



Clickable PDF



# TOP 10 TIPS FOR ONLINE LEARNING SUCCESS

TOP TIP	HOW
1. BE YOUR OWN #STUDYBOSS	Take charge of your study. <b>Block out a fixed amount of study time</b> and think of <b>active, creative</b> ways to keep your learning interesting (bonus hint: use your 2020 Student Essentials Diary to do this).
2. PLAN	Set yourself a few <b>SMART</b> goals (Specific, Measurable, Action-based, Realistic, Time-bound) to complete during your study session.
3. GET IN THE ZONE	Start your study session by <b>blocking out distractions</b> , collecting together anything you need (laptop, notebook and pen, playlist ...) and completing an easy task to help yourself settle in.
4. CHECK IN	Stay connected with your classes. Log in to iLearn regularly for the latest news via class announcements and <b>discussion forums</b> .
5. READ	You'll probably be reading more on a screen. To stay focused, pick the <b>best reading strategy</b> for your task (skim, scan, study ...) and <b>make notes</b> of key points.
6. COMMUNICATE AND COLLABORATE	An effective way to learn is to share your knowledge. Post your ideas and respond to your classmates via class <b>discussion forums, webinars</b> and <b>group projects</b> . Make sure your responses are <b>respectful</b> .
7. SEARCH	Access Macquarie University Library resources online, anytime. Not sure how to start? Check out the <b>resource guides</b> for your subject or <b>chat online to a Librarian</b> .
8. EDIT/PROOFREAD	Even an <b>email to your lecturer</b> or a discussion post should be <b>respectful</b> , professional and <b>grammatical</b> . Take time to read through your emails before you hit 'send'. For longer assignments, use an <b>editing/proofreading</b> checklist to produce a professional document.
9. GET HELP	Got a question? Whether you need help with your assignment or finding Library resources or other services, this page shows you some of the <b>many ways you can get help</b> at Macquarie.
10. WRAP UP EVERY STUDY SESSION	Close off your study session with a <b>quick review</b> . How did your session go? Would another study strategy be more effective? Now, head off for family time, exercise or something completely different.