



Task Title: Strategies for Online Learning

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will read a short summary of strategies for successful online learning, and answer questions about how they might apply these strategies to their own learning.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.1
- Manage Learning/E.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

Learner Information

Many post-secondary students choose to take some or all of their courses online. Online learning can be new for many students, and they may need to learn how to effectively work in this format.

Read “Strategies for Successful Online Learning” from Western University’s Learning Development & Success department.

LEARNING

DEVELOPMENT & SUCCESS

Approach to Online Courses

You can treat an online course like a traditional, in-person course. Start the term by reviewing the course syllabus, including the learning outcomes and objectives, as these indicate what you are expected to know, value, or be able to do at the end of the course. In order to successfully complete the course, be sure you know all the course requirements, including technology, assessment, and participation. You will need to dedicate a significant amount of time to your course and the requirements that you are expected to complete. It will be more time than a traditional in-person course.

Be Accountable

At the beginning of the term create a major goal for the course(s). Write the goal down, keep that piece of paper close to your workspace so that you see it and are reminded of it often, and share the goal with others. The online learning process requires a great deal of self-discipline, working at your own pace, commitment and creating your own work environment. You are expected to login to OWL and your UWO email on a regular basis, as well as check for information or updates on other sites specified by your professor. Throughout the term, be sure to review your course material, summarize lecture and textbook material, revise your plan as needed, and repeat.

Maximize your Productivity

You can find resources on our [website](#) to support you in creating a study plan, such as our 4 month or weekly calendar. In your plan and schedule, be sure to include time for both academic and non-academic tasks. Schedule academic tasks during the time of day that you feel most productive (morning, afternoon or the early evening), and be sure to include non-academic tasks, such as sleeping, eating, exercise, being outdoors. These are essential for your wellness and are advantageous for your courses. Also, check in with your classmates, teaching assistants, and professors on your progress, and ask for help when needed.

Create a Study Space

You want your study space to be distraction free. Ideally, it's great to have a space dedicated solely for studying, but if you are using a multi-purpose space, identify blocks of time that you need it and hopefully others will respect your time to focus on your courses and coursework. Reducing distractions by having an organized study space is helpful. When you sit down to work have everything that you need, such as laptop, textbook, notebook, pen, glass of water, and a snack. This will allow you to sit down and focus on your work and reduce the number of times you have to get up to gather items.

Sourced from: https://learning.uwo.ca/selfhelp/skill_building_handouts/

Work Sheet

Task 1: List three (3) things you can do to make yourself more accountable when taking an online course.

Answer:

Task 2: List three (3) things you can do to maximize your productivity when taking an online course.

Answer:

Think about the study space you use at home. If you do not have a study space at home, think about the classroom at your learning centre, or a space available at your local library.

Task 3: Using the Learning Development & Success article as a guide, list five (5) ways you could reduce distractions in your study space. Feel free to include any of your own creative solutions.

Answer:

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Task 4: List 3 steps you could take to improve your digital skills before registering for an online course.

Answer:

Answers

Task 1: List three (3) things you can do to make yourself more accountable when taking an online course.

Answer:

- Create a goal for the course; write down the goal and keep it close to your work station so you can see it and be reminded of it often
- Login to your online course and email often, and check for information and updates elsewhere if specified by your professor
- Throughout the term, review your course material, summarize lecture and textbook material, revise your plan as needed.

Note: The learner may separate any of the points above into separate responses. This would still be a correct answer to the question that was asked.

Task 2: List three (3) things you can do to maximize your productivity when taking an online course.

Answer: Any three of

- Create a study plan (e.g. 4 month or weekly calendar)
- Include time for both academic and non-academic tasks (e.g. exercising) in your plan
- Schedule academic tasks for the time of day when you are most productive
- Check in with classmates, teaching assistants and professors on your progress
- Ask for help when needed

Think about the study space you use at home. If you do not have a study space at home, think about the classroom at your learning centre, or a space available at your local library.

Task 3: Using the Learning Development & Success article as a guide, list five (5) ways you could reduce distractions in your study space. Feel free to include any of your own creative solutions.

Answer:

Answers will vary. The learner may consider things like minimizing noise (e.g. wearing headphones, turning off music or tv, working when others are out of the house, etc.), having needed materials (e.g. pen, paper, calculator) close at hand, removing clutter and organizing work surfaces, bringing snacks and water, leaving cell phone in a different room, etc.

Task 4: List 3 steps you could take to improve your digital skills before registering for an online course.

Answers will vary. The learner may include things like buy a computer/laptop, learn how to complete an online registration, or take an in-person basic computer class or digital skills upgrading/refresher course. (Learner may reference more specific digital skills they want to learn which is also acceptable, e.g. using the internet, Word, Excel, Powerpoint, creating user accounts, saving documents/files, sending emails with attachments, etc).

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	obtains information from detailed reading			
B2.1	writes simple texts to request, remind or inform			
	conveys simple ideas and factual information			
	uses sentence structure, upper and lower case and basic punctuation			
	uses highly familiar vocabulary			
E.1	identifies steps required to achieve goals			
	begins to identify ways to remember information and reinforce learning (e.g. reviewing notes)			

This task: Was successfully completed ☐ Needs to be tried again ☐

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Learner Comments:

Instructor (print):

Learner (print):