

# AT / FYI . . . ©

MN Regions 5 & 7 Assistive Technology Community of Practice

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*Sponsored by MN Regions 5 & 7*

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## In This Issue:

Region AT Representatives .....	1
In This Issue: .....	1
Calendar of Events .....	2
AT Information: Listservs .....	2
OneNote .....	3
Note Taking .....	3
Easily Sharing With Others .....	3
Recording A Message .....	3
Presenting Content .....	3
Tracking Progress Towards Goals .....	4
Home Practice / Homework .....	4
Checklists / To-Do Lists .....	4
Organizing Online Resources .....	4
Organization of Continuing Education .....	4
Video Modeling .....	4
Graphic Organizers .....	4

# Calendar of Events

## 2017-2018 REGIONAL MEETINGS

Benton-Stearns Ed District Office, Sartell MN

9:00 A.M. – 11:30 P.M.

**September 20**—AT Teams and AT Processes

**October 4**—AT Consideration/Assessment?

**November 15**—Feature Match

**December 6**—AT Trials and Purchasing AT Devices and Services

**January 24**—AT Inservice/Training; AT and IEPs

**February**— NO MEETING

**March 21**—Using AT Devices and Services; Progress Monitoring

**April 18**—Repair and Maintenance of AT; Updating AT

**May 16**—PACER, AbleNet, etc. Visit

\*\*Note: Schedule will likely change to accommodate visit to PACER, AbleNet, etc. with P/HD CoP.

## 36th ANNUAL CLOSING THE GAP CONFERENCE

Mystic Lake Center, Prior Lake, MN

September 26-28, 2018

## CHARTING THE CS CONFERENCE

Arrowwood, Alexandria, MN

## AT Information: Listservs

### AT Listserv

The AT Listserv is a wonderful resource for educators who work with students who use technology for learning. Members ask questions, share information, and discuss topics that are relevant to our day-to-day work with students ages birth through 21.

How to Join: To subscribe, visit or send a message with the word “subscribe” in it to the request address, [mn.at@mailmanlists.us](mailto:mn.at@mailmanlists.us) for further instructions.

To Post on the Listserv: Send message to [mn.at@mailmanlists.us](mailto:mn.at@mailmanlists.us). Complete the subject line identifying the topic of your post. Type your message and send it. Remember confidentiality when posting!

### QIAT Listserv

The Quality Indicators for Assistive Technology (QIAT—pronounced quiet) listserv is a place to share resources, questions ideas, and problem-solving in an on-going email discussion (there are archives and a website of resources to assist you, too). To sign up, go to the following website <http://qiat.org> and follow the links to join the listserv.

# OneNote

OneNote is an easy way for teachers (classroom and itinerant) to keep track of information, be proactive with planning, and provide information to colleagues, parents and students. OneNote works with a PC, a Mac, iPhone, iPad and other devices. It is free for many devices. Some information from Microsoft Office and Mary Beth Plankers at Charting the Cs is shared in this newsletter.

“OneNote is a digital notebook that provides a single place for all of your notes and information—everything you need to remember and manage in your life at home, at work, or at school.”

Information in your OneNote notebooks is stored online and can be accessed from anywhere you have internet access.

## Note Taking

“Note taking using OneNote is simple and organized. It essentially is a digital notebook. Pages are organized into colored sections within notebooks which are kept all together in this one program. No need to carry around multiple notebooks or 5-subject notebooks. Click anywhere within a page to create a text box and start typing. You can embed just about anything into the pages, such as files, images, video, audio, and tables. If you are in an important meeting and the special education teacher or parent is telling important information, you can audio record that portion of the meeting and embed it into the notes to listen to later.”

## Easily Sharing With Others

“Sharing information efficiently is important for any organization or school. In OneNote, you can share notebooks and contents with anyone, even if they don't have it installed. Sharing with OneNote is very handy, especially when you need to share notes with colleagues. This can be helpful during staff meetings, IEP meetings, or when sharing materials with other professionals. You can send paraprofessionals, the other speech-language pathologists, special educators, or parents many different items to be completed, such as activities, pictures, files, audio, additional activities, etc. In addition, OneNote enables real-time, collaborative workbooks. Notebooks can be shared for viewing or editing and it automatically saves as you work. Multiple users can be working at the same time.” Sharing can be done with Windows and Mac users.

## Recording A Message

“You can do audio and video recording of classes, meetings, or sessions with OneNote. Audio notes are also very helpful. The great thing if you record a class or session, OneNote does link the notes you have taken during the recording to the specific time in the recording. If you go back to your notes a later time and select a point within the notes, it will jump to the section of the audio recording that correlated with those notes. OneNote is able to do this because of time stamps that are placed on each recording and note that is completed.

“Recorded messages could also be used to play back articulation, voice, or other treatment types so that the student can hear what their production sounded like and further analyze it.”

## Presenting Content

“All files for each student can be saved in one place. For example, if videos are recorded of the student completing a task, completed activities are scanned, images of the child are uploaded, they can be kept in one notebook. They are also easy to access if you decide to show the information to professionals and family members. In addition, all documentation, therapy tasks, and data can all be kept here and easily accessed when needed. These files can be presented effectively and efficiently.”

## **Tracking Progress Towards Goals**

“OneNote allows users to insert tables. These tables can be used to chart progress towards data. In addition, data can be kept with all other information about the student and can be easily accessed.”

## **Home Practice / Homework**

“Homework is a key component to learning because it facilitates practice and generalization of therapeutic skills to multiple environments. OneNote allows you to embed audio, links, videos, and images. It allows you to share documents back and forth with others, such as with students and parents. OneNote allows for accessibility for all individuals of all skill levels, addressing many styles of learning and allows for modification of instructions as needed.”

## **Checklists / To-Do Lists**

“Creating to-do lists is a built-in feature of OneNote. The to-do lists can be used as a checklist of things that have to be done for yourself, therapy activities, and visual schedules for students and several others. Checklists and to-do lists are a great way to ensure that progress is being made and are a great visual to see that tasks are being completed. OneNote can also be used to plan events by creating checklists and can be used to poll others for availability or to determine what they will contribute. Also, an agenda for a meeting can be posted and visible to all team members during meetings. OneNote automatically saves as you work and multiple people can be making edits concurrently.”

## **Organizing Online Resources**

“The internet has a plethora of online articles and websites that can be beneficial for therapy. OneNote can serve as a place to store all of these resources in one place. In addition, you can share and allow others to add their resources. This allows for increased collaboration and increased resources that can be used.”

## **Organization of Continuing Education**

“In order to keep all licenses up to date, it is important to properly document all continuing education credits. OneNote allows you to store electronic copies of all certifications and files. You can also store any notes or information that was important all in one place.”

## **Video Modeling**

“Video modeling is a visual teaching method that occurs by watching a video of someone modeling a targeted behavior or skill and then imitating the behavior or skill watched. OneNote allows you to organize and keep all videos in one place for easy access.”

## **Graphic Organizers**

“OneNote allows for text boxes to be placed anywhere within the notebook. These text boxes can be used to create graphics that help students to learn and organize information.”