

HOW TO EFFECTIVELY USE TECHNOLOGY

Using technology in a classroom can support learning, but it can also hinder performance when not used effectively. Listed below are a few technology tips that can optimize efficiency, productivity and concentration while in class or when studying.



1. Summarize key concepts

Using a laptop can be an efficient method of note-taking if key concepts are summarized, and distractions are managed.



2. Know where to get a loaner laptop if needed

It is important to know where to get a loaner laptop if you do not have one, or if yours is broken. <https://itservices.usc.edu/spaces/laptoploaner/>



3. Know when to bring a laptop/electronic device

Confirm when you need your laptop for a project, exam or quiz. Otherwise, you will know when you can leave it at home.



4. Learn keyboard shortcuts

Improve efficiency with copying and pasting text, changing font size or style, and starting or saving new files.



5. Check spelling and grammar

Check your grammar and spelling using apps such as Grammarly, which can be used on documents, e-mails, and web browsers.



6. Sit toward the front

Reduce the distractions that otherwise may occur when sitting behind others.



7. Organize your notes

Pick one place to store your notes (i.e. desktop folders, Evernote, Microsoft OneNote) to ensure they are always easy to find.



8. Hide or mute notifications

Manage notification alerts on your phone, computer or watch to maintain focus during class. Reduce notifications by changing your system preferences/settings, or using "Do Not Disturb" Mode



9. Limit "Screen Time" Use

The "Screen Time" feature allows you to set limits on how much time you spend on your mobile device accessing certain applications



10. Disconnect from wireless

If not needed for class, turning off Wi-Fi can prevent you from getting distracted with internet and email.



11. Use "Focus" mode on Microsoft Word

The "Focus" button on the bottom bar of a Microsoft Word document will eliminate distractions and assist with note-taking by allowing that document to be the only file in view on the screen.



12. Use the SelfControl App

This Mac application can block you from accessing certain websites for a specified amount of time. You set the websites and the amount of time!