

Adjusting Learning and Study Habits for All-Modes Learning



Learning and Studying in All-Modes

Within All-Modes, you may have synchronous (real time) activities and asynchronous (recorded) activities, so building a routine can help you stay connected to your courses.

Strategies include scheduling your time, adopting studying and test-taking approaches, utilizing resources, learning how to best work in groups, staying engaged and motivated, and practicing self care.

Use this resource as a starting point.

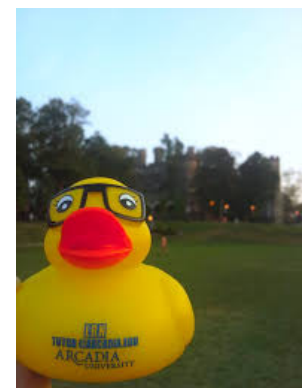
Below are some helpful tips for:

- [Tips for Success for All Modes Learning](#): LRN Tutors Top 5.
- [Setting a schedule](#): Downloadable Templates.
- [Staying organized](#): Finding your Key to Unlock what you need.
- [The pitfalls of multitasking](#): Happy Brain, Happy Life .
- [How best to engage with asynchronous and synchronous material](#): No Question to Small.
- [Group and Team work strategies](#): Make the Team work the Dream work.
- [Tips for studying](#): Avoid the Twilight Zone.
- [Tips for taking exams](#): The Early Worm gets the A.
- [Utilizing your resources/campus help](#): We are here to help.
- [Staying engaged and Motivated](#): Self-Care and connecting with others is a piece of the puzzle.

Tips for Success for All Modes Learning

We ask the Arcadia University Learning Resource Network Peer Tutors their tips for success for online learning. It was unanimously agreed these were ***their top 5 strategies***.

1. Set Time Limits
2. Keep a Routine
3. Keep a schedule/To Do List
4. Take Breaks, go outside.
5. Study with your Friends



1. **Set Time Limits:** When it comes to working online, set a time limit for specific activities or working on something. This way there is a clear starting and stopping point, which will help you work with more purpose and focus. Once the time is up, take a break, and then move on to another assignment and set a new time limit specific to that task.
2. **Keep a Routine:** Keep your days as normal as possible, follow a routine as you would if you were going to class on campus.
3. **Keep a schedule/To Do List**
4. **Take Breaks, go outside.**
5. **Study with your Friends:** Open a virtual zoom to have shared study and work time with your friends, don't limit this to just those in the same class, hanging out with friends while studying can be a helpful boost of support.



Setting a schedule

Setting a schedule can help you stay organized and motivated both week by week, and for the semester. Try keeping a daily, weekly and semester schedule to better help organize your time.

Tips for creating a schedule:

- Schedule should include time for class, class preparation, studying, self-care, taking breaks, and time to get together with classmates for group activities or study sessions.
- Schedule in larger chunks of time when considering the scale of the projects and assignment.
- You can download variations of schedules below
 - [Weekly Schedule Template](#)
 - [Daily Schedule Template](#)
- Check out the free downloadable academic calendars at <https://www.template.net/editable/academic-calendar-word>



- Use your syllabus, Canvas, and communication from your faculty to fill in when due dates appear.
 - **Especially consider when they overlap from one course to another, and to plan completing work ahead of time so not to be overwhelmed with overlapping due dates.**
- Or consider using the canvas calendar function.
 - [In this video](#) you will learn how to use the Calendar to keep track of important events and assignments.
- Create a to do list; it can feel really great crossing things off!
 - [Downloadable Daily To Do List](#)
 - [Downloadable Weekly To Do List](#)

Example:

	Class Time	Class Work	Group work	Self Care
8:00 AM				Shower, Breakfast
8:30AM	Class 1 8:30-10AM: (Zoom in)			
9:00AM				
10:00AM		Read Chapter 5 for Class 2		
11:00AM				Lunch
12:00PM	Class 2 12:00-1:120PM: (Zoom in)			
1:00PM				
2:00PM			Study Session with Friends for Class 2 Exam	

Staying organized

Setting a schedule is just one example of a tool to stay organized. But essentially a key to your success is finding and utilizing the tools that work best for you. Another tool is making an organizational cheat sheet of your key information that you have easily pulled up on a daily basis.

- Tip: Make a quick chart of important items for each of your classes. Example Below:

	Class 1	Class 2	Class 3
Important dates	First Paper due__		Mid term ____
Overall structure	No lab Live lecture	Recorded lecture Attend live class in zoom	Fully asynchronous
important links	Lecture link Office hours link	Discussion link Lecture link	Group paper folder
Important People Contact	Faculty Email	Peer Mentor email and cell phone number	Study Group emails

The Pitfalls of Multitasking

In an online environment, there is a tendency to multitask. Not only can this lead to increased stress and anxiety, it can also make assignments take longer to complete, with an increased likelihood of mistakes. For more success, avoid multitasking as much as possible.

- Avoid going back and forth between tasks.
 - Once you leave a task and come back, your mind has to become familiar with it, find where you left off and recall what you were going to do next.
 - Keep your brain fresh and on point. *This will also help with your ability to retain the information for a longer period of time.*



- Stay focused on one task at a time.
- When this task is completed, take a break and let your brain refresh before jumping into the next task.

***Happy Fresh Brain makes for better quality work.
Bonus, it will take less time to complete, so the instinct to think that
the break has cost you time is incorrect.***

- Remember the tip #1 from the Arcadia University LRN Tutor, set a time limit for different activities or projects.
- **Remember to reward yourself when you complete a task!**
 - Each small task is something you should be proud of accomplishing, and collectively all the small tasks lead to your ultimate goals and achievements, so celebrating on the way is an important part of the learning and growth process.



How best to engage with asynchronous and synchronous material.

Learning how to navigate a mixed learning environment can be challenging at times, your faculty have worked hard to make an experience that is focused around student-centered pedagogy, which embraces a focus on creating forms central interaction for students in the

online environment: *Student-content interaction, Student-student interaction, and Student-instructor interaction.*

Below are some helpful tips with how to best align your learning with these expectations.

- Read through your course syllabus, ask your instructor questions.
- Get familiar with the plan for the semester as seen in the syllabus and outlined in canvas.
- Skim through the canvas modules structure created for each of your courses so to fully understand where and when expectations will appear for each course.

- **Communicate openly and honestly with your instructor.**

- Find out how to best ask questions, is this through email, canvas, zoom chat, discussion forum, open office hours?
- Don't wait, no question is too small, no question is not important. Faculty has built the course around you succeeding, they want you to reach out.





Asynchronous Material: Engage with Class with similar strategies as in class.

Follow the schedule for video lectures, pretend you are in class watching the video, to avoid falling behind.

- Continue to take notes as if you were in person.

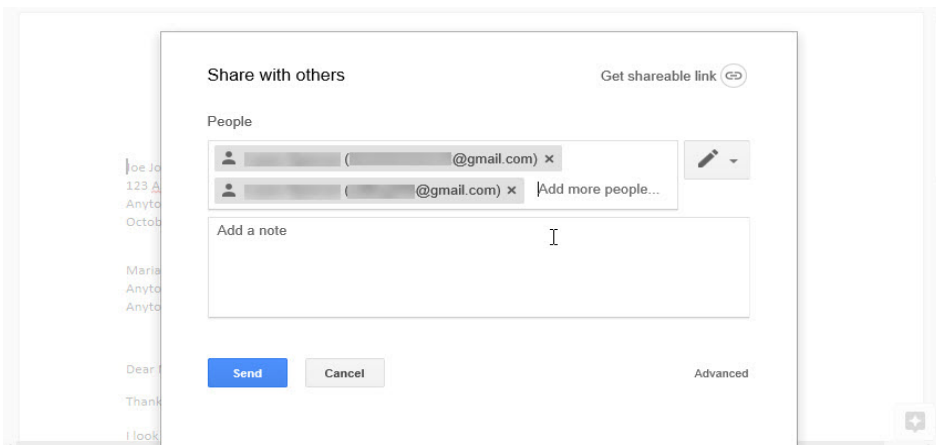
Set up your own informal learning groups. Set up times with your classmates to discuss the asynchronous material as you would before and after class.

- *This can be 10-15 minutes of quick chats to discuss the main takeaways from the material and potentially discuss any shared questions you have as a group.*

Group and Team Work Strategies

Learning how to complete a group assignment or activity remotely does have some additional elements to consider but it's nothing that can not be overcome. Here are some quick pointers on how to make the team work, the dream work.

- Set a collective Group dynamic from the start.
 - **Shared Understanding:** Review the assignment together as a group to ensure everyone is clear on what the group will need to accomplish.
 - **Write it Down Together:** Consider creating a shared google document, with the agreed upon group expectations for meeting, communication, and deadlines.



It may also be helpful to have on this one document:

- which tasks are assigned to whom.
- Contact information, and preference type and time of communication/meetings.

Having one document for you all to go back to will help for the group to stay cohesive and centered.

- When you meet, have a specific written down objective for the meeting, take notes together of the meeting, with a special focus on action items that come from your discussion.
 - Having shared notes will also help if someone from your team/group is unable to come to the meeting.



Be Kind: It's possible new elements will need to be incorporated into your planning and working together as a group.

This may include someone working in a different time zone, conflicting work schedules, family obligations, or limited or shared access to the internet for a household.

When setting up a plan for meeting, working, and engaging with one another, find common time and spaces that will work for everyone to be at their best capacity for engaging.

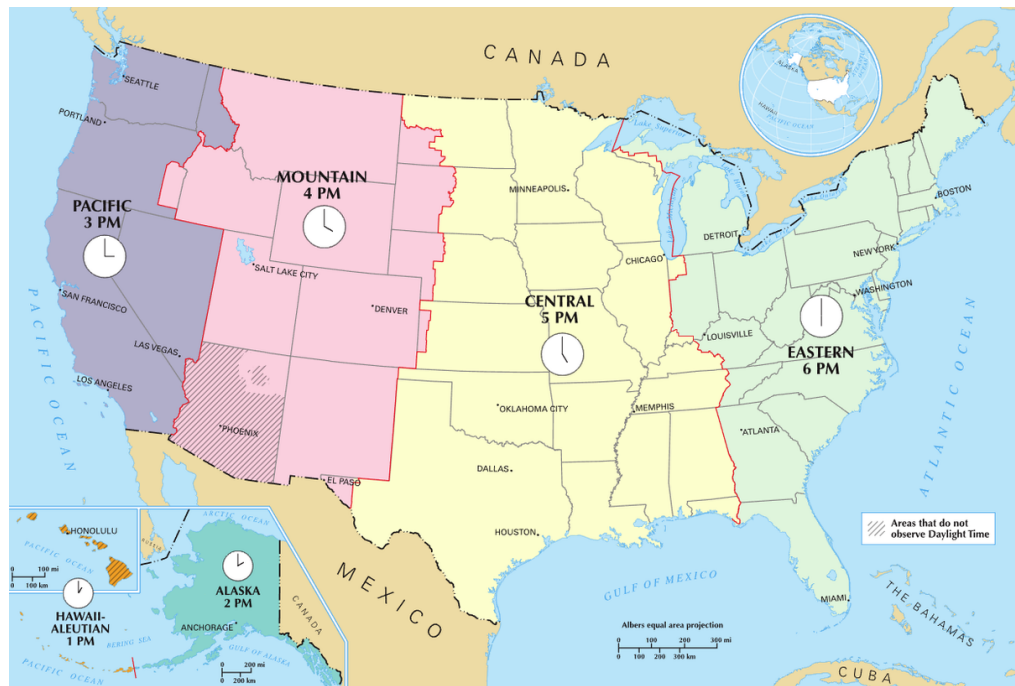
- This does not mean you should ask each classmate intimate and private questions, *but simply: when is best for you?*

Be Conscious of Time: Since you will may run into your classmate in the hallway, the cafeteria, or dorms, there may be a tendency to put off the assignment or to make minimal progress.

- Set up regular check in meetings, as if you were seeing one another during class.
- Consider a communication strategy that works best for your group, this could be something every few days via text, group chat, zoom, etc.

- **Troubleshooting:**

Be helpful, empathetic and supportive of one another. Check on each other and ask for help if someone in the group may be struggling. If a member of your group is struggling or non responsible, you can always let your instructor know. They are there to help.



Tips for Studying

To avoid the twilight zone where all of your classes, study time, class activities and meetings occur in the same space, and your brain starts to merge all of the information with no clear definition, follow *a few quick tips for studying that can help you get out of the twilight zone.*

- **Change your environment.** If you were on campus, would you move to a new location to study? The library, a coffee shop, under a tree? Try to replicate or recreate this at home.
 - Your couch can be your place for class and your bedroom is your study sanctuary.



Tap into your classmates. Set up formal and informal study/work groups for those connected or not connected to a class.

- Having a regular group and time that is allocated to the work with people will change the feel of the act of studying in a way that can help you retain more, focus more, and recharge in the support you have all around you.

- **Keep it Active.** As with your body, your mind will thrive in active studying, avoid passive techniques like re-reading your notes or textbooks, instead find active strategies that keep you engaged, like flash cards, practice questions, and teaching the material to someone else.
 - Bonus, if you have a study group you can share strategies, or challenge each other to find active and fun ways to learn together.



■ Utilize online resources like:

- [Quizlet](#)
- [Brainscape](#)
- [StudyStack](#)
- [Cram](#)

Remember LRN Tutor Tip 1: Set Time Limits Figure out the amount of time you will need to study for each of your courses (so you can add this into your daily and weekly schedule)



Example estimated time guidelines:

- Study 1 hour a day, 5 days a week for each of your 4 credit courses.
 - 4 courses course load: 4 hours a day, 20 hours a week.
 - 2 courses course load: 2 hours a day, 10 hours a week.

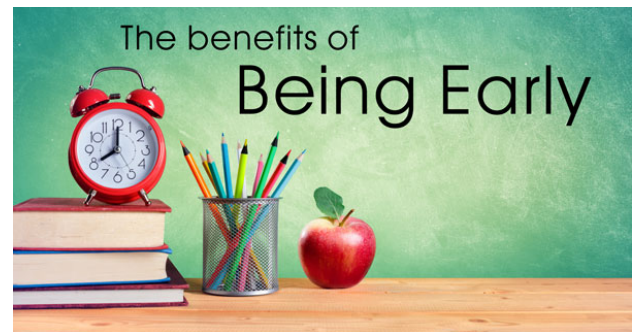
Or Study 1 hour a day, 2 days a week various days for each of your 4 credit courses. 8 hours total a week.

- Avoid oversaturation of your brain, try to avoid more than 2 hours of studying in a row. Happy Brain, Happy Retention of Material.
 - Include breaks
 - Avoid late night studying

Tips for Taking Online Exams

While taking an exam online may feel like you have more control and ability to focus while in the exam, the anxiety of being outside of a tangible classroom with others going through the same challenge and outside of earshot of your faculty may feel understandably nerve wracking. Consider some of the below strategies to successfully navigate taking exams online.

- **Don't miss it.** Make sure to have a timer set on your schedule/calendar/phone so to be on time to the virtual exam.
- **Arrive Early.** Just as you would for an in person class, where you would make sure you get to class with enough time to set yourself up, avoid traffic, or find out you can not find your calculator, come to your online exam early and prepare yourself and station in this way.



- The illusion that you just have to click into the exam will find you losing precious time within the exam if you have to spend that time getting yourself set up.
- **Don't skip the instructions:** Carefully read test instructions before beginning.
 - This will help you know which of your other test taking strategies will and will not apply to you during the exam.

- Can you skip around from question to question?
 - Can you come back to questions that you are unsure of, or once you answer it, will it be submitted?
 - Can you use outside resources?
 - Do you need a calculator, or paper to write out your equations?
- Time: Mark down next to you on a piece of paper that you can see the amount of time you have so you can always visually see this time and make mental notes whether or not you are moving through the exam at a quick enough speed to get to everything?
- **Back-up Plans** Depending on the type of exam, you may need to write down equations, short answers, essays, etc, and while answering it in the canvas exam is where you want your work to save. It may be helpful to open a word document on your computer with a copy of your answers as you go.

This way if for some reason your answers do not save, your internet surges and you lose all of your work, **you drop a meatball sub on the laptop**, you have your answers saved and ready to resubmit.



- Ask your instructor whether or not your exam will be in a locked down browser, this may not allow you to have anything else open, so you may need to use paper and pen.
- Remember to never leave your test page, open a new window if you are allowed to access another website or google document.



- **Make a sign.** Eliminating distractions or interruptions may be a key to succeeding in taking an online exam. This may be difficult in your online environment, so having a clear sign you can put up when taking an exam, could help prevent others in your household interrupting at the wrong moment.

- [Downloadable Arcadia Knight Exam sign](#)
- [Downloadable Arcadia Knight In Class Sign.](#)

Utilizing your resources/campus help.

Staying connected to the campus, your faculty members, faculty advisors, and campus resources can be an important part of succeeding as an online learner. Arcadia offers many opportunities and resources for students. Including but not limited to:



- **Landman Library** Most of the [library's resources and services](#) remain fully accessible online and All-Modes ready, including our library [faculty and staff](#). The library building will reopen for the fall semester in limited capacity and hours, and will be configured for socially distanced study. [Schedule a personalized research consultation with a Librarian today](#). Questions? Contact reference@arcadia.edu.
- **Writing Center (WC)** The Writing Center provides students with one-on-one, collaborative guidance on their writing on any assignment and at any stage of the writing process. WC offers [online appointments](#) which can be scheduled at the [scheduling site](#); a consultant will email you to confirm your appointment once it is officially scheduled. Questions? Contact writingcenter@arcadia.edu.
- **Learning Resource Network (LRN)** The [LRN](#) supports students through a flexible, peer-tutoring approach, addressing the needs and preferences of diverse learners by providing content-specific tutoring and resources for academic strategies and skill-building. You can make an [Online Tutoring Appointment](#). For more information and resources, enrolled students can join the [Virtual LRN](#), a place to meet the LRN Tutors, engage in discussion boards to learn about tutors and their tips, see answers to FAQs for subject areas, reach out to tutors, see the [modules](#) on tips for stress management, time management tools, active learning, reading, and study strategies, test taking tips and help. Questions? Contact tutor@arcadia.edu.



Additional Resources

- [Arcadia updates on COVID-19](#)
- [Preventing COVID](#)
- [CTLM remote learning resources](#)
- [DLS remote learning resources](#)
- [Counseling Services](#)
- [Disability Support Services](#)



Staying engaged and Motivated.

Even though you will be physically distant from the physical campus, connecting with others at the University is still possible and more important than ever.

Continually engaging with your instructors, classmates, and friends is a vital part of your academic success and college experience. **Making sure you stay connected to the community you are a part of is important to you and is important to Arcadia.**

Here are a few ideas of how to achieve this.

- Schedule non academic activities and video calls with friends and classmates. It's important to take breaks, share joy and laughter.
- Sign up for campus activities or clubs. Just because we are online does not mean our passion and interest disappear, if anything it further points to just how valuable they can be.
 - [KnightLife](#): download this free app to check out student organizations and events
- Allow yourself to have rewards and celebrate your achievements, both large and small. Handing in the paper fully deserves celebration and sharing a dance party with friends and family.

Laughter
is an
instant
vacation. 😊
- Milton Berle

