



The shift to online learning means that you will likely be accessing pre-recorded lectures, independent seminar activities and webinars. This new way of working presents some opportunities for students.

Take advantage of the time

Pre-recorded lectures and seminars actually provide you with a lot of choice and flexibility. **Embrace the change!** You can choose when and where to watch the lectures and recordings also gives you the opportunity to access them multiple times. So, build the lectures in to **workflows**, for example:

To aid understanding:

Watch the lecture and make active notes

Follow up on key references or points and add further detail to your notes

View again considering the alternative perspectives or answers your additional reading provided

For revision:

Take notes during your first viewing

Give yourself some time to reflect or create some practice questions from them

Revisit your notes and test yourself

Watch a second time to add in extra detail and check understanding

For assignments:

Take notes when watching for the first time, identifying key themes

Brainstorm your assignment and how the key ideas fit in

Watch again and make more detailed notes on the relevant sections, identifying additional reading

Prepare your assignment plan

Remember when taking notes, **time stamps** on videos can be a useful reference in case you need to revisit a specific topic, so include them in your notes.

Prepare in advance

Online lectures mean less opportunity to ask questions during the session. Pre-reading can help with this so check module guides for key texts. Skimming through relevant chapters, taking notes of headings and highlighted sections can give you a 'feel' for a topic before watching the lecture.

Asking and answering questions

Different types of lectures/webinars will have different rules of etiquette about asking questions. For example, within small-group webinars you may be given the opportunity to ask questions verbally. Whereas in large lectures contributions may be limited to written questions within a chat window or through polls. There are still a number of ways to get your questions answered:

- Find your own answers, by googling words or ideas that you aren't familiar with.
- Most modules will have a chat forum within the Canvas site. Use this to ask questions of your peers and lecturers. You can answer questions too.
- If you still aren't sure, you can always email your lecturer. Most will have designated office hours, so you know when to expect a response.

Stay in touch

Lectures, seminars and workshops provide important social interaction as well as study support. Keep this up, even online. You can use Microsoft Teams or features of Canvas like Module Chat, Discussions and Collaborations to stay in touch with peers and teaching staff.

Adapted from: Newcastle University (2020) *Studying with ReCap*. Available <https://internal.ncl.ac.uk/ask/online-learning/learning-online/studying-with-recap> (Accessed 27/04/2020)

University of Hull (2020) *Remote Learning: Time Management*. Available at: <https://libguides.hull.ac.uk/remote/timemanagement> (Accessed: 22/04/2020).