



## **Padziwe Online Secondary School (POSS)**

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### **TIPS FOR EFFECTIVE ONLINE STUDYING**

Here are some tips that can help you study effectively and achieve great success in examinations:

#### **1) UNDERSTAND HOW ONLINE STUDY WORKS**

The first thing you must do is to understand how online study works. It is common to find students complaining that they study online but do not know how to present questions when they do not understand a lesson or they do not know how to submit assignments.

It is therefore important to understand how online study works before you start learning online. Get information on some important things that can help you study effectively. These may include:

- How to access online lessons
- How to submit assignments
- How to access library facilities
- How to contact online teachers or instructors

#### **2) MAKE ONLINE STUDY PART OF YOUR DAILY ROUTINE**

Just as you might attend a face-to-face lesson at a regular time each week, you must set time for online learning. Do not just study only when you feel like studying. For example, if you have a full-time job or a family, it would be difficult for you to find time to study. Setting time for online study or learning therefore helps you to find time and study in spite of your busy schedule. Online studying certainly gives you a lot of flexibility in terms of when you do your studying, but that does not mean you don't have to study!

#### **3) ESTABLISH A GOOD WORKPLACE**

Find a quiet place which is free from distraction or disturbance. Studying demands concentration, therefore do not study in a noisy place or where there are many things that can distract your attention or disturb you. For instance, it is not a good idea to study in a place where there is a TV set which is switched on, or where your friends are listening to loud music.

#### **4) STAY ORGANISED**

It is important to be organized. Take good notes while studying just as you work in any other class. Keep your notes in files in a way that makes sense to you. For example, all the lesson notes and assignments for a certain subject can be kept in one folder. This can help you easily find information when you need it.

## 5) SET REALISTIC STUDY GOALS

Studying without any goals to achieve is just like walking without any destination in mind or shooting aimlessly without any specific target. It is important for every student to set goals when studying online. These goals could be like covering certain topics in a subject, getting good grades, passing examinations, submitting quizzes on time etc. Occasionally, check if you are achieving the set goals. Remember that the goals you set for yourself help you to check if you are making progress or not. They help you to see the progress you have made and the areas in which you still need to improve.

## 6) SEEK HELP WHEN NEEDED

Get help from people in your study network and do not hesitate to do so. Your teacher may not physically be there in person to get a sense of whether you might be struggling but you must always remember that he or she is always there to help you even if you never meet him or her in person. In fact many students agree that their online teachers are even more available than in a face-to-face lesson as you can ask them a question or seek clarification on a point anytime even outside working hours. Make full use of this and contact your online teachers or instructors for help. Students can also help each other via online chat rooms, forums and media groups.

Finally, I am wishing you all the best as you continue studying with Padziwe Online Secondary School.

May God bless you. Thank you.