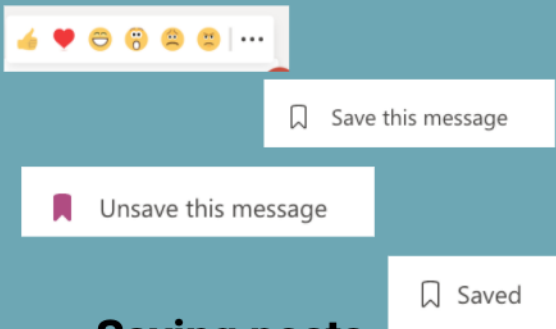




5 Tips

To make the most of IT in remote learning

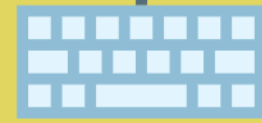
1



Saving posts

On Teams, click the three dots on a post and click the save button. You can see your saved posts by clicking your profile in the top right corner, and then 'Saved'.

2



Shortcuts

Shortcuts are your new best friend!

- Windows + shift + s = screenshot
- Windows + dot = emojis, symbols and accents
- On Youtube, hit 'k' to stop, 'j' to skip back, and 'l' to skip forward
- Windows + E = Files
- Alt + F4 = Close window

In Teams, try

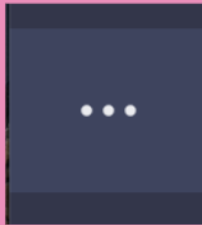


to see all shortcuts



to see all commands

3



Browse Apps

Maximise your productivity by using Team's built-in apps. These include Kahoot, Zoom, and even custom stickers. Try a few out when you have time!

4

App Recommendations

Here are some useful apps for online learning:



F.lux is a free piece of software which adjusts the warmth of your device's screen depending on the time of day, helping your sleep schedule stay on track!



Anki is a memorisation tool that uses spaced repetition to optimise your learning. Use it to learn vocab, quotations, dates in history etc.

5



Look after yourself

Look, it sounds daft but try to go outside every day, even if it's only 10 minutes. Spend some time away from the screen in the evenings if you can, and if you have to study, be old-fashioned and switch your digital textbook out for a physical one to rest your eyes.