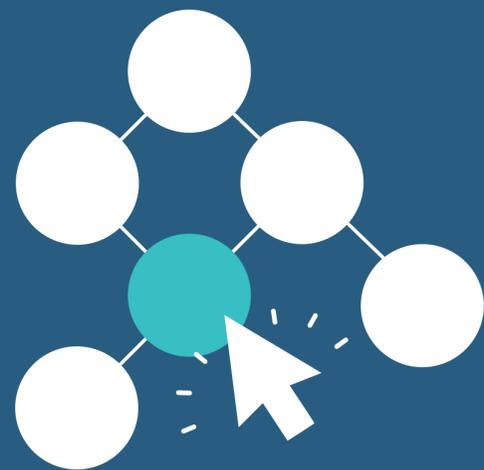




Secrets of Success

**A guide to getting the most out of your
online learning and independent study.**



PREPARATION

ENVIRONMENT

PARTICIPATION

COMMUNICATION

LANGUAGE

STUDY SKILLS

INDEPENDENT STUDY

MOTIVATION

WELLBEING

So you might be wondering...



**How can I get more from my
online lessons?**

**Here are some helpful tips for getting the most
out of your online lessons.**



Wake up in plenty of time.



Get up and out of bed.



Get dressed and have breakfast!



Log on at least 5 minutes before your lesson starts.



PREPARATION

Make notes in a way that works for you – lists, bullet points, mind maps, sketches.

If you have a camera put it on if you feel comfortable (and with your teacher's permission). This will help you feel part of the group! Remember you can blur your background on Teams if this would make you feel more comfortable.

Let your teacher/tutor know how you learn best – do you enjoy videos, quizzes, group work, creative tasks?

Follow the rules and demonstrate positive online etiquette – remember these work-ready behaviours would be expected in the workplace too.

Collaborate and work with others if you are asked to work in small groups.



PARTICIPATION



Remember that you are always adding new skills and knowledge to your toolkit – these will stay with you for life, so make them positive!

Upload or share your work with your teacher/tutor, and make sure you do this by the deadline set. This will help them to help you!
Work with your teacher/tutor, not against them – remember this is new and can be hard for them too!

Be an active participant – do all tasks to the best of your ability, put your hand up, ask and answer questions, unmute and chat, contribute your answers or ideas in the chat box.



ENVIRONMENT



Remove Distractions
such as TV, social media,
mobile phones and games
consoles



Create a workspace
somewhere clutter free and
quiet is best



Avoid your bedroom
if possible, but if not -
definitely do not stay in
bed!



Headphones
will help you to block out
any background noise



Share your timetable
with those you live with, this
means they know not to
disturb your lesson



Take breaks & stretch!
have time away from your
screen - rest your eyes
and stretch your legs

Can't see? Can't hear?
Frozen screen? Link not
working? Raise any
technical issues you may
be having
– do this immediately so
you don't lose learning
time.

Confused? Lost? Unclear
task or instructions?
Stuck? Ask for help if you
need it – you will never be
the only one who doesn't
understand or needs a bit
of support with something.

Remember to check Teams
and emails regularly for
updates.

Share how you are feeling,
and be honest – this will
mean you get the best
possible support when
you need it.

Don't allow yourself to
become isolated – make
sure you make time to
chat with your peers
outside of lessons.



COMMUNICATION

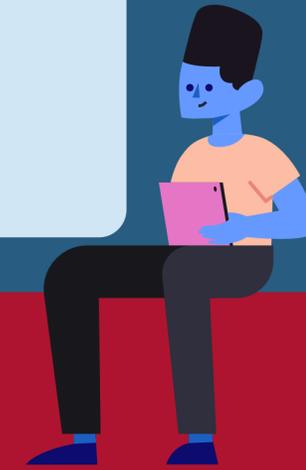
If you feel like you need
extra support, ask for it –
you may have had support
in the past and feel like
you could benefit from
some now.

Ask lots of questions – these
might be about today's lesson,
a previous lesson or
something in the future. If you
are not sure or need
something clarifying, then ask,
ask ask! No question is a silly
question and you will feel
better for having an answer.

Chat to your teacher in a
Teams private chat or send
them an email if you do not
want to discuss any
challenges in the main lesson –
they will not mind at all!



LANGUAGE



Speak and type in a work-ready manner, even when using chat.

Be respectful and polite to everyone, always.

Only use College platforms and devices for learning.



Avoid using shorthand and 'text talk'.

Do not post negative comments or anything that might upset others.

Don't spam the chat box with irrelevant chat! This makes it hard to follow the lesson and people will miss important content and questions.



Don't leave things to the last minute. Always plan ahead.



Take notes - have a pen and paper handy for all of your lessons.



Be as prepared for an online class as you would be for a face-to-face class.



STUDY SKILLS



Be disciplined and keep your focus on learning - remember why you are studying.



Plan out your week - set reminders, create a timetable.



Consider when you learn best - early in the day? On an evening? and plan around this.

Stay positive and always try your best!



USING A PHONE TO ACCESS ONLINE LEARNING



Mobile phones

Only use your mobile phone if you have no other alternative - the best device to use is always a laptop if you have one.



Top Tip #1

Make sure your teacher/tutor knows that you are working from a phone/tablet. Let them know what you can/can't see and any difficulties you are having so that they can support you.



Top Tip #2

Hold your phone landscape so you have the biggest and clearest view of the materials being shared.



Top Tip #3

Familiarise yourself with how Teams works on a phone, you may need to use the 'more' option to ensure you have access to all of the features you might need.



Top Tip #4

Call the library for technical support if you need to, you could even book a space in the library if that makes learning easier for you (when campuses are open).

Did you know...

You can also access Teams through your PlayStation or Xbox? All you need is a keyboard which can be connected to your console via usb.





Create a study/revision timetable, and stick to it.



Set a start and end time, and plan in a short break every hour.



Consider when you learn best - are you more focused in the morning or evening?



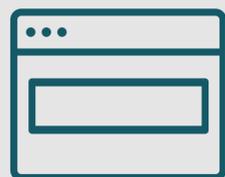
Plan your independent learning time around other responsibilities like work/childcare.



PLANNING YOUR INDEPENDENT LEARNING



INDEPENDENT STUDY



Finding what you need

- know how you can access your timetable, resources, assignment information and how to contact your teacher/tutor.



Research and read

around your subject to increase your own knowledge and understanding.



Do your homework!

Make sure you complete any homework tasks you are set. Make a to-do list and keep organised so you can meet deadlines.



Listen to recordings

of lessons to help you to revisit content and recap key points.



Find a study buddy

- have a set day and time where you meet weekly and use this time to discuss learning and any questions you might have.



MOTIVATION



Goals

Motivate yourself by remembering your goals. What do you want to do after College? How will you get there? What skills and qualifications do you need? Think about how your current course helps you to achieve short and longer term goals.



Focus

Stay focused. Remember that all aspects of your learning, both online and offline will support you in getting where you want to be.

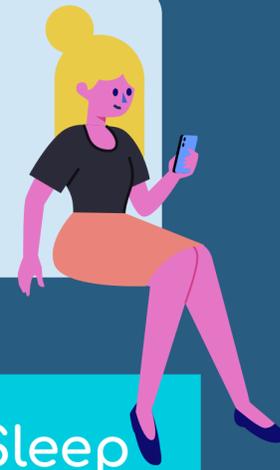


Mindset

Maximise your mindset. What can you change and develop to really get the best out of this experience? How can you use this time to positively impact your life and learning?



WELLBEING



Sleep

Establish a sleep routine and make sure you get enough hours sleep.

Fuel your brain

Try to eat a healthy diet and drink lots of water.

Exercise

Do something active each day. Even a 20-minute walk will make a big difference.

Communicate

Keep in touch with friends and family. Always share how you are feeling, and remember it is okay to not be okay.

Do what you enjoy

Keep up with hobbies and interests that you enjoy. Make sure you plan time in for these too.

IMPORTANT POINT!

Make sure you know what support is available to you within the college. Find out who the key contacts are and get in touch if you need any support or guidance.





TOP TIPS FOR SUCCESSFUL ONLINE LEARNING



Be Prepared

Know what you need to do to make sure you are ready for your online lessons - and do it!



Participate

Join in with the lesson, ask and answer questions and complete tasks and activities.



Avoid using your mobile phone

Only use your phone to access learning online if you have no other option.



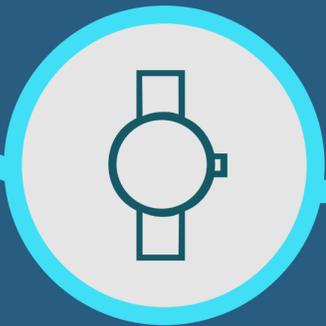
Communicate

Talk to others, share how you feel, ask questions and ask for help as soon as you need it. Use appropriate language.



Working Environment

Consider the space you work in - is it a quiet space where you can concentrate?



Study Skills

Consider how you apply study skills - take notes, plan your time out and be disciplined.



Plan your time

Work out when the best times are for you to do your independent study / homework tasks.



Independent Study

Do your own research and reading or explore your topic / subject further.



Wellbeing

Stay motivated and look after yourself - make sure you fuel your brain, get plenty of sleep and exercise.

HOW TO STAY SAFE ONLINE (E-SAFETY)



Passwords

Never share your passwords. Your teachers do not need access and will never ask for you to share this information.



Protect your reputation

'Think before you post' - content posted online can last forever and can be shared publicly by anyone.



Be aware

Immediately inform someone (parent/carer/next of kin/teacher) if you are contacted by someone you don't know. Your teachers will always email you from an official college email address.



Acknowledge your sources

Use trustworthy content and remember to give credit when using others' work/ideas.



Be visible at home

If possible work where someone can see what you are doing. Talk to those at home about your remote learning.



Do not record

You should not record or share with anyone else what happens in the online sessions. Your peers will be asking questions and your teacher will be posting advice and support. Everyone should feel confident in communicating without the worry that this will leave the lesson.



Sharing

Never share videos or photographs (provided by your teachers or other students) on social media and never take and share screenshots.



Communicate positively

Be polite, kind and mindful of the feelings of others at all times during a session/online activity.



What if something feels wrong?

If anything feels wrong or different, speak to a member of staff or your parent/carer/next of kin immediately.



Report for Support

You can also use the 'Report for Support' option on the Student Hub, which sends an email to our safeguarding team.