Before the Lecture

Approach your online lectures as seriously as if attending a lecture in person. Prepare by finding out how the lecture relates to the module as a whole:

- Where does it fit in?
- What topic/s will it cover?
- What questions will it provide answers to?
- How does it relate to the module readings?
- How does it relate to upcoming assignments and future lecture topics?

Choose a good time to watch

Choose a time when you’re able to listen to the lecture uninterrupted, and when you’re feeling alert and able to engage with the topics discussed. Temporarily disable notifications from other applications so that you’re not distracted by messages, pop-ups, etc. Don’t be tempted to tackle another task while listening to the lecture, you can only focus effectively on one thing at a time.

During the lecture

Pay attention to what is being said, especially the introduction, which should explain what is to follow. Make your own notes, recording key issues, concepts, ideas, theories, formulae etc.—pausing or rewinding the lecture to make sure you understand both the detail and the main points. Concept mapping, rather than taking notes in a linear format, may help you to be concise as well as see how
areas of information relate. If your concentration starts to wander, have a short break and come back – but don’t break the lecture up too much or you will have difficulty getting the overall picture being presented.

**After the Lecture**

Check your learning by completing any assigned activities related to the lecture. For example, by participating in discussion forums, or completing any quizzes or questionnaires on that week’s topic.

After the first viewing, review the lecture and your notes. Compare what is said to what you have noted and fill in any gaps, make any corrections, as appropriate. As the module progresses, revisit and work with your notes: regroup information, use colours and highlighters to identify key terms/points and make connections. Fill in notes with examples, facts or case studies to make them constructive. If there is some aspect that still baffles you, seek advice.