

# **NOTION MANUAL**

**Education Edition**

**CREATED FOR**  
Writ 107T

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# WHY NOTION?

Educational institutions in the United States and many other places expect students to learn largely independently, so a site like Notion that keeps much needed information organized all in one place is essential. While a physical notebook would be the best way to organize information tailored to the user, a site like Notion is not far behind on customizability, while also adding the convenience of being able to access it on any device so that it can never be lost. Unfortunately, while many students are captivated by the idea of Notion, in practice they often give up using the site. The tutorials on the site are overwhelming and don't directly deal with setting up a Notion page for educational planning. Thus this document attempts to give instructions and advice on how to use Notion as an educational tool and planner.



“

“self-organization is an important part of the type of autonomous learning that is commonly expected at University (Credé & Kuncel, 2008), and a well-received tool to support self-organization has great potential benefits” (Schepman 315).

This project will explain how to operate Notion to customize a planner for educational purposes, using the institution UCSB as an example. This instruction guide features a customizable template (linked at the bottom of this page) that allows the reader to follow along and make changes based on personal preference. This document also gives advice on organization and aesthetic choices, and all of that information is obtained and cited from credible sources.

A screenshot of a Notion page titled "Fall 20XX". The page features a header with four input fields for "Add an image" and four dropdown menus for "Class 1", "Class 2", "Class 3", and "Class 4". Below the header is a weekly grid with days from Monday to Sunday. Each day has a "To-do" list with a checkbox and a "+ new task" button. There are also sections for "Other" tasks. The entire grid is set against a background of green and yellow tropical leaves.

”

“It is common for us to be involved in multiple tasks in our daily life, and task management is a key issue to maximize the productivity and sustainability of our work” (Fukuzawa 109).

<https://tinyurl.com/Education-Template>

# GLOSSARY

## BASIC BLOCKS

### Example Page

+ :: Type '/' for commands

Everything on Notion is in the form of a page. When opening a new page you can begin with an empty block shown above. To change the block, click the plus button, and a list of blocks will appear in a drop down menu as shown to the left. Click any of these to add a block to the page, and continue to manipulate the content from there. Another way to add blocks is by typing '/' and the name of the block. To move the blocks around the page, click and drag the 6 dots shown above.

Type to filter

#### BASIC BLOCKS

Aa

Text

Just start writing with plain text.

Page

Page

Embed a sub-page inside this page.

To-do list

To-do list

Track tasks with a to-do list.

H1

Heading 1

Big section heading.

H2

Heading 2

Medium section heading.

H3

Heading 3

Small section heading.

Always click 'enter' or 'return' to create a new space to add blocks.

Aa

Text

Just start writing with plain text.

Add this block to write text on the page.

Page

Page

Embed a sub-page inside this page.

Add this block to create another page.

To-do list

To-do list

Track tasks with a to-do list.

Add this block to create a to-do list.

# GLOSSARY

## BASIC BLOCKS

H1

**Heading 1**

Big section heading.

H2

**Heading 2**

Medium section heading.

H3

**Heading 3**

Small section heading.

Add these blocks to bold text and change the size of the text on the page.



**Table**

Add simple tabular content to your page.

Add this block to create a table.



**Bulleted list**

Create a simple bulleted list.

Add this block to create a bulleted list. Can also be done with a hyphen and a space.



**Numbered list**

Create a list with numbering.

Add this block to create a numbered list. Can also be done by typing a number, period, and space.



**Toggle list**

Toggles can hide and show content insi...

Add this block to create a toggled list. A toggled list can be hidden by clicking the triangle.



**Quote**

Capture a quote.

Add this block to create a quote. A quote is text that is bordered by a single vertical line.

# GLOSSARY

## BASIC BLOCKS



### Divider

Visually divide blocks.

Add this block to create a divider. A divider is a single horizontal line.



### Link to page

Link to an existing page.

Add this block to create a link to another page elsewhere on Notion.



### Callout

Make writing stand out.

Add this block to highlight text by creating a box around it that includes a customizable icon

Refer back to these pages to assist with the basic building blocks of Notion

# GLOSSARY

## DATABASE BLOCKS

### DATABASE



#### Table view

Add a table view for a new or existing da...



#### Board view

Create a kanban board database view.



#### Gallery view

Create a gallery database view.



#### List view

Create a list database view.



#### Calendar view

Create a calendar database view.



#### Timeline view

Create a timeline database view.

These blocks add a database block to a page. Each of these blocks show a certain view of a set of data, but one database can have multiple of these views.

You can show data in the form of a table, a board, a gallery, a list, a calendar, or a timeline.

When you add one of these views as a block, you can choose to use an existing database or create a new one.

Whenever you add an item to a database it becomes its own page and can be customized from there.



#### Table view

Add a table view for a new or existing da...

Add this block to add information in the form of a table.



#### Board view

Create a kanban board database view.

Add this block to add information in the form of a kanban board.



#### Gallery view

Create a gallery database view.

Add this block to add information in the form of a gallery.

# GLOSSARY

## DATABASE BLOCKS



### List view

Create a list database view.

Add this block to add information in the form of a list.



### Calendar view

Create a calendar database view.

Add this block to add information in the form of a calendar.



### Timeline view

Create a timeline database view.

Add this block to add information in the form of a timeline.

Refer back to these pages to assist with the database blocks of Notion

# GLOSSARY

## MEDIA BLOCKS

### MEDIA



#### Image

Upload or embed with a link.



#### Web bookmark

Save a link as a visual bookmark.



#### Video

Embed from YouTube, Vimeo...



#### Audio

Embed from SoundCloud, Spotify...



#### Code

Capture a code snippet.



#### File

Upload or embed with a link.

These blocks to show media from outside the site Notion.

Media can be uploaded to the site in the form of an image, bookmark, video, audio, code, and file.



#### Image

Upload or embed with a link.

Add this block to add an image.



#### Web bookmark

Save a link as a visual bookmark.

Add this block to add a link in the form of a bookmark with an image.



#### Video

Embed from YouTube, Vimeo...

Add this block to add a video.

# GLOSSARY

## MEDIA BLOCKS



### Audio

Embed from SoundCloud, Spotify...

Add this block to add audio.



### Code

Capture a code snippet.

Add this block to add code.  
Several different languages are supported.



### File

Upload or embed with a link.

Add this block to add a file.

Refer back to these pages to assist with the media blocks of Notion

# GLOSSARY

## EMBED / ADVANCED BLOCKS

### EMBEDS



#### Embed

For PDFs, Google Maps, and more.



#### Google Drive

Embed a Google Doc, Google Sheet...



#### Tweet

Embed a Tweet.



#### GitHub Gist

Embed a Gist from GitHub.



#### Google Maps

Embed a Google Map.



#### Figma

View Figma designs directly in Notion

These blocks embed information from outside of Notion on the page. An embed can show a pdf or link to a website and display that content on the page. If the content the embed is linked to no longer exists or is faulty the embed will not work.

There are various interesting links that can be embed into Notion such as a functional Spotify playlist, but this glossary will focus only focus on a few.

This glossary also explains a couple of advanced blocks.



#### Embed

For PDFs, Google Maps, and more.

Add this block to embed any file on your device or link to any website.



#### Google Drive

Embed a Google Doc, Google Sheet...

Add this block to embed content from google drive.



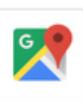
#### Tweet

Embed a Tweet.

Add this block to embed a tweet from Twitter.

# GLOSSARY

## EMBED / ADVANCED BLOCKS



### Google Maps

Embed a Google Map.

Add this block to embed a google map.



### Slack

See Slack messages directly in Notion f...

Add this block to embed the site Slack.



### Zoom

Easily share Zoom meeting details in No...

Add this block to embed information from Zoom.



### Table of contents

Show an outline of your page.

Add this block to show a table of contents for the page.



### Template button

Duplicate blocks with a click.

Add this block to create a template that will duplicate blocks.



### Breadcrumb

Show the current page location.

Add this block to show the page's location within the other pages.

Refer back to these pages to assist with the embed/advanced blocks of Notion

# HOME PAGE

Edited 6h ago Share ⚙️ ⚙️ ⚙️ ⚙️ ⚙️ ⚙️

## Education Template - Home Page

Fall	Winter	Spring	Summer
Fall 20XX	Winter 20XX	Spring 20XX	Summer 20XX
Fall 20XX	Winter 20XX	Spring 20XX	Summer 20XX
Fall 20XX	Winter 20XX	Spring 20XX	Summer 20XX
Fall 20XX	Winter 20XX	Spring 20XX	Summer 20XX

**Other**  
Map  
Class Organizer

**Course Planning**  
4-year plan

## Table of Contents

[Headings and Color](#)

[Covers and Images](#)

[Pages and Icons](#)

[4-Year Plan](#)

This is the Home Page of the Notion educational planner. The page includes 4 different columns based on the quarter system, but any one of these sections can be deleted or manipulated to support the semester system or another preferred organization. Each section is separated once more with different pages for each year. There are also two sections titled "Other" and "Course Planning". which are filled with some pages that might be useful, but can otherwise be added to with more personalized content.

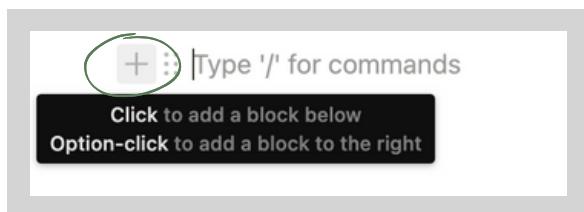
<https://tinyurl.com/Education-Template>

# HEADINGS AND COLOR

Fall

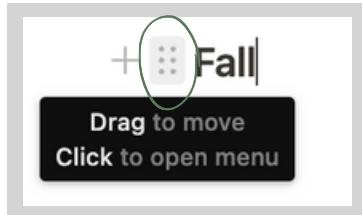
Winter

Spring



A screenshot of the Notion heading palette. It lists several basic blocks: Text, Page, To-do list, Heading 1, Heading 2, and Heading 3. Each heading has a small description below it. A green circle highlights the "Heading 3" option. On the right side, there is a sidebar with the text "One more thing..." and "Small section heading.".

To create the quarter or semester headings, add a new block, and choose one of the three heading sizes shown to the right



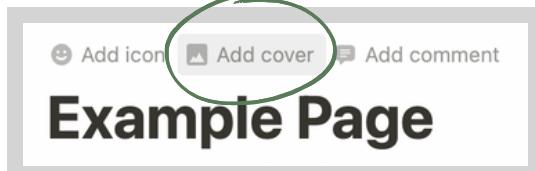
A screenshot of the Notion color palette. It shows a list of actions on the left and a list of colors on the right. The "Color" option is highlighted with a green circle. The color palette includes categories for "COLOR" and "BACKGROUND".

Write in your heading, then click the 6 dots to further edit the block. Click the option color to change the color of the text or the color of the background of the whole block. To change only a certain chunk of text, highlight the text and click the 'A' (as shown below) to manipulate the color and background.

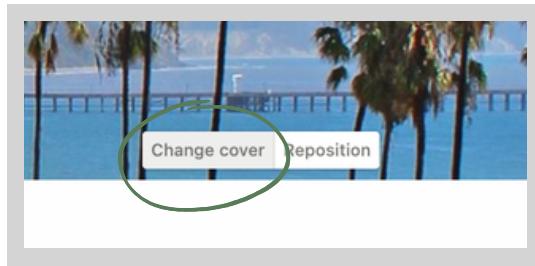


<https://tinyurl.com/Education-Template>

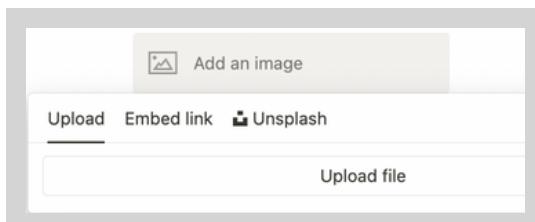
# COVERS AND IMAGES



To change the background of the top of a new page, first click the add cover button.



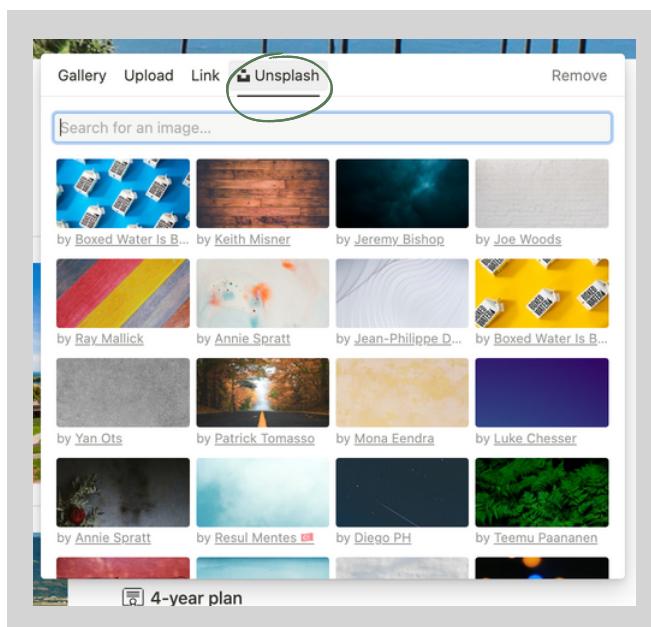
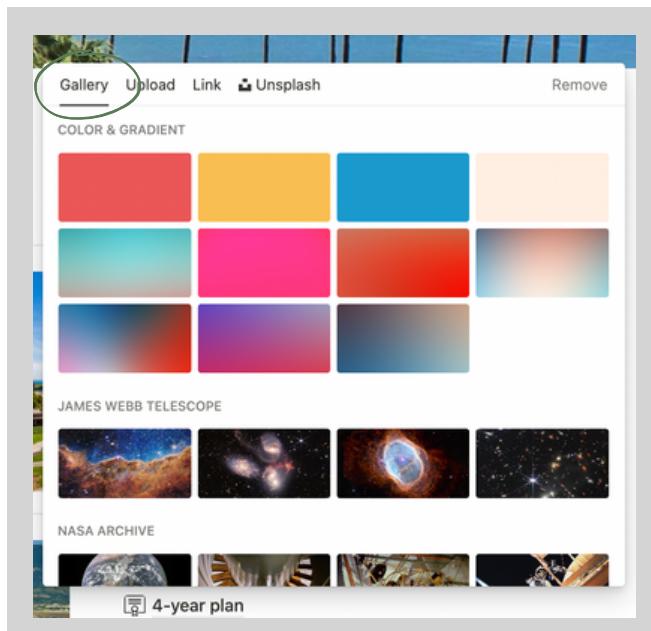
Click the 'Change cover' button on the bottom right of the top of a page to edit the cover. You can choose a photo from the 'Gallery', upload a photo through your device or a link, or choose photos from 'Unsplash'. With 'Unsplash' you can search for specific images with the search bar.



Images have the same photo options but without the 'Gallery'.

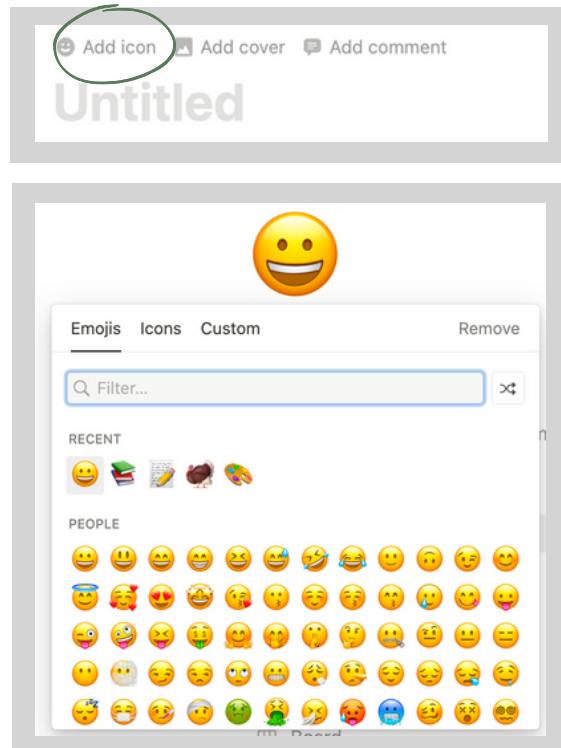
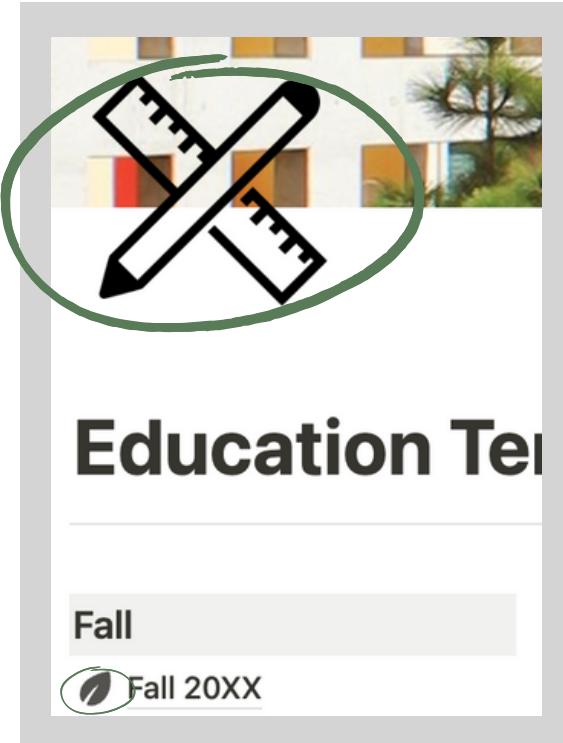
Here's how to Add an Image.

<https://tinyurl.com/Education-Template>



# PAGES AND ICONS

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Everything on Notion is a page. The main home-page houses multiple different pages in the form of different quarters, and each of these can be clicked and take you to a new part of the site.

Here's how to [Add a Page](#)

Once you add a page, you can title the page and add an icon through the 'Add icon' button.

All pages can have an icon next to the title of that page, and it will show up next to the link to that page and on the page itself. Circled on the top left image above are examples of icons.

Icons can be 'Emojis', 'Icons' that are created by Notion, or 'Custom' icons which are images you can upload yourself.

<https://tinyurl.com/Education-Template>

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# 4-YEAR PLAN

The screenshot shows a Notion table titled "4-year plan". The table has columns for "Name", "Year / Quarter", "GE", "Major / Minor", "Done", "Grade", and "# Units". There are four rows in the table, each with a checkbox in the "Done" column. At the bottom left is a "+ New" button, and at the bottom right are "Calculate" and "New" buttons.

The 4-Year plan is a page with a table that you can fill with all of the classes you have taken or plan to take throughout your time at an educational institution. Just write the name of the course in the 'Name' section, and add more information to each column at your discretion. This table works relatively similar to an excel sheet.

The 'Year/ Quarter' column, 'GE' column, 'Major/Minor' column and 'Grade' column are filled with tags, as shown to the right, that you can add to each of the courses you want include.

To Learn more about table databases go to the glossary on [Database Blocks](#)

“

“It is not easy to achieve GOT [graduation on time], there are many factors that can influence the success, and amongst the most important is one's self-esteem, that is fortitude and high self-discipline. However, other factors also contribute such as the learning environment, especially a strong support from the supervisor and university's management, not forgetting the support from families and friends that contribute to the success of GOT [graduating on time]” (Tharim 3).

The sidebar shows a search bar with "Search for an option..." and a list of tags. The tags are color-coded: High School (orange), fall 20 (pink), winter 21 (purple), spring 21 (light purple), summer 21 (light green), fall 21 (blue), winter 22 (green), spring 22 (orange), fall 22 (pink), winter 23 (purple), spring 23 (light purple), fall 23 (light green), winter 24 (pink), and spring 24 (purple).

<https://tinyurl.com/Education-Template>

# QUARTER/ SEMESTER PAGE

The screenshot shows a Notion page titled "Fall 20XX". At the top, there are four sections labeled "Class 1", "Class 2", "Class 3", and "Class 4", each with an "Add an image" button. Below these are seven boxes for the days of the week: "Monday", "Tuesday", "Wednesday", "Thursday", "Friday", "Saturday", and "Sunday", each containing a "To-do" checkbox and a "+ new task" link. To the right of the days is an "Other" section with similar controls. At the bottom left is a "Calendar view" button, and at the bottom right are buttons for "Filter", "Sort", "Search", and "New". A calendar for November 2022 is displayed below the controls, showing dates from 30 to 12.

The quarter or semester page includes the pages for different classes, a weekly schedule with To-Do Lists, and a Calendar database.

## Table of Contents

[To-Do Lists](#)

[Calendars](#)

<https://tinyurl.com/Education-Template>

# TO-DO LISTS

<b>Monday</b> <input type="checkbox"/> To-do + new task	<b>Tuesday</b> <input type="checkbox"/> To-do + new task	<b>Wednesday</b> <input type="checkbox"/> To-do + new task
<b>Friday</b> <input type="checkbox"/> To-do + new task	<b>Saturday</b> <input type="checkbox"/> To-do + new task	<b>Sunday</b> <input type="checkbox"/> To-do + new task

The quarter/ semester page includes a weekly schedule in the form of a To-Do List so that the student is able to click a box to show that they have finished a task.

Write any tasks you have into each block, and highlight or change the text color of different tasks to distinguish them or rank them by importance.

Here's a reminder on [How to change the Color of Blocks and Text](#)

When you click 'new task' a new empty task with an unchecked box will be added to the page.

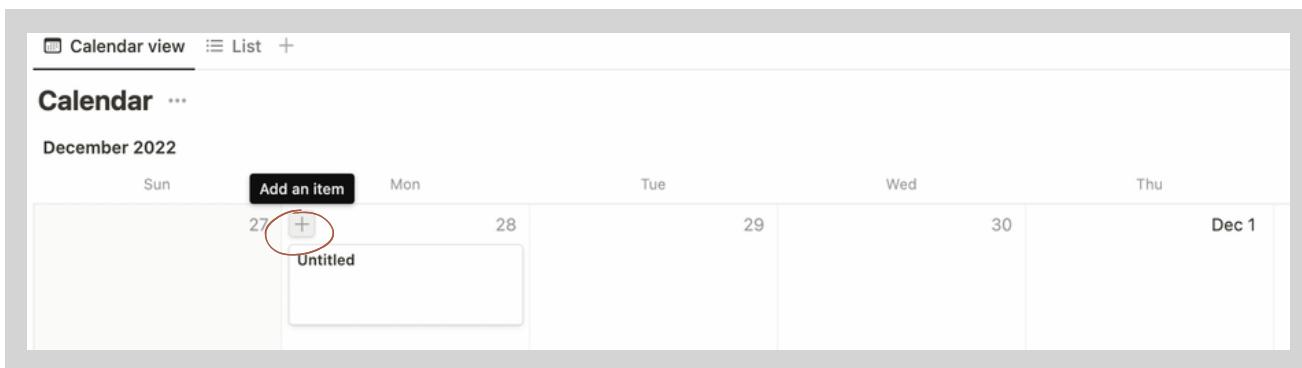
The 'new task' button in this case creates a new To-Do list block. To edit the template that creates this button, click the gear button. Here you can rename what the button is called under 'Button name'.

To edit what the button does, add the blocks that you want the button to create under the 'Template' section.

The screenshot shows the 'Configure template' dialog for a 'new task' button. At the top, there is a list of checked items: 'Class 1 Lecture' (with a checked checkbox), 'Class 1 Homework' (unchecked), and 'Class 2 Homework' (unchecked). Below this is a '+ new task' button. In the top right corner of the dialog, there is a 'Configure template' button, which is circled in red. To the right of the 'Configure template' button is a 'Close' button. The 'Configure template' dialog itself has two sections: 'Button name' (containing the placeholder 'new task') and 'Template' (containing the placeholder 'Drop blocks here that you want to duplicate when...').

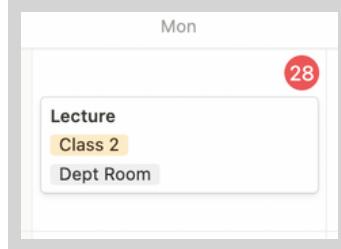
<https://tinyurl.com/Education-Template>

# CALENDAR

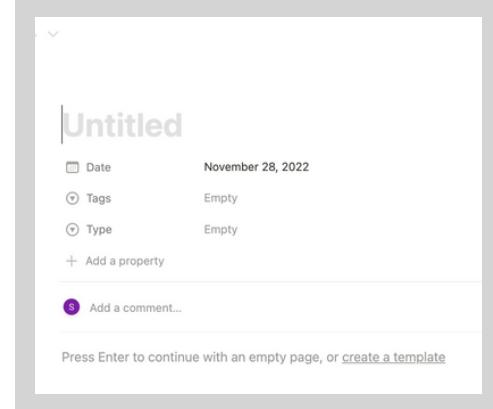


The screenshot shows the Notion calendar interface for December 2022. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu. The dates 27 through Dec 1 are listed vertically. In the top right corner of the 27th's box, there is a black button with a white plus sign and the text "Add an item". This button is circled in red.

To add an item to the calendar, click the plus button and a page will be created. These pages can be duplicated by editing the block with a 'ctrl' and click.



The page will function the same as a regular page but tags can be added that will show up on the calendar.



A screenshot of a Notion page titled "Untitled". The page has the following properties:

- Date: November 28, 2022
- Tags: Empty
- Type: Empty

Below the properties, there are buttons for "Add a property" and "Add a comment...". A note at the bottom says "Press Enter to continue with an empty page, or [create a template](#)".

## Advice for scheduling tasks:

Scheduling tasks must be done with intention and caution. Although scheduled events help with productivity and staying on track, be wary of scheduling leisure time and activities because the task will feel more like work and reduce the enjoyment of the activity. This can be avoided by roughly scheduling leisure events without specific times.

“

“When scheduled, leisure activities start to feel like work, which decreases the utility consumers obtain in terms of both excitement in anticipation of the activity and experienced enjoyment” (Tonietto 922).

“The decrease in anticipation and consumption utility can be remedied by “roughly scheduling” (i.e., without prespecified times) in a manner that does not temporally structure leisure activities” (Tonietto 923)

<https://tinyurl.com/Education-Template>

# CLASS PAGE

The screenshot shows a Notion page titled "Class 1". At the top, there's a banner with a blue and white abstract pattern. Below the banner, the title "Class 1" is displayed. On the left side, there are three "Add an image" slots. To the right of these are sections for "Syllabus" and "Work", each with an "Embed anything" slot. Under "Work", there's also an "Example Page" slot. At the bottom, there's a grade calculator table titled "Class 1 Grades". The table has columns for Assignment, Done, Raw Score, Weighting, and Weighted Grade. It contains four rows: Participation (Raw Score 100, Weighting 20%, Weighted Grade 20), Assignments (Raw Score 100, Weighting 10%, Weighted Grade 10), Midterm (Raw Score 100, Weighting 30%, Weighted Grade 30), and Final (Raw Score 100, Weighting 40%, Weighted Grade 40). The total count is 4, average is 100, and sum is 100.

Aa Assignment	☐ Done	# Raw Sc...	# Weighting	Σ Weighted Grade	+	...
Participation	<input type="checkbox"/>	100	20%	20		
Assignments	<input type="checkbox"/>	100	10%	10		
Midterm	<input type="checkbox"/>	100	30%	30		
Final	<input type="checkbox"/>	100	40%	40		

The class page includes any information you want to include about each class, including a syllabus or any work you have done. It also includes a grade calculator, which is a table that you can manipulate to replicate how your grade is calculated for each class.

## Table of Contents

- [Embeds](#)
- [Grade Calculator](#)

<https://tinyurl.com/Education-Template>

# EMBEDS

## Syllabus



Embed anything (PDFs, Google Docs, Google Maps, Spotify...)

Embed link   Upload

Paste in https://...

Embed link

Works with links of PDFs, Google Drive, Google Maps, CodePen...

## Syllabus

History 4B  
Medieval and Early Modern Europe  
Winter 2021

### Instructor Information

Professor: Brad Bouley

Office Hours: Tuesday from 12-2 pm PST

All office hours for all instructors will be offered via Zoom. Please use the GauchoSpace page for the course to access the zoom links.

Embeds give a preview of whatever document or link you give them.

Here's how to [add an Embed block](#).

You can embed links to documents on google drive, or upload pdfs. In the case of a class page, embedding a syllabus allows for easy access and keeps all of the information for a class in one area.

It is also possible to embed links to a Spotify playlist that is fully functional on the page.

### Spotify Playlist :

	i'm keshi keshi	▶
1	IT'S YOU (feat. keshi) MAX, keshi	2:53
2	GET IT keshi	2:31
3	SOMEBODY keshi	2:44
4	WESTSIDE keshi	3:04
5	TOUCH keshi	3:25
6	MILLI keshi	2:15
7	PÈRE keshi	0:48
8	HELL/HEAVEN keshi	2:40

<https://tinyurl.com/Education-Template>

# GRADE CALCULATOR

The screenshot shows a Notion table titled "Class 1 Grades". The table has columns for Assignment, Done, Raw Score, Weighting, Due, Submitted, Late Penalty, Final Grade, Excused, and Weighted Grade. The table contains four rows: Participation (Raw Score 100, Weighting 20%, Final Grade 20%), Assignments (Raw Score 100, Weighting 10%, Due December 1, 2022, Submitted December 2, 2022, Final Grade 0%), Midterm (Raw Score 100, Weighting 30%, Final Grade 0%), and Final (Raw Score 100, Weighting 40%, Final Grade 0%). A summary row at the bottom shows COUNT 4, AVERAGE 100, SUM 100%, and SUM 100.

Aa Assignment	Done	# Raw Score	# Weighting	Due	Submitted	# Late Penalty	Σ Final Grade	Excused	Σ Weighted Grade	+ ...	
Participation	<input type="checkbox"/>	100	20%			20%	100	<input checked="" type="checkbox"/>	20		
Assignments	<input type="checkbox"/>	100	10%	December 1, 2022	December 2, 2022	0%	100	<input type="checkbox"/>	10		
Midterm	<input type="checkbox"/>	100	30%			0%	100	<input type="checkbox"/>	30		
Final	<input type="checkbox"/>	100	40%			0%	100	<input type="checkbox"/>	40		
+ New											
COUNT 4	AVERAGE 100	SUM 100%									SUM 100

The grade calculator is a table with certain functions within each column. You can change the name of the assignment, how many points out of 100 you got on the assignment under 'Raw Score', the weight of each assignment under 'Weighting', the due date, submission date, if there is a late penalty, and if the late submission is excused, and the table will calculate the 'Weighted Grade' for you. To see what your projected grade out of 100 will be just look under 'Weighted Grade' where it says 'Sum' and that will be your final grade for the class.

To edit the columns just click on the column name and the properties can be customized in various ways. The columns can be hidden if they are unnecessary to you by clicking 'Hide in view'.

The screenshot shows the properties for the "Due" column. The "Type" is set to "Date >". There are options to "Edit property", "Sort ascending", "Sort descending", "Filter", and "Hide in view". The "Hide in view" option is circled in green. To the right, the "Class 1 Grades" table is shown again, identical to the one in the first screenshot, with the "Due" column removed.

Aa Assignment	Done	# Raw Sc...	# Weighting	Σ Weighted Grade	+ ...						
Participation	<input type="checkbox"/>	100	20%	20							
Assignments	<input type="checkbox"/>	100	10%	10							
Midterm	<input type="checkbox"/>	100	30%	30							
Final	<input type="checkbox"/>	100	40%	40							
+ New											
COUNT 4	AVERAGE 100	SUM 100%									SUM 100

<https://tinyurl.com/Education-Template>

# COLOR THEORY

WORK WITH A COLOR WHEEL!

## THEME CHOSEN

Soft pink,  
purple, and  
blue



## Hist 4B - Medieval Early Modern Europe



### Syllabus

History 4B  
Medieval and Early Modern Europe  
Winter 2021

Instructor Information  
Professor: Brad Bouley

Color is really important when customizing pages on Notion. You can choose photos that make you happy or colors you like, but if they are too crowded or neutral they can effect your mood when you are working.

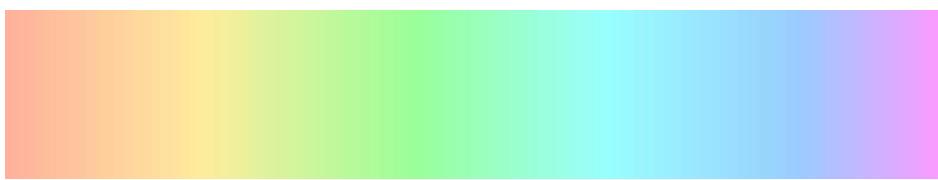
## HOW TO FIND A THEME

First pick two or three colors you want to work with. You can look up color palettes on the internet to have them choose for you, or you can pick yourself based on the color wheel and other information I mention below.

Complementary colors and colors that are next to each other on a color wheel can create different visual impacts (Moriarty). You can create a color palette by choosing complementary colors and the colors adjacent, or just by choosing a couple of adjacent colors on their own. Make sure not to choose too many different colors or the page will get crowded.

### Keep in mind:

"colors with high brightness will produce bright and lively effects, and colors with low brightness will show calm and quiet effects" (Zhang 2)



"Some colors can increase the motivation of workers to work compared with colorless and neutral colors, while the use of highly saturated colors can bring about negative emotions" (Zhang 2).



Complementary colors are colors on opposite sides of the color wheel. These colors have a high contrast and make each other stand out. An example would be red and blue!



Here is an example of a pink and blue color palette found on the internet.

# COLOR THEORY

## THEME CHOSEN

Pink,  
Orange, and  
Blue/Green

Dance 45

**Homework**

Grades

Work

**GauchoSpace**

GauchoSpace: Log in to the site

[https://gauchospace.ucsb.edu/courses/course/view.php?...](https://gauchospace.ucsb.edu/courses/course/view.php?)

**Syllabus**

**CLASS OVERVIEW:**

Dance 45 highlights major themes in dance from the cross-cultural perspective of cultural plurality and diversity, tradition, and the power of dance to bring about social change, and in the case, to combat racism.

Chapter 1: The Power of Dance [Australia/Aborigines, Cambodia, Native American, Hawaii/Hula, Ballet]  
Chapter 2: Lord of the Dance [Religion & Dance: Christianity, Nigeria/Yoruba, India/Hinduism]  
Chapter 3: Dance of the Realm [Court Dance: French, Japanese, Ghana/Asante, Javanese]  
Chapter 4: Social Dance [Ballroom, Cook Islands, Morocco, Rock 'n Roll, Social Change]  
Chapter 5: Classical Dance [Japan/Kabuki, Ballet]  
Chapter 6: African Dance [New Forms] [Dances of Slavery Impacts Dance in North & South America]  
Chapter 7: Modernizing Dance [Russia, Germany, US, Civil Rights Movement, Dance & Social Justice]  
Chapter 8: Dancing in One World [US, Australia/Aborigines, South Africa, Belgium, France, Black Lives Matter, Dance & Social Justice]

CLASS STRUCTURE-Posted three times a week on GauchoSpace:

Certain colors can invoke emotions and have a psychological impact on the person experiencing them.

## COLOR MEANINGS

The colors red, yellow, green, and blue are said to have the most psychological impact and should be taken into account when considering how you want to feel when viewing different Notion pages.

"[Red] is stimulating and lively, very friendly. At the same time, it can be perceived as demanding and aggressive" (Kurt).

"Yellow is thought of as joyful, outgoing, open, and friendly" (Kurt).

"Green is considered an emotionally calming color" (Kurt)

"Blue encourages intellectual activity, reason, and logical thought" (Kurt).



It is important to keep in mind that "a single color can have series of meanings and interpretations to various people in various regions of the world; take for example the people of China who see white as a sad color because they wear white when mourning whereas some other societies in Europe perceive it as purity, virginity, and cleanliness" (Kurt)



Work with a color wheel to choose themes for your pages. Complimentary colors are colors on the opposite side of the color wheel, such as red and blue. And adjacent colors are next to each other.



Here is an example of a pink, orange, and blue color palette found on the internet.

# GOING FORWARD

Notion is a highly customizable site that can be used in various ways. In order to keep this manual short, it is focused on the specific and most basic information needed to use Notion as an educational tool, but I encourage you to use this information to inform what you change in the future. School is only a small part of someone's daily life, and Notion can be used for anything. It can keep track of groceries, finances, jobs, habits, chores, hobbies, projects, and many more. The more information you keep on your own Notion page, the more useful it becomes as anything you forget or need to keep track of can all be found in one location.

”

“effective time management leads to greater academic performance and reduces stress, strain and anxiety among students” (Rashid 1498)



Here is an image of a personal Notion home page that has been used for many years now. I hope this manual inspires at least a few of you to keep using Notion in the future.

The screenshot shows a Notion home page with the following elements:

- Header:** A large image of a wooden boardwalk leading through tall grass towards the ocean. Below the image is a small house icon.
- Section Headers:** "Home Page" and "Personal".
- Personal Section:** Includes links to "Calander", "School Page", "quotes", "books", and "Notion". It also features a photo of a drink with lime slices and cucumbers.
- Other Sections:** "groceries", "finances", "habit tracker", "Lifeguarding", and "Things I want" (each with a corresponding icon).
- Weather Section:** "SAN JOSE WEATHER" showing a forecast from Friday to Thursday with temperatures ranging from 50°F to 55°F and weather conditions like clouds and sun. "ISLA VISTA WEATHER" is also shown with a temperature of 59°F and scattered clouds.
- Calendar:** A small calendar showing the date as Friday, 4:55 PM.

<https://tinyurl.com/Education-Template>

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