

## Getting the most from your online learning experience

Learning online is a convenient way to gain new knowledge, strengthen your skills, and meet specific training requirements. To help you get the most from your online learning experience we recommend the following:

### **Create your learning environment:**

- Ensure that you choose a quiet location with proper lighting, a comfortable chair, and have water or a beverage on hand.
- Turn off distractions like phones or email notifications.

### **Plan your time:**

- Book adequate time so that you can work through the course material without feeling rushed and have enough time to complete and understand activities or tests.
- For longer courses set up multiple learning sessions so that you will be able to complete the course in the time required (E.G. prerequisite to a scheduled classroom course).
- The courses will allow you to start up where you left off if you need to exit a course before completing it fully.
- Choose the time of day when you are most productive to take the course.

### **Prepare to learn:**

- Review the learning objectives and activity or test requirements so that you know what is expected of you.
- Be sure to read instructions that explain how to navigate through the course, complete the course, and complete the activities/test and so on.
- Download, and if you like print, the participant guide that accompanies the course to make notes or highlight important sections for future reference.

### **If you need help or have questions:**

For technical, course access or content issues, please contact Manitoba EMO Training at [emotraining@gov.mb.ca](mailto:emotraining@gov.mb.ca).