

10 Tips for Successful Remote-Learning

1. Set a major goal

Remember why you're doing this program. What are you going to do with this degree? Take a moment to write down what inspired you to enroll in this course of study. Put it somewhere you can see it. Keep this long-term goal in mind to help motivate you.

2. Treat your coursework like a job

Set a consistent daily schedule with time blocked off for school work. Create a study space that is as free of distractions as possible. Consciously choose to show up and do the work. Communicate to your friends and family that you are not available during those times.

3. Eliminate distractions

In addition to getting your friends and family to leave you alone, plan to "unplug" from social media, TV and your phone when you're working. Consider downloading social media blocking apps like Offtime, SelfControl, Flipd, StayFocusd, or Work Mode (Check out this list of [more blocking options](#).)

4. Be prepared to have technological problems

As you probably know, technology is not always reliable. Type and save all your work into Word documents before copying/pasting to submit on Sakai. Do test runs of any web-conferencing software you are required to use. Try to not submit work at the last minute in case the system glitches or gets overloaded. For Sakai issues, contact the [Sakai Help Desk](#); for Echo360, contact [EdComm](#); for Webex, and for password and access issues, contact [ITG](#).

5. Stay Organized

As everything moves on-line, you might feel bombarded with information. It is going to be important to organize your virtual workspaces. Use a consistent, descriptive labeling system for folders and files on your computer or in Box. Bookmark websites you use regularly for easy access. Establish routines for checking for communication from your courses. If you use an electronic calendar, keep it regularly updated.

6. Practice time management

One of the pitfalls of remote learning is that it gives you the illusion of flexibility. But if you are always putting off listening to lectures, it can quickly spiral out of control. Stay on top of your work by trying these strategies:

- **Use an hourly calendar to create a daily schedule:** Start with blocking off your lecture times. Try to keep those the same as you would for in-person classes. If those times don't work for you, still make sure to set aside dedicated time for your lectures in your

schedule. (You can use your Google or Outlook calendar or download an [hourly calendar](#).)

- **Put all of your deadlines into one calendar:** Find out when everything is due. There may be overlap, or particularly heavy weeks. Be realistic about how long each project will take and develop a plan for getting it all done. (You can do this on your own digital calendar or use the resources you can find on the [SASS Sakai page](#).)
- **Break down tasks:** Looking at a big deadline like a research paper or exam can be daunting and demotivating. Don't try to tackle a big project all at once. Break it down into smaller manageable tasks. Create a weekly to-do list with daily goals. (You can use your own planner, or download a [weekly planner](#).)
- **Set hourly goals:** Set a goal for each hour of study. Make sure that your goal is SPECIFIC. Not just "I'm going to study pathophysiology," but rather "I'm going to read these three lecture slides and quiz myself on the content." If you don't achieve your goal, think about what you could do differently.
- **Take breaks:** Short, frequent breaks will not only increase your stamina (so that you can study longer), but your brain also uses these breaks to make connections around the subject that you have been studying. In order for this to work, you have to take a real break. No phone. No candy crush. Don't check the news. Don't scroll through social media. Don't catch up on email.

DO take a walk. Meditate. Do Yoga. Do some light exercise. Listen to music while breathing deeply. *Get oxygen to your brain and RELAX.*

7. Build Community

Online classes may sometimes make you feel like you are learning on your own, but this is not true. The OHSU community is still there for you. Reach out to your teaching assistant, tutors and instructor. Connect with other students to work through difficult content. Use web-conferencing tools to hold virtual study sessions and work together outside of your courses. Engage in online discussions. Add Value. Be courteous and kind. Practice [Netiquette](#).

8. Study Actively

If you're in a class with a testing component, make sure to practice retrieving information from memory. Teach it to someone else, create a diagram or table, quiz yourself with flash cards. Remember, just reading information over will help you **understand** the information, but that won't make you ready to answer a question about it on an exam! Check out these links for more ideas on how to [study actively](#) and [read more effectively](#).

9. Take notes

If you are in a class with on-line lectures, treat it like you would an in-person lecture class. Take notes. Before watching the video, find out generally what the lecture is going to be about. Ask yourself what you hope to learn from the video. Follow this link for more [resources on note-taking](#).

10. Communicate

Connect with others, ask questions, be an active participant in your on-line community. If you get sick, or if something happens in your personal life which affects your ability to complete your coursework, let your instructor (and project-mates!) know. Find out what the communication expectations are for each course. If you are struggling: your course, your instructor and your institution have *resources* to help you find success. Take time to find out what they are before you need them!

All of these ideas and many more topics are covered in more depth on the [Student Academic Support Services page](#). If you are struggling to figure out how to study effectively in your new remote-learning environment, please reach out to your learning specialist, Emily Hillhouse for [an appointment](#).