

Achieving Success During COVID19 and Remote Learning

Newsletter 1

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 professors during this time. It is very important to see to your wellbeing first. Making a plan and adjusting your studying may provide a little sense of control.

Use this resource as a starting point.

In this guide, we'll talk about:

- Staying organized
- Avoiding multitasking
- Making the most of video lectures
- Setting a schedule

Your study habits may need to change.

Even with your coursework online and remote, there are still many strategies to help you succeed.

1. Staying Organized

With a variety of new changes in your courses, you might be reliving that first-week-of-class confusion at a finals-week pace.

Here are some things you might want to track for each class:

In-person parts of the class changing?

- What are the in-person parts of the course? (lecture, lab, etc.)
- Where can you find these parts now, and how do you access them? (live-stream, discussion board, etc.)
- Are these parts at specific times or can you watch them anytime?

Are assignments changing?

- Are there new due dates?
- Is how you are to submit assignments changing?
- Will any quizzes or exams be done online?

What should you do if you need help?

- Does the instructor have virtual office hours? When and on what platform?
- Does the course have an online forum for asking questions?

This is one way to stay on track and organized:

	Class 1	Class 2	Class 3
Important dates			Paper due Friday
Big changes	Discussion optional Recorded lectures	No lab Live lecture	Can do a paper instead of group project
Important links	Discussion link Lecture link	Lecture link Office hours link	Group paper folder

2. Avoiding Multitasking

If you do more work on your own and your time is less structured, you might be more tempted to multitask. Research shows that few people can succeed at doing multiple things at once or can switch between tasks quickly.

Some disadvantages to multitasking:

- **Assignments will take longer.** Each time you return to an assignment (from social media for example) it will take you longer to get back into the assignment. You will have to get familiar with it, find your spot, remember what you were going to do next, etc.
- **You are more likely to make mistakes.** Distractions and switching between tasks tire out the brain.
- **You will remember less.** When your brain is divided, you are less able to commit what you are learning to long-term memory.

Try this instead:

- **Focus on one thing at a time and stick with it.**
- **Take breaks between tasks.**

Consider working on task for 25-minutes, then rewarding yourself with a 5-minute break or any other time that works best for you.

Research suggest this pattern helps to achieve better concentration and alleviates “cognitive boredom” in most people.

3. Making the most out of video lectures.

Some Tips:

- **Stick to the instructor’s schedule as much as possible.** Staying on schedule will create a sense of normalcy and prevent you from falling to far behind.
- **Find out how to ask questions.** Is there a chat feature? A discussion forum?
- **Close any distracting apps and tabs.** We are not as good at multitasking as we think!
- **Continue to take notes as you would if you were there in person.** Studies show that notetaking only builds your memory of material and helps to increase test scores.
- **Watch recordings at normal speed.** Watching at faster speeds can decrease retention and result in lower test scores. If you need to, stop the video, and process what your professor is saying in order to gain full understanding.

4. 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 doing it. It is very important to give yourself time for exercise and self-care routines.

Here's one example:

	Scheduled Activity	Course Tasks	Personal/ Self-care
8AM			Shower & breakfast
9AM	Call in for remote lecture		
10 AM		Read Chapter 3	
11 AM			Video chat with friend
12 PM			Lunch
1 PM		Begin problem set 5	
2 PM	Recap lecture with classmate		
3 PM			Exercise

Need More Help?

-Contact-

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