

10 TIPS FOR LEARNING ONLINE

- 1 Study space** – find a place where you can study with good light and where you are unlikely to be disturbed and distracted. If this in your home, ask the other people living there not to interrupt you.
- 2 Attend Teams lessons** - they will help you complete your assignments and tasks and count towards your attendance record.
- 3 Make notes** – just like you would in an ordinary college lesson.
- 4 Ask for help** – even though you may not be in the college buildings your teachers and other staff are there to help.
- 5 Study at times that are best for you** – when you do not have to attend a Teams lesson study at the times when you can concentrate and work the best.
- 6 Get into a routine** – once you have decided which are the best times for you to study stick to those hours.
- 7 Turn off your phone** and log out of social media so you can focus on your work.
- 8 Write a to do list** and cross off the tasks when you have completed them. When items are crossed off you will get a sense of achievement.
- 9 Take breaks** – you will study better with a clear head. Take breaks away from your study space. Do some physical activity for instance a walk round the block.
- 10 Keep in contact** - with your teachers and other students. Think about setting up a social media support group with other students/apprentices.

