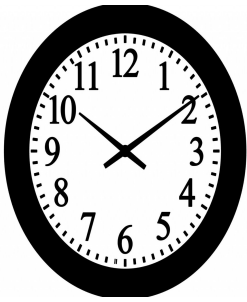




Provide Models

In the current digital age, students are inundated with technology. While technology should never replace instruction, it can be a valuable tool for students to find success in accessing and interacting with curriculum. Because it is so important for students to develop appropriate study skills habits, it is necessary to understand a variety of strategies that can be adapted to fit their needs. Below are some examples of technologies that can enhance the management of time, materials, and information.

Managing Time



Explanation: Learning to appropriately prioritize and manage time is an important skill indicative of academic proficiency.

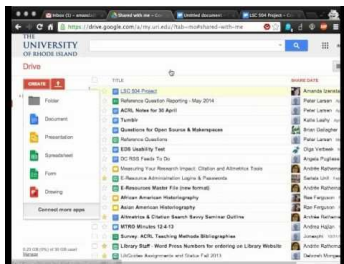
→ Students must learn to determine when to complete assignments and in what order. In addition, students must also learn to anticipate the amount of time an assignment will take. Lastly, it is important to limit distractions during work time in order to be sufficiently productive.

→ Technology can help students organize assignments and manage time well. Therefore, it is essential that the student use an appropriate system and “master” that system to become independent and effective in its usage.

Technology:

- **Calendars:** Online calendars allow students to sync events and manage assignments and personal lives.
- **Homework Apps:** Programs such as [MyHomework](#) allow students to track and prioritize short and long term assignments. Reminders and alerts can be set through these programs.
- **Timers:** Many variations of online timers exist to support students’ understanding of time and time on task. These timers also promote productivity for a specific duration of time, which helps students to remain on task.

Managing Materials



Explanation: The [organization of materials](#) is a precursor to the success a student will find in and out of the classroom.

→ Each day, students are responsible for the organization of physical materials, such as pens, papers, and assignments, as well as physical spaces like desks, lockers, and rooms. This is especially difficult during transitional periods.

→ There are many strategies for helping students to organize materials. The [master filing system](#) is a great way for students to keep paper materials organized. However, technology offers additional strategies, systems, and supports.

Technology:

- **Checklists:** Electronic checklists such as [TickTick](#) and [Wunderlist](#) are great ways to keep track of digital materials, as well as assignments. These checklists can be accessed on any platform, synced with other devices, and shared with other people.



- **Google Drive:** As students increasingly utilize electronics in the classroom, it is important to have an organizational system for digital materials. Google Drive allows for the creation of unlimited color-coded folders and documents. Providing students with models and instruction about how to organize their electronic materials is important to increasing independence.
- **Dropbox:** Similar to Google Drive, Dropbox allows for the storing, syncing, editing, and sharing of documents that were created using a variety of programs such as Microsoft Word, Excel, and Powerpoint. A Google account is not required to use Dropbox.

Organizing and Comprehending Information



Explanation: Through study skills instruction, students are taught methods to aid in comprehension.

→ [Finding the main idea](#), connecting details to main ideas, finding implied main ideas, [finding the topic](#), summarizing information, and applying active reading strategies are all study skills used to make sense of material.

→ With this instruction, students are also taught how to record the necessary information. [Two-column notes](#) are one great method for organizing information. Technology can provide students with additional tools and formats for organizing notes and information.

Technology:

- **Graphic Organizers:** Graphic organizers such as [Inspiration](#), [Connected Mind](#), and [Coggle](#) allow students to organize their ideas electronically on a variety of platforms and with a range of outlines.
- **Note-taking Templates:** Google Docs, Microsoft Word, and Excel Spreadsheets allow students to create tables, thus utilizing the two-column note format electronically. Teachers can also create their own templates and share them with students to aid in the note-taking process.
- **Evernote:** Evernote is an electronic resource designed to aid in the research process. With Evernote, students can “clip” articles, highlight information, save articles with tags, and organize a variety of articles to be referenced later. This is a great resource for organizing materials and ideas, but it is more effective with later middle school and high school students.

HOW DOES THIS CONNECT TO PROVIDING MODELS?

When introducing students to different methods of organizing their time, materials, and information, teachers will also need to show students how to use those methods. These demonstrations provide the students with models to reference when implementing useful strategies. These models will show students how each method can be employed, illustrate best practices for using each method, and demonstrate a desired outcome.