

ONLINE STUDENT SUCCESS TIPS

CREATE A STUDY SPACE

Studying at home could be distracting so you'll need to make sure to set up a space that works for you. Whether it is a bed, a desk or a bean bag chair, once you find yourself a comfy study spot, make sure to set yourself up with everything you'll need (laptop, books, pens, highlighters, snacks). If you organize your space with everything you need, there's less chance that you'll need to get up and get distracted.

PRO TIP:

If there are too many things going on around you put on some headphones and some music to drown out the distractions. If you find music distracting, get some earplugs at the pharmacy; they are an affordable way to block out noise.



MAKE A CHECKLIST FOR EACH CLASS

A checklist is always important, but essential when trying to keep track of all the instructions you'll get online. Break your checklist down by course, and make sure you list tasks in a manageable way so you don't get overwhelmed. For example, instead of writing "essay" on your checklist break it down into smaller steps, Essay = research, reading, outline, etc.

PRO TIP:

Use a piece of paper, [this template](#), or an online tool like Microsoft To-Do to keep track.



KEEP A STUDY SCHEDULE

Studying online takes as much time as going to class. Wait, let's repeat that just because it is super important to acknowledge: STUDYING ONLINE TAKES AS MUCH TIME AS GOING TO CLASS. It is going to be important to: a) keep your regular class schedule at home OR b) modify your schedule to work with your home situation AND c) adapt your plan if it's not working.

PRO TIP:

Use your phone calendar to make a schedule and set alarms to stay on track or use [this template](#).





LOG-ON REGULARLY TO STAY CONNECTED

It is important to log on to your online learning platform regularly. Information will be constantly updated and if you don't keep up it may get overwhelming.

PRO TIP 1:

Instead of constantly checking what is new, aim to log-on in the morning, afternoon, and before bed- keep up to date without being overwhelmed.

ASK QUESTIONS AS SOON AS YOU HAVE ANY

Whether you're expected to watch a video, read or listen to a lecture, if you are uncertain of any instructions or content it is important you **ASK** your teacher **QUESTIONS**. If you continue to study something you don't understand, it will be impossible to succeed. Send an e-mail or MIO to your teacher as soon as you have any questions.

PRO TIP:

If things are still unclear after you message, don't be afraid to ask again or request a phone or virtual meeting.



LIMIT YOUR DISTRACTIONS: SOCIAL MEDIA, MEDIA OR OTHER



Now that you've organized your study space, made your checklist, and figured out a schedule that works, it's time to **TURN OFF YOUR NOTIFICATIONS**. While you're studying, stop scrolling Insta, don't click on that group chat, meme, new video or that news article you haven't read yet. Do your work first, and afterwards you can enjoy the fun stuff.

PRO TIP 1:

Set time limits on your distracting apps - Your phone most likely has this function, if you don't know how to set app time limits do a quick online search for instructions.

PRO TIP 2:

Set boundaries with the people you live with, let them know that you will need to concentrate on school work and discuss your study schedule with them.

TAKE BREAKS WHEN YOU NEED TO

Get up and stretch, get a snack, go for a walk, follow a short yoga [video](#). Do something that will allow you to refocus and not get too distracted (Don't open that game, the one where you've reached level 500 and are waiting for more lives to load, so you could continue playing!)

PRO TIP:

Use the [Pomodoro Method](#): set a timer and take a 5 minute break every 25 minutes..



KNOW WHAT RESOURCES ARE AVAILABLE



Even though you can't meet in person, there are still resources available to use and it is important to reach out and ask for help when you need it.

Academic Advising | advising@vaniercollege.qc.ca

Student Services | contact Sarah Dudley dudleys@vanier.college and she will get you in touch with the service you need.

The Learning Commons (The Library, TASC, & STEM)
<https://www.vaniercollege.qc.ca/learning-commons/limited-services/>

Your teachers | MIO or e-mail them, they're there to help.

REMIND YOURSELF OF YOUR GOALS

When you start to lose motivation, procrastinate or get distracted, remind yourself of your future goals. Ask yourself if your current actions will help you with your future goals.

PRO TIP:

Write down your WHAT and WHY. What are my goals and why do I want to accomplish these goals?



DOUBTING YOURSELF? CONTACT A STUDENT SUCCESS ADVISOR!



As you know, if you have questions about course material, you should ask your teacher. However, if you have questions about how to do anything listed in this document, you should send a MIO to one of Vanier's Student Success Advisors:

Cari-Lynn Clough (cloughc@vanier.college)
& Ourania Zafiri (zafirio@vanier.college)

We're here for you!

VANIER
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More info | MIO your Student Success Advisors | Cari-Lynn Clough & Ourania Zafiri