

Online or distance courses can be just as challenging as on-campus courses, but with the added challenge of creating your own structure and schedule each day. Use this resource as a checklist for reach online course to help stay on track.

Online Studying Checklist

Get Ready

- ☐ Get dressed and ready for the day. This helps put you in a study mindset.
- ☐ Prepare your study space and materials (e.g., books, online access).
- ☐ Create a quiet environment by removing distractions
 - Set boundaries and notify family or roommates you're unavailable.
 - Turn off phone notifications, or even put your phone out of sight.
 - If helpful, consider using a time or app to help you focus
 - Keep your study space clear of unrelated items.



Structure Your Time

- ☐ Schedule class and study time as if you were on campus.
- ☐ Set aside time for new material and review.
- ☐ Write down exam dates and plan extra study sessions leading up to an exam
- ☐ Contact your instructor for clarification and ask questions.



Reminder

Be realistic with your time.

- Balance responsibilities. Ensure you take time for yourself and family.
- Avoid extremes. Too little study time can cause stress, while too much may cause burnout.

Always monitor yourself and adjust your schedule as needed.



Online or Take-Home Exam Checklist

Be familiar with the format.

- ☐ Some exam platforms will allow you to go back and edit questions, while others consider your answer final as soon as you move to the next question. Make sure you know which one you are dealing with!
- ☐ Ensure you have a compatible browser for the exam platform



Back-up your work.

- ☐ Consider writing draft long answer responses in a word processor before copying your response into the exam answer field.



Know the rules.

- ☐ Confirm the start and end times for the exam.
- ☐ Ensure you know what materials are permitted.
- ☐ If you require a specific software, ensure you download it in advance and test it before the exam.



Prepare a quiet space.

- ☐ Same as when studying, ensure all distractions are removed and your family or roommates are aware and mindful of your needs during the exam.
- ☐ If using a laptop, have the power cord plugged in!



Open Book Exams

Even though you have access to your notes and textbooks, don't assume you can skip studying. Open book exams often have higher expectations and require a deep understanding of the material.

- ☐ **Study thoroughly:** You'll need to apply concepts, not just look them up.
- ☐ **Organize your materials:** Highlight key points and create a quick-reference "cheat sheet."
- ☐ **Manage your time:** Exam limits won't allow for constant flipping through notes.
- ☐ **Eliminate distractions:** Turn off your phone or keep it in another room.

