

21 Study Tips for Online Classes Success

1. Set a Major Goal: One important tip is to stay on task. It's understandable that sometimes things happen in life (as we know, we are experiencing it right now) that are unforeseen and pull us away from our studies. But you must keep your primary goal in mind. When you set goals that are personally important, you're more likely to manage your time in a way to accomplish them.

2. Treat Study Like a Job: Always remember, study is your work. Consciously choose to show up for class, do your assignments, study for your exams...have a success mindset. Implement firm boundaries. Keep a schedule like your depends on it. Treat your online classes like a job. Setting daily goals and making checklists can help you succeed in each course and project. Accomplishing small goals each day and creating a portfolio will help motivate me to keep working.

3. Make a Study Plan: Make a study plan! Take the time to plan readings and work on assignments. Set out a clear and achievable study plan and stick to it to it 95% of the time, allowing yourself some room and respite for the unexpected. Be organized and set a certain amount of hours per day or week into your schedule for studying. Write out a weekly schedule with dates and times. Make sure to set aside enough time to focus only on school with no distractions. That's important.

4. Manage Time Carefully: Set a schedule and stick with it will help you keep structured. People generally do better in a structured environment. So why not make it even easier for yourself? If you know what time block you devote to school, you are more apt to be consistent, avoid late assignments and put study first. Estimate how much time you will need for study. Set up a schedule and inform your family / housemates of when you will be doing classwork.

5. Have Dedicated Study Blocks: First and foremost, there needs to be time set aside each day, without interruptions, to fully focus on your work. Set aside 'school time'. Literally block off a two-hour window of time to complete homework, participate in online discussions with my classmates, and too study.

6. Find a Quiet Space: This may be challenging but pick the best time throughout the day where you can relax and study. Create a space that is free of distraction. When distractions are present hindering your work time. Discussing your "quiet zone" with your family may be beneficial as well so they understand that your time is crucial to your academic success.

7. Eliminate Distractions: Dedicate a specified time for schoolwork each day and isolate yourself from distractions. Cut off all electronics or put them on silent. A distraction-free environment slows your thinking down and helps you feel more at ease because you are no longer concentrating about everyone else. It overcomes the problem of not being able to concentrate when you try to study.

8. Limit Social Media: There are enough distractions around me in the real world. It's easy to lose track of time scrolling through your friend's photos or reading all of your favorite comedian's hilarious tweets.

9. Use Campus Resources: Use any of the campus resources that are available. For instance, our college has an online library which offers sources for assignments. The Learning Zone is open and operating remotely if you need help with academic peer tutoring or you need your paper fixed or just have a question on formatting through the Writing Wing.

10. Break Down Tasks: Having a detailed calendar of what you will accomplish each day will give you the base to achieve your goals. Small breaks in between sections will allow you to refresh your brain and give you the extra boost to continue.

11. Be Mentally Engaged: Quiz yourself while studying. This helps you to check your knowledge and feel more confident when it is time for the real exam. Go back and either watch the video or read the chapter again. If you do not understand it, do not just keep going and hope it makes sense. Going back and doing it again and again always makes it stick.

12. Take Notes: Write down important points. Just like if you were in a traditional classroom setting, taking notes may make it easier to remember the important pieces of information you will need to retain. You may find it difficult to listen to videos 3 hours straight and remember everything. Take breaks! Also, you could record teaching videos if they are only streamed online. Divide the video into several parts, depending on topics and sub-topics. Give the file a name (Psychology: An Introduction) and a date (27.09.2015) so it is easier to find at a later point. Write down in bullet points what you can hear (Psychology is...) in each section and put the time (01:35 or 00:57-2:13) behind it.

13. Browse Intelligently: To keep your research organized, create an online flashcards account and keep the tab open while online. Created a folder for each class and made a set of cards for the various study topics.

14. Make Study Enjoyable: Play happy music to help you stay alert and in a good mood. Keeping good vibes going while studying, may make the studying go by faster, and much more enjoyable. Play mellow music while studying, the music may help you remember what you studied. If you don't have a quiet room/space at home, try noise cancelling headphones.

15. Take Breaks: Take frequent, short breaks. Your mind becomes a little bit numb after an hour of looking at the computer screen, stepping away and taking a few minutes for yourself is a way to rejuvenate your brain. Maintain regular breaks to avoid strain (and make sure your study space is set up correctly). A quick break and walk outside can really revitalize you to continue studies. And don't force it. Do the work when you are in the right frame of mind.

16. Stay Healthy: Stay healthy! Our brain can only work to its fullest if our body is well. Have regular breaks that involve exercise and fresh air and eat good food! Preparing a healthy meal or going for a run is not wasting your time. Eating well, getting plenty of sleep and taking regular breaks for 10-15 mins to stretch the arms and legs helps keep focus and avoids eye strain from computer monitors. Eat healthy and stay hydrated.

17. Connect with Others: Connect with peers and team up for group assessments, stay in touch, and help each other. Talking to other students will help you open your mind and keep you motivated. Talking to other students can also help if you need more understanding about an assignment. Students can learn from each other and cooperative learning the same online as it we were still on campus.

18. Join or Create a Study Group: One of the best ways to be successful is to group together with some study buddies. You can bounce ideas, work out task requirements, cram for exams and offload when stressed with each other.

19. Ask Questions: It's important if you're struggling with a topic to be proactive and seek out help. Your professors are waiting to assist you.

20. Beat Deadlines: Set a strict guideline on assignments. If an assignment is due on a Monday, do not wait to do it until Sunday night. It creates unnecessary stress and anxiety. Most students find themselves putting in a lot of work on the day an assignment is due. For bigger assignments, such as outlines and essays, it is beneficial to set a personal deadline to finish 2 days before the actual deadline. Two days is an ideal time to do extra revision and editing to any work. It allows 1 day for rest and 1 day to revisit the work with clear eyes. That one day could mean catching errors in grammar that were missed in the original revision process and making a satisfactory grade into an excellent one.

21. Reward Yourself: If you sat down for 2 hours and kick a@@ on an assignment, then treat yourself. It always seems to be easier to motivate ourselves when we know there's something waiting for us at the finish line.

Adapted from the article "21 Tips to Online Classes Success" by staff contributors at GoodColleges.online 6/2019 <https://goodcolleges.online/study-tips-for-success/>