

## **Helpful Tips for Distance Learning**

Distance learning classes are designed to be convenient, but not any easier than a traditional class. The following are helpful tips to ensure success in the distance learning process:

### **Consult your teacher**

Consult your assigned teacher(s) if should you have any questions about your lessons.

### **Set a study schedule and stick to it**

Stick to your schedule in order to keep up with the instructional pace, meet deadlines, and ultimately succeed.

### **Create a workspace**

Believe it or not, your environment plays a big part in learning. Make a clutter-free, comfortable space with adequate lighting. Make this designated space your learning space and nothing else.

### **Note-taking**

Because distance learning classes require a great deal of reading, note-taking is a very important skill to acquire. Although you are allowed to scroll up and down within the lessons, you may find that note-taking is essential for the following reasons:

- It allows you to focus on the points relevant to the lesson.
- It assists you in concentrating on and understanding the information you are reading by helping you to summarize the ideas in the lesson.
- It serves as a quick reference while answering questions within the lesson.

### **Printing and highlighting lessons**

You also have the option of printing the lessons. If you are weak in note-taking skills, highlighting information on the printed pages may be very helpful when answering questions within the lesson and studying for quizzes and tests.

### **Preview the end-of-the-lesson questions**

Typically there are questions for you to answer at the end of each lesson. Scroll down to the questions and read them before beginning the lesson. You may even find it beneficial to write the questions before reading through the lesson and then write your answers to the questions as you locate them in the text while reading. You can then input your answers after reading through the entire

lesson. This may alleviate multiple times of scrolling up and down within the lesson as you answer questions.

### **Create visual flashcards**

Flashcards are beneficial not just for primary students, but also middle/high school students. Before you take a test, make flashcards that will help you remember important terms, people, places, and dates. Use one 3x5 index for each term. On the front of the card, write down the term or question you need to answer and draw a picture that will help you remember it. This will help ensure that you grasp the study material as you'll find that it's almost impossible to sketch something you don't really understand. On the back of the card, write down the definition of the term or the answer to the question. Review these cards and quiz yourself before your actual test.

### **Create online flash cards**

If you have to memorize terms and definitions, try an online flash card maker. These websites allow students to create, share, study, and print cards from their computers. Check out Flash Card Exchange ([www.flashcardexchange.com](http://www.flashcardexchange.com)), Flash Card Maker ([www.uwsp.edu/geo/faculty/ritter/geog101/study\\_aids/flash\\_card\\_maker.htm](http://www.uwsp.edu/geo/faculty/ritter/geog101/study_aids/flash_card_maker.htm)), or The Amazing Flash Card Machine ([www.flashcardmachine.com](http://www.flashcardmachine.com)).

### **Math Lessons**

Math may be a challenging course in distance learning due to the fact that computation should not be solely done on the computer. You should use pencil and paper for calculating math problems in the lessons. The answers can be inputted into the computer after solving the math problems on paper.

- Be careful to copy the problems correctly on paper.
- Since many errors in computation are made because of misaligning the numerals, use graph paper to assist in aligning math problems. You can print free graph paper from your computer at Free Graph Paper: ([www.printfreegraphpaper.com](http://www.printfreegraphpaper.com)).
- Avoid calculators as much as possible, especially in the primary grades in order to build memory of math facts.