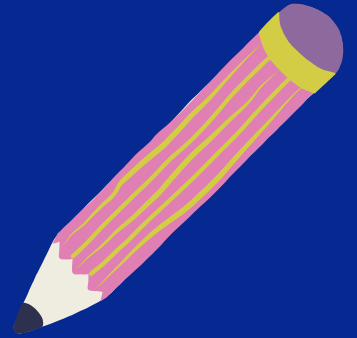


MONASH SCIENCE SOCIETY PROUDLY PRESENTS



MOODLE & NOTE-TAKING GUIDE

2024

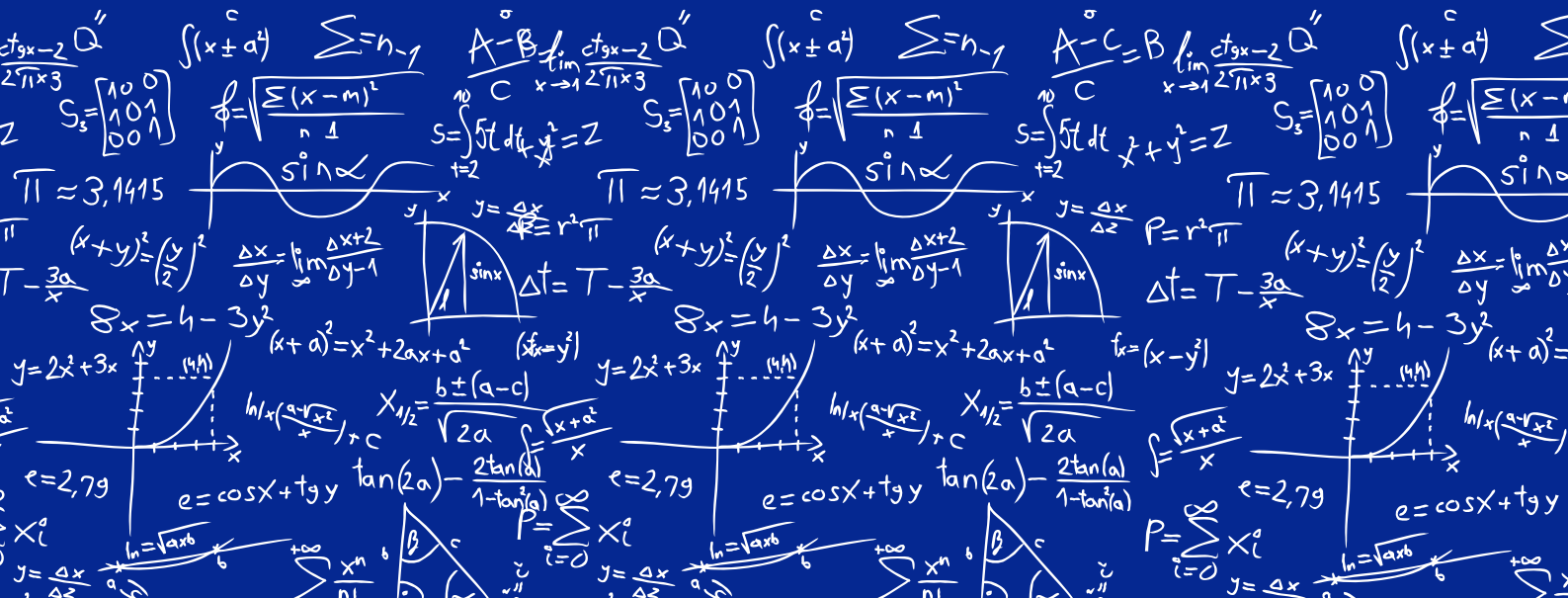


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INTRODUCTION

Transitioning from high school to university is extremely exciting! However, it can also be a little daunting looking at your units for the first time and being unfamiliar with how they work. Going from classes of 25 students to lecture halls of 100 people can be a big change and when teachers don't chase you up on uncompleted homework it is up to you to stay on top of your studies.

Moodle is the one stop shop for all your unit information, assessment deadlines, forums and resources. It can be a little confusing to begin with so the MSS Academic team have created this guide to help you navigate it!

We've also included some tips and suggestions on how to best prepare for the semester ahead so you stay organised and on top of your studies.

BASICS OF MOODLE

There are a couple of basic things you need to know about Moodle. Each unit tends to have a slightly different way of laying out their information but there are some common themes. Have a look at the overview pages of each of your units as these usually tell you how they've set out all the information you need.

RESOURCES TAB



This is where you will be told of any textbooks that are recommended for the unit as well as any other sites you may be using frequently. These textbooks are usually available on Monash Library and can be downloaded for free as an e-text. Physical copies are also available from the Monash Libraries on campus if you prefer but you can only borrow them.

ASSESSMENT TIMETABLE

Most units will provide you with an assessment timetable. This shows you exactly when each assessment will take place and how much of your grade it is worth. We highly recommend you save this timetable and either print it out or have it somewhere accessible so you can refer back to it and tick off things throughout the semester.

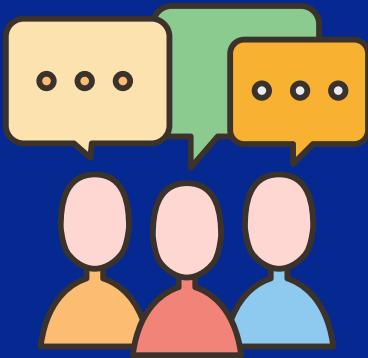


When taking multiple units it can be difficult to remember when certain assignments and quizzes are due. Having your assessment timetable for each unit visible will help you stay on top of all of your assessments to ensure you don't get lost amongst various assignments. It's also really satisfying to tick them off as you go throughout the semester!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
QUIZ 1 DUE	WORKSHEET 1	LAB REPORT	QUIZ 3	
	QUIZ 2		PRAC QUESTIONS	
	PRE-LAB			

FORUMS

Forums are a place where lecturers will post important information about assessments coming up. They are also a place where students can ask questions regarding unit content or assignments and get answers from either teaching staff or other students. Questions can be posted anonymously if desired as they are public to the unit's cohort.



Forums can get a bit overwhelming, especially if they are being inundated with questions from everyone in the unit, so you can opt out of receiving an email every time someone posts a question and just receive a weekly digest email of all the posts to avoid spamming your email inbox. (We recommend this if emails overwhelm you!)

HOW ARE UNITS STRUCTURED?

Each unit's Moodle page will detail how the unit is run in terms of what kind of classes they have and how the bulk of unit content is delivered. The main types of classes are lectures, tutorials, workshops and labs.

LECTURES



Lectures are content-based classes where the majority of time is spent teaching you. They are often run online because it is more convenient for students to access at any time and can be re-watched over and over (x2 speed is a must for some just a heads up!). However, some units have in person lectures you can attend if you prefer so it's best to check your specific units to see what they offer.

Tutorials are discussion based classes where students are given the opportunity to have open conversations about the unit's content with other students and their teacher. These classes are helpful for gaining a wider understanding of the unit content and for getting answers to any questions you have by TAs and lecturers.

TUTORIALS



WORKSHOPS



Workshops are usually classes focused around answering questions on the unit content. These help students practise applying the lecture content by giving them the tools to answer relevant questions and scenarios.

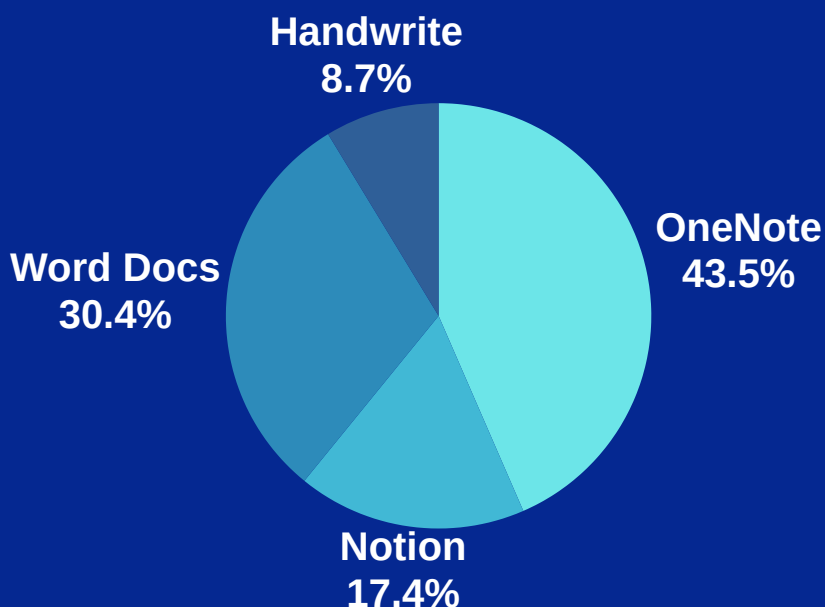
Labs are the practical component of science units in which students get to conduct experiments and assess results to gain a deeper understanding of the unit content. First year labs teach students how to use lab equipment and provide you with the opportunity to develop laboratory skills as well as skills in writing up a lab report which is very handy!

LABS



NOTE-TAKING

Note-taking looks different for everyone and it can be difficult to figure out what works for you and how you study. If you handwrite your notes that's awesome and we applaud you for staying traditional but we also understand that a lot of people do not have the patience nor the time to handwrite everything. So here come the days of digital note-taking! Whether that be typing on a laptop, annotating on a tablet or a mixture of both, digital note-taking can be overwhelming and hard to keep track of. This section provides two simple ways of keeping your notes organised throughout the semester. Now by all means you do not need to use either of these platforms, they are simply examples of how you could organise your notes throughout the semester :)



Here are some statistics from a poll taken of the MSS committee.


See how we all use different forms of note-taking !!

NOTION

Notion is a note-taking app that allows you to neatly organise your units and tasks in any way you'd like. It allows for a lot of creative freedom in how you want to set up your note-taking and offers a visually appealing way of keeping all your notes, assignments and unit information in one place.

It's pretty easy to use and provides templates to help get you started if you're a little stuck. Some of our favourite templates they offer are the Course Schedule, Cornell Notes System and the Student Dashboard but there are plenty more to choose from!

This is an example of our Academic Director's notion page for CHM1011. It outlays the content of each week as well as any assessments due and tasks to complete.



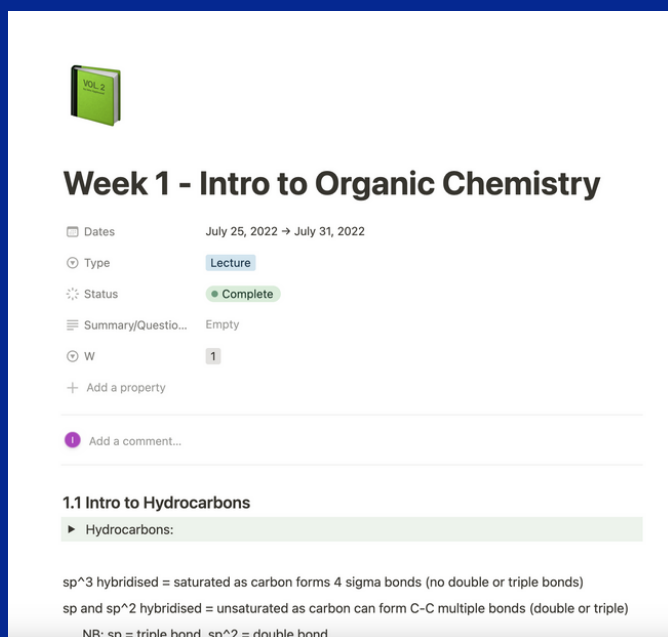
CHM1022

All Lessons Assignments Exams Calendar + Filter Sort ⚡ 🔍 ... New ▾

W	Aa Content	Dates	Type	Summary/Questions	Status
1	Week 1 - Intro to Organic Chemistry	July 25, 2022 → July 31, 2022	Lecture		Complete
1	Quiz 1	July 24, 2022	Quiz		Complete
1	Intro to Organic Chemistry	July 25, 2022	Workshop		Attended
1	Lab 1: Pre-lab	July 27, 2022	Lab		Complete
2	Week 2 - Aromaticity	August 1, 2022 → August 7, 2022	Lecture		Complete
2	Quiz 2	July 31, 2022	Quiz		Complete
2	Aromaticity	August 1, 2022	Workshop	** go over the acidity and basicity of aromatic compounds	Attended
2	Lab 1 Practical	August 3, 2022	Lab		Attended
3	Week 3 - Chemical Detectives	August 8, 2022 → August 14, 2022	Lecture		Complete
3	Quiz 3	August 7, 2022	Quiz		Complete
3	Topic 3	August 8, 2022	Workshop		Attended
3	Lab 1 Report Due	August 10, 2022	Lab Report		Complete

The **Status column** is a really handy way of keeping track of what you have completed. You can customise the status options to be “not started”, “in progress” and “completed” as a really easy way to know where you're up to in your tasks - but play around with it and see what works for you! The **Summary/Questions** tab is also a great way for you to jot down any burning questions you had or reminders of certain things you didn't quite understand and may need to go over.

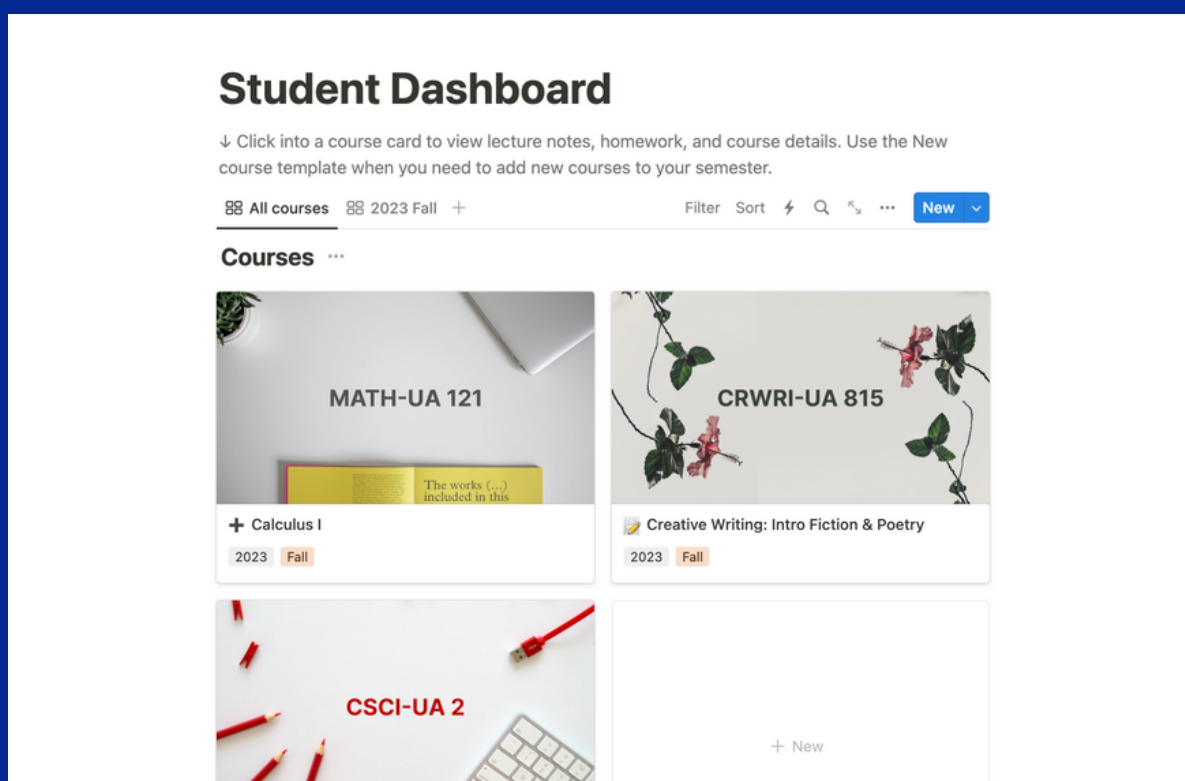
The **Content column** provides a way to hyperlink to additional pages which makes finding notes extremely simple. For example, if you were to click on “Week 1 - Intro to Organic Chemistry” it would take you to this page:



The screenshot shows a Notion page for "Week 1 - Intro to Organic Chemistry". At the top left is a green book icon labeled "VOL. 2". Below the title is a metadata section with the following details: Dates: July 25, 2022 → July 31, 2022; Type: Lecture; Status: Complete; Summary/Questio...: Empty; W: 1. There is an "Add a property" button and an "Add a comment..." field. The main content is under the heading "1.1 Intro to Hydrocarbons" with a sub-heading "Hydrocarbons:". Below this, there is explanatory text: "sp³ hybridised = saturated as carbon forms 4 sigma bonds (no double or triple bonds)", "sp and sp² hybridised = unsaturated as carbon can form C-C multiple bonds (double or triple)", and "NB: sp = triple bond, sp² = double bond".

These pages are where you can write down all your notes for each lecture or module. They have many features such as list formats, highlighting sub-headings and creating coloured boxes for important information. It is a simple way to make your notes aesthetically appealing (if that's what you're into) !!

The **Student Dashboard template** is a great way to lay out a little homepage for yourself where all of your units and tasks are in one place as well as any personal additions you want to make. It is completely customisable but provides a great base to get you started!

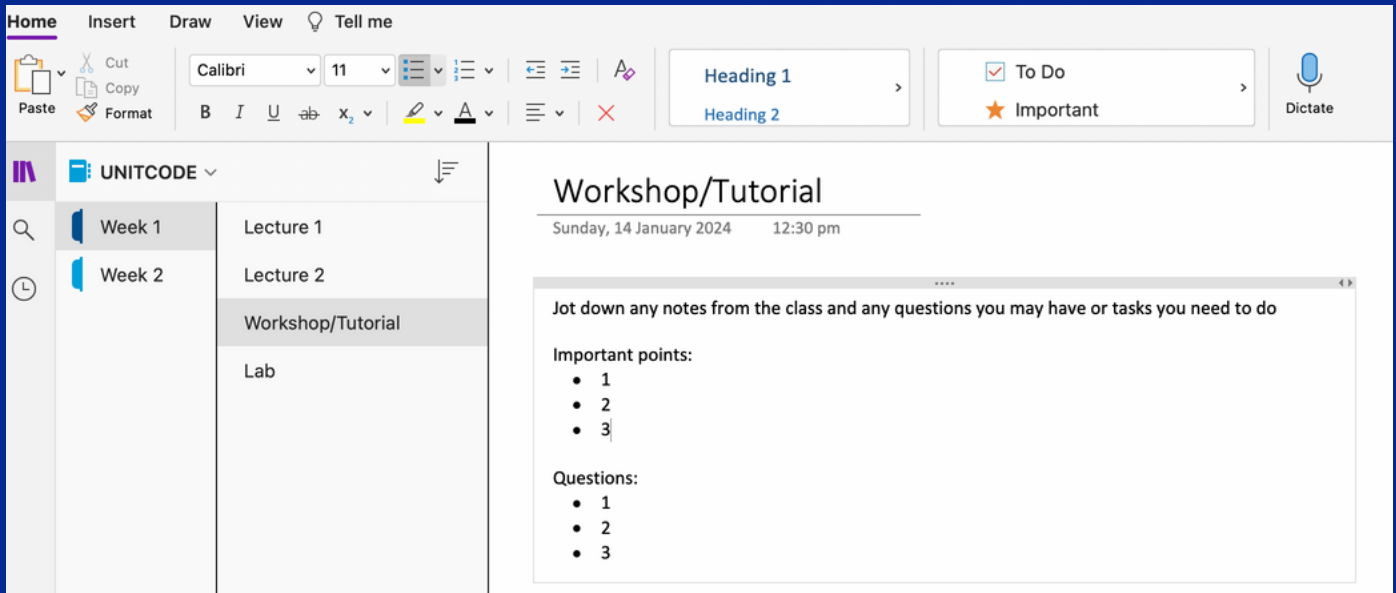


The screenshot shows a Notion "Student Dashboard" template. It features a title "Student Dashboard" and a sub-header: "Click into a course card to view lecture notes, homework, and course details. Use the New course template when you need to add new courses to your semester." Below this is a navigation bar with "All courses", "2023 Fall +", "Filter", "Sort", "Q", "🔍", and a "New" button. The main content area is titled "Courses" and displays three course cards: "MATH-UA 121" (Calculus I, 2023 Fall), "CRWRI-UA 815" (Creative Writing: Intro Fiction & Poetry, 2023 Fall), and "CSCI-UA 2". A "+ New" button is visible at the bottom right of the course grid.

Click [HERE](#) to watch a video (8 mins) on the basics of Notion. There are plenty of tutorials online but this one is helpful for visualising everything we've just been through and shows you more of the great features it has !!

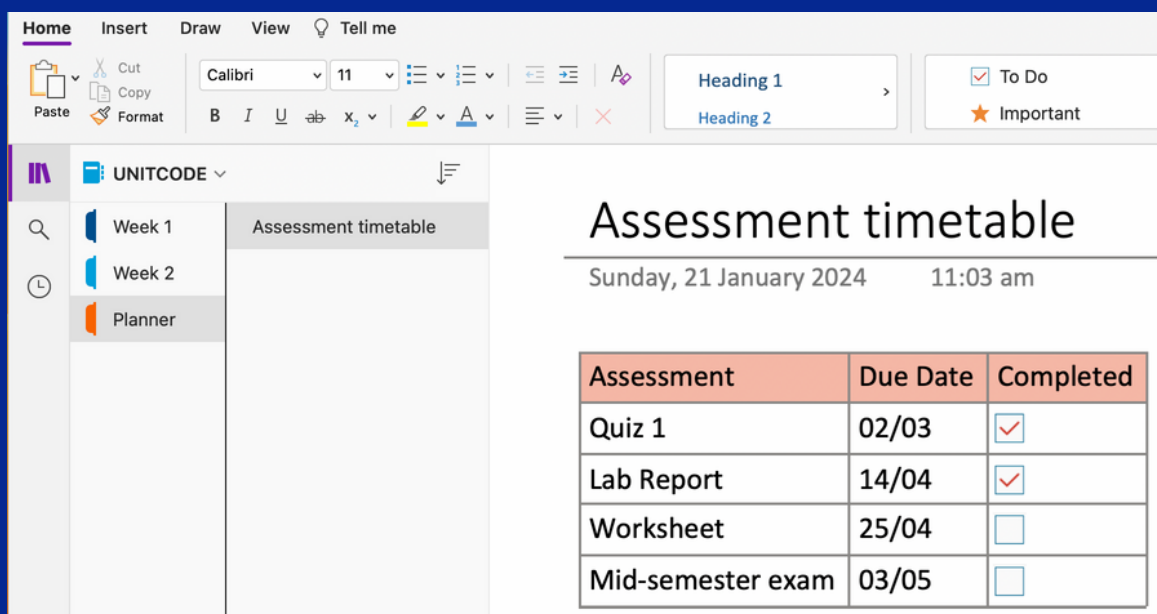
ONE-NOTE

OneNote is a Microsoft365 application that, like Notion, allows you to neatly organise your unit information and assignments. It is a different format than Notion, taking a more simplistic approach but is just as effective and easy to use.



The layout of OneNote is a bit simpler but very efficient. You can split your units up into each week using the section tab in the bottom left corner and then add pages for your lectures, workshops, tutorials, and labs. This keeps all your notes for that week in one spot making them easy to find and navigate through.

You can also create your own assessment timetable checklist by inserting a table and using the “To-Do” function in the final column. This helps you map out all your assessments for each unit (using the assessment timetables provided to you) and allows you to keep track of which ones you have submitted and which ones you still need to do.



One of the more stand-out features of OneNote when compared to Notion is that you can annotate slides and images (provided you have a tablet and some sort of smart pen of course!).

The screenshot displays the Microsoft OneNote interface. On the left, a navigation pane shows a table of contents with 'Week 1' containing 'Lecture 1' and 'Week 2' containing 'Lecture 2', 'Workshop/Tutorial', and 'Lab'. The main area shows a slide titled 'MSS IS THE BEST CLUB' by MSS ACADEMIC. The slide features a logo of three overlapping circles with 'M', 'S', and 'S' inside. Handwritten green notes on the slide include: 'That is such a cool logo! I bet the club is even cooler!' with an arrow pointing to the logo; 'You can even type this really important and totally unbiased piece of commentary :)' with a speech bubble; and 'REASONS WHY WE'RE THE BEST' with a list: '• Super cool people', '• Fun events → make note of when these are and come along!', '• Good vibes ↳ bring your friends too here', and '• Etc. etc.'. A red note at the bottom says 'NB: MSS is the most FUN club to be a part of - y'all should join 😊'. A drawing of a blue pen is also present.

This makes taking quick notes during a lecture very simple and is also super useful for classes that use diagrams, flowcharts and equations which can be hard to type out (e.g. chemistry, physics and biology).

Click [HERE](#) to watch a video (18 mins) on the basics of OneNote. There are plenty of tutorials online but this one is helpful for visualising everything we've just been through and more!

We recognise that every student is different and that these options may not work for everyone and that is perfectly okay! Find which way you learn best and that's all you can do !



HAPPY NOTE-TAKING !!!



STUDY TIPS TO OPTIMISE YOUR LEARNING:



STAY ORGANISED

Set up a study plan using a diary or a planner to keep track of assessment due dates and content. The calm before the storm is a great time to get ahead on bigger assignments. It may seem strange to work on assignments so far in advance but trust us when we say you will thank yourself later!



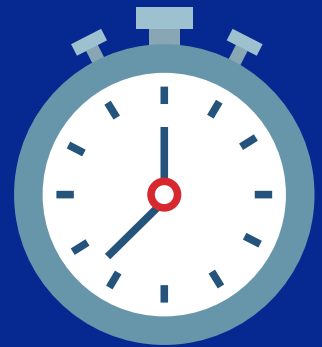
TAKE NOTES



Effective note-taking is crucial to remembering information! Write summaries at the end of every week, create flashcards, mind-maps, etc. Use the tips from above to find what works best for you!

INTENSE IS GOOD

Studying for hours at a time is not beneficial, especially when we all have such short attention spans! Instead, set timers and study for shorter periods of time more frequently to get the most out of studying and avoid time-wasting.



STUDY BUDDIES



Studying with friends can boost motivation and optimise learning. You can ask each other questions, quiz each other and work through more complicated concepts or problems together, as long as its within the collusion guidelines of Monash of course!

THE STUDY CYCLE

The Study Cycle incorporates the pre- and post-work you can put in to make sure you are optimising your learning. It follows this simple structure:



The concept highlights the importance of doing each individual element consistently, rather than picking one or two, will help optimise your study and provide the best results.

Visit this website to learn more: <https://learningcenter.unc.edu/tips-and-tools/the-study-cycle/>

NO PHONE ZONE



Studies have shown that even having your phone at the table while you study is distracting. Maybe try putting your phone in another room or deep in your uni bag to minimise distraction and allow yourself to study intensively and effectively.

CULTIVATE A PRODUCTIVE SPACE

Having a good study environment is crucial to getting the most out of your study session. Some people enjoy silence whilst others can listen to heavy metal and be completely in the zone. Find what works for you and stick to it!



We hope this guide was helpful in giving you some ideas on how to prepare for your semester !! Best of luck for the weeks ahead :))