Digital Learning Success
Workshop Goals:

• Students will be able to...
  – Reflect on their current approach to online learning
  – Identify new approaches to online success
  – Begin implementing techniques to put them on the path to success
The semester has moved online...what do I do now?
Getting ready to tackle your classes

• Though organization is important for in-person classes, it is even more vital in online learning.
  – Before you start thinking about class work, you need to make sure you are properly prepared.
  – Some things you need to think about using:
    – Planner
    – Electronic calendar
    – School email
    – Apps
Setting Up a Planner

• Have you used a planner? Is it a weekly planner? Semester planner?

• Make sure your planner is up to date with any changes to the syllabus.

• Don’t like paper planners?
  – Make sure you don't dismiss this tip because it is low tech.
  – You can use the Calendar app on an iPhone or Google Calendar to achieve the same goal.
Keeping Up to Date

• Online courses can change rapidly... so make sure you don't fall behind.

• Get your school email on your phone.
  – Can forward it to the Mail app (iPhone) or download the Outlook app.
  – Make sure you get notifications from your school email and check every day.

• Access D2L via an app on your phone.
  – The Pulse app brings D2L to your fingertips for free.
  – Get notifications on your phone about new announcements, postings, and grades.
Doing your classwork

• When doing online classes, think about 3 factors:
  – Location
  – Time
  – Motivation
Location

• Where can you focus?
  – Find the space with the fewest possible distractions.
  – Try to make it separate from where you relax, sleep, and eat.
  – Make sure you have strong Wi-Fi and access to a charging outlet.

• Let others in your household know that this is your space and you would appreciate if they did not interrupt you.

• Eliminate distraction. Consider turning your cell phone off to avoid losing focus every time you receive a text.
Time

• Schedule productive time for your work.
  – Put the subject you plan to work on and how long in a planner or calendar app.

• Chunk the work.
  – Try to work for a sizable block of time on each subject.
  – During that time, focus on one class and try to be as productive as possible.

• Reward yourself.
  – Set up rewards throughout the day.
  – After finishing your work, give yourself a tangible reward.
    – Watch an episode of your favorite show, eat your favorite snack, or go on social media...
    – BUT ONLY FOR A DESIGNATED AMOUNT OF TIME!
Motivation

• Capitalize on moments of motivation!
  – If you feel like being productive, try to knock out as many assignments as possible.

• Make sure you give yourself rewards that motivate you.

• Ask for motivation and accountability from your online peers and others in your household/
Self-Care and Monotony

• Maintaining routine can be exciting for some, and nerve-wracking for others.

• Routines can be helpful to keep on track, and you'll need to incorporate some breaks for self-care to prevent them from becoming monotonous.

• Self-care comes in many forms, and it's important to switch them up once in a while:
  – Exercise
  – Cooking
  – TV, Video Games, Music, and Movies
  – Drawing, Painting, Writing, and Crafting

• Lastly, when you take breaks you must stick to them! Don't let them go overboard and take away time from your other obligations!
Note Taking for Online Lectures

• It can be difficult to listen to a lecture online and follow along. You can record the lecture and break it down into parts so that you can take notes or even use the video as notes!

• Divide the video into several parts, depending on topics and sub-topics. Give the file a name (Psychology: An Introduction) and a date (04.03.2020) so it is easier to find at a later point. Write down in bullet points what you can hear (Psychology is...) in each section and put the time (01:35 or 00:57-2:13) behind it.