Guide: Study Habits for Hybrid and Online Courses

You may be taking all of your courses in person this semester and in the future. However, you may choose to take one or more hybrid or online classes to fill out your schedule. Below are some helpful tips to consider when taking hybrid or online courses.

Tip 1: Organization

Get organized! Each instructor may organize his or her Canvas courses differently, so give yourself some time EARLY ON to familiarize yourself with the ways that all of your instructors have organized their courses.

- What are the in-person components of the course (if any)?
- 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 where they will be housing course materials.
- Check to see if your course will be scheduled during a specific day/time.
- How will you submit assignments?
- How will you take exams and quizzes?
- 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 to ask questions and then 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.**

Tip 2: Try “Monotasking”

It’s important to give yourself structure while doing your online work. 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.
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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. Set aside regular times all or most days to work on your coursework.

Tip 5: Adopt new strategies

Find some new strategies or improve on existing ones. Things to consider:
- Create a designated study space with adequate lighting, a decent chair with a table or desk to work on.
- Is there a place that is best for you to study and work on coursework?
- 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 in classes with no 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.
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Tip 7: Stay connected

Keep in regular correspondence with your instructors, classmates and friends. Taking online classes can be isolating. 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. 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 Supplemental Instruction 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.