

## Learning Resource Center Online Study Skills Handout

### Note-Taking Tips for Online Learners

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Whether you're taking an online or in-person class, Note-taking requires the same degree of listening skills and focus that you will use to transcribe into words either on an electronic device or on paper. The following techniques detail how you can organize your study life, so you can get the most out of your online studies.

Studying online can be a challenge, keeping up with courses, and navigating Blackboard to find each week's reading and homework assignments. For this reason, students need to get ahead of the required course work, before they fall behind, making it impossible to recover.

To help ease the tension, here are a few tips to get you started:

1. **Student Effort = Student Success.** Online classes take a great deal of self-motivation. Students will need to exercise independence and discipline in order to be successful with this learning format. The purpose of taking notes whether taking an online or conventional class, is to record the important aspects of the course, so you can use it as a roadmap when studying for an exam.
2. **Online Classes Demand Excellent Time-Management Skills.** Every time your mind wanders, bring it back to the here and now. This allows you to focus your attention and helps discipline your mind, eventually you will increase your ability to stay on task. The key is to avoid waiting until last minute to do your work.
3. **Be Here Now.** If you are easily distracted by your surroundings, it might be best to keep your phone off and avoid texting or responding to texts. Students must stay on task to avoid falling behind. Without strong time-management skills the advantages of online classes quickly become a disadvantage. The key is to stay ahead in your studies, so you won't fall behind and have to waste time trying to catch up.
4. **When Listening Carefully to Video or audio Notes, Pay Attention to the Main Topic.** Online classes require students to listen to a variety of videos and to jot down enough information to answer class assignments. This can be time consuming, so staying focused from beginning to end will save valuable time.
5. **Be prepared.** Here the emphasis is on preparation. Online classes require students to have access to the internet via a computer, tablet or laptop, and to know your login credentials.
6. **Assignments.** Once you have these essentials in place, the next step is your ability to navigate Blackboard, Here, students will find their assignments, reading materials (which can be an online article, a text-book or e-textbook to purchase, or YouTube and TED Talk videos to review. As is the case with traditional classes, online student learners will need to organize their work by documenting your progress. Always jot down notes.
7. **Stay Focused and Keep Up.** The most important responsibility of the online student is to follow the professor's syllabus and stick to it on a weekly basis. In addition, online students are required to post homework assignments, and may be asked to comment on their peer's work. Once you've mastered this routine, you are ready to go.

8. **Review.** Online classes tend to appear easy because students are operating solo, and are not exposed to the weekly reminders to stay on top of their courses, for this reason, reviewing your notes within twenty-four hours will allow you to recall the information you have attained. It is valuable it can save you hours of extra studying in the long run.
9. **Conduct weekly review of course requirement.** One way to ensure that you have completed all your required reading and have posted your work in the required time, is to have a printed copy of your weekly readings, assignments, and projects. Once you have completed each week's work, check it off. This will help you keep track of things, and will ensure that you are not losing points because you overlooked areas of your assigned requirement.
10. **Know how you learn.** One benefit of online studying is the availability of all the visual and audio aids which are essential component for our visual and auditory learning styles. This is where your note taking skills comes in, it is essential for online students to document their class assignments so they can review their notes in an organized manner.
11. **Do not ignore clues.** Instructors will highlight important information in the syllabus, and will repeat upcoming projects throughout the syllabus for which you are expected to study for an exam.

Remember, the more familiar you are with a subject, whether online or in a traditional classroom, the better you can understand the material, so Read ahead of time, Post-Questions when in doubt, Record by writing notes, Recite in your own words and Review what you study.

See Video Below on **Effective Note-Taking for Online Students:** <https://youtu.be/3rFNnhYMIQY>



#### REFERENCES:

Ellis, David B. (1985) Becoming a Master Student. (p. 118-128)  
<https://abound.college/finishcollege/advice/seven-things-online-course/>

