



Enhanced Learning
Educational Services
"the study skills specialist"

ONLINE 'STUDY SKILLS HANDBOOK' FACT SHEET

www.studyskillshandbook.com.au

What is the purpose of this online handbook?

The ELES Study Skills Handbook provides a comprehensive and interactive online guide for the school community (students, parents and teachers) as to the study skills needed for success in secondary school studies. This approach taps into students' affinity with technology to create a new and effective way to improve students' study skills.

The handbook can be used independently or in conjunction with other ELES resources or sessions as a multi-layered approach that will assist further in the development of students' study skills. The aim is to allow schools to address study skills from as many different angles as possible so that students get a wide exposure to and reinforcement of the ideas and the opportunity to access the information in many different ways. As teachers we know that it may be necessary to explain or present a concept in a number of different ways so that all students have the 'aha, I get it' moment.

How does it work?

The school subscribes for the year and receives a user name and password for their school that they can give to all of the students, teachers and parents in their high school community. Schools with a secure section of their website can also place a link on a page on the school site where students can click directly through to the handbook site without needing to enter a user name or password.

How can schools then use the handbook?

Any, or all, of the ways below:

1. PARENTS AND STUDENTS CAN BROWSE THE SITE AT HOME

Schools will give their login details to the high school students, parents and teachers of their school (schools can also create a direct link from the school intranet to the site or put login details in the school diary) so they can use the handbook as needed, submit study skills questions, print the summary sheets or explore ways to improve results at their own convenience. This is a great resource for all students, parents and teachers to have at their fingertips. There are also FAQ sections for parents and teachers to use (with extra material to download and use) as well as links to useful sites and articles.

2. SCHOOLS MAY INTEGRATE UNITS IN PASTORAL PROGRAMS

Teachers may have students work through the topics systematically at school during pastoral lessons or other appropriate times to improve overall study skills. The units may be integrated into the school's pastoral program. Some schools print off all the worksheets and bind them into a workbook for the students. Throughout the year they then have the students work systematically through the topics (or allocate different topics to different year groups).

3. TEACHERS MAY SPECIFY UNITS FOR INDIVIDUALS

Teachers may direct students or parents to a particular unit when issues arise with respect to academic performance at school (eg. a teacher may suggest a parent work through the time management section with their student or the section on how to study).

4. TEACHERS MAY DIRECT CLASSES TO COMPLETE UNITS

Teachers may set particular units as homework for students to complete or suggest students review particular units at certain times of the year (eg. the section on examinations at examination time) or to meet particular class needs (eg. some classes might benefit from visiting the section on organisational skills).

What are the features of the handbook?

In addition to the huge amount of content, the systematic program for students to work through includes: online quizzes, summary sheets, worksheets, lots of FAQs answered, articles and links, online polls, facility to submit questions, helpful grids and planners, jokes and quotes, student thoughts, images and photos, students can submit ideas to win, competitions...

Plus:

- audio and video files

- streaming audio (to allow students the option to read or listen to the content.)

And: new content added monthly, new units added each year, new features added regularly.

There is also a tracking system where students can save the results of their end of unit quizzes and modules (the module evaluates students on the key concepts of each unit using a problem-solving case study approach).

What are the current topics covered by the handbook?

<i>at home</i>	<i>specific skills</i>	<i>extra 'general' mini-units</i>
<ol style="list-style-type: none"> 1. Home Study Environment 2. Organisation and Filing 3. Time Management Skills 4. Managing Workload 5. Dealing with Distractions 6. Overcoming Procrastination 7. Developing Motivation 8. Goal Setting 9. Lifestyle and Balance 10. Managing Stress 	<ol style="list-style-type: none"> 1. Reading Skills 2. Writing Skills 3. Mathematical Skills 4. Language Skills 5. Research Skills 6. Presentation Skills 	<ul style="list-style-type: none"> - Starting Secondary School - Becoming a Senior Student - Bullying: Issues and Strategies - Educational Kinesology - Living Across 2 Houses - Travel: A Motivator to Learn - Uni: Lecture Note-making
	<i>tests and exams</i>	
	<ol style="list-style-type: none"> 1. Summarising 2. Active Studying 3. Preparing for Exam Blocks 4. Test-Taking Techniques 5. After Tests & Exams 	<p><i>extra 'technology' mini-units</i></p> <ul style="list-style-type: none"> - Technology Tools - iPhone Apps for School - Basic Computer Skills - Be CyberSmart - Microsoft OneNote
<i>at school</i>		
<ol style="list-style-type: none"> 1. Will we ever use this? 2. Using Classtime 3. Asking for Help 4. Dealing with Conflict 5. Groupwork Skills 		

What are the subscription fees?

Annual subscription fees are as follows (and are in Australian dollars and include GST for Australian schools) and are based on total secondary school enrolment numbers (payment must be received before school username and password can be issued):

AUD\$597 for a small school (<500 students)

AUD\$797 for a medium school (500-799 students)

AUD\$997 for a large school (800-1099 students)

AUD\$1197 for a very large school (1100+ students)

For most schools this works out at around \$1 per student (or less!). For around only \$1 per student, every student, parent and teacher in your school has unlimited access to the site and all the online activities for a whole year!

Notes:

1. The additional one-off \$550 joining fee is waived for schools that start their subscription now. Schools that sign up now for 2011 will receive access for the rest of 2010 for free.

2. Subscriptions are for a calendar year only. The subscription will be valid only for the year that you sign up in – therefore it is best to sign up as early in the year as possible!

ELES has been writing study skills resources for teachers to use with students and running study skills sessions for parents and students across Australia (and Asia) since 2001 and has helped thousands of high school students enjoy greater academic success at school. We really are 'the study skills specialist'!

To find out more about ELES products and services for your school, visit www.enhanced-learning.net