

EFFECTIVE ONLINE LEARNING

Tips to help you adapt to a new routine

Learning under the pandemic

As much as we would like to meet you on campus, unfortunately, the institute has to implement online learning and ask you to study at home.

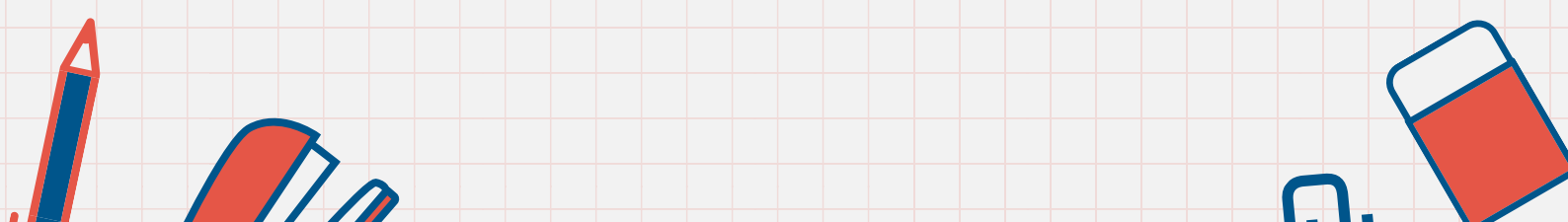
Online learning means you are no longer required to travel to the campus, The extra time spent at home means you can have the flexibility to create your daily schedule, this is often one of the biggest appeals as well as challenges when you are studying from home during the lockdown.

It may also mean distraction at home or behind your laptop may affect the effectiveness of your learning as you may have already experienced.

Before we can resume the in-person class, we have to find ways to tackle the challenges and set up a new routine for online learning.

Show commitment to your learning

Recall your original objective of studying for a degree, dedicate to your course and that you can consistently **attend all aspects of the program** as you would to a regular, in-person course.



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Set clear goals

For each module, take major assignments and break them into manageable pieces which you can work on step by step. At the beginning of each week, **set clear, measurable goals** for what you need to get done each day.

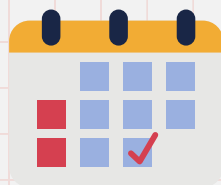
Get organized with a study plan

Creating a study plan by **noting down all the deadlines and class schedules in your calendar**, which will help you meet deadlines and work around your existing commitments and responsibilities. Being able to see what laid ahead makes your study less daunting and more manageable.

Practice time management

Setting a schedule on your calendar is important, committing to it is even more crucial. Apart from taking note of all the assignments and academic activities, don't forget to **check regularly on your workload in the weeks ahead**. Instead of packing your schedule with academic-related tasks, you may need to make provision for your commitments in life as well as unexpected events, e.g. scheduled family events, compulsory Covid-19 test....

Review how you're spending your time. Ask yourself: **How much time am I dedicating to course reading, reviewing notes and assignments?** Am I regularly underestimating the time it's taking me to get things done? Self-reflection and making small adjustments to your plan can help.



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Form a study group with your classmates

Online learning means you need to hold yourself accountable as you may not receive verbal reminders on assignments' deadlines as you normally would do in a classroom setting. Try to **form a study group with a few classmates and check on each other regularly** to ensure you won't miss any important dates.

Participate actively in online lectures



Similar to in-person lectures, participation in discussion and answering questions can help you learn more effectively, don't forget to make use of the **"Raise Your Hand" button** and provide your comment in the **chat room** as much as you can. Your lecturers and tutors would be delighted to learn that someone is responding to their teaching.

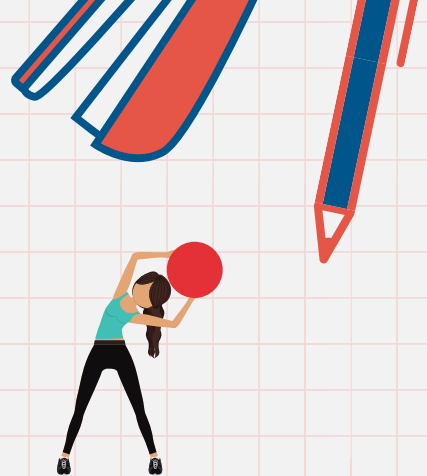
Identify a workspace while minimizing distractions

A comfortable bed next to your desk, WhatsApp messages keep popping up on your phone, your brother and sister working at home... all these are distractions you may want to avoid as much as possible. Some might find **keeping a distance from your phone** might help, others may find working in a coffee shop instead of a noisy home. Ultimately, you will need to find a strategy that works best for you.



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Take regular breaks

When you are reading or studying your materials, adapt the Pomodoro Technique, **work for 25 minutes, and then take a 5-minute break.** Then take a 20-minute break after 3 Pomodoros. It can be easier to focus when you know you only need to focus for a short period, award yourself with a short break can help you work more efficiently.

Look after your body and mind

Pandemic and lockdown create a stressful time we all have to cope with, **sufficient sleep and regular exercise** can help you to maintain your body and positive mindset for the challenges, quality food will also give you the energy and nutrient to think and generate idea too.

Contact the learning advisors

*If you would like to seek advice on how to make your online learning more effective, please feel free to contact us:

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