

STUDENT GUIDE: ADJUSTING YOUR STUDY HABITS FOR ONLINE LEARNING



UNIVERSITY of
DENVER

HANG IN THERE: WE'LL GET THROUGH THIS TOGETHER.

Things may feel out of control right now. You may be facing a lot of unknowns and disruptions. Try to be patient with yourself, your classmates, and your instructors during this time. Take care of your well-being first. Making a plan and adjusting your studying may help you feel even a little sense of control.

Use this resource as a starting guide.

IN THIS GUIDE, WE'LL TALK ABOUT:

- Staying organized
- Avoiding multitasking
- Making the most of video lectures
- Setting a schedule
- Trading your strategies for new ones
- Working with a group or team
- Stating connected to other people

YOUR STUDY HABITS MAY NEED TO CHANGE.

1

STAY ORGANIZED

It is critical for you to manage your time and stay organized, particularly in online classes.

Here are some tips fo getting organized:



Use the Canvas calendar. The Calendar is a great way to view everything you have to do for all your courses in one place. You can view calendar events by day, week, month, or agenda list. As a student, you can even add your own personal dates and deadlines to the calendar. Watch [this video](#) for more information.

Use Microsoft Office365 tools. As a student you have access to the following tools:

1. **Calendar.** Schedule and share meeting and event times, and automatically get reminders.
2. **Class Notebook.** Organize your course notes into your own digital notebook.
3. **Forms.** Create surveys, quizzes, and polls in minutes. Send them to anyone in real time.
4. **OneDrive.** Store all your files in one place, share them with others, and get them from any device connected to the internet.
5. **OneNote.** Capture notes by typing, drawing, or writing. Onenote lets you organize and reuse your notes across all of your devices.
6. **Planner.** Creates plans, organize, and assign tasks, share files, char about what you're working on, and get progress updates whit planner.
7. **Project Creation Tools** (PowerPoint, Excel, Word, Sway). Create dynamic presentations, spreadsheets, or academic work products through the use of these tools.
8. **Teams.** Create Teams and channels for tracking projects, conversations, files, and meetings
9. **To Do.** Manage, prioritize, and complete the most important things you need to achieve every day.

i MORE INFO

To download Office365 through DU, visit the [DU IT website](#).

Visit the [Office 365 Training Center](#) to learn more about how to use these tools.

2

AVOID MULTITASKING



If you're doing more work on your own and your time is less structured, you might be more tempted to multitask. Many people think they can do multiple things at once. But research shows us that only about 2% of the population can multitask. Even if you feel like you're multitasking, you're probably not... really, you're switching between tasks very quickly (some call this "micro-tasking").

The downsides of multitasking and microtasking:

- **Assignments take longer.** Each time you come back to an assignment (from Instagram for example), you have to get familiar with it, find your spot, remember what you were going to do next, etc.
- **You're more likely to make mistakes.** Distractions and switching between tasks tires out the brain.
- **You'll remember less.** When your brain is divided, you're less able to omit what you're learning to long-term memory (because it doesn't get encoded properly into your brain).

What to do instead

When you need to study something important, consider [The Magic of Monotasking](#).

- Focus on one thing at a time.
- Take breaks between tasks.
- Consider the "[pomodoro method](#)" to help you focus for 25- or 50-minute periods and then reward yourself with 5- or 10-minute breaks.

3

MAKE THE MOST OF VIDEO LECTURES



- **Stick to your instructor's schedule as much as you can.** Staying on a schedule will help you have a feeling of normalcy and prevent you from falling way behind.
- **Find out how to ask questions.** Is there a chat feature? Is there a discussion forum?
- **Close distracting tabs and apps.** Humans are not as good at multitasking as they think! (See #2 above.)
- **Continue to take notes as you would if you were there in person.**
- **Watch recordings at normal speed.** Research shows that playback speed of 1.5x can lower your retention and can result in lower scores on assessments. Faster playback speeds are worse for complex, multi-step material (which most of your lectures probably are). Remember: this is all about 1.5x. There hasn't even been research on 2x playback speed, which is probably even worse.

4

SET A SCHEDULE



As the situation unfolds, you may have fewer social commitments, group meetings, or work hours. Setting a schedule for yourself can help provide structure and keep you motivated. If you don't already keep a weekly or daily calendar, try something like the example below to organize your time. Include time for exercise and self-care.

Schedule Template

	Scheduled Activity	Course Tasks	Personal / Self-care
8am			Shower, Breakfast
9am	Call in for remote lecture		
10am		Read chapter 3	
11am			Break - video call with friend
12pm			Lunch
1pm		Read chapter 4	
2pm	Recap lecture with classmate		

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TRADE YOUR STRATEGIES FOR NEW ONES



Your routines may have to adjust during this time. Look for ways to adapt your usual habits or form new ones.

For example:

- If you usually study in a coffee shop or library, ask yourself what kind of environment helps you study. See if you can recreate that at home. Maybe it's studying in a chair, rather than on your bed or couch, or moving to a new spot when you change tasks. If you feel you need background noise, consider a white noise app.
- If you always study in groups, try a virtual or even phone-based study session with your group.
- If you thrive on tight timelines, but now have a more open schedule, think about how working with others or setting up a schedule can recreate that for you. When that gets hard, see if you can even do fifteen minutes at a time.

6

WORK WITH A GROUP OR TEAM



Remote collaboration will look a little different, but it is definitely possible.

- **Try not to procrastinate.** That group project may be out-of-sight, out-of-mind if you aren't seeing each other regularly. Resist the urge to put it off. Make small progress and stay in touch.
- **Meet regularly, especially if you usually touch base during class or lab.** Consider a quick text on your group chat about progress every couple of days. Ideally, have real conversations over video any week you're working together.
- **Set a purpose for meetings and use a shared notes doc.** Meetings might feel different when using video, even if your team was really good at working informally in the past. Try to set the purpose of your meeting in advance. Take notes in a shared doc so you can all contribute and follow along.
- **Keep videos open when you can.** As long as you can see whatever you need to collaborate, aim to keep the video visible on your computer screen. It'll help you see the expressions of your teammates and stay connected to each other.
- **Check on each other and ask for backup:** If someone has been absent from your group meetings or chat, ask them directly if they're still able to participate in the project. If you aren't getting responses within a day or two, let your instructor know. Know it isn't being petty, it's your team's responsibility.

7

STAY CONNECTED TO OTHER PEOPLE



Even if we limit how much face-to-face time we spend with others on campus, connecting with family and friends might be more important than ever. And staying in touch with instructors, classmates, and group mates is still important for continued classwork.

Here are a few ideas:

- **Schedule video calls with friends and family.** Talking with loved ones is often really helpful when you're stressed or nervous about something. Taking a break to have a laugh is also important.
- **Use Zoom or Microsoft Teams** to connect with classmates to talk through a tough problem
- **Attend virtual office hours or study groups** so that you can stay up on your coursework.



PLEASE REMEMBER, THIS WILL PASS.

If COVID has disrupted your travel plans, ended a lab experiment you were excited about, or for any reason feels like it came at the worst possible time, remember: this is temporary. You'll find your way when it settles down. You'll get back on track, and things will get back to normal. We don't know when, but it will happen.

Until then, take a deep breath, do your best, get some rest, and wash your hands.



ADDITIONAL RESOURCES

- [DU updates on COVID-19](#)
- [Preventing COVID](#)
- [OTL Remote Learning Resources](#)
- [Academic Coaching and Empowerment Program](#)
- [Counseling and Psychological Services](#)
- [Services for Students with Disabilities](#)



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