Tips for Learning Using Online Education Technology

- Become completely familiar with the course syllabus. Pay close attention to the goals, objectives, course activities, and policies and procedures. Especially note those activities such as quizzes and exams that have specific dates. Place these on your individual calendar at the beginning of the course.

- Note the resources that may be needed to complete assignments for the course. Prepare plans to accomplish tasks.

- Make sure your computer meets the configuration requirements for the course. The College of Pharmacy has specific computer requirements (http://www.cop.ufl.edu/education/student-affairs/admissions/student-computer-requirements/).

- Maintain a continuous and constant attention to course requirements. Do not procrastinate. Complete and send in assignments well ahead of time. Establish a plan to view lectures, study, complete assignments, and prepare for quizzes and examinations.

- Recognize that courses will utilize teachers and facilitators but you will need to assume a large responsibility as a self-learner. You must be motivated to learn and self-start on studying and completing assignments.

- Review material more than once whether it is viewing a video lecture or re-reading text information or reading slides or studying notes. If feasible, vocalize your understanding of information with a small group of peers. Reading and talking about the material are reinforcing for learning.

- The Reading and Writing Center on the Gainesville campus has videos to help students in their approach to improve their study, prepare for examinations, and manage time and stress (http://teachingcenter.ufl.edu/rwcenter/). These resources contain excellent information to help students transition from an undergraduate curriculum to a professional curriculum that uses significant information technology.

- Take breaks in your study schedule. Concentrate on tasks such as reading and writing for 30 to 45 minutes and then take a break. Small concentrated study times are more efficient and help foster better learning. Take a walk or exercise in another manner, eat a snack, watch the news on TV for 10 or 15 minutes to give yourself a rest between study sessions.

- Understand that electronic communications do not allow non-verbal communication to be present. Use of jargon or even the style of writing can result in misinterpretation. Re-read and think before responding. Do not jump to conclusions. Ask questions to clarify.

- Be patient. Recognize that the lecturer or course coordinator or administrator does not necessarily keep the same hours as you when using the computer. Allow sufficient time to pass before expecting a response.

- Respect privacy. Information that is sent to you should not be shared with others unless the sender grants permission. Do not state information in electronic communications that you would not want to see made public.

- Be mindful of HIPAA regulations. Do not share personal health information about patients.

- Plan ahead for computer/technology glitches. Back up important information. Communicate with instructors if errors or inability to access or send information, such as quizzes or reports, occurs.