Online learning is probably new for you. Try to be patient with yourself, your classmates, and your teachers during this time. Making a plan and adjusting your study habits is a good first step. Use this resource as a starting point.

STAYING ORGANIZED

With so many things changing in your courses you might be reliving that first-week-of school confusion. Here are some things you might want to keep track of for each class:

How do you get the weekly assignments?
Is everything you need in Google Classroom? Or will you need to use another online resource?
Is there a specific time you need to check in with your teacher?
How are you submitting assignments? How often?
What do you do if you need help?
When do your teachers have office hours?
Is there another place online to ask questions?

SETTING 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 making one that includes your school tasks (reading or writing assignments) and anything that is scheduled by your teachers (lectures or office hours).

And don't forget to include time for exercise, self-care, and connecting with others virtually.

Want help making a schedule? Use this schedule template

VIRTUAL LECTURE TIPS

- 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.
ADJUSTING YOUR STUDY HABITS FOR ONLINE LEARNING

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 only about 2% of the population can multitask!

**Downsides of Multitasking**

- **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 commit 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 try these suggestions:

- 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.
- Turn off cell phone
- Put away materials that aren’t needed (clean workspace)
- Don't work in front of the TV or with a video streaming on another device
- Block distracting websites (There are apps and extensions to help!)
- Stick to a study schedule

ADAPTING YOUR STUDY HABITS

Like to study in a group? Set up a virtual study group
Like to study with background noise? Try this page to get the same sounds at home.
Worried about procrastinating? Try some of these ideas!