

LEARNING STRATEGIES: K from Anywhere Spring 2020

**We'll get
through this
TOGETHER.**

libguides.kzoo.edu/study



Learning Commons
LearningCommons@kzoo.edu

Things feel out-of-control right now. You are facing a lot of unknowns and disruptions. Be patient with yourself, your classmates, and your instructors. Take care of your well-being first. Making a plan and adjusting your study habits will help you establish a sense of control.

Use this resource as a starting point.

When working online and remotely, think about these strategies:

1. Stay connected
2. Stay organized
3. Create good study habits
4. Build study groups

Your study habits may need to change.

COVID-19 has disrupted everyone's life. Please remember this is temporary.

Until it's over, take a deep breath, do your best, get some rest, and wash your hands.

Stay connected

1

During this time when we cannot be together on campus, it's more important than ever to connect with people: family, friends, instructors, and classmates. These connections are essential for your well-being and successful coursework.

Put your College email at the top of your daily digital diet.

- Your K email account is the source for official College information.
- It's the starting point for all contact with your instructors.
- By using your College email, you identify yourself officially to people at the College, so they can share information (grades, policies, etc.) with you.

Allow time to read messages.

- Without face-to-face interaction to provide clarification, everyone will rely on detailed written correspondence. Reading and comprehending this material takes time and focus.

Become a frequent-replier!

- Let people know you got the message.
- Ask questions. Make suggestions.

What should you do if you need help?

- Is your instructor offering virtual office hours? When and on what platform?
- Is there an online forum for asking questions?

Stay organized

2

A new environment requires new approaches.

Reduce email overload.

- Clean up your email inbox. Empty the trash and junk mail folders.
- Unsubscribe from commercial email traffic that may bury Kalamazoo College communications.

Keep track of class materials.

- What are the parts of this course, lecture, lab, etc?
- Where can you find it? How do you access it? (live-stream, lecture capture, etc)
- Does it meet at a specific time? Can you watch anytime?
- What are the required course materials? How will you access them?
- What are the due dates?
- How do you submit assignments?
- How are quizzes and exams administered?

One example of how to keep track:

	Class 1	Class 2	Class 3
Important dates			Paper due Friday
Class structure	No lab Live lecture	Discussion optional Recorded lecture	May do paper instead of a group project
Important links	Lecture link Office hours link	Discussion link Lecture link	Discussion link Lecture link

Create good study habits

You have a lot on your mind: allow yourself to focus on one thing at a time.

Build study groups

Meet regularly, text your group chat about progress every couple of days. Check out the tools you have access to as K students.

Create an effective study environment.

- If you study in the library or a coffee shop, try to recreate that space. This can help with focusing on your course work. You can trick your brain into associating a place or activity with being productive.
- Use a white noise app to drown out distractions (try [Coffitivity.com](https://www.coffitivity.com) for coffee shop noise).

Avoid multitasking.

- Turn off notifications
- Focus on one thing at a time
- Take a break between tasks
- Reward yourself for completing tasks
- If you are anxious or distracted try to focus on a task for 15 minutes. Tell yourself that you will think about any distractions in 15 minutes, after you finish the task.

Try [The Study Cycle](#).

Consider the [Pomodoro Method](#) to help you focus.

Use a planning method to keep track of meetings and assignments.

- Get your tasks collected in one place and tick them off one at a time. You will feel better!

Do your assignments, take good notes, and pretend that you are still on our fair Arcadian Hill.

Communicate with your professors, peers, and friends.

- Stay connected via online chat, video chat, livestreams, discussion forums, DM, and email. Read your email.
- Group chat, Slack, or Microsoft Teams are more tools to help you update each other on progress.

Meet regularly.

- Ask your professor to form study groups if you don't know others in your class.
- Schedule regular group meetings to bounce ideas off each other and enjoy each other's company.

Set a purpose for meetings and use shared notes tools.

- Set the purpose of your meeting in advance over your group's messaging tool.
- Take notes in a shared doc so everyone can contribute and follow along.

Make a plan to work on the project step-by-step.

- Your group may be dispersed, and deadlines far in the future, but resist the urge to put it off.
- Make progress and keep everyone in the loop.
- Create task lists and timelines to create accountability for getting your work done.

Share your accomplishments with friends as you tick off items on your list.