Study Tips for Online Learning

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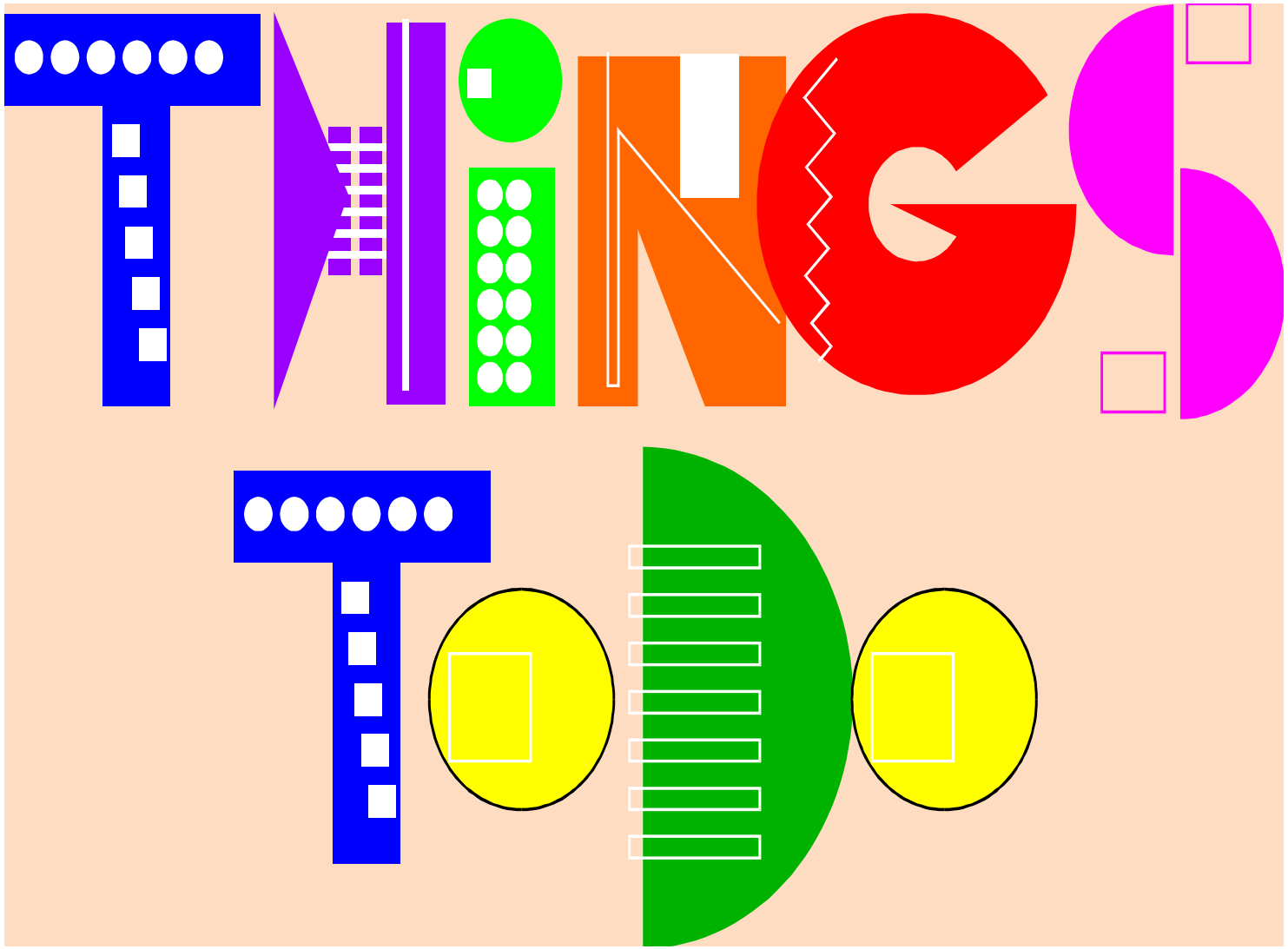
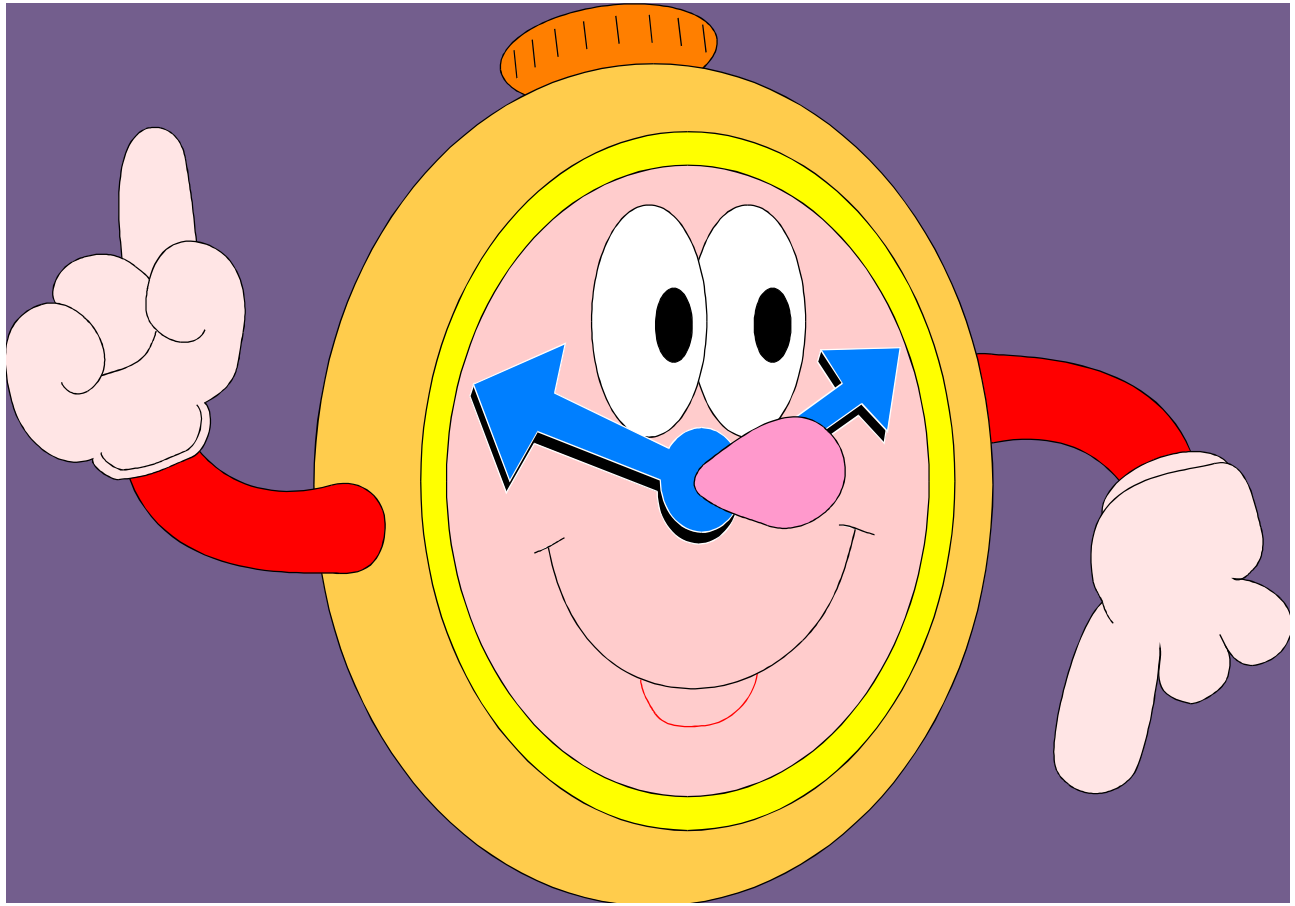
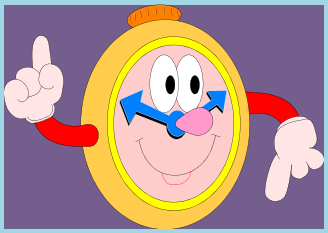

THINGS
TO DO

Study Tips for Online Learning

- ✓Plan ahead
- ✓Make connections
- ✓Read guidelines carefully
- ✓Pre-read, scan and skim
- ✓Use course resources
- ✓Ask questions



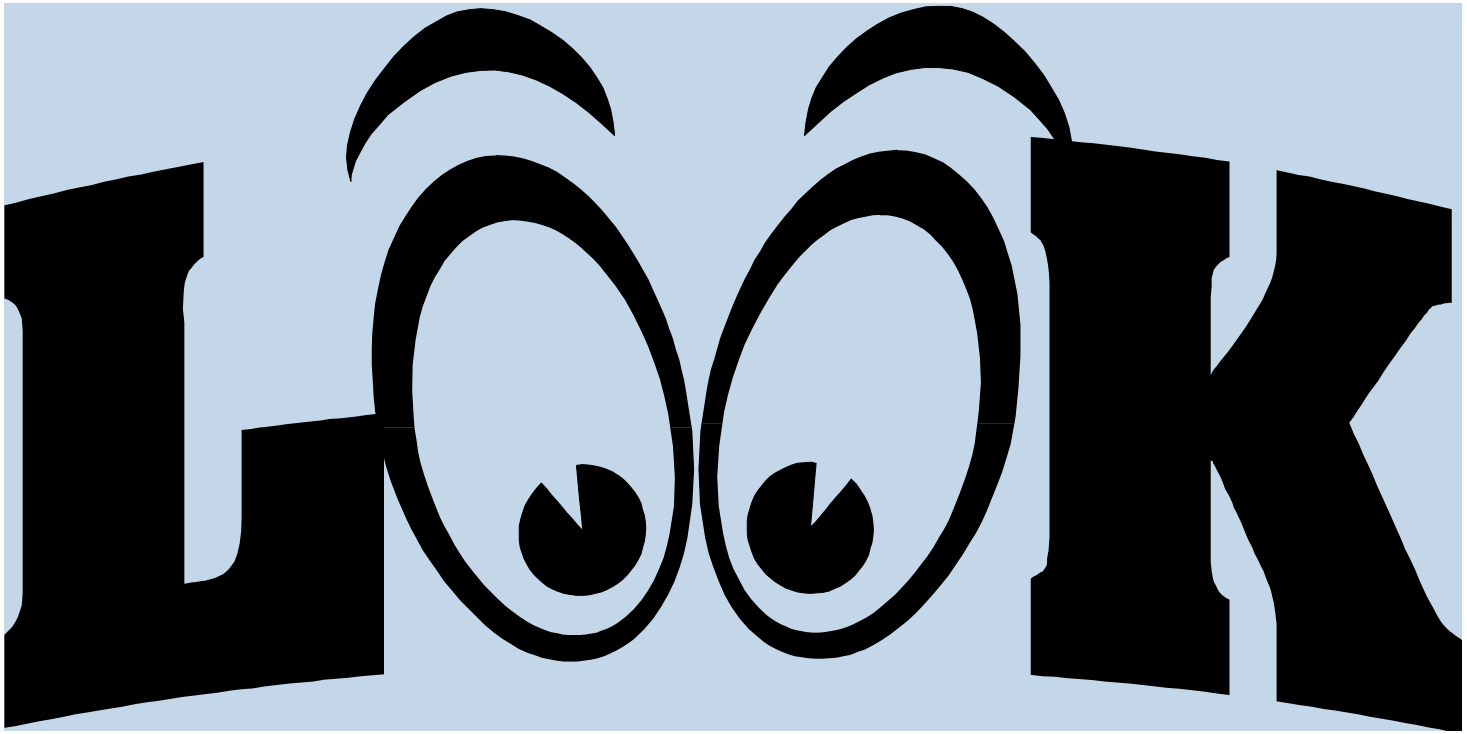
Plan Ahead



1. Remember that each module cycle is a learning cycle.

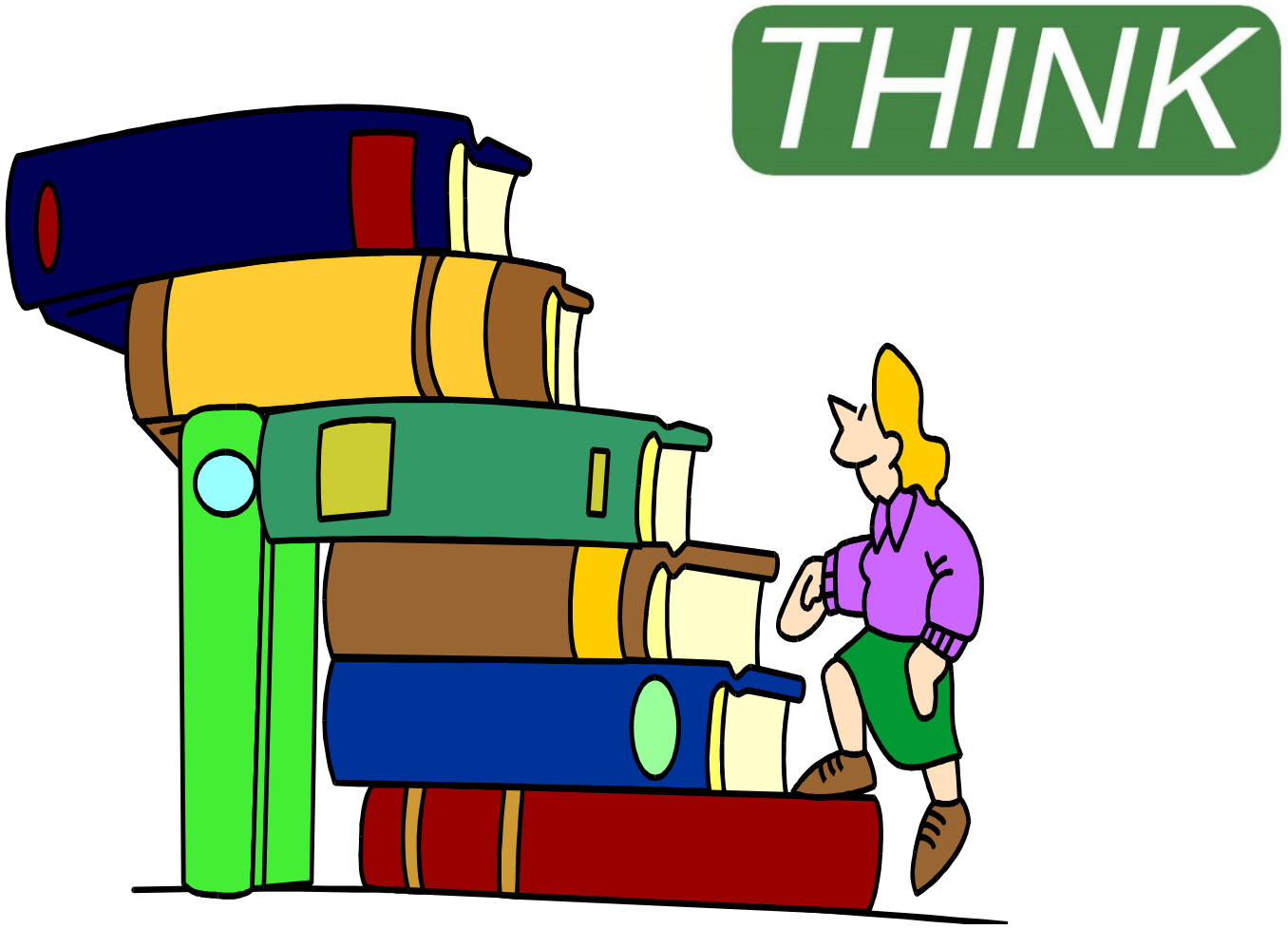
2. Plan out how to complete the assignments within the time alloted for that module.

3. Think about what order of reading, lecture and activities makes sense for that module.

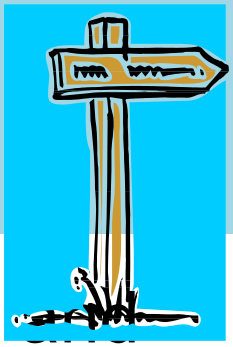

LOOK

Read Guidelines Carefully

1. Be sure to have a clear understanding of each assignment before you begin posting or writing.
2. Keep in mind that assignment guidelines provide an overview of the final product but also guide your work along the way.
3. When there is more than one part to a question or prompt, break it down into pieces and make sure you cover all of it.

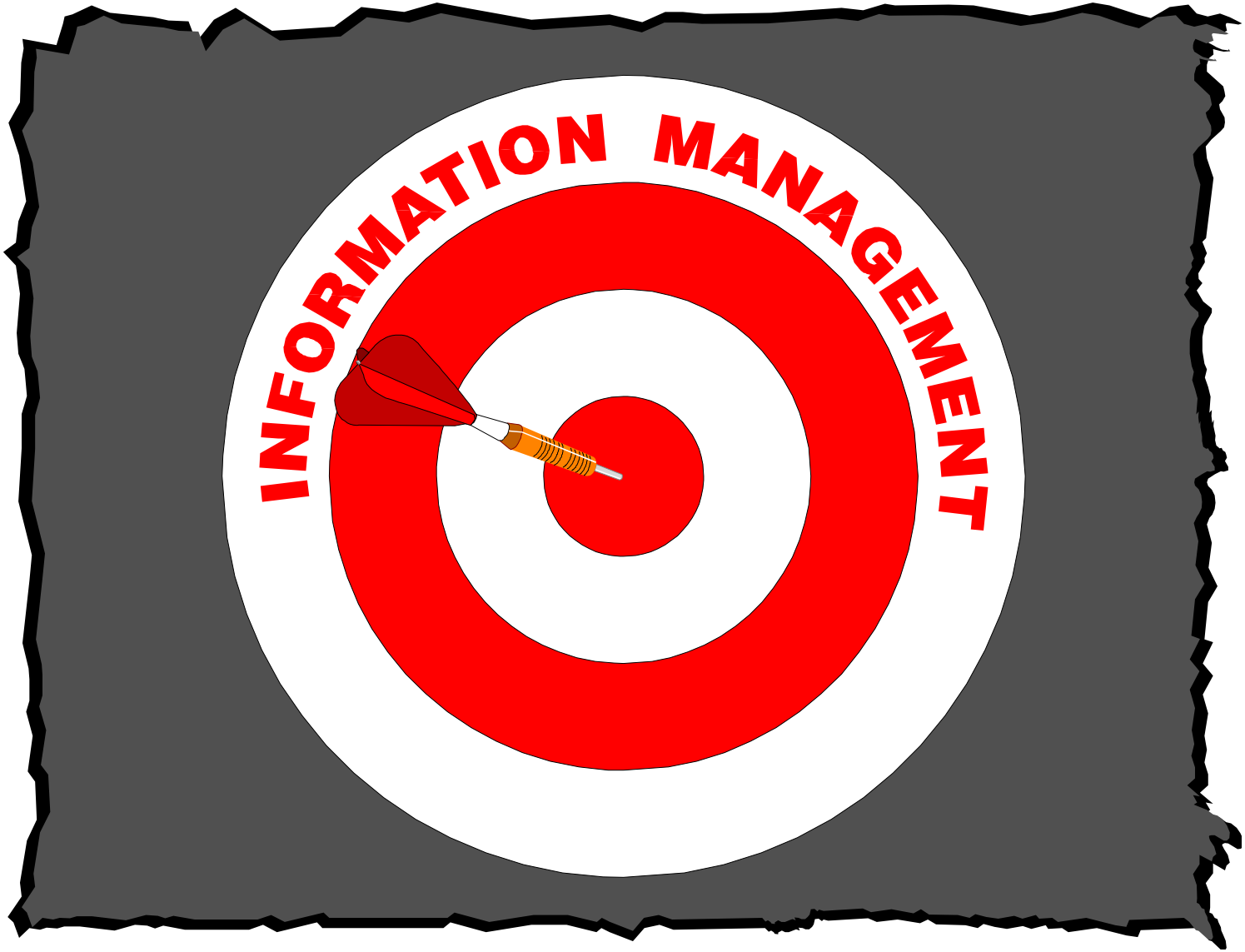

THINK

Preview, Scan and Skim

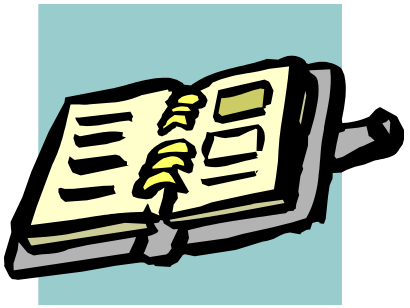


Consider the order in which you view lectures and read the textbook. In some classes, the lectures preview the text chapters and highlight important points and application and implementation ideas. In other courses the lectures review the readings and tie in new concepts.

1. Scan the textbook before viewing and/or view the lectures with the textbook to locate points of elaboration or more indepth reading.
2. Skim to focus on relevant details and elaboration.


INFORMATION MANAGEMENT

Scanning



The purpose of scanning is to establish where in a book, article or chapter specific information is located.

Step 1: Look at the table of contents, preface or introduction to the book.

Step 2: Read the chapter headings or subtitles of topics within the text.

Step 3: Search the book for relevant topics or key words, such as bolded text or tables and graphs.

NEXT

Skimming

Skimming involves reading key parts of the text to get an overview of an author's main line of argument, signaled by the text structure.

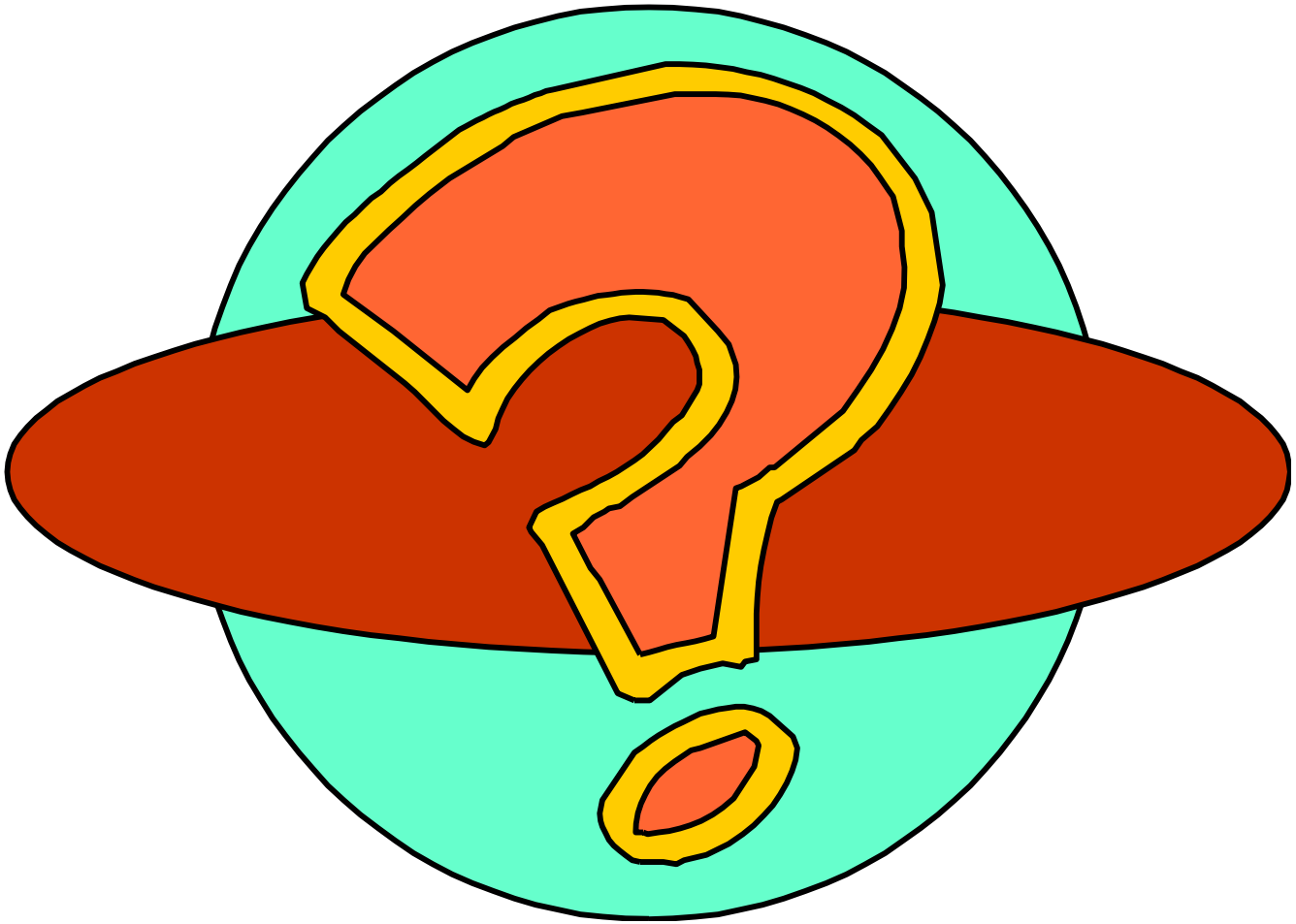
- Step 1: Note information discussed briefly in the introduction.
- Step 2: Read the first and ending paragraphs for a summary of central ideas.
- Step 3: Read the first or opening sentence of each paragraph.
- Step 4: Locate and read or reread paragraphs with relevant detail.

SOLUTION

Use Course Resources

The Blackboard Course Resources gives you access to many study guides, reflection questions, aids, templates and models for completing assignments. Take advantage of these resources to frame and structure your critical analysis and creative thinking. Take what you like and leave the rest, as needed for scaffolding and recycling purposes.

Ask Questions!



Ask Questions

Don’t hesitate to ask questions about assignments, Blackboard submission technology, due dates, or online course processes and procedures. Use the Q & A Forum for posting general questions that your classmates may have also. E-mail your instructor directly for questions about your particular assignment or grading.

There is no such thing as a silly question!

Keep Eyes on the Prize!