Pre session polls

What level of study are you?

- Access
- Level 1
- Level 2
- Level 3
- Postgraduate

What would you consider is your main area of study?

- Arts
- Languages (English & other)
- Social sciences
- Business and law
- Science
- Engineering or technology
- Maths
- Health sciences
- Education
- Sports
- OTHER

Have you been to any student hub live online events before?

- No (I'm brand new!)
- No (but have listened to one or more recording)
- No (didn't have time)
- No (wasn't aware of before now)
- Yes any 2020
- Yes any 2021

What are student hub live online sessions?

- All student hub live sessions are non modular and focus on skills relevant to study at university level

- Polls are anonymous to other participants but the chat box will have your logged in name associated with your comments

- All online sessions are recorded and available to view on catch up on a public facing website. *Small group discussions are not recorded.*

- Slides are available to download during the session(*not accessible on mobile devices*) and from http://studenthublive.open.ac.uk/.
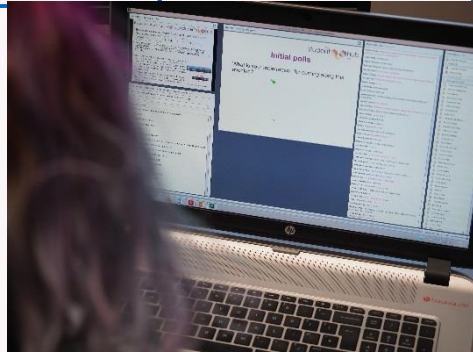
student hub live is the OU's live online interactive platform to support academic community

Karen Foley is a lecturer at the OU, head of student hub live and chairs Y032. She also tutors in social sciences, psychology and science.
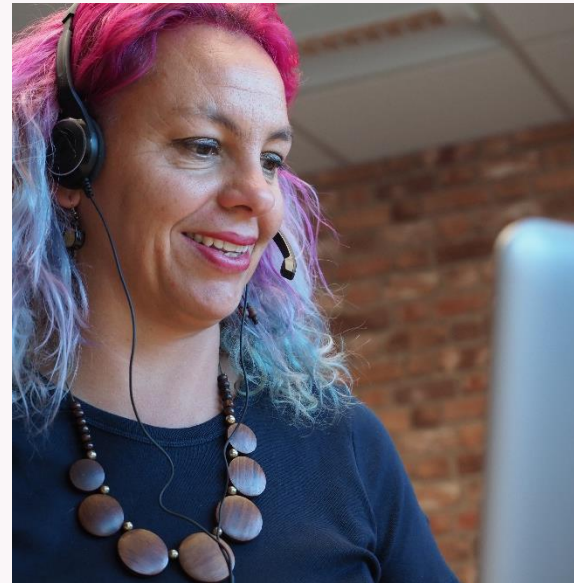
Isabella Henman is a tutor in science and health sciences at Access to level 2.

She normally talks at the online workshops but is supporting today

Workshop

- This is going to be a structured workshop covering how to catch up strategically

- We'll give some tutor advice about effective methods for getting back on track and staying there

- There is a lot of interaction so please be ready to answer polls (questions) or add to chat pod during the session

- Note due to the size of the session there are no microphones available to participants

Session purpose

- **Is for:**
- Covering general advice about strategic study
- Give some guidance about ways to manage time
- Provide a space to share ideas and connect with other students
- **Is not for:**
- Telling you what you HAVE to do
- Providing any module specific advice

Please be aware

- These sessions are large scale
- They are very busy
- There is lots of interaction
- They are not the same as other tutorials
- You can maximise slides on your own screen by clicking the icon
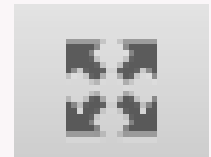
Please

- Do NOT share any personal information in the chat pod during the session

- On the recording names will be anonymised to user number

- However if you type anyone's full name or any other personal information in the chat pod it can be seen by everybody and it would also show up on the recording

Don't worry!

- Most participants will be here today as they started their module in February and are already feeling the stress of the new study. You don't have to know all the answers already, the idea is to help you start thinking carefully about some key points and think about what you can do to help yourself

- No one will force you to answer any of the questions we pose but they are a great chance to add thoughts and we pick up on some to help everyone

- The slides are available to download and the session is recorded, but you can take any notes you want to help you

Catching up strategically and getting back on track

This was our advert…

If life has got in the way in the first few weeks of starting your module and things feel overwhelming, this workshop is for you! We'll discuss how to catch up strategically, which doesn't involve trying to cram everything in. In addition to giving you tips on how to recognise what is important for your module, we'll discuss how to access support from your tutor and from other areas at the OU. There will be the chance to share tips and advice with other students and you can discuss how to apply ideas to your own study with others.

Initial polls

the
student hub
live

What is your main reason for coming along to this session?

Please use the short answer poll pod to give your answer

If you are on a mobile device you will need to tap into the poll option

(remember to come back to the main slides when you are done)

First thoughts

How do you feel if you know you are late for something in every day life (e.g. a restaurant booking, film, meeting with friend)? Choose any that apply

- Worried I'll have missed it / them
- Worried I'll arrive in a state
- Embarrassed that I have put someone else out
- Frustrated but nothing I can do if already late
- Not bothered – I'm always late and that's just the way it is

How has it been going?

- We're now part way through week 4/5 of most modules

- Some people might feel they've already been studying for months (most modules opened around mid January if not before)

- Others may feel that they haven't been able to get started like they wanted

How do you feel

- Please select which option is most appropriate for your situation:
  - I'm well ahead of the study calendar
  - I'm keeping up well with the study calendar
  - I'm just about managing to get to the end of the study calendar each week
  - I'm working on last week for the study calendar
  - I'm feeling really behind and struggling with the amount I need to do

Why are you behind?

- Assuming you are here because of the title ☺

- Have a careful think about why you might be behind

- Please add your ideas in the anonymous short answer poll and we will work through some

Reasons

- Illness

- Family

- Paid / voluntary work

- Social life

- Took on too much / didn't realise how many hours would be needed

What are you doing?

When we study we read about stuff and then often get worried if it doesn't make sense or we don't remember it

It can be easy to forget that you are learning things linked to a qualification

- If you are studying sports coaching you need to know how to write a training plan
- If you are studying Psychology you need to understand the basics of a report

But you don't need to remember all of the details along the way

Focus on KEY skills, and navigation (you can trace back your footsteps using a breadcrumb trail)

Flight or fight

- If you genuinely do not have anywhere near the time required to study you may want to rethink your options. To do this you will need to contact your Student Support team. There is no shame in deferring your studies

- If you do have enough time but things are getting in the way, something can be done... so

  - What are we going to do about it?

Catching up

- Does anyone have any suggestions about how they might be able to catch up? Please use the poll provided if you do (don't worry if you don't – we'll give some ideas)

Identify what you need to do?

- Unless you have an exam that covers the entirety of the module (very unlikely!) you do not need to cover everything.

- You also do not need to cover everything in the same level of detail or using the same attention span

- You do not need to remember or understand everything

- **So you can be selective!**
  - BUT – if you are not an expert how do you know what is really important?
  - Ask your tutor, or better still, try and work it out and then email your tutor to sense check!

Use the weekly planner and prioritise tasks

the student hub live

Introduction to Topic 1	⌃
Acknowledgements	

👁 View as single page

| Administration | ⌄ |

Topic 1 Introduction 🔖

Planning your study of this section

At the start of each section of a topic we have estimated the amount of time that, on average, you might expect to spend on studying that section. We estimate that Section 1 is approximately 7 hours of study. Activity 1.1 will help you to evaluate the amount of time you actually spend on studying Section 1, so that you can effectively plan your study of the rest of the topic and module.

Use your personal planner to identify the times during this week when you will be able to study this material. This section includes activities that develop your skills in studying this module effectively. They will help you to:

- identify key points and make useful notes as you study

- download a research article as a PDF file, save it to your personal computer and post a comment about the article to your Tutor group forum; this activity contributes to TMA 01

- avoid accidental plagiarism in your written work

- manage your study time effectively – see Activity 1.1.

Prioritising

You may remember this from our OU Essentials: time management workshop which is also available to watch on catch up
http://studenthublive.open.ac.uk/eventlist_catchup

Four-square grid

Write down your tasks within this grid. First do the things that are both urgent AND important!

	Important	Unimportant
Urgent		
Not urgent		

What works for you?

- What sort of time management or prioritising techniques work well for you (please use the short answer poll provided to give your ideas)

Suggestions from other students

- Google (or other online) calendar
- Ticking off on lists
- Colour coding
- Post its
- OU anywhere app
- Knockknockstuff.com*
- Evernote
- Calendarpedia.co.uk

* This is a suggestion where others have found they can buy good things – we are not advertising ☺

Prioritising

- First things first – what tasks attract marks or are required for the TMA / assessment or professional recognition?
  - Do these first
- Look ahead to what else is coming up
  - These are important but not urgent
- Look for fundamentals – skills are important. Content relating to TMAs matters. Make a note of these.
  - These are also important but not urgent

Prioritising

- Everything else can be parked for later, but you may want to make a list of which areas interest you and allocate a time to them so they can be easily picked up

- Remember you have access read only to your module for 3 years after you finish and can also download most materials to save offline to read at your leisure

Quick and dirty

Do things faster

Can you skim through a chapter or section, scan the content, use the contents page, read a transcript instead of watching a video?
This is a great strategy to get an overall understanding of what the content it.
It works less well with skills which need to be practised

Transcripts

Use the transcript if you are good at skim reading

When do you have…

- A 10 minute / A 20 minute / An hour

…Chunk of time within your day where you could give a quick burst of study?

- Suggest when this might be in the short answer poll provided

(this is not the main study time but any 'downtime' that you could utilise)

Do things smarter

Are there times in the day that you could do low weighted tasks?

Can you find windows that you could use for studying like;

- Commuting
- Kids lessons
- Watching videos when cooking
- Walking the dog (and thinking about your TMA question)

Don't worry!

- If you started in October it is still early in the module and most modules won't be testing you on everything possible in the module

- Be selective

- If you get stressed and anxious this can be counterproductive to helping you progress

- Remember why you are doing this

One step at a time!
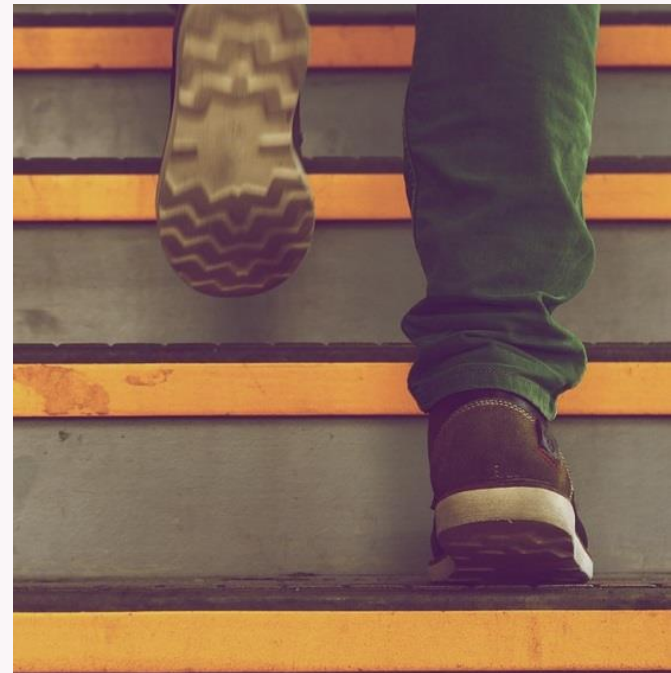
Discussion activity

- Discuss as a group how you might catch up, and share strategies for different ways of studying.

- Please bring back a few points that you can share with the rest of the group

- We can then try and discuss some of the common points

- You do not have to speak on mic if you don't want to but please do interact with your group using the chat option

Useful points for breakouts

- We suggest you use the first couple of minutes to introduce yourselves and get used to the room. Choose a volunteer to keep the discussion on track and feed back to the main room

- If you want to speak you will need to activate your microphone *once in the room and you see the option available*

- Breakout groups work best if people engage and contribute and discuss

- There will be ~10 minutes for the breakouts overall – we'll send regular reminders to let you know how long you have got left

*Remember to check the number of the room you are in (shows at top of chat pod as "chat x <u>**BREAKOUT**</u> y") in case of connection issues and for bringing back information.*

Breakout activity

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This session is currently in breakouts (small groups).

If you are part of this group and have had connection issues please let us know your room number in the chat box

If you are only just arriving in this room then unfortunately you have missed the main session. Please log back out and watch the recording which will be available later today

So….

- What can people share from their sessions? Please use either the chat pod or the anonymous short answer polling pod

Discussion activity

- There will be 2 specific questions in poll pods for you to explore some of the elements we have discussed further.

- *I have done well in my study so far this module by…*

- *I am intending to improve my future study by…*

- You are welcome to add your thoughts and we will then pick up some of the themes and talk through them.

Time management resources

- https://help.open.ac.uk/time-management-skills

- There are lots of resources available for time management

- Be realistic and balance what you want to achieve

- Balance time available, effort needed and eventual outcome

- Sometimes planning will help save time, other times just getting on will be the most efficient option

Take home message

- If you have enough time to study and catch up don't try and do it all fast

- Be strategic and make a plan based on what matters most in your module

- Use your tutor for support

- Use the SST for support also

- While you can, ask for an extension; it's always best to have a plan to get back on track

- Remember, one foot in front of the other :-)

Final poll

What do you feel is the main thing you will take away from this session?

Upcoming sessions

5th Mar 9.30am Essay planning for beginners
10th Mar 10am Essay writing for beginners
10th Mar noon Developing your essay writing
23rd Mar 10am Introduction to critical thinking & writing
23rd Mar noon Developing your critical thinking & writing
Details and booking information from
http://studenthublive.open.ac.uk/

Study skills workshop

Live broadcast