Academic Orientation

Lesson Learning Outcomes

01

Identify various data and information collection methods

02

Obtain new knowledge through reflective learning

03

Identify various tools and platforms for note taking and time management

Prepared by, Sathish Sarma

Data and Information Collection

01 Google search engine has various tricks and tips to obtain better search result

02 You can refine your search results with operators such as quotations (" "), tilde (~), minus (-), or two periods (..).

03 You may search for specific filetypes or contents from a particular site

04 Utilize Google's ability for reverse image search to find related images

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Data and Information Management

All data and information collected must be managed in a proper method. There are various tricks and tips to manage your data or information.

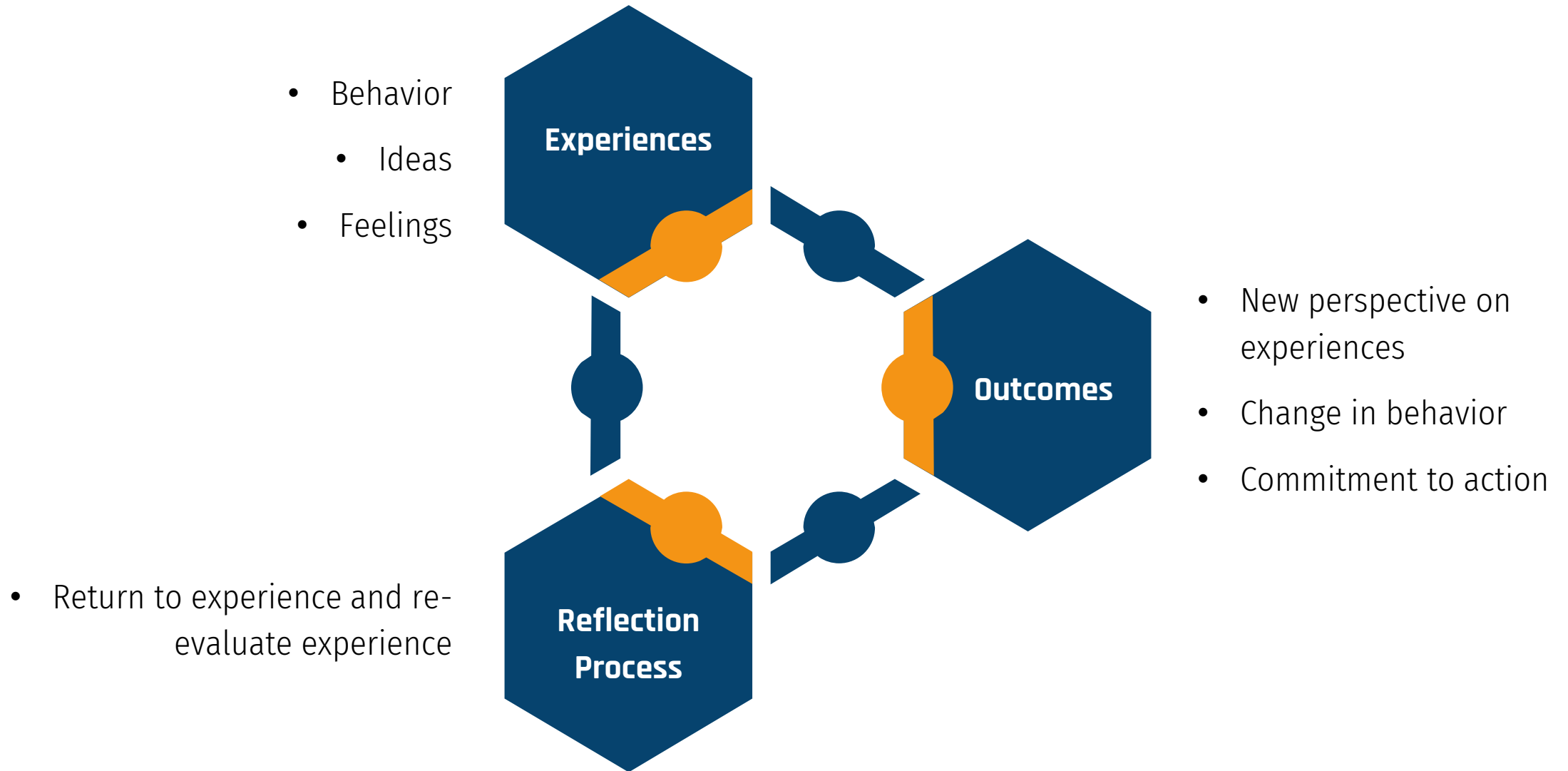| Bookmark	Sync Profile	Cross Platform Applications	Cloud Storage	Cloud Documents
Bookmark all important and frequently visited website links.	Sync your browser with your Google or Microsoft account.	Ensure to use applications that can be used in various platforms such as Evernote or Google Keep.	Store all your information in cloud storage such as Google Drive or iCloud.	Create any documents using cloud applications such as Google Docs, Microsoft Word online, Google Slides and etc, to ensure no data loss.

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Reflective **Learning**

- Behavior
  - Ideas
- Feelings

Experiences

Outcomes

Reflection Process

- New perspective on experiences
- Change in behavior
- Commitment to action

- Return to experience and re-evaluate experience

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Benefits of a Reflective Learning

Help you understand yourself better

Help you assess your situation

Help you develop your general metacognitive skills

Help you figure out how to improve your learning process

Increase your feelings of autonomy and control

Increase your motivation to learn

Improve your learning outcomes

Reflective learning can lead to personal growth and improved learning

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Note Taking and Time Management

Email to Yourself

Send email to yourself with the To Do List or plans on daily/weekly basis by scheduling the email.
If there is an important task needed to be done, sending yourself a scheduled email could be very efficient.

Utilize Technology

Utilize latest technological advancements for note taking such as dictate function in Word application.

01

04

03

02

Utilize Calendar

Smartphones has calendar application with the function to sync.
Synced calendar is accessible in various platforms.

To Do List

Utilize tools to take notes to plan and remember the tasks you needed to perform.
Applications such as Google Keep or Task by Google has "To Do List" functions.

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