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UKDAP-Inclusive Digital Futures Project B206 : Learning Online

Module B206: Learning Online



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Introduction

- This course is designed to equip participants with the essential skills and strategies needed to thrive in online learning environments.
- This course will provide you with practical guidance and tools for success including:
 - i. Online Learning Platforms and Tools
 - ii. Digital Research Skills
 - iii. Online Communication Skills
 - iv. Digital Credentials and Online Portfolios



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1. Online Learning Platforms and Tools

Online learning platforms and tools are essential for a successful online learning experience.



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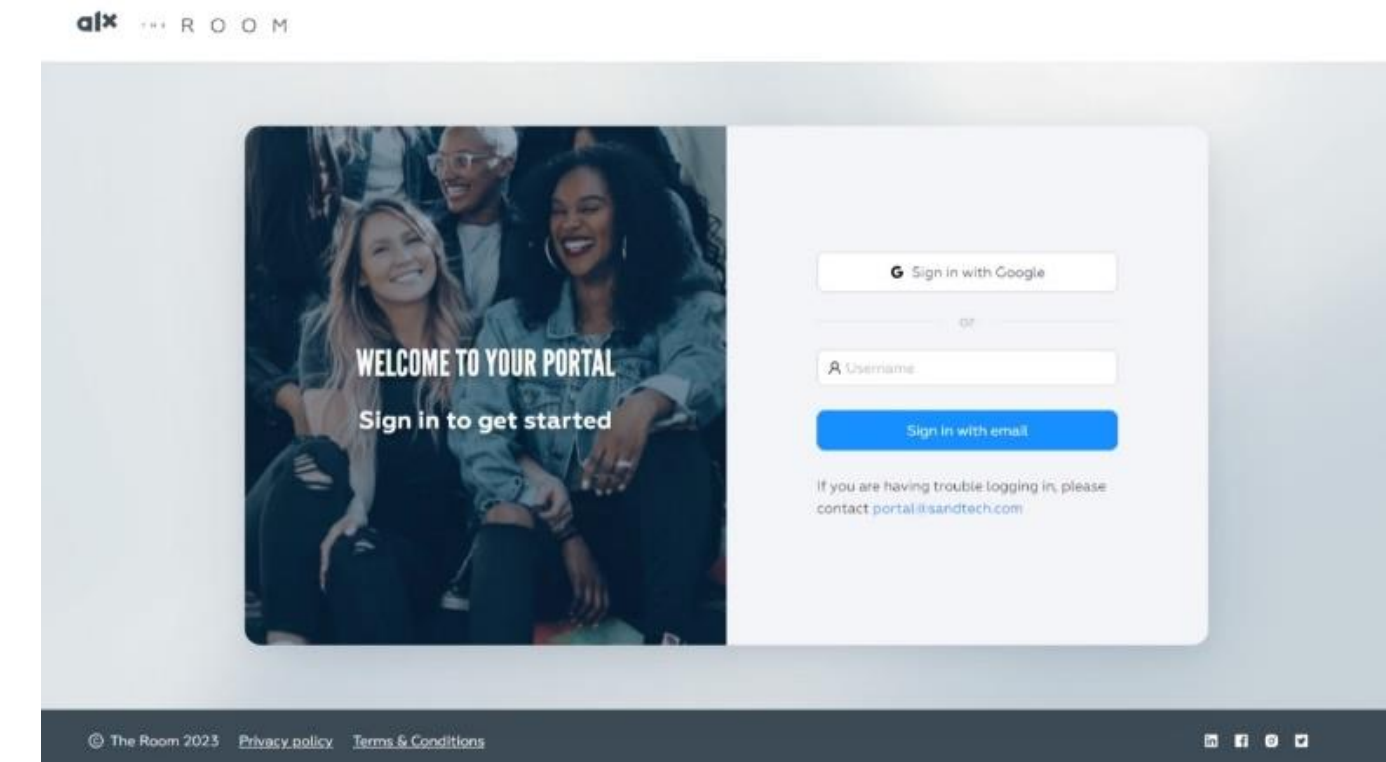
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i. Online Learning Platforms (LMS)

- Online Learning Platforms (LMS) provide virtual spaces for accessing educational content, interacting with instructors, and collaborating with peers.
- Notable LMS examples include Canvas, Moodle, Blackboard, Google Classroom, LinkedIn Learning, S4E.



ii. Online Learning Tools

- Online learning tools enhance the online learning experience, offering both synchronous and asynchronous solutions.
- Examples include Zoom, Google Meet, Microsoft Teams, Google Drive, Dropbox, and Microsoft OneDrive.

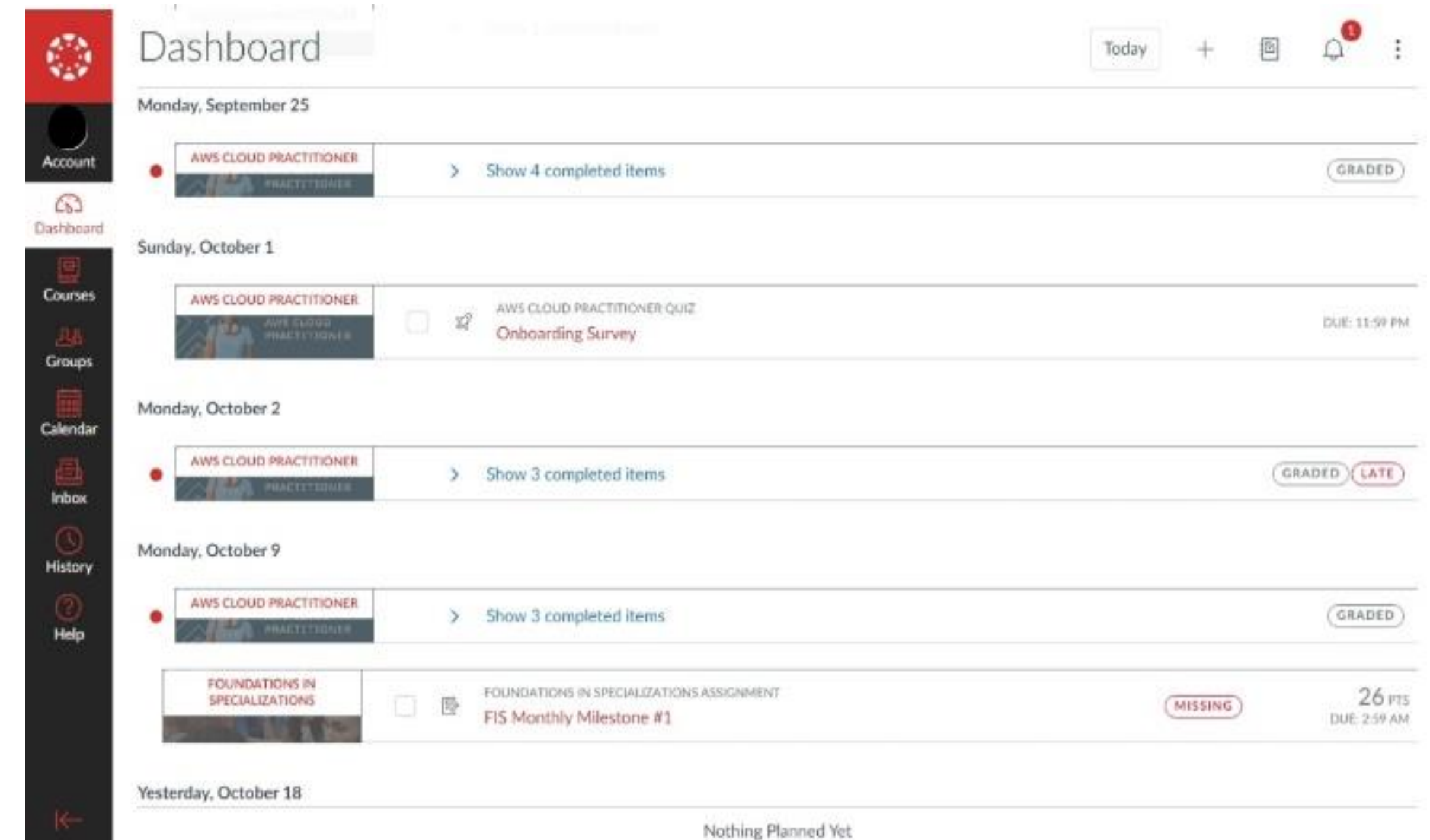


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Navigating and Using LMS

- Understanding LMS navigation is crucial.
- Take note of:
 - i. Access and login
 - ii. Dashboard
 - iii. Course navigation
 - iv. Course materials
 - v. Submitting assignments
 - vi. Communication tools
 - vii. Grading and feedback



The screenshot displays an LMS dashboard for a user named 'Account'. The dashboard is organized by date, showing course progress and assignments. The left sidebar contains navigation options: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Help. The main content area shows the following:

- Monday, September 25:** A course titled 'AWS CLOUD PRACTITIONER' is shown with a progress indicator and a link to 'Show 4 completed items'. The status is 'GRADED'.
- Sunday, October 1:** A course titled 'AWS CLOUD PRACTITIONER' is shown with a progress indicator and a link to 'Show 4 completed items'. An assignment titled 'AWS CLOUD PRACTITIONER QUIZ Onboarding Survey' is shown with a due date of 'DUE: 11:59 PM'.
- Monday, October 2:** A course titled 'AWS CLOUD PRACTITIONER' is shown with a progress indicator and a link to 'Show 3 completed items'. The status is 'GRADED LATE'.
- Monday, October 9:** A course titled 'AWS CLOUD PRACTITIONER' is shown with a progress indicator and a link to 'Show 3 completed items'. The status is 'GRADED'. Below it, an assignment titled 'FOUNDATIONS IN SPECIALIZATIONS ASSIGNMENT FIS Monthly Milestone #1' is shown with a status of 'MISSING' and a due date of 'DUE: 2:59 AM' for 26 PTS.
- Yesterday, October 18:** The status is 'Nothing Planned Yet'.

Familiarizing Yourself with Common Online Learning Tools

- Online learning tools are critical for effective online learning.
- Learn when and how to use :
 - i. synchronous and asynchronous tools
 - ii. video conferencing
 - iii. file sharing and collaboration tools
 - iv. communication tools
 - v. security and privacy settings



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2. Time Management and Organization

- Efficient time management and organization are fundamental skills for success in online courses.



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Significance of Time Management in Online Learning

- Time management plays a pivotal role in online learning for several reasons.
- These reasons include:
 - i. Meeting deadlines
 - ii. Balancing multiple commitments
 - iii. Optimizing study sessions



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Developing Effective Time Management Skills for Online Courses

- Mastering time management is a skill that can be cultivated and refined.
- Here are strategies to help you develop effective time management skills specifically tailored to online courses.
 - i. Prioritize your tasks
 - ii. Create a study schedule
 - iii. Set clear goals
 - iv. Use a digital calendar
 - v. Eliminate distractions
 - vi. Break tasks into smaller steps
 - vii. Take regular breaks
 - viii. Weekly review



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Balancing Your Life and Learning

- Online learners often juggle their studies with work, family, and various other responsibilities.
- To maintain effective time management:
 - i. Set boundaries
 - ii. Learn to say no
 - iii. Prioritize self-care

Balancing Your Life and Learning (cont')

Continuous Improvement and Adaptation

- Effective time management is an evolving skill.
- As you progress through your online courses, your time management skills will naturally improve, and you'll become more adept at managing your responsibilities.



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Creating Study Schedules and Setting Goals

- Time management and organization are essential pillars of success in online learning.
- In this section, we will delve into the key aspects of creating study schedules and setting goals.



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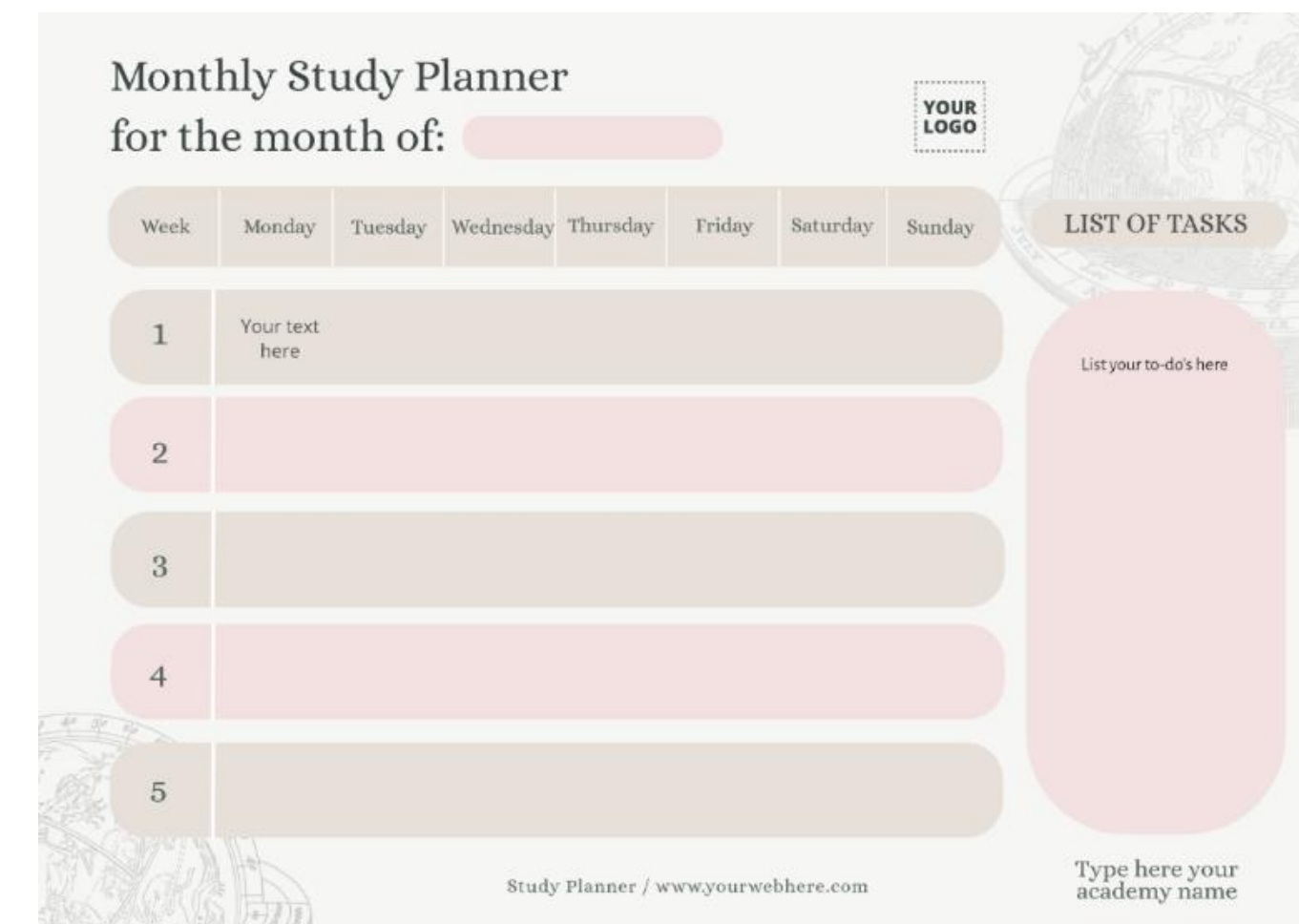
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i. Creating Study Schedules

- Effective study schedules provide structure and organization to your learning experience.
- Here's how to create a study schedule that works for you.



Monthly Study Planner
for the month of: _____

YOUR LOGO

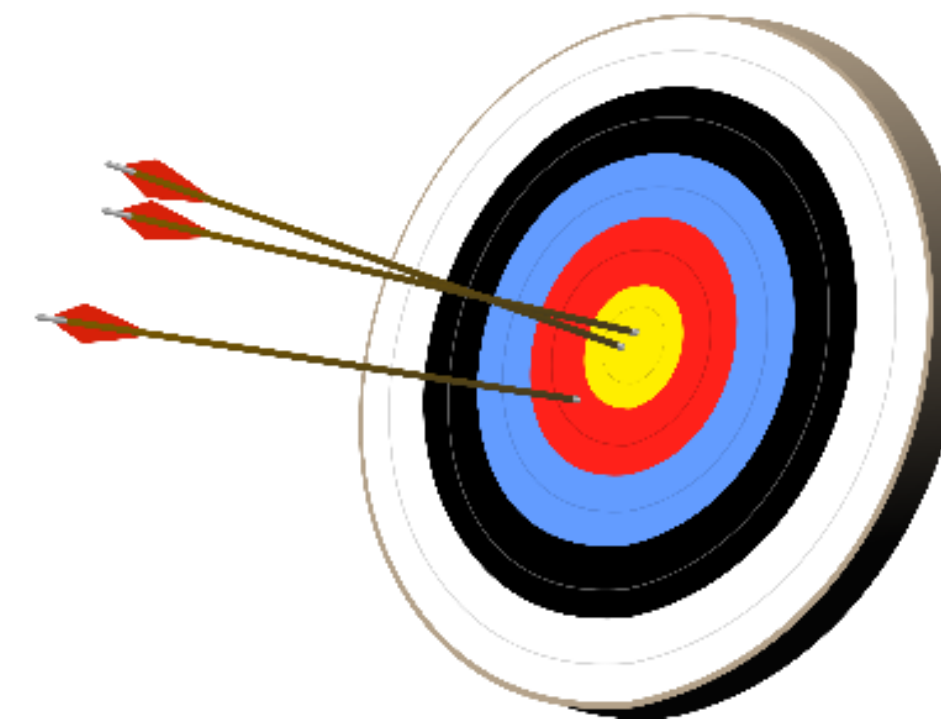
Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	LIST OF TASKS
1	Your text here							List your to-dos here Type here your academy name
2								
3								
4								
5								

Study Planner / www.yourwebhere.com

ii. Setting Goals

- Goals serve as the guiding light in your online learning journey, providing you with a clear sense of purpose and direction.
- Here's how to set goals effectively for your online learning experience.

GOAL SETTING



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3. Effective Note-Taking Techniques

- In the ever-evolving landscape of online learning, mastering effective note-taking techniques becomes a cornerstone of enhancing your understanding, memory retention, and overall organization of course materials.



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Significance of Effective Note-Taking

- Effective note-taking is a dynamic tool that profoundly impacts your **comprehension, retention, and active engagement** with course content.
- Here's why it's crucial in the context of online learning.
 - i. Retention enhancement
 - ii. Invaluable reference
 - iii. Active engagement



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Exploring Digital Note-Taking Apps

- Digital note-taking apps offer accessibility, organization, synchronization, collaboration, multimedia support, and enriching features, revolutionizing the note-taking experience.



Exploring Digital Note-Taking Apps (cont')

- Here are key features that make Digital Note-Taking apps ideal:
 - i. Accessibility and portability
 - ii. Organization at your fingertips
 - iii. Swift search functionality
 - iv. Seamless synchronization
 - v. Collaboration and peer engagement
 - vi. Enriching with rich media



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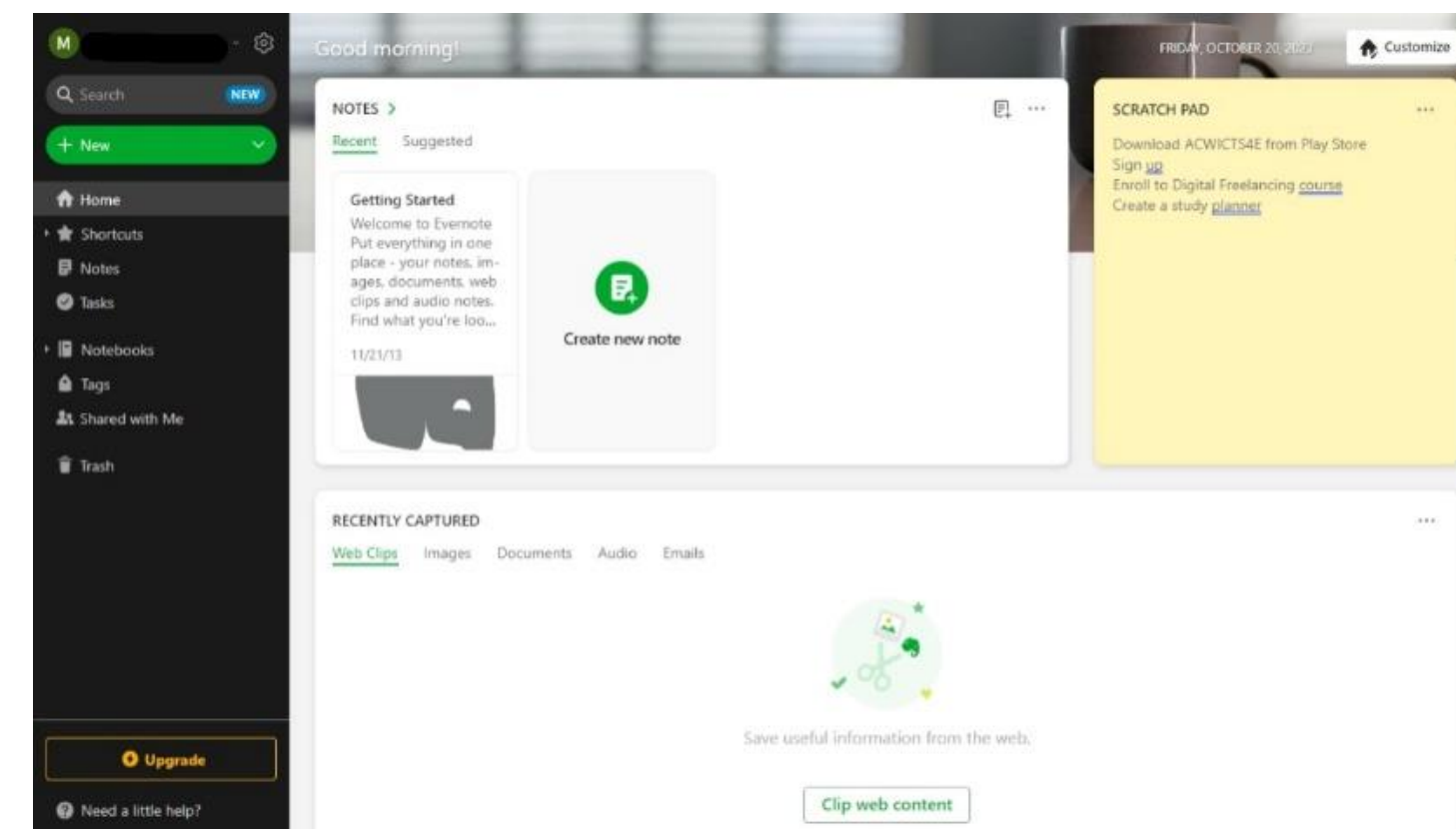
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Popular Digital Note-Taking Apps

- Explore popular digital note-taking apps, each offering unique features to cater to various preferences and needs.
- These apps include:
 - i. Evernote
 - ii. Microsoft OneNote
 - iii. Notion
 - iv. Google Keep
 - v. Notability
 - vi. GoodNotes
 - vii. Simplenote



Learning how to Summarize and Organize Course Materials Effectively

- Learn the techniques for summarizing course materials effectively and organizing your notes for academic success.

Summarizing Course Materials

- Summarization distills complex information into clear, concise, and manageable chunks.
- Follow these strategies to master the art of summarization.



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Organizing Course Materials

- Effective organization enhances the accessibility and utility of your notes.
- These strategies help structure and organize your notes effectively.

Key: H=King Henry VIII < Abbreviation Key < Subject Name, Date, Class

Cornell Notes

Prepare before class ← Main Idea

review notes from last class

look through chapter to understand basic idea this class lecture

takes 20-30 mins, but drastically helps understanding

When in doubt, write it down

Main points, main ideas

Don't take too long deciding if you should write it down

Put your notes on a diet ← Main Idea

When in doubt, write it down, but don't write everything - leave out words

Use abbreviations - if necessary, include a sheet or a corner of the page with your abbreviations for key words that will be repeated throughout the lecture. For example, in a lecture about King Henry VIII, instead of writing his name over and over, write H=King Henry

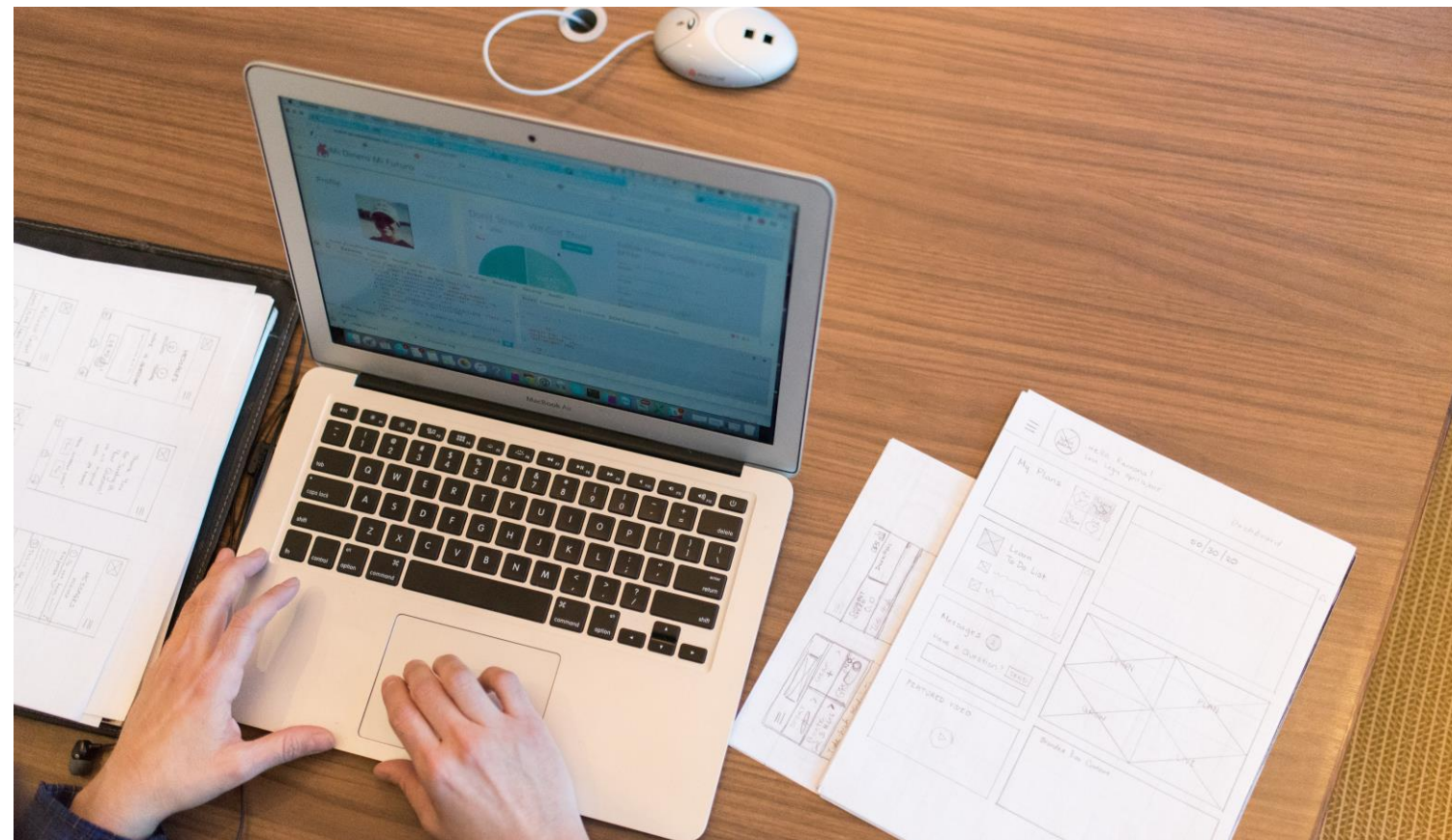
Review before class: last period & next chapter. Write it if you aren't sure, but don't write too much - use abbreviations.

Note: to study, cover up the right hand column. Look at the main idea of the left hand column and see if you can recall each point.

Handwritten notes include annotations: 'Main Ideas' pointing to the left column, 'Supporting facts or ideas / Sub-points' pointing to the middle column, 'Main Idea' pointing to the right column, and 'points to know when you test yourself' pointing to the bottom of the right column.

4. Digital Research Skills

- Digital research skills are essential for navigating the online information landscape effectively, ensuring academic, professional, and personal success.



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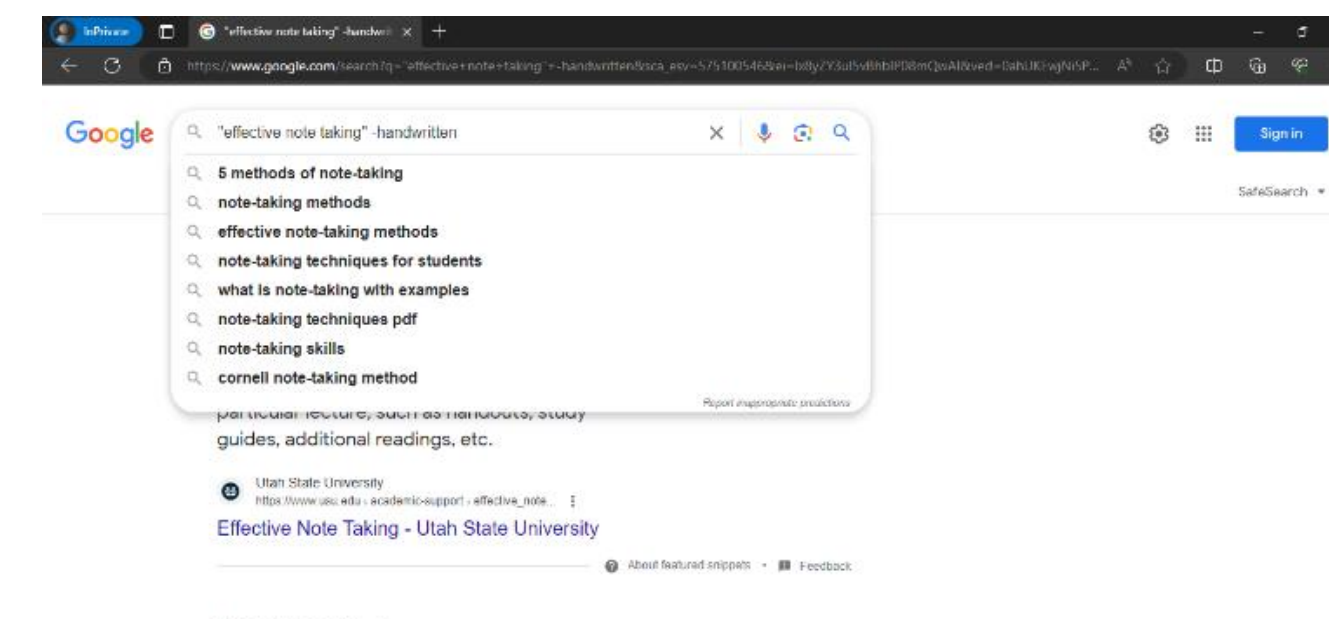
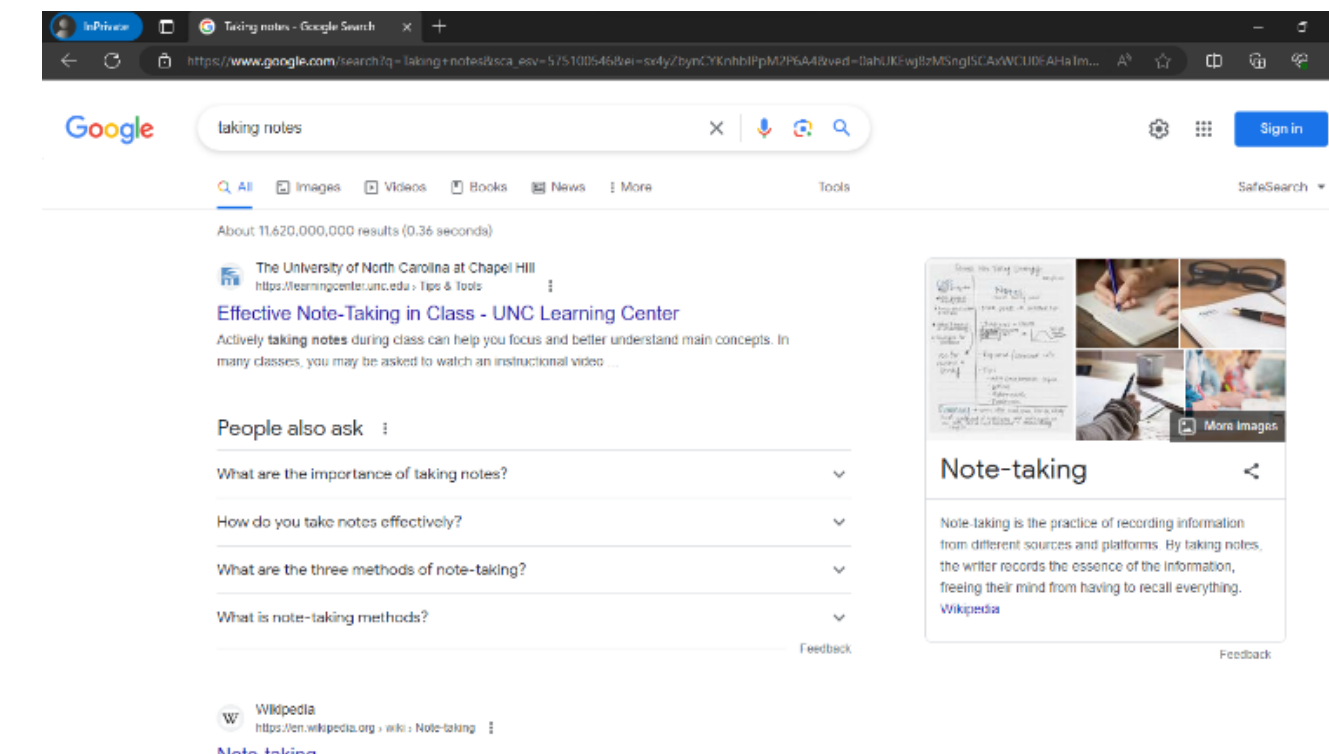
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Conducting Online Research using Search Engines and Academic Databases

- Effective online research involves two critical aspects:
 - i. Proficiency with search engines
 - ii. Competence in navigating academic databases



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Navigating Search Engines

- To maximize the efficiency of online searches, consider these strategies when navigating search engines:
 - i. Precise Keyword Usage
 - ii. Use Quotation Marks
 - iii. Negative Keywords
 - iv. Site-Specific Searches
 - v. Filter by Date

Example of general search
"Climate Change"

Example of an effective search:

"Impact of Climate Change on Coastal Erosion"



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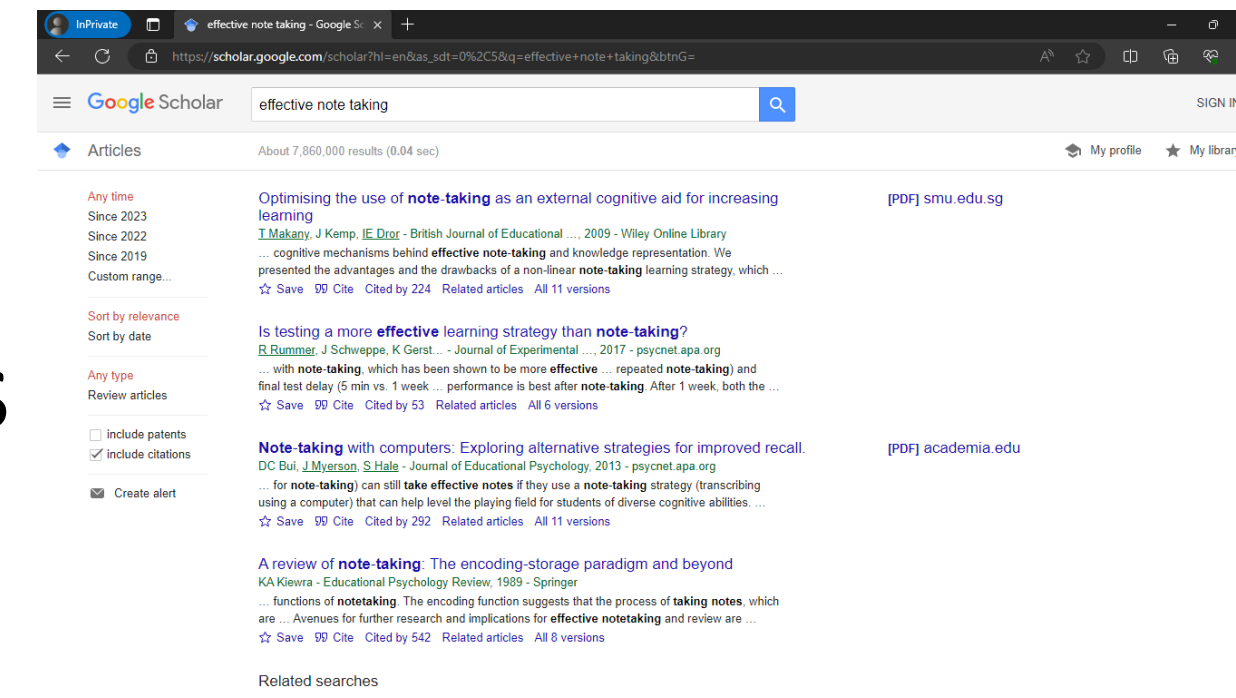
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Exploring Academic Databases

- Academic databases are valuable for scholarly research. When using them, consider these steps:
 - i. Select the Appropriate Database
 - ii. Leverage Advanced Search Features
 - iii. Correct Source Citation
 - iv. Utilize Filters
 - v. Exploit Synonyms
 - vi. Explore Citations



Evaluating the Credibility of Online Sources

- Evaluating the credibility of online sources is crucial for academic, professional, and personal contexts.
- Evaluating source credibility is important for several reasons:
 - i. Trustworthiness
 - ii. Academic Integrity
 - iii. Guarding Against Misinformation



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Guidelines for Evaluating Online Source Credibility

- Follow these guidelines to assess the credibility of online sources effectively:
 - i. Authorship
 - ii. Publication Date
 - iii. Publisher or Source
 - iv. References and Citations
 - v. Bias and Objectivity
 - vi. Domain and URL
 - vii. Peer Review
 - viii. Consistency with Other Sources
 - ix. Quality of Writing
 - x. Contact Information
 - xi. Check the "About" Section
 - xii. Fact-Checking



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5. Online Communication Skills

- In today's dynamic digital landscape, effective online communication skills have emerged as a vital competency.
- This section underscores the paramount importance of these skills and offers practical insights into participating in online discussions and forums, be it for academic, professional, or personal interactions.



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The Significance of Online Communication Skills

- Online communication skills hold substantial importance in a multitude of spheres, impacting our personal and professional lives in various ways.
- Notable ways include:
 - i. Connectivity
 - ii. Learning and education
 - iii. Professional development
 - iv. Problem-solving and support
 - v. Personal growth



Guidelines for Effective Online Communication

- To engage in online discussions and forums effectively, it's crucial to adhere to specific guidelines that foster a constructive and respectful digital environment.
 - Clear Subject Line
 - Get to the Point
 - Use Short Paragraphs
 - Utilize Bullet Points or Lists
 - Be Mindful of Length
 - Eliminate Jargon
 - Proofread and Edit
 - One Topic per Message
 - Avoid Abbreviations and Emojis
 - Use Appropriate Salutations
 - Reiterate Action Items
 - Respect Response Time



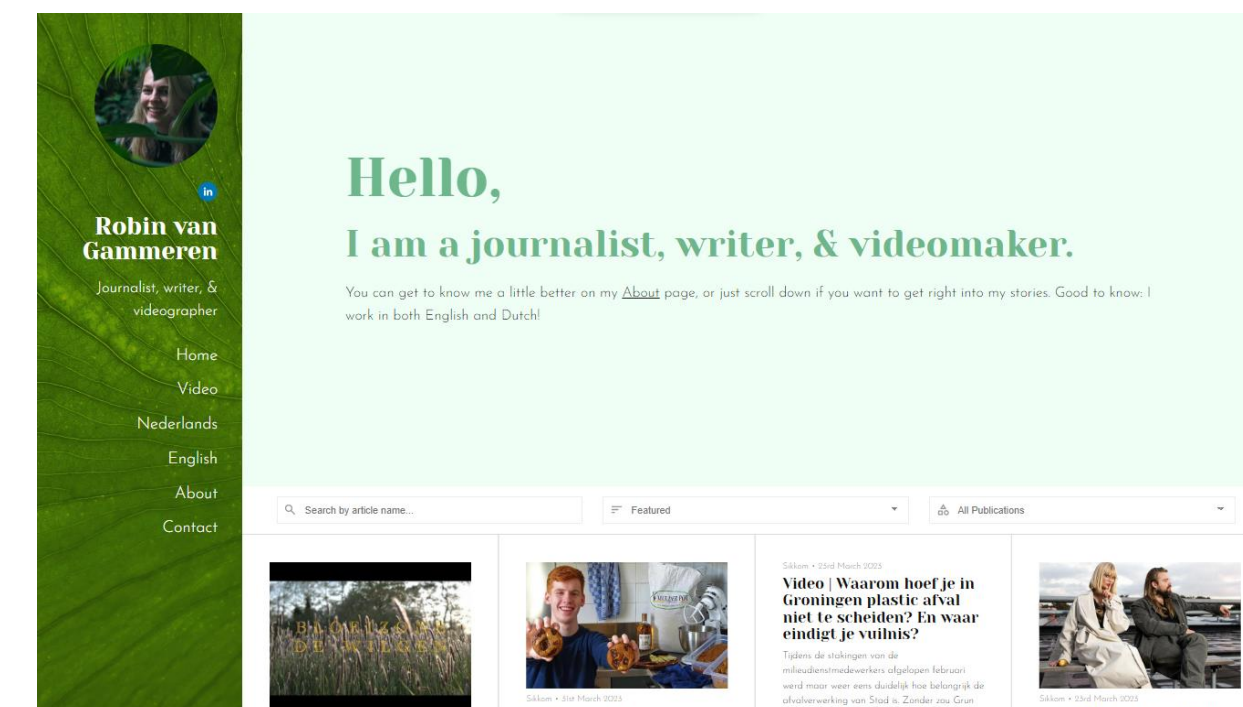
6. Digital Credentials and Online Portfolios

- Digital portfolios are powerful tools for showcasing your academic accomplishments.
- They offer visual representation, accessibility, personal branding, professional development, and networking opportunities.



Creating and Maintaining Your Digital Portfolio

- To create and maintain an effective digital portfolio, follow these essential steps:
 - i. Select a Platform
 - ii. Gather Content
 - iii. Create a Structure
 - iv. Highlight Key Projects
 - v. Include Descriptions
 - vi. Incorporate Visuals



Creating and Maintaining Your Digital Portfolio (cont')

- vi. Personalize Your Portfolio
- vii. Maintain Consistency
- viii. Update Regularly
- ix. Link to Evidence
- x. Seek Feedback
- xi. Promote Your Portfolio



7. Online Collaboration and Group Work

- Effective collaboration involves clear objectives, open communication, shared responsibility, respect for diverse perspectives, time management, feedback, and conflict resolution.



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Strategies for Online Collaboration

- Successful online collaboration requires the use of digital tools and strategies, including:
 - i. Selecting the right tools
 - ii. Defining roles
 - iii. Regular check-ins
 - iv. Using shared documents
 - v. Setting communication norms
 - vi. Respecting time zones.



The Benefits of Effective Online Collaboration

- Effective online collaboration results in:
 - i. Enhanced learning
 - ii. Diverse perspectives
 - iii. Efficiency
 - iv. Skill development
 - v. Productive networking
- It offers valuable benefits in various contexts.




Using Online Collaboration Tools

- Online collaboration tools are essential for effective teamwork.
- Google Docs and Slack are two popular tools used for streamlining collaboration and communication.



Google Docs



- These -time collaboration, centralized communication, version control, accessibility, streamlined feedback, and task management.



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Best Practices for Using Online Collaboration Tools

- Maximizing the benefits of online collaboration tools requires:
 - i. Setting clear objectives
 - ii. Establishing guidelines
 - iii. Training team members
 - iv. Regular check-ins
 - v. Task assignment
 - vi. Data security
 - vii. Document organization



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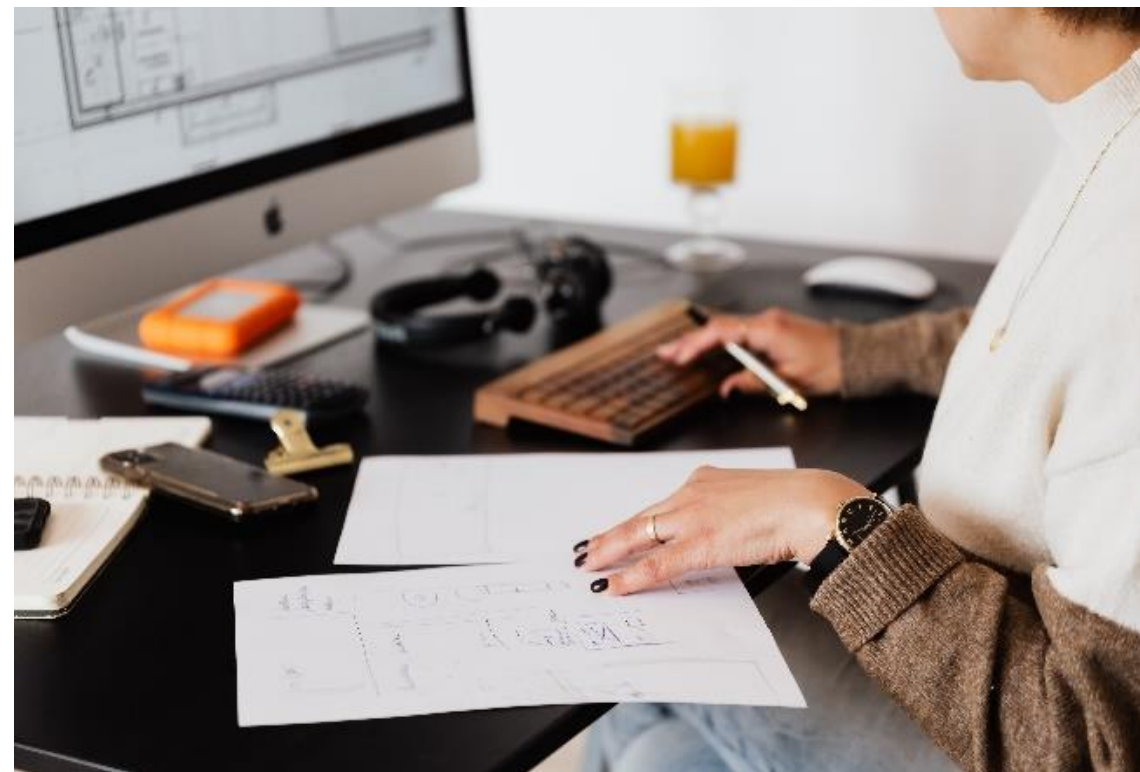


The Benefits of Effective Use of Online Collaboration Tools

- Effective use of online collaboration tools enhances:
 - i. Productivity
 - ii. Communication
 - iii. remote work capabilities
 - iv. version control
 - v. time savings
- These tools are indispensable for successful teamwork.

8. Effective Online Reading and Comprehension

- Transitioning to digital texts requires specific strategies.
- Create a suitable environment, engage in active reading, utilize digital annotation tools, skim and scan, practice speed reading, take breaks, and engage in note-taking and summarizing.



Challenges in Digital Reading and How to Overcome Them

- Digital reading presents challenges such as distractions, eye strain, comprehension, skimming, and speed reading.
- Overcome these challenges with strategies like dedicated reading environments, screen adjustments, active reading, and practice.



Successful Digital Reading in Action

- Learn how to apply strategies by setting up the right environment, actively engaging with the text, utilizing digital tools, practicing speed reading, taking short breaks, and summarizing for effective study.
- Mastering digital reading yields benefits including efficiency, accessibility, interactivity, organized notes, and eco-friendliness.



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Highlighting, Annotating, and Summarizing Online Texts

- Highlighting, annotating, and summarizing are active engagement techniques that help you extract key information, add context, and deepen comprehension.
- Master these strategies to improve your reading skills.



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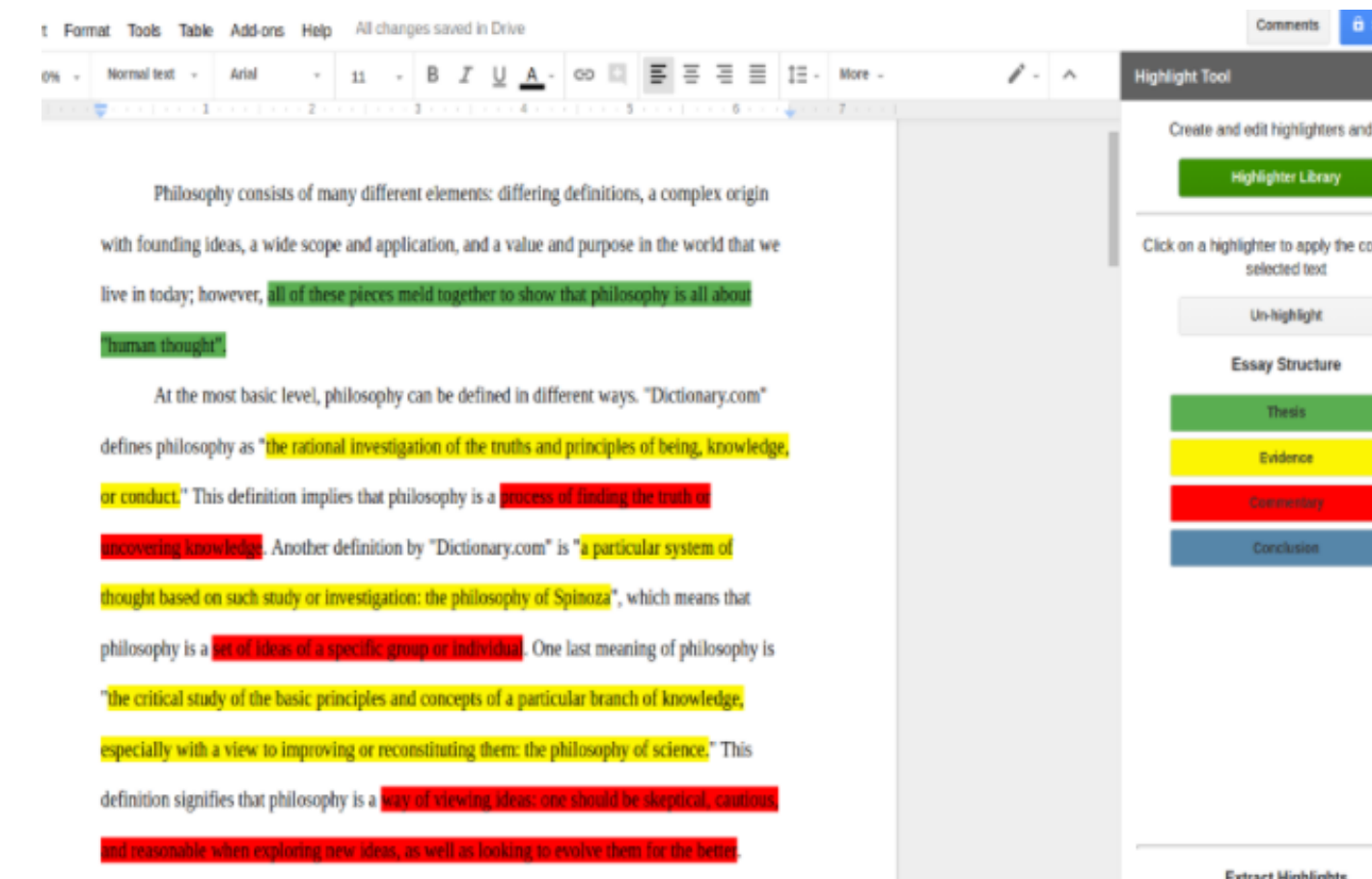
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Best Practices for Effective Highlighting, Annotating, and Summarizing

- To maximize the benefits of these techniques, follow best practices:
 - actively engage with the text
 - focus on key information
 - strike a balance
 - personalize your annotations
 - keep your notes well-organized



Benefits of Effective Highlighting, Annotating, and Summarizing

- Effective use of these techniques enhances comprehension, retention, and critical thinking.
- Your notes and summaries become valuable study aids and offer personalized context to the material.



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9. Online Testing and Assessment Strategies

- Online quizzes and exams are assessments of your knowledge and understanding. Effective preparation is essential.



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Preparing for Online Quizzes and Exams

- Learn to understand the assessment format, review the material, create a study plan, engage in active learning, practice with sample questions, simulate test conditions, manage time, ensure technical preparedness, employ test day strategies, and review your performance.



Challenges and How to Overcome Them

- Online assessments come with challenges like technical issues, time pressure, distractions, anxiety, and lack of clarity.
- Overcome these issues with proactive strategies such as technical checks, time management, creating a distraction-free environment, and managing test anxiety.



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Benefits of Effective Online Testing Preparation

- Effective preparation for online quizzes and exams offers benefits like:
 - i. improved performance
 - ii. reduced anxiety
 - iii. enhanced time management skills
 - iv. better learning
 - v. increased confidence.



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Strategies for Managing Test Anxiety in an Online Setting

- Managing test anxiety is crucial for success in online assessments.
- Learn about strategies such as thorough preparation, creating a study schedule, active learning, practicing with sample questions, simulating test conditions, mindfulness and relaxation techniques, positive self-talk, time management, eliminating distractions, staying healthy, and seeking support.

Challenges and How to Overcome Them

- Overcoming test anxiety challenges includes addressing procrastination, perfectionism, fear of failure, time pressure, and lack of confidence.
- Solutions include setting a study schedule, embracing imperfection, shifting focus, developing time management skills, and practicing positive self-talk.



The Benefits of Effective Test Anxiety Management

- Effective test anxiety management offers benefits such a:
 - i. improved performance
 - ii. increased confidence
 - iii. enhanced learning
 - iv. reduced stress
 - v. personal growth.



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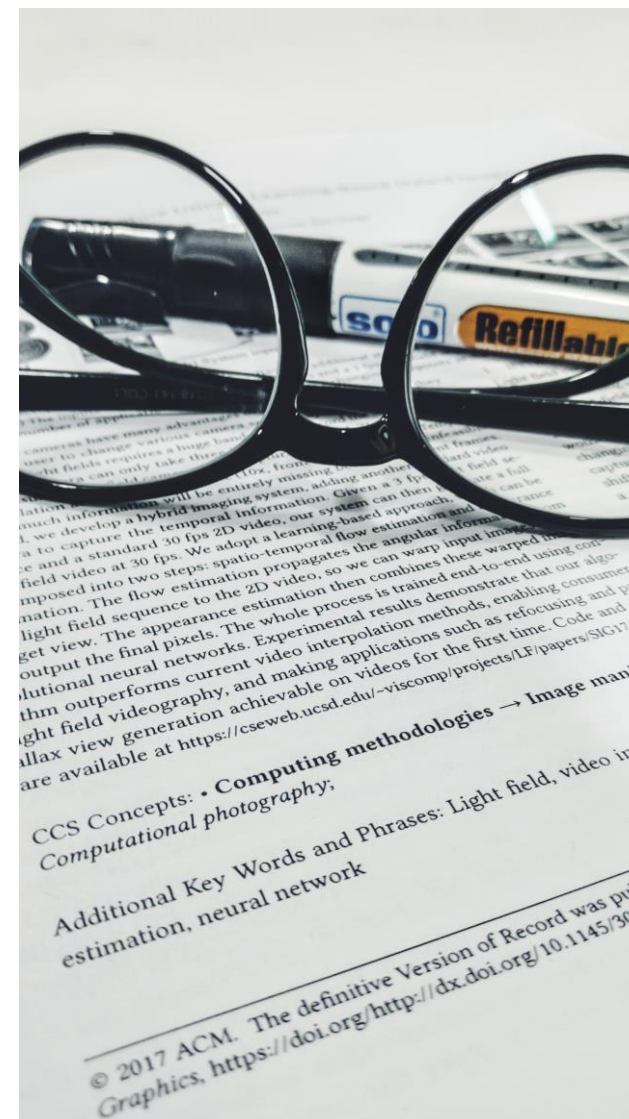
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10. Online Research Paper and Assignment Writing

- Writing academic papers is essential in the digital age.
- This section guides you on researching and writing using online resources.



Research Process

- i. **Topic Selection:** Start by choosing a topic that aligns with your assignment or research paper.
- ii. **Defining Objectives:** Clearly define what you want to achieve and the scope of your research.
- iii. **Conducting Research:** Utilize online libraries and databases, search engines, citation indexes, and digital archives to gather information.



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Evaluating Sources

- **Credibility:** Assess the credibility of sources; prefer reputable journals, universities, and scholars.
- **Peer Review:** Prioritize peer-reviewed articles for reliability.
- **Publication Date:** Consider the publication date, especially in rapidly evolving fields.
- **Bias and Objectivity:** Ensure sources present information objectively.



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Writing Process

- **Outline:** Create a structured outline as a roadmap for your paper.
- **Thesis Statement:** Develop a clear and concise thesis statement outlining your main argument.
- **Introduction:** Begin your paper with a compelling introduction that introduces your topic and thesis.
- **Body:** Present research findings and arguments, ensuring logical organization.
- **Citations and References:** Properly cite online resources, following your institution's required style.

Challenges and Solutions

- **Information Overload:** Define research objectives and source selection criteria.
- **Credibility Issues:** Rely on reputable academic databases, peer-reviewed journals, and recognized experts.
- **Plagiarism Concerns:** Always cite sources properly and practice effective paraphrasing.
- **Time Management:** Create a schedule, set goals, and prioritize sources.
- **Citation Styles:** Familiarize yourself with the required citation style.

Successful Writing Example

- **Topic Selection:** Choose a specific aspect like its impact on coastal communities.
- **Research:** Access online academic databases for peer-reviewed articles.
- **Evaluate Sources:** Examine credibility, relevance, and publication date.
- **Note-Taking:** Gather detailed notes.
- **Writing Process:** Develop your paper using research findings.



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Benefits of Using Online Resources

- **Access to Information:** Gain access to vast information and research findings.
- **Efficiency:** Online research can be more efficient than traditional library research.
- **Currency:** Online sources are frequently updated.
- **Flexibility:** Access resources from anywhere.



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- **Understanding the Importance of Citation:** Acknowledging authors, avoiding plagiarism, supporting claims, facilitating further research.
- **Common Citation Styles:** Focus on APA and MLA.
- **Citing Online Sources:** Provide guidance on author, title, publication date, URL, and access date.



Citation Management Tools

- To streamline and simplify this often time-consuming process, you can harness the power of citation management tools such as:
 - i. Zotero
 - ii. Mendeley
 - iii. EndNote.
- These robust software solutions offer a range of features that can significantly enhance your efficiency, accuracy, and overall research experience.



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THANK YOU