

For Successful ONLINE LEARNING

PART II: ATTITUDES & HABITS

BEING SELF-DIRECTED, ACTIVE & INVOLVED

PREPARATION



Do the **pre-readings/-activities** assigned

Do the **technical set-up** for your online lessons
- **test** your devices, internet speed etc



Prepare the relevant **notes for reference** as well as your **note-taking materials and templates** - *note-taking app / notebook / pen & highlighters / post-it tabs*

Be **punctual** as you would be for a physical lesson



PARTICIPATION

Learning or knowledge creation best takes place through **interaction and collaboration** among learners.

Be **responsive in online discussions**; breakout rooms, chatbox, reactions



When you **prepare**, you are more likely to **participate** and even **initiate**

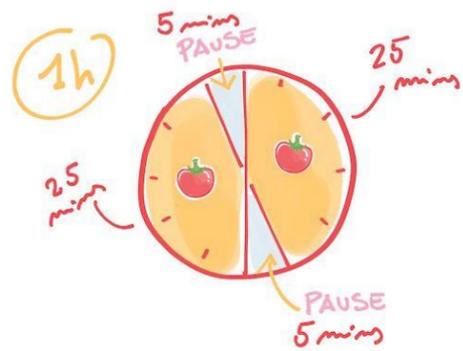
It is likely that your sharing or question(s) will **create** more discussion and/or **clarifies** someone else's doubts!

Your active learning also allows for greater retaining and internalisation of knowledge!

STAYING FOCUSED

To stay focused in your revision after the long hours of online lessons, you may try the highly popular **Pomodoro technique** or the recommended **Forest App** that supports the **chunking of time** so you remain productive and task-oriented.

The chunking of time also **prevents cognitive overload** while you are revising, allowing healthy breaks for your mind, and thus, **more meaningful and sustained revision**.

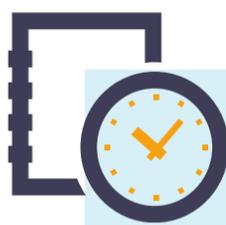


TIME MANAGEMENT & ORGANISATION

Proper time management and organisation of tasks are essential to **prevent overloading** towards the end of semester, which only results in more stress.

A **school-only planner** as well as **learning logs** can help to better organise your tasks and deadlines.

Visit our **TLC e-Resource page** to download templates of digital planners and learning logs.



For practical strategies to **manage time and increase productivity**, head over to our **Online Learning Space**.

TAKING BREAKS



Take **proper and sustained periods of rest** for your mental, physical and emotional well-being.

Seek help if you feel like you're not coping.

Connect with **C-three** for **counselling services** in a safe and conducive environment.

For **learning support** and advice, you may reach us, at the **Teaching & Learning Centre (TLC)**.

Scan the QR code for Part I & III of TLC's Online Learning resource



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