Below are some helpful tips to consider as UWO moves to alternative course delivery.

**Tip 1: Organization**

Get organized! Moving towards alternative delivery methods is going to feel like the first week of class. Give yourself some time to familiarize yourself with the new ways your instructor will be organizing their courses.

- Create a designated study space with adequate lighting, a decent chair with a table or desk to work on.
- Changes to courses:
  - What are the in-person components of the course, how are they changing?
  - Where can you find your course materials? The majority of instructors will be utilizing Canvas, but ask to see if there are any other places they will be housing course materials.
  - Check to see if your course will be scheduled during a specific day/time.
  - Have any previously assigned projects due dates changed?
  - Have any assignments changed?
  - Has how you submit assignments or how you take exams and quizzes changed?
  - Do you know where to go for help? Is your instructor offering virtual office hours and/or do they have an online discussion board where you can post questions?
    - It’s ok ask questions and ask more clarifying questions if you don’t understand something.

- Staying organized will be essential! Use a planner or calendar to keep track of important due dates. Don’t get behind! Do the assigned work during the period it’s assigned by your instructors.
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Tip 2: Try “Monotasking”

It’s important to give yourself structure during this time of alternative delivery. Try “monotasking,” focusing on one thing at a time. Block off time specifically for your coursework.

- Avoid distractions like social media or TV.
- Leave daily and other tasks for a time that does not interfere with your class time.

Tip 3: Use Video Lectures effectively

Stay on schedule according to what your instructor has planned. Continue to take notes during online lectures just like you would during face-to-face instruction. If the video has captioning, turn on the captioning as it can help with note taking.

Tip 4: Stick to a schedule

To be successful in your classes, stick to a schedule and a routine. The calendar feature in Canvas is a nice way to keep track of everything that is due. It’s tempting to use this time like vacation time. Practice self-care: build in break time to take a walk, exercise and check with the counseling center for some mindfulness tips. Use whatever method works best for you.

Tip 5: Adopt new strategies

Now is the time to find some new strategies or improve on existing ones.

Things to consider:

- While on campus, was there a place that you were able to study the best at? What about it made it an environment that worked for you? Can you recreate it at home?
- If you prefer group work, can you video conference with group members to discuss class projects or assignments?
Tip 6: Collaborate with group members in new ways

Even though you won’t have face to face instruction, there are plenty of ways to collaborate with group members. Google docs and Google slides are a great way to all contribute.

- Schedule online “meeting” times.
- Assign tasks and check in with each other.
- Meet on a regular basis as to avoid procrastination

Tip 7: Stay connected

Keep in regular correspondence with your instructors, classmates and friends. These are unprecedented times and we need to take care of one another. Below are some resources that are available to you.

Resources:

Online fitness classes: https://uwosh.edu/recreation/onlinefitness/

More helpful tips: https://uwosh.campuswell.com/online-courses/

Connect with your advisor: https://uwosh.edu/advising/for-students/advising-appointments/

Online tutoring and SI sessions: https://uwosh.edu/car/

Accessibility Center for accommodations: https://uwosh.edu/deanofstudents/accessibility-center/contact-us/

Not sure where to turn? Connect with the Dean of Students Office: https://uwosh.edu/deanofstudents/staff/

References:
University of Michigan, Center for Academic Innovation. 2020. Adjusting your study habits during covid.