

University From Home

Online or distance courses are just as challenging as on-campus courses, with the added challenges of having to provide your own structure for the day.

Utilize this checklist for **each course** you are taking.

Online Studying Checklist:

- Get your head in the game
 - Are you dressed?
 - Are you groomed?

- Build your classroom and set boundaries
 - Prepare your study space (desk etc.)
 - Prepare your materials (books, access to online discussions etc.)
 - Prepare your quiet environment
 - Notify family, roommates, etc. that you are unavailable
 - Remove distractions from your study space
 - Turn off your phone notifications while studying
 - Consider a timer or app to help you focus for blocks of time

- Structure your time
 - Do you still have a scheduled lecture to attend?
 - If there's no lecture, how long are you going to read new material?
 - How long are you going to re-read and review that material?
 - Write down exam dates and schedule extra study time in the weeks before.

It may be tempting to stay in your pajamas all day, but getting up and dressed for class puts you in the frame of mind to study. If you are finding it difficult to focus, put yourself in the headspace of class attendance.

Some popular apps:
* *Offtime*
* *Flipd*
* *Moment*
* *Stay On Task*

Just because you're studying from home doesn't mean you can't schedule class time and study time like usual. Make sure you're spending just as much time on your content as you would have if you were going in to classes each day.

In some cases, going over your instructor's notes may take you longer than your regular lecture would have. Remember that studying outside of class time is required as well. Schedule time to go over fresh content, and time to review older content.

Don't forget to contact your instructor for any questions! You don't have the same opportunity to ask questions during lecture time, so make use of contact for clarification.

Be realistic.

You still need time to take care of yourself, and you may need to take environmental variables (roommates, family, pets) into account.

Realism works in both directions—if you schedule too little study time, you may find yourself scrambling. If you schedule too much, you may exhaust yourself. Monitor yourself and adjust as necessary.

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, which could affect your exam-taking strategy.
 - If it's a browser platform, make sure you are using a compatible browser.
 - Consider writing long answers in a word processor and then copying over to the exam answer field, so that you have a backup of your work.
 - Be familiar with the rules!
 - Does the exam have a flexible or fixed start time? End time?
 - Are you allowed to access materials? Are any materials forbidden?
 - Do you need to access specific software to take the exam? Test it beforehand to avoid wasting time on technical glitches.
 - Prepare your quiet environment
 - Notify family, roommates, etc. that you are taking an exam. Make sure they understand that it is important that you not be interrupted or disturbed by noise.
 - Remove all distractions. You need to focus, so the exam space should have nothing but your exam materials in it.
 - If you're using a laptop, have your power cord plugged in!

Open Book Exams

- Study! An open book exam often has higher expectations, and you will need to have a deep understanding of the material.
- Take stock of your time constraints. Even though you have access to your materials, the exam time will probably not allow for a lot of flipping back and forth through them.

Organize your notes and highlight your lecture material and texts so that you can locate key information quickly.

Create a "cheat sheet" for quick reference.

- Turn off your phone notifications, or consider leaving it in another room entirely. You may want to use your phone as a reference resource, but the distraction potential is far too dangerous.