

Study Tips for Web-based Training

By: QualityWBT Center for Education

- **Pick a good place to study with minimum distractions.** If at work, let people know you are taking a course. Even better, go to the learning center which has a study room and you can log-on to the course in privacy. Home in a quiet room is usually good too.
- **Pick a good time to study.** You should schedule plenty of time to accomplish your daily learning objectives. You should not feel rushed. It is hard to concentrate when you are worried about a meeting or finishing an activity at a certain time.
- **Read Aloud.** Even the best and most interesting course (instructor-led or computer-moderated) can put you to sleep from time-to-time. With web-based training you can read outloud to hear the idea, test out the idea in your mind as well as make the course more interesting.
- **Practice good time management.** Get organized and plan your study time. Perhaps the same time each day or every two days. Next, assess your plan to determine if it matches your availability. If not, go back and change your study plan.
- **Use a mnemonic device or code to help you recall lists.** You can use a word or acronym to help you remember certain steps or a list. For example: 'WIIFM' (like a radio station) for What's In It For Me, or 'Pass UnTec' for the nine steps for preparing for an quality audit: Purpose, Authority, Scope, Standards, Understand the process, Notify, Team of auditors, Evaluate documents, Checklist.
- **Use the Notebook section to take notes.** Write down the important points. People learn in different ways. Some students can hear it and see it, but they don't learn it until they write it down. Review your note cards prior to course tests.
- **Prepare for course tests.** Take the testing seriously. Prepare for tests. Take tests in a good study environment without interruptions or distractions. Take tests during your most productive times of the day. WBT should not generate any testing stresses or anxiety. There is no proctor, no time keeper, no one looking over your shoulder, so just relax and do the best you can.
- **Study in chunks or lessons.** Try not to break up a lesson. A lesson represents a topic. The authors divided the course into lessons because they thought it was a good way to present the information. The authors have experience in this, so try to follow along.
- **Don't memorize.** Seek to understand what is being presented and not just memorize. If you understand it, you can answer any test question.