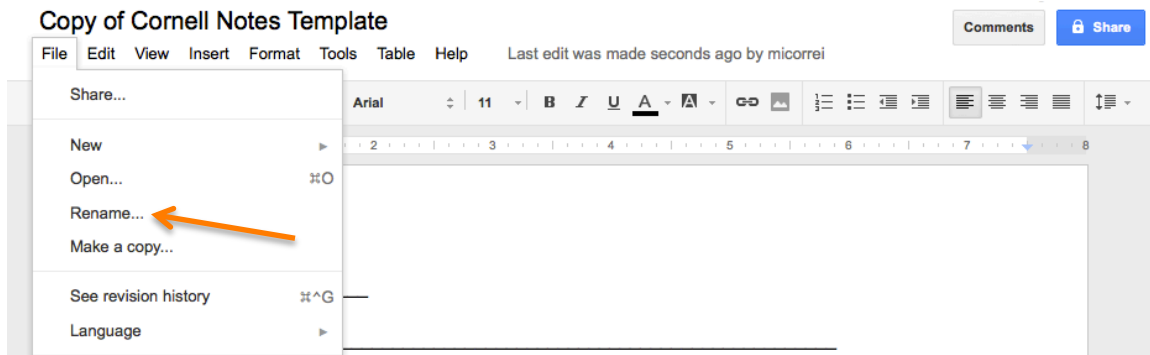
Step #3- Click on >File >>make a copy



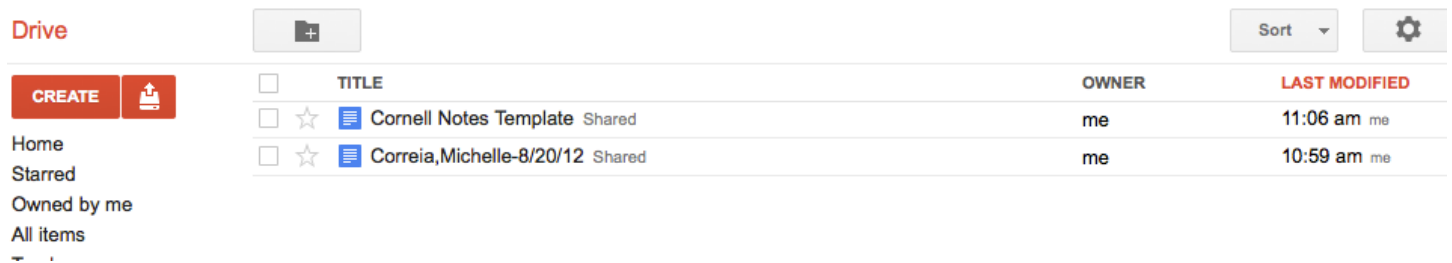
Step #3- Click OK. Do not check the Also Copy document collaborators box.



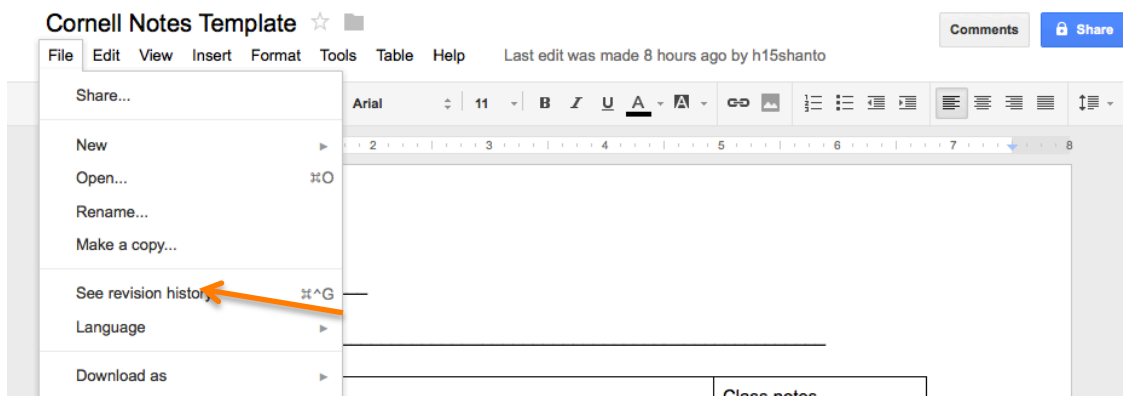
Step #4- Click on >File >>Rename and rename file last name, first name – Cornell Notes Template



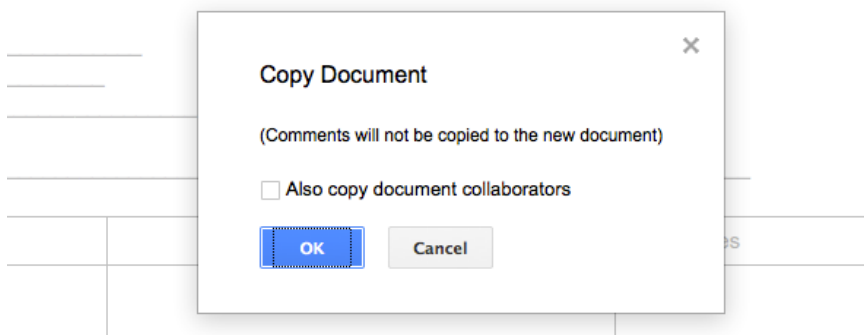
Step #5- Click on your Cornell Template



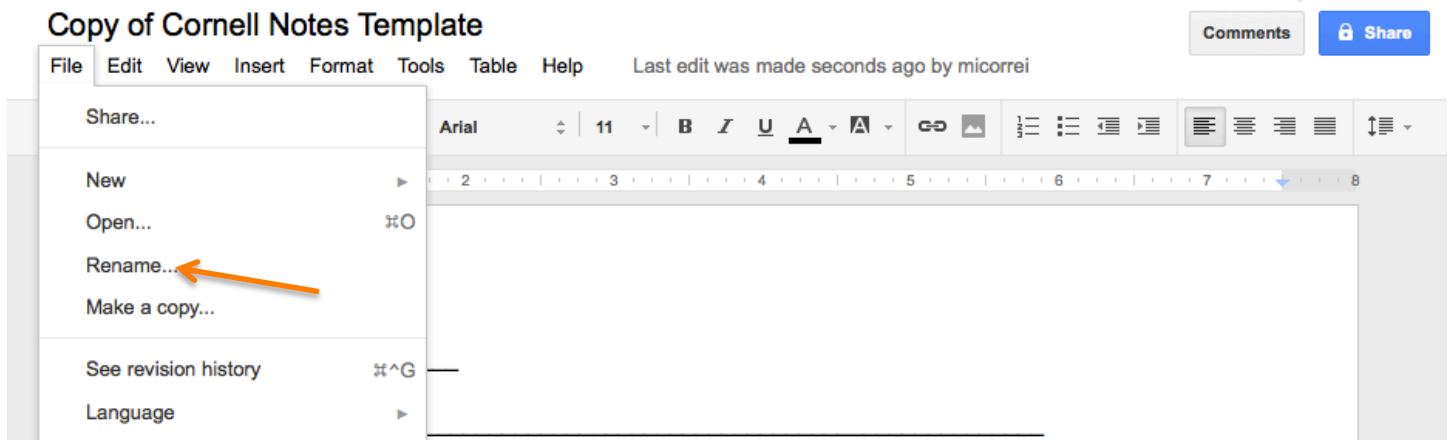
Step #6- Click on >File >>make a copy



Step #7- Click OK. Do not check the Also Copy document collaborators box.



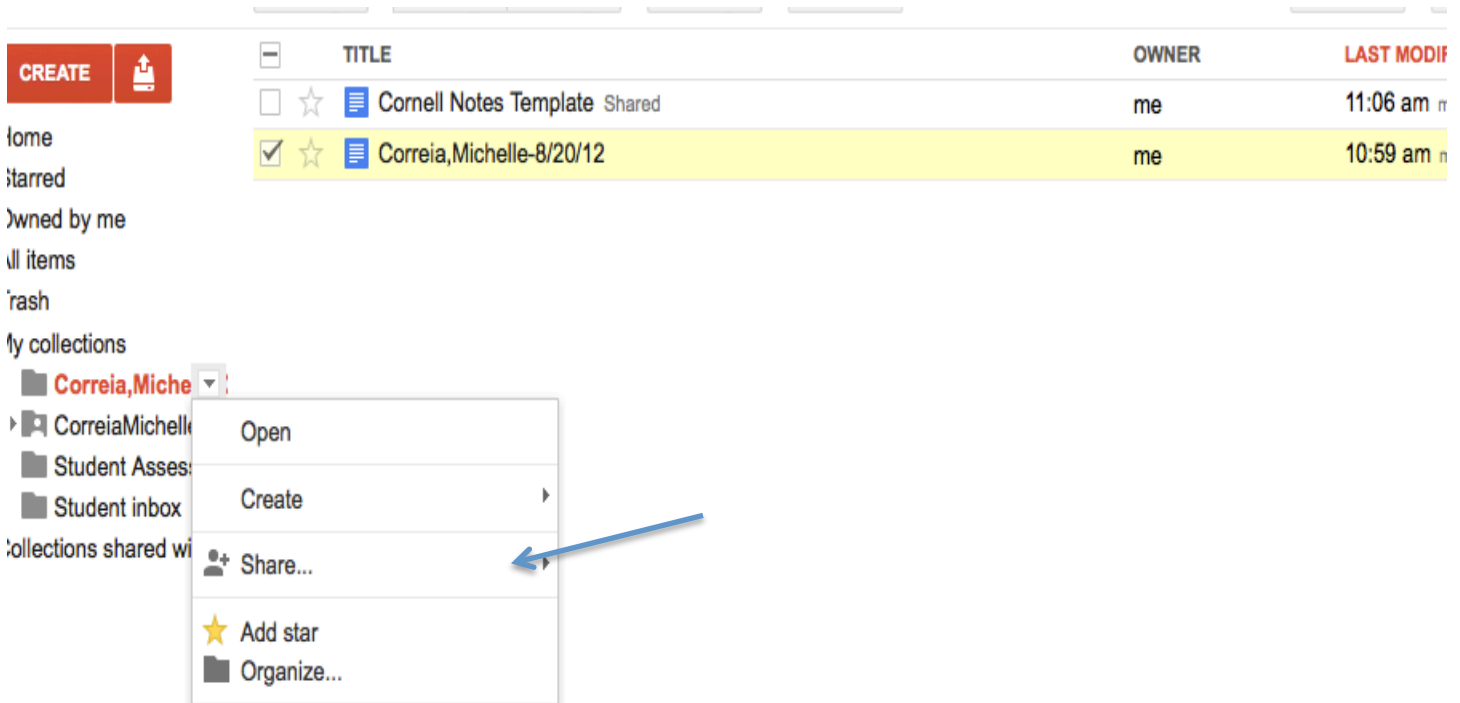
Step #8- Click on >File >>Rename and rename file last name, first name – date and main idea of notes. This is so you can search through your notes by topic and date.



Step #9- Take notes.

NOW ITS TIME TO TURN IT IN:

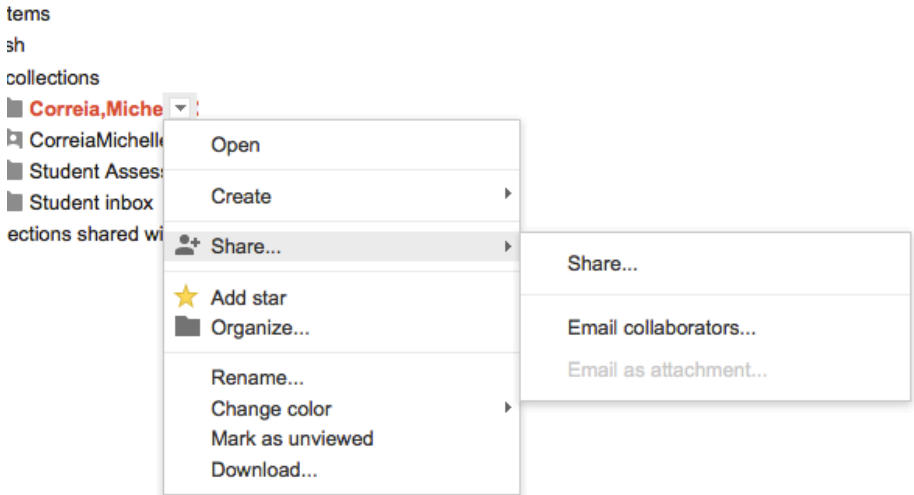
Step #1: Place your cursor on your Cornell Notes Folder under Collections.



Step #2- A drop down arrow appear- click on it

Step #3- From the drop down menu click on SHARE

Step #4 Click on SHARE again



Step #5- Where it says ADD PEOPLE, type in **micorreia@hawaii.ksbe.edu**
Step #6 -Click the blue DONE button



Now everytime you create notes and place them in your Cornell Folder, I will get a copy, NO NEED TO RESHARE EACH TIME.

Make sure you make a copy of your template each time you take notes. Do not use your template or the template I shared with you.