**STUDY SKILLS FOR ONLINE LEARNING**

**IDENTIFY THE PROBLEM:**

* + **Internet Connection and Equipment:** You may need to share the bandwidth or equipment with others in your household. It may be helpful to create a household schedule to accommodate everyone’s commitments. For technical issues contact: [helpdesk@dawsoncollege.qc.ca](mailto:helpdesk@dawsoncollege.qc.ca)
  + **Physical Space:** Find a space that allows you to have private video (or audio) conferences. If this is impossible, use a headset to minimize disturbances.
  + **Time Management:** When your routine changes, you may procrastinate or be less efficient. When you can do things at any time, you may not get to them at all. [Time Management](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/a2.1_time_management_tips.doc)
  + **Academic:** Following lectures, participating in discussions and understanding the material may be more difficult online. Get to know your strengths and challenges: [Study Skills Checklist](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/a1.2_study_skills_checklist.doc)
    - **Taking Notes** [Note-Taking](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/a4.1_note-taking_--dawson-cornell_system.doc), [Tips for Lecture Note-Taking](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/a4.2_tips_for_lecture_note-taking.doc)
    - **Reading Comprehension** [SQ5R Textbook Reading System](https://www.dawsoncollege.qc.ca/academic-skills-centre/wp-content/uploads/sites/98/A3.2-SQ5R-Textbook-Reading-System.doc)
    - **Writing & Editing** [Essay Basics](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/c2.1_essay_basics.doc),[How to Edit](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/c4.1_how_to_edit.doc), [Editing Checklist](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/c4.2_editing_checklist.doc)
  + **Isolation and Anxiety:** Not seeing your teachers, classmates or friends could be stressful. Stay in touch with friends and family to deal with that stress and, if necessary, seek help: [Psychologicalcounselling@dawsoncollege.qc.ca](mailto:Psychologicalcounselling@dawsoncollege.qc.ca)

**WHAT MAKES LEARNING IN SCHOOL EASIER?**

* + - **Do your classmates help you?** If yes, reach out to your classmates to exchange notes, ask questions, discuss the class material, and maybe make a new friend. [Learning with a Study Group](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/a5.2_learning_with_a_study_group.doc)
    - **Is it easier to focus in the school environment?** If yes, ask yourself why. Do you have a designated workspace in your home? Can you get rid of distractions?
    - **Does seeing your teachers or using other student services help you?** With a prepared list of questions, reach out to teachers, librarians <https://library.dawsoncollege.qc.ca/>, Academic Skills Centre staff <https://www.dawsoncollege.qc.ca/academic-skills-centre/>. They are still available to help.

**TRY DIFFERENT STRATEGIES TO ORGANIZE AND MANAGE YOUR TIME:**

* + - Stay informed! Yes, the course requirements might have changed, the classes are taught differently, and the assignments will be conducted in a less familiar way. The key to adaptability is to stay well informed. **Check Lea and your MIOs regularly.** **Read all the new instructions from the teacher carefully, go to all video classes, and do not be shy to ask questions.**
    - **Create a schedule and develop routines.** You can use a [Weekly Planner](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/a2.2_weekly_schedule.doc) to build a schedule. Start by putting in your classes and other high-priority responsibilities. Then, add **study times** (about twice the amount of time you will spend in video class – it may be harder to work at home). Add health breaks and mealtimes. Do not forget to include times for staying in touch with friends and family.
    - To avoid procrastinating, set realistic goals for each study session: [Overcoming Procrastination](https://www.dawsoncollege.qc.ca/public/services/stsv/academic_skills_centre/a2.4_overcoming_procrastination.doc). **Divide your study time into smaller blocks**, and assign a specific learning task to each block. The more specific you are, the better and the faster you will go through the list. Goals should be simple, such as “read the first chapter for English” or “check the instructions and make a to-do list for my Humanities assignment.” Give yourself a reward when you accomplish a task or goal.
    - Check your progress often.
    - If you need support, ask another classmate, the teacher, a peer tutor: [Peer tutoring](http://mywco.com/dawson), or a professional at the Academic Skills Centre: [dropinasc@dawsoncollege.qc.ca](mailto:dropinasc@dawsoncollege.qc.ca)
    - Remember to take time for yourself and add it to your weekly schedule.