Digital Passport Workshop Schedule

TIME	ACTIVITY
9:00-9:15	Introductions
9:15-11:15	
11:15-11:30	
11:30-1:00	
1:00-1:30	
1:30-2:15	
2.15-3:15	

UCC | Skills Centre
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Making Reading & Writing Easier

Session Overview

Today's topic

- To learn about speech-to-text programmes and other assistive technologies for reading and writing

- Learn more about Notetaking skills and approaches

- Understand (online) learning strategies and factors that play into your study process at college

UCC | Skills Centre
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Let's discuss:

What are your current obstacles to learning/research online?

What are your current obstacles to writing/notetaking online?

What other problems do you foresee in terms of technology and readings/records management?

UCC | Skills Centre
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Your Computer & Phone

Lots of reading for college – why not get your technology to read aloud for you to listen to your:

- Definitions
- Poetry
- Case studies
- Texts
- Notes
- Chapter of books

Advantages

- Improves word recognition in new
  - Subjects
  - Languages
- Helps pay attention & remember information while reading
- Can help with comprehension
- Lightens the reading load
- Multisensorial learning improves retention and recall of information
- Great for quick revision ON YOUR PHONE, anywhere anytime

Use the tools to have your typed work read back to you but make sure you proofread/listen to identify errors to correct!

UCC Skills Centre
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Learning Styles

Visual

Aural

Logical/ Mathematical

Solitary/ Intrapersonal

Physical/ Kinesthetic

Verbal

Social/ Interpersonal

Successful academic reading and writing will be dependent on your learning styles and technological skills for review and records management!

The Basics of Notetaking

The basics of notetaking are simple:

- Optimal location/organisation

- Good habits

- Don't fall behind!

The 6 Rs of Notetaking

1: Record

2: Reduce

3: Recite

4: Reflect

5: Review

6: Recapitulate

UCC | Skills Centre
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland
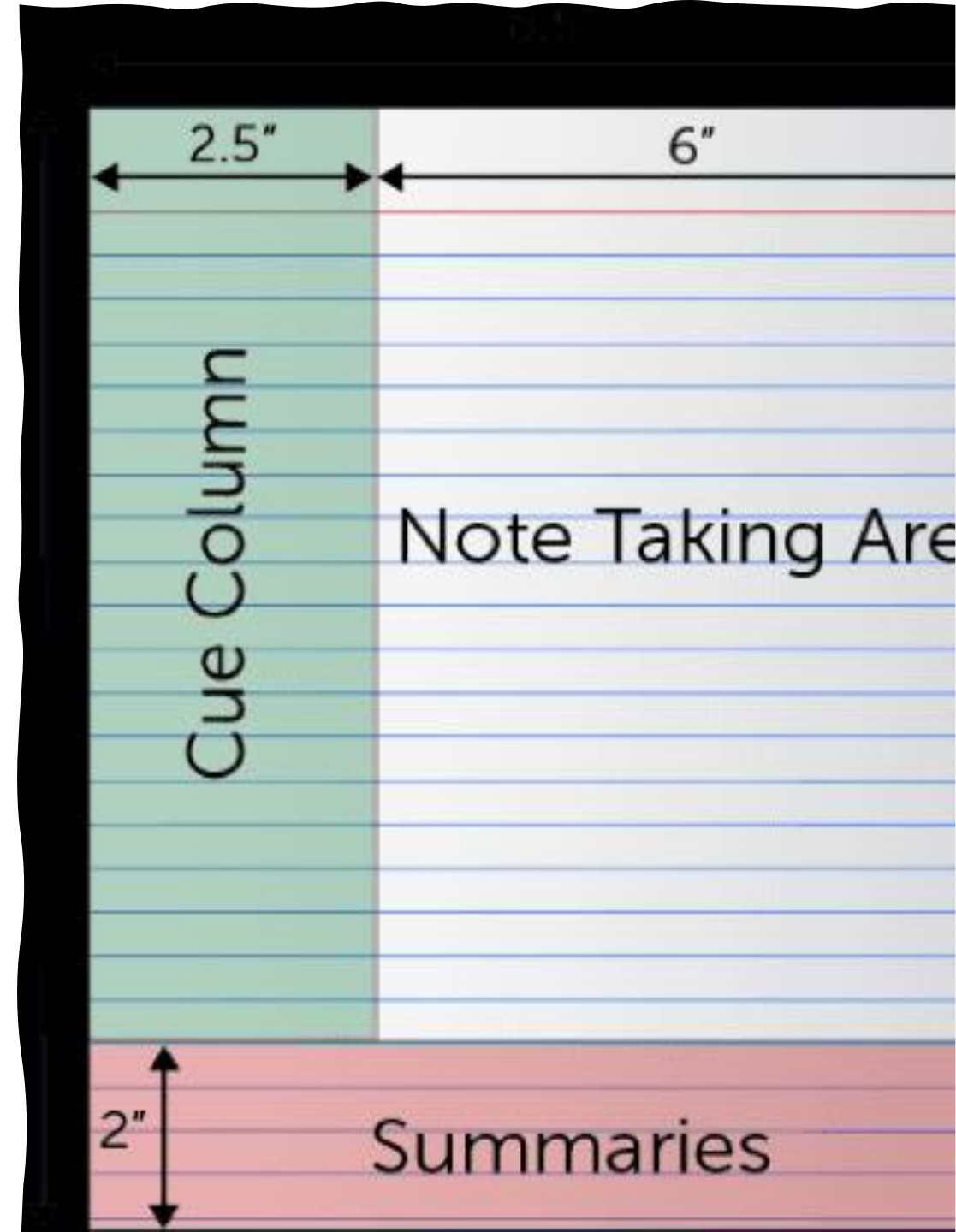
Cornell Notetaking

Ask yourself:

- **Pre-lecture work:** Do you know the module/topic that will be discussed?
- Is there any major key annotations / keywords you could include here for easy reference?
- **During lecture:** Fill in the "Note Taking Area", the "Summary Section" and the "Cue Column"

Notetaking for Reading (Excel)

- Good way to track resources

- Helps to condense the amount of material

- Helps you to use your critical thinking as you research

- Helps you to critically write as you go

- Builds up your argument gradually making the drafting process easier

- Helps you keep on track with your referencing management

- Easily searchable in comparison to physical handwritten / printed notes

Page No.	Concept	Notes	Observations
Page 1	Identify Concept	Summary of the reading	Your response to the reading
Page 17	Note down key ideas and theories.	Paraphrasing should form the bulk of this section. References are needed here even if you are not directly quoting.	Does it relate to other material you have read? If so, how?
Page 89		Note down direct quotes.	Additional insights

UCC Skills Centre
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Notetaking for Academic Reading

Good habits for Notetaking:

- Identify your own learning style

- Organize your material and schedule

- Planning

- Track your sources as you go!

- Make sure you have access to material and resources you need

Cite while you write:

- Track the following biographical details:
    - Author's surname and initial
    - Title of book / article
    - Title of the journal
    - Publisher
    - Place of publication
    - Page numbers
    - Website details (including web address, date accessed etc.)
    - Library call number e.g. Q+3 801.53

Assistive Technology for Writing

- Microsoft Word: Dictation function
- Microsoft Word: Text-To-Speech (TTS)
- Microsoft Word Editor function
- Grammarly +
- Google Docs
- Dictionary + - dictionary and thesaurus available in an app
- Remember: Your mobile phones have built-in assistive technology for reading and writing

- Additional Support: Canvas – Student Success Zone – UCC Skills Centre
- UCC Skills Centre: Assignment Calculator

Assistive Technology for Reading

- **Microsoft Word:** text-to-speech function and immersive reader option
- **Natural Reader:** offers free text-to-speech. Just paste text or import documents into the tool, press play and then listen and read along as the text is read aloud. Make notes as you go, as with all text-to-speech tasks.
- **Balabolka:** text-to-sound
- **Quizlet:** interactive online flashcards useful for studying. Also includes activities and games for days when heavy research is too much. Available on mobile app also
- **Library:** citation function (as you research)
- **Citation:** Canvas, Student Success Zone, Library, Reference Management

Advantages of text-to-speech

- Can improve word recognition
- Increases the ability to pay attention & remember information while reading
- Can help with comprehension
- Increases your "staying power" for reading assignments
- Helps you recognize and fix errors in their own writing
- Multisensorial learning improves retention & recall of information
- Great for quick revision

Using "Dictate"

1. Log into Office 365 on your device

2. Open Word

3. Click where you want to dictate text.

4. Click on DICTATE icon *(First time give Microsoft permission to access your mic)*

5. Speak to the computer & watch it type what you say

6. Click on DICTATE icon to turn off again

NOTE:
- Proofread/listen back to your typed work!
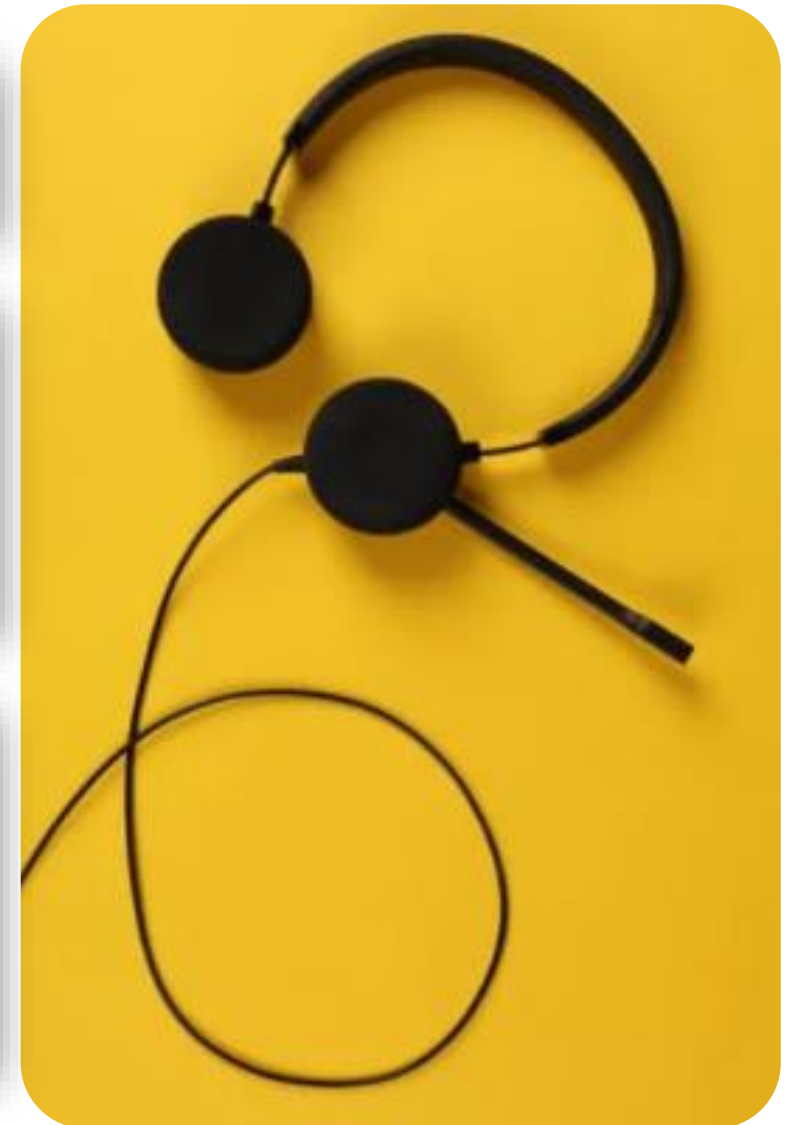- Use Immersive Reader to listen to what you have written!

Natural Reader

- Free text-to-speech software that will read text aloud to you
- Will work on Windows and Apple systems
- Go to a website or your lecturer's digital notes, quotes, definitions or synopses
- Listen to them being read aloud to you by your computer to help you to learn/revise
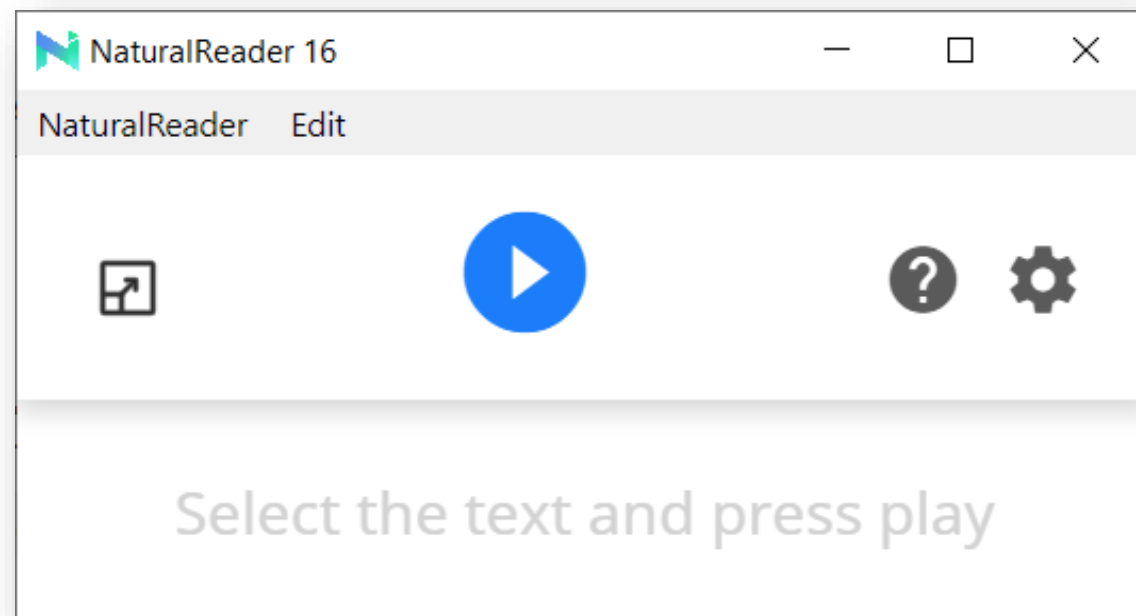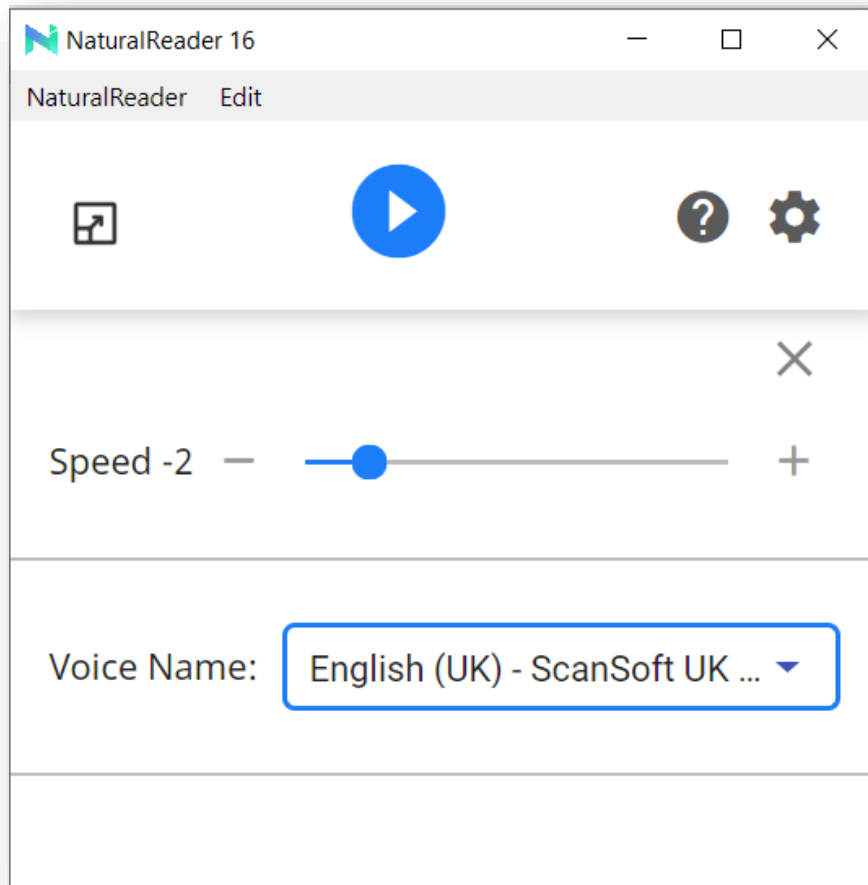
NaturalReader

Natural Reader

Using this software is very easy:

- Select or highlight the text you want to read/hear

- Click on PLAY

NaturalReader 16

NaturalReader   Edit
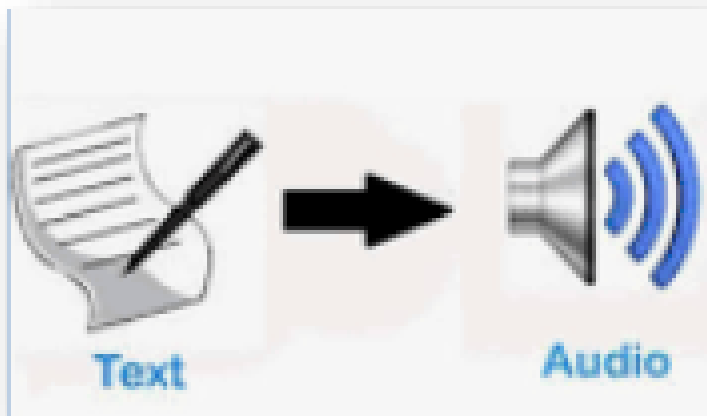
Select the text and press play

Natural Reader

- You can change the voice to any voice installed on your computer
- You can also download other free "voices"
- Change the speed of the voice to your liking

DEMO

Balabolka

- Will convert text to a sound file

- Listen to your definitions, texts, articles, poetry, case studies

- Save your sound files (e.g.. on Google Drive, One Drive) and then you can listen on your phones to learn /revise on the go

- Downside: Currently only for free for Microsoft/Android users!

Study Strategies

- Have good studying habits
- Optimal location/organisation
- Setting goals: Will/What/When
- ASPIRE (study approach): Useful for study, research, assignment writing
- Avoid Procrastination
- Self-care

Approaches to (Online) Learning

Use the learning style that suits you best → Active listening → Do required reading beforehand to limit amount of notetaking

Look up summaries of main terminology → Make a shorthand list to have beside you → Have you consulted your module booklets before contacting lecturers?

Can you find the relevant material yourself? → Importance of being polite and professional online → Test your technology

UCC Skills Centre
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Motivation

- Quality over quantity of hours
- Schedule: Manageable tasks
- Set non-negotiable hours
- Move location where possible
- Eliminate distractions: phone/email/tv
- Stay connected: virtual study groups/lectures
- Keep on top of studies: lecture prep/readings
- Remember the big picture!

(Self-)Discipline

- – Monthly to-do lists
- – Revise weekly
- – Revise at the beginning and end of each day
- – Manageable chunks of short bursts
- – Tick off as you go
- – On days where motivation is high, tick off tasks for later in the week
- – Pre-empt days where you may be too tired / busy
- – Schedule breaks (short + long)
- – Schedule rewards for deadlines/tests

UCC
Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Skills Centre

Any Questions?

Contact the Skills Centre if you need any help with your academic communication!

Email: skillscentre@ucc.ie