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bridges to university

issue no.10

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Introduction



AUTHOR(S): Hussain Jan

Hey everyone! Welcome to the latest issue of the official bridges newsletter!

With the midterm season well underway, many of you have already seen the extreme necessity of having well maintained and efficient organizational systems. From anatomy flashcards to 50 page accounting notes--many students end up having increasingly chaotic organizational systems! Ones that end up becoming a source of stress themselves! Ironic, huh?

Fortunately, a lot of people over the years have come up with many cool applications that will help us solve this problem. To help us make our lives more efficient, there are a bunch of programs that will help you schedule, organize, and study whatever you need. So if you don't want to be that person awake at 3am trying to find that *one* piece of paper from your assignment, read on!

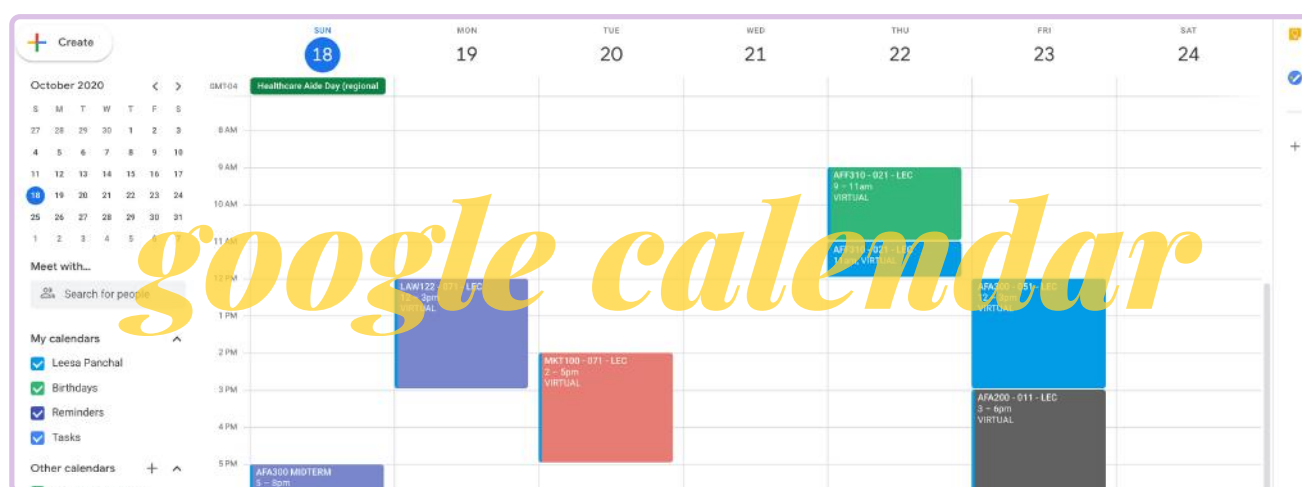
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Time goes by in the blink of an eye...

AUTHOR(S): Stephanie Huynh

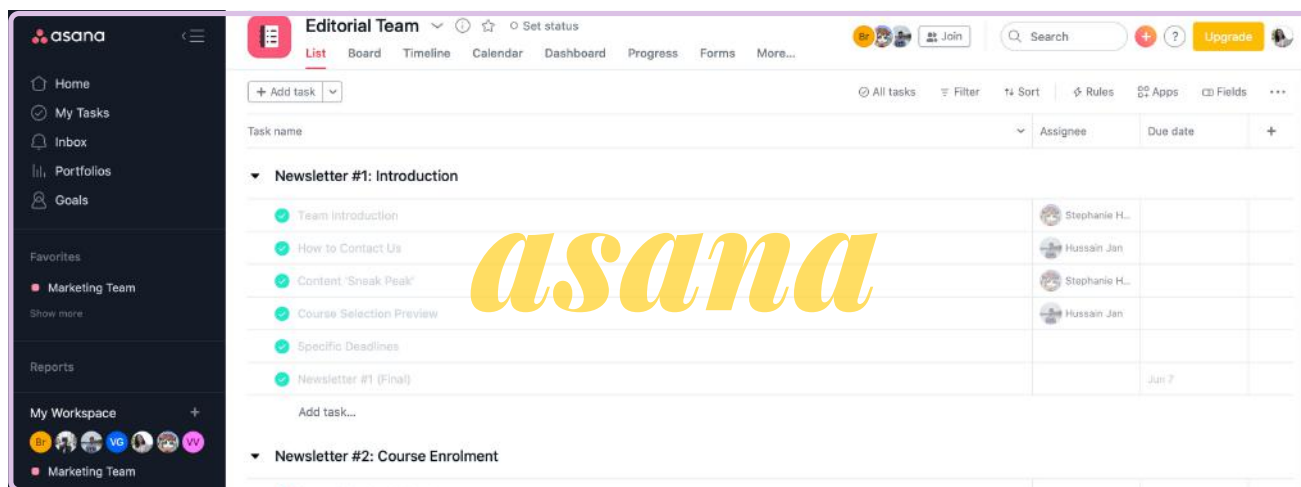
When you step into post-secondary, time suddenly becomes one of the most precious resources you can get your hands on. With so many deadlines, assignments, and classes to keep track of, you're bound to forget something if you aren't organized. Some people use physical notebooks and agendas to keep track of their work, but others may not. Whether you have a physical agenda or not, it doesn't hurt to have a digital version! The following list is a compilation of a few applications that can help you organize your time better.



Google Calendar is an online calendar that is a part of the *Google Suite* family of apps.

about google calendar

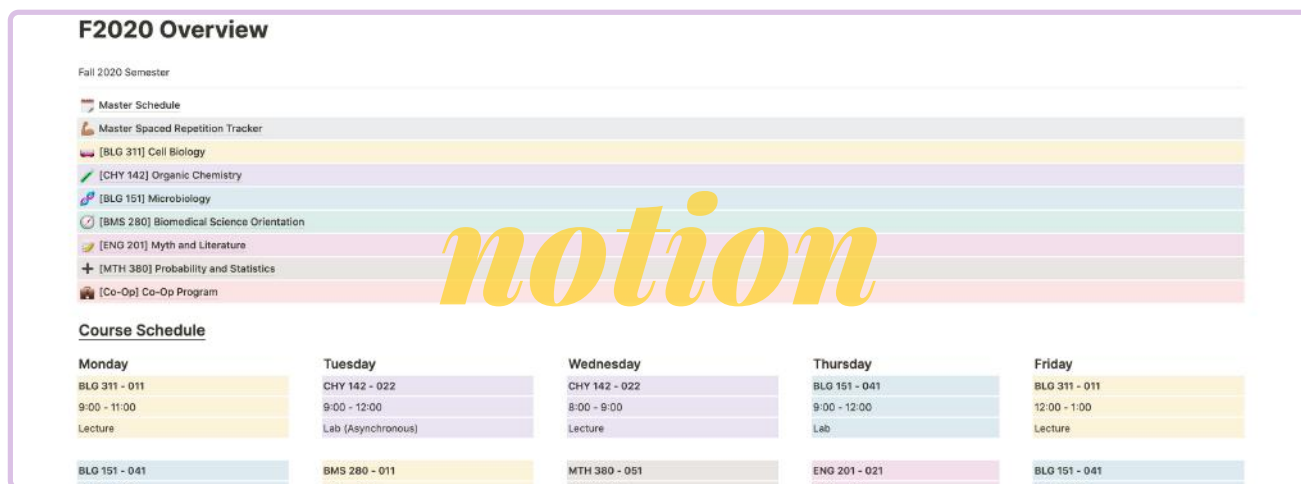
- You can use *Google Calendar* as a class schedule. Input your lectures and seminars and have them repeat for a set number of weeks for ease of use!
- You can add notes to any events or reminders you have set.
- You can colour-code your classes for better organization.
- If your institution syncs up your school email with Google Suite, your professors and teaching assistants can add new events directly onto your calendar as well.
- There's a very small learning curve. You've practically mastered it after opening it for the very first time!
- *Google Calendar* sends a notification ten minutes before an event (by default). Like other *Google Suite* applications, there is an app available. You can use the app even when you're offline!



Asana is an application that ensures that you never miss a deadline and can keep up with all your tasks.

about asana

- You can organize different agendas for different courses or activities. You can then further divide these agendas for more specific needs (such as notes and midterms).
- There is an app available for Asana. You can enable push notifications so that you can be reminded of any tasks you have for the day. Alternatively, email reminders can also be sent.
- All of your tasks sync across all devices.
- You can assign certain tasks and establish deadlines for yourself or other people. This ensures that everyone in a group project (or even just you) can stay on top of things.



Notion is an all-in-one workplace for your tasks, notes, and work.

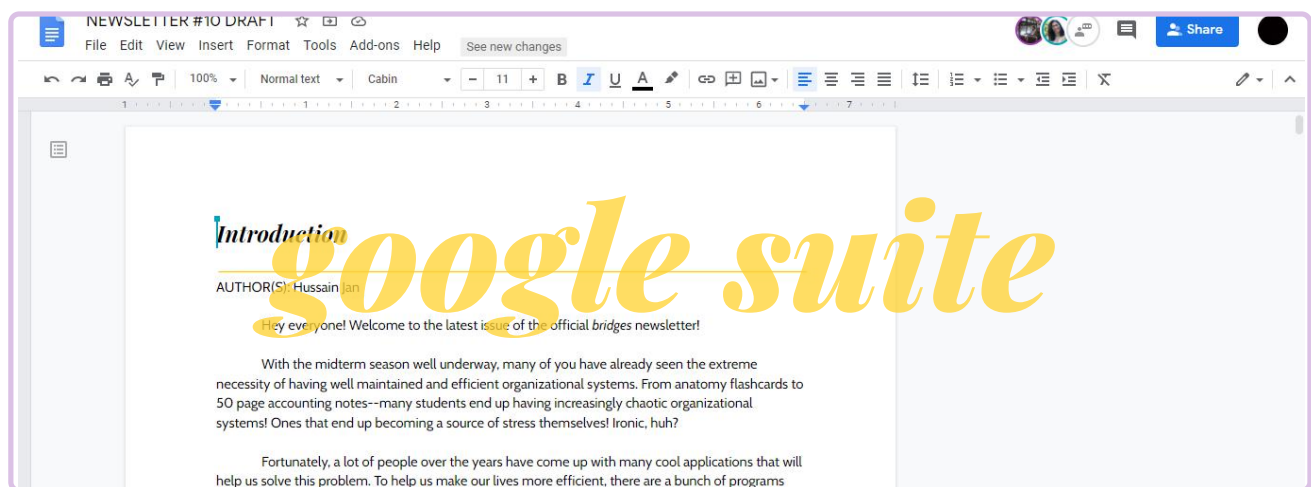
about notion

- *Notion* is a great agenda and organization app, but it can also be used to take notes.
- You can easily customize your screen and note style. You can find or create your own templates to help organize your work.
- *Notion* is available on both Mac and Windows devices. Mobile devices as well!
- The personal plan (which is normally \$5/month) is free if you register with a study account.
- There is a small learning curve when it comes to Notion, but you can always refer to *YouTube* videos to help you out.

Time to Hammer Down Some Notes!

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For many of us, making notes is something we've been doing for a long time--maybe even before entering high school. For others, they might find it extremely tedious and time consuming. No matter where you stand on notes, they are an essential tool in university for many of your courses--especially the content heavy ones! To help you out, we have combined some of the best note taking softwares that have helped us out over the past few years. So let's get into it!



A multipurpose software made by Google that allows you to make documents, slideshows, spreadsheets, and more.

about google suite

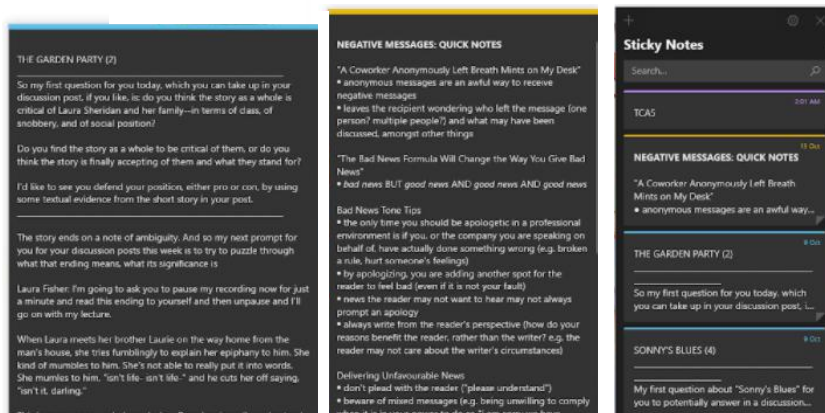
- This is the one many may have already heard of.
- The platform is known for its extremely useful feature to allow many individuals to collaborate on the same document in real time.
- *Google Slides* is a free alternative to *Microsoft Powerpoint*, with many of the same features.
- It may become essential to become fluent in using *Google Drive* as schools become increasingly paperless, so get ahead of the game and learn to use it now!



Sticky Notes (Windows) or Stickies (Mac) are a pre-installed program laptops and computers that display sticky notes on your screen.

about sticky notes

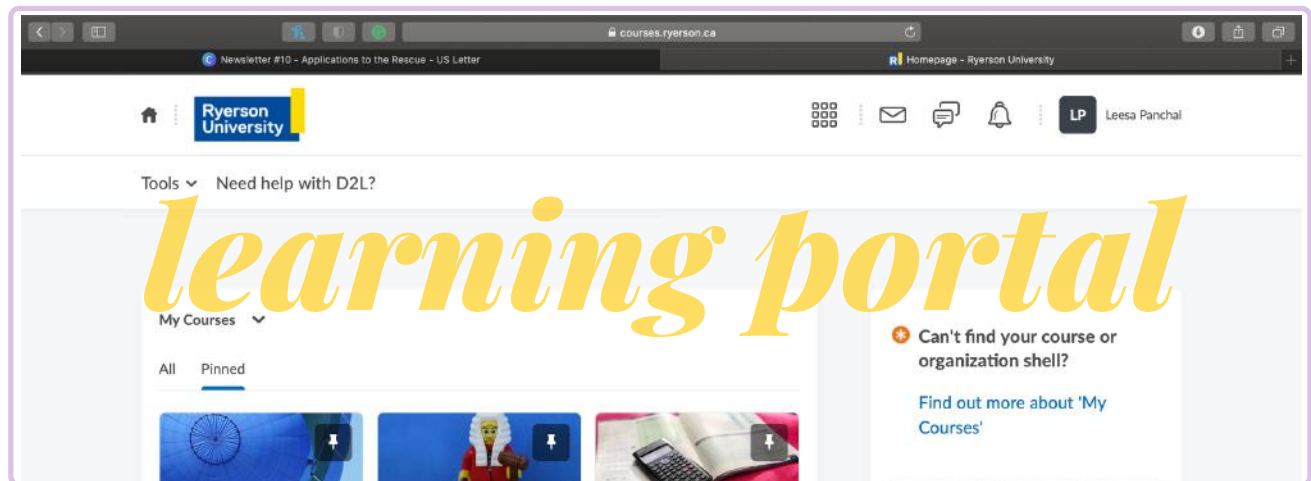
- You can input text, add text stylization (bold, italicize, underline, strikethrough), make bullet points, and add photos.
- You can pin sticky notes on top of your windows using a series of shortcuts.
- You can use separate sticky notes to track your General To-Do list, a Today to do list, a Done List, and to-do lists for her extracurriculars.
- You can use different colours to colour code your courses and type of assessments.



Random Doesn't Mean Useless!

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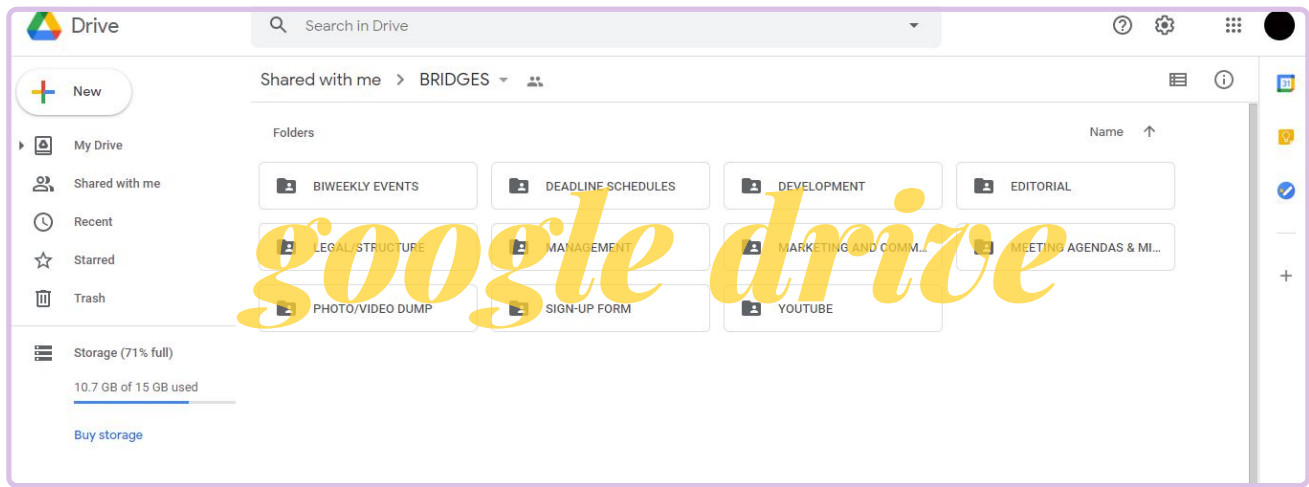
While agendas and note-taking applications are vital things to have in your studies, not every useful application falls into one of the two categories. The following are just a few applications that didn't fit any of the two categories but are probably just as useful!



Your school's learning portal is a place where you can access anything related to your courses. Some of these portals include Ryerson's Brightspace and Western's OWL.

about your school's learning portal

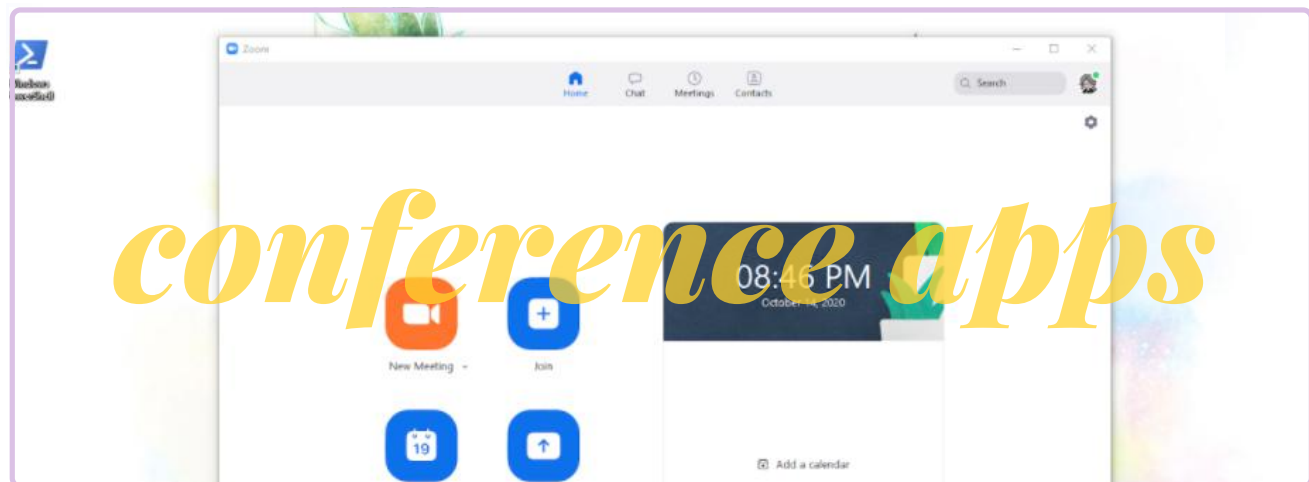
- Your professors post all your course-related material here! Always refer to your portal when looking for notes and course materials.
- Professors and teaching assistants often post announcements here. Turn on your notifications or check often in case anything important comes up.
- If you don't wish to email your professor, you can always ask them on your course discussion board so that everyone else in your class may also access the same information when you receive a response.



Google Drive is an online cloud storage system that is a part of the Google Suite family of apps.

about google drive

- You can upload and organize files in your drive to keep track of all of your course content in one place.
- An offline function is available if you lose your internet connection. You can also use it to access information while in transit.
- You can create new files using any of the Google Suite apps directly in your drive. All of these files are also automatically backed up here.



Video conference applications are exactly what they sound like! They're applications used to call others in large groups. Some of these applications include *Zoom* and *Google Meet*.

about conferencing apps

- Conferencing apps exist on many platforms. You can conference from your laptop, computer, or even on your phone if you wish!
- With online learning being a key component in recent times, learning how to use these applications are key to making the most of your lectures and lab sessions.
- Some of these applications allow you to share screens and audio, making presentations and sharing information much easier.



Email services are online mailing services used to send messages to other people. Some of these services include Gmail and Outlook.

email services

- An easy way to get in contact with your professors, teaching assistants, and your school's system administrators.
- On your school email, notifications from your classes, faculty and school often show up. It's important to check your email often so as to not miss anything!
- Email is an easy way to access any information and news when you don't have many devices open.

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