



We'll get through this together.

Things may feel out-of-control right now. You may be facing a lot of unknowns and disruptions. Try to be patient with yourself, your classmates, and your instructors during this time. Take care of your wellbeing first. Making a plan and adjusting your study habits may help you feel a little more at ease.

You are not alone! The Julia N. Visor Academic Center is still here to help. All of the Visor support services are continuing virtually (mostly through Zoom) through the semester at their previously scheduled times. If you are already in a tutoring session, enrolled in a workshop, signed up for writing assistance, or in coaching, the facilitator will send you the link to the session with step by step instructions. Drop-in writing assistance will also continue. To sign up go to:

<https://universitycollege.illinoisstate.edu/help/tutoring/waitlist/> or call 309-438-7100.

Developmental Math drop-in tutoring will continue as previously scheduled. If you are enrolled in Math 102, 102a01 or 104, please refer to your course ReggieNet site for instructions on how to access these services through Zoom

In this student guide, we'll talk about:

- Staying organized
- Avoiding multitasking
- Making the most of video lectures
- Setting a schedule
- Adjusting your academic strategies
- Working with a group or team
- Staying connected to other people

Your study habits may need to change.

While your coursework and teamwork have to be moved online and remote, here are some strategies to keep in mind:

1. Staying organized

With so many things changing in your courses, you might be reliving that first-week-of-class confusion at finals-week pace.

Here are some things you might want to keep track of for each class:

Are in-person parts of the class changing?

- What are the in-person parts of this course? (lecture, lab, etc.)
- Where can you find it or how do you access it? (live-stream, lecture capture, etc.)
- Is it at a specific time or can you watch it anytime? Are assignments changing?
- Are there new due dates?
- Is how you're submitting your assignments changing?
- Are any quizzes or exams being offered virtually?

What should you do if you need help?

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

One example of a way you could keep track:

	Class 1	Class 2	Class 3
Important dates			Paper Due Friday
big changes	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	Group paper folder

2. Avoiding multitasking

If you're doing more work on your own and your time is less structured, you might be more tempted to multitask. Many people think they can do multiple things at once. But research shows us that only about 2% of the population can multitask. Even if you feel like you're multitasking, you're probably not... really, you're switching between tasks very quickly (some call this "micro-tasking").

The downsides of multitasking and microtasking:

- **Assignments take longer.** Each time you come back to an assignment (from Instagram for example), you have to get familiar with it, find your spot, remember what you were going to do next, etc.
- **You're more likely to make mistakes.** Distractions and switching between tasks tire out the brain.
- **You'll remember less.** When your brain is divided, you're less able to commit what you're learning to long-term memory

What to do instead

When you need to study something important, consider Monotasking

- Focus on one thing at a time.
- Take breaks between tasks.
- Consider studying in increments of 25- or 50-minute periods to help you focus and then reward yourself with 5-10-minute breaks.

3. Making the most of video lectures

- **Stick to your instructor's schedule as much as you can.** Staying on a schedule will help you have a feeling of normalcy and prevent you from falling way behind.
- **Find out how to ask questions.** Is there a chat feature? Is there a discussion forum?
- **Close distracting tabs and apps.** Humans are not as good at multitasking as they think!
(See #2 above.)

- **Continue to take notes as you would if you were there in person.**
- **Watch recordings at normal speed.** Research shows that playback speed of 1.5x can lower your retention and can result in lower scores on assessments. Faster playback speeds are worse for complex, multi-step material (which most of your lectures probably are). Remember: this is all about 1.5x. There hasn't even been research on 2x playback speed, which is probably even worse.

4. Setting a schedule

You may find that you have fewer social commitments, group meetings, or work hours. Setting a schedule for yourself can help provide structure and keep you motivated. If you don't already keep a weekly or daily calendar, try something like the example below to organize your time. Include time for exercise and self-care.

	Scheduled Activity	Course Tasks	Personal / Self-care
8am			Shower, Breakfast
9am	Call in for remote lecture		
10am		Read chapter 3	
11am			Break - video call with friend
12pm			Lunch
1pm		Read chapter 4	
2pm	Recap lecture with classmate		

5. Trading your strategies for new ones

Your routines may have to adjust during this time. Look for ways to adapt your usual habits or form new ones.

For example:

- **If you usually study in a coffee shop or library**, ask yourself what kind of environment helps you study. See if you can recreate that at home. Maybe it's studying in a chair, rather than on your bed or couch, or moving to a new spot when you change tasks. If you feel you need background noise, consider a white noise app.
- **If you always study in groups**, try a virtual or even phone-based study session with your group.
- **If you thrive on tight timelines, but now have a more open schedule**, think about how working with others or setting up a schedule can recreate that for you. When that gets hard, see if you can even do fifteen minutes at a time.

6. Working with a group or team

Remote collaboration will look a little different, but it is definitely possible.

- **Try not to procrastinate.** That group project may be out-of-sight, out-of-mind if you aren't seeing each other regularly. Resist the urge to put it off. Stay in touch with your group members.
- **Meet regularly**, especially if you usually touch base during class or lab. Consider a quick text on your group chat about progress every couple of days. Ideally, have real conversations over video any week you're working together. [Check out tools you have access to as ISU students.](#)
- **Set a purpose for meetings and use a shared notes doc.** Meetings might feel different when using video, even if your team was really good at working informally in the past. Try to set the purpose of your meeting in advance. Take notes in a shared doc so you can all contribute and follow along.
- **Keep videos open when you can.** As long as you can see whatever you need to collaborate, aim to keep the video visible on your computer screen. It'll help you see the expressions of your teammates and stay connected to each other.
- **Check on each other and ask for backup:** If someone has been absent from your group meetings or chat, ask them directly if they're still able to participate in the project. If you aren't getting responses within a day or two, let your instructor know. Know it isn't being petty, it's your team's responsibility.

7. Staying connected to other people

Even if we limit how much face-to-face time we spend with others on campus, connecting with family and friends might be more important than ever. And staying in touch with instructors, classmates, and group mates is still important for continued classwork.

Here are a few ideas:

- **Schedule video calls with friends and family.** Talking with loved ones is often really helpful when you're stressed or nervous about something. Taking a break to have a laugh is also important.
- **Use Zoom.** to connect with classmates to talk through a tough problem
- **Attend virtual office hours** or study groups so that you can stay up on your coursework.

Please remember, this will pass.

If COVID has disrupted your travel plans, ended a lab experiment you were excited about, or for any reason feels like it came at the worst possible time, remember this is temporary. You'll find your way when it settles down. You'll get back on track, and things will get back to normal. We don't know when, but it will happen.

Until then, take a deep breath, do your best, get some rest, and wash your hands.

ADDITIONAL RESOURCES

- [ISU updates on COVID-19](#)
- [Preventing COVID](#)
- [Redbirds Keep Learning](#)
- [Academic Help \(University College\)](#)

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