

# ONLINE CLASSES STUDY TIPS

## Addressing Questions or Concerns Remotely

Taking classes online or remotely removes the ability to stay after class to talk with the instructor or raising your hand for clarification on a topic. In an online setting, what should you do if you have questions or concerns?

- 1. Contact your professor as soon as possible**

Email, call, or send a message through Canvas to your professor right away. Make sure your questions are clear and specific. Always be professional and respectful in your communication with instructors.

- 2. Use discussion boards**

If the professor has created discussions online to specifically address questions or concerns, post your question/concern or request assistance to the discussion.

- 3. Use your resources**

If you have a question related to Canvas navigation or other technology, contact the [UWW Help Desk](#) or [Canvas Support Team](#) for assistance.

## Find Ways to Maximize Your Learning Style

When taking online classes, you may find the format of the class is different from how other classes you took have been structured. To ensure you will successfully complete an online course, you should try methods to learn or review materials that maximize your learning style.

- 1. Set study goals and implement studying strategies that are most effective**

For instance, if you learn best by hands-on learning, then create quizzes or other games to help study course information or print course materials (if possible) to highlight or underline key ideas. If you feel you learn best through auditory methods, ask your instructor, tutor, or a classmate to discuss uploaded articles or PowerPoints.

- 2. Set Limits to being online**

Staring at a screen for long periods of time is difficult for some people. Plan to spend only 20-30 minutes at a time in front of your computer. If any materials can be printed, trying printing those materials (if possible) to reduce screen time. If printing is not an option, read a little bit of text online at a time, take a short break, then read a little more, and so on.

## Taking Open Book/Note Quizzes and Tests

If an online course is allowing you to use your books and notes on quizzes and tests, it's still important to prepare for the quiz or test ahead of time. Here are some tips to prepare and take open book/note quizzes and exams:

- 1. Prepare**

Before taking an open book/note quiz or test, read, take notes, and review the material. Open book/note quizzes and tests are sometimes more difficult because it's easy to believe you will do well simply because you can access your materials and page through to find the answers. This is not an effective strategy as quizzes/tests may be timed or more challenging, so if you are not familiar with your materials you will waste time paging through to find answers.

## 2. Take useful notes

When taking notes, spread out the information for quicker and easier reading. Use clear headings, dates, and color coding at the top of each page for reference during the test.

## 3. Familiarize yourself with where information is located

Use post-it notes, page markers, or other methods to mark pages that contain important ideas and concepts that are likely to be on the test so you can refer back to them quickly.

## 4. Have relevant materials out and readily accessible

Highlight important ideas on your notes and only keep the relevant notes out while taking the quiz or test. Organize where your materials are located so if you need to refer to other notes or readings you can easily locate and use them without wasting time.

## Online Math Strategies

Online math courses require extra discipline when trying to learn the material. Here are some strategies you can use to make sure you are truly learning the material:

### 1. Before starting assignments review important formulas, ideas, or vocabulary for the chapter

Review the main points of the chapter before attempting to do the work. This will help you recall the main concepts and make attempting the homework easier.

### 2. Analyze word problems

Approach word problems like you would other texts you're reading. First, read the problem closely and completely. Highlight or underline important terms or phrases. Before you answer the question, you need to know what is being asked of you.

### 3. If you get it wrong, do not immediately refer back to the book

Complete all examples problems available in the book. Do NOT, after getting it wrong once, go back to the chapter to determine how the author obtained the correct answer. First, try some of these strategies to develop critical thinking skills necessary for completing math problems and enhance memory of math processes:

- Analyze your work to see if you can identify what you did wrong.
- Work through the math problem a few times to try to get the correct answer without consulting the text or other sources.
- If you find your error, make note of it. Understanding where you're making an error helps you avoid it and makes you pay closer attention to it in the future.
- If you can't find your error, ask your professor, tutor, or classmate for help.
- Start a notebook page called "Errors to Avoid." On this page, write a description of the correct way to do the problem or what you need to focus on. Be sure to provide as much detail as needed. Writing down information helps you remember it!

### 4. If you get stuck, don't give up

Review your notes and the textbook to see if you can find another way to approach the problem. Try starting the problem on a new piece of paper; sometimes just having a fresh start helps. If you're still stuck, ask your professor, tutor, or a classmate for hints on how to go about tackling the problem.

### 5. Help a classmate with their work

One of the best ways to learn a topic is by explaining it to someone else. Try explaining a problem to another person to help the information stick in your mind.

## For more information and support, contact:

Academic Advising & Exploration Center: 262-472-5220, 2054 Roseman, [advising@uww.edu](mailto:advising@uww.edu)

Resources: Tara Schmidt, DEVLPEP Instructor

<https://math.osu.edu/undergrad/non-majors/resources/study-math-college>