

# Support organisation

A suggestion for implementing the strategy  
'Using digital technologies' from the Guide:  
[Technology tools for learning](#)

- 
- Includes:**
- Note-taking tools
  - Online calendars
  - Web bookmarking tools
  - Managing files and folders
  - Virtual assistant
  - Useful resources

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## Note-taking tools

Tools for taking notes can help learners to organise thoughts, ideas, and key learning information.

Useful note-taking techniques include:

- taking photos of information on whiteboards or from presentations
- taking a screenshot
- using voice or video recording to capture information and review it later
- access to online note-taking tools such as [AudioNote 2](#), [Sticky Notes](#).

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## Online calendars

Model how to use tools and options that are available in online calendars to support independence, success, and wellbeing.

Work with your learners to set up systems to manage assignments, exams, and time frames.

Useful features in online calendars include:

- the ability to set and receive reminders when assignments are due or tests are coming up
- customisable alarms for reminders or prompts, for example, “Use your relaxation techniques”
- the use of colour to visually track blocks of work or colour code classes
- options to customise the view and avoid distractions, for example, day, week, month, or year schedule
- the ability to share important dates and deadlines with key people
- the ability to add an attachment such as a document or topic outline to an event
- options to sync and access across multiple devices such as laptops and smartphones.

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## Web bookmarking tools

Support learners to manage and organise digital resources.

Learn about some common bookmarking tools, for example:

- [Trello](#)
- [Diigo](#)
- [Save to Google Drive](#)
- [Google Keep Chrome Extension](#)
- [Create, view, and edit bookmarks](#)

Consider how you would model and introduce these tools so that they benefit all learners.

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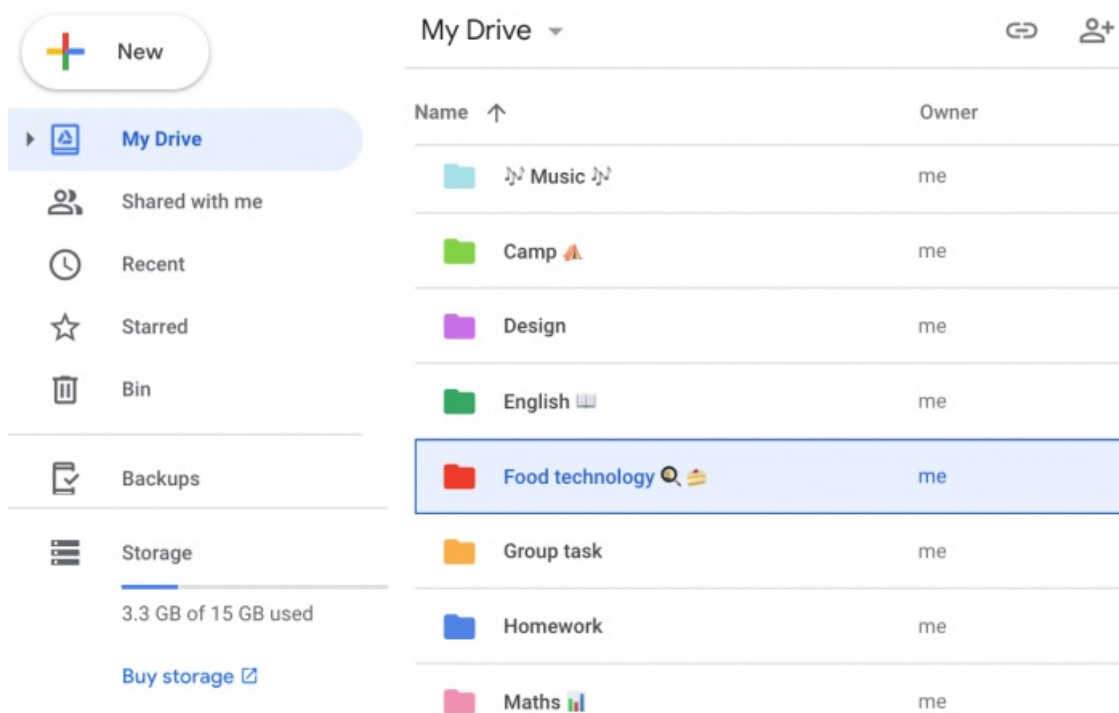
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## Managing files and folders



The screenshot shows the Google Drive interface. On the left is a navigation sidebar with options: 'New', 'My Drive', 'Shared with me', 'Recent', 'Starred', 'Bin', 'Backups', and 'Storage' (showing 3.3 GB of 15 GB used). The main area displays 'My Drive' with a list of folders. The 'Food technology' folder is highlighted in blue.

Name	Owner
Music	me
Camp	me
Design	me
English	me
<b>Food technology</b>	me
Group task	me
Homework	me
Maths	me

Source:

Ministry of Education | Te Tāhuhu o te Mātauranga

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## Virtual assistant

A virtual assistant understands voice commands and can be used to support learners.

Virtual assistants such as Siri can be used to:

- quickly access information, for example, weather, locations, definitions
- Complete basic checking functions, for example, spelling, calculations, and facts
- send messages
- set up reminders.

For further information, explore:

- [Siri](#) on your iOS device
- [Google Assistant](#) on your Android or Chrome device
- [Use the voice memos app](#)
- [Android voice recorder](#)

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## Useful resources



### 11 apps to help kids with note-taking

Article on ways assistive technology can help students with note-taking.

Publisher: Understood

[Visit website](#)



### Organise Google Drive with colours and icons

A short video tutorial on how to colour code folders and add special character icons in Google Drive.

Publisher: Simpletivity

[Visit website](#)

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