

Exploring Microsoft Learning Activities

Objectives

- Utilise Microsoft Learning Activities to help students use AI effectively to promote better learning

Instructions:

1) Access the Tool

- Go to <https://learningactivities.edu.cloud.microsoft/> and sign in using your **PolyU Connect** account.

2) Prepare your Material:

- Choose a specific topic you need to revise (e.g., a specific lecture or a section of your Subject Information Handout).
- Locate the source text (PDF, Word document, or specific paragraphs) you want to convert into a study aid.

3) Generate Learning Activities:

- Click "Create new" (or the relevant "+" button).
- **Upload** your file or **Paste** the text from your notes.
- Select the type of activity you want to generate:
 - **Flashcards:** Best for memorising terminology, definitions, and key concepts.
 - **Fill in the Blanks:** Best for testing your understanding of processes, sentence structures, or detailed explanations.

4) Review and Refine:

- Before starting the practice, review the AI-generated cards or blanks.
- **Critical Check:** Does the answer on the flashcard match the definition in your official course notes? If not, edit the card to ensure accuracy.
- Tip: If the AI missed a key term, you can manually add a card to complete the set.

5) Self-Testing Session:

- Run through the activity.
- **Flashcards:** Read the term, say the definition aloud, and flip the card to check. Mark cards as "Known" or "Study again" to focus on weak areas.
- **Fill in the Blanks:** Complete the text without looking at your notes first.

6) Progressing to the Next Level

- Once you master the basic terms, try uploading a more complex academic article or case study to generate "Fill in the Blanks" exercises. This tests your ability to understand context and academic flow, not just isolated definitions.

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