

Making Online Classes Work for You



As the University of Notre Dame has transitioned to online classes, you may find yourself with a higher degree of anxiety or noticing difficulty in managing ADHD symptoms like concentration, organization, forgetfulness and hyperactivity. The following is an outline of some helpful ways to navigate this transition.

- Organizing your Class Content
- Time Management and Study Skills
- Creating New Routines
- Avoiding Procrastination
- Connecting With Community



Developed by Sara Bea Accessibility Services

Modeled after Northern Arizona University's [Managing Your Academics](#) paper
Additional Resources at [Purdue University](#), [Duke University](#), [Princeton](#) and [Dartmouth](#)



Organizing Your Course Content

By now, your professors will have been in touch to let you know how their classroom will run virtually. Each professor may do things a bit differently which can create some difficulties in getting organized.

For each class, be aware of the following:

- Do you need to log on at a certain time to view lectures? Or is the professor posting materials to be watched/read on your own time?
- Have Due Dates for any assignments or exams changed?
- How are assignments submitted?
- When are your quizzes or tests? How are they being handled? Are they timed? Can you start any time? Is it a take-home test?
- How can you ask questions? Does your professor have virtual office hours?

Make a chart of this information.

Example:

	ACCT 20100	BIOS 10172	MATH 10360
New Class Format	Watch lectures anytime; add discussion items to the class chat weekly	Lectures MWF 8AM-9:15; homework due weekly	Lectures T/TH @11AM with homework due the following day
Assignment/Exam Dates	Final Exam: May 4	Quiz: April 10 Quiz: April 30 Final Exam: May 8	Exam 3: April 16 Final Exam: May 7
Important Links	Discussion Link; Sakai Link to Lectures	Homework Link;	Google Doc Links for Project
Office Hours	None; as requested	Tues, 9-11AM (request via zoom)	Fridays, 8-noon (request via zoom)

Helpful University Contacts

- [University Counseling Center](#)
- [University Health Services](#)
- [Care & Wellness Consultants](#)
- [OIT Help Desk](#)
- [Sara Bea Center](#)

Time Management & Study Skills

You will need a new routine with the new virtual learning. Create a schedule that includes all your classes, including those that have “watch any time” lectures. As you are now home, you may find you have different family responsibilities such as making dinner during the week. Include those in your schedule. Also, include breaks and times for meals, exercising, etc.

If you already use a planner or calendar, great! Update it for this new virtual learning. If you’ve not used a calendar before, you can print one [here](#) or create your own. See the example below.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9AM	Breakfast	BIOS 10171	Breakfast	BIOS 10172	Breakfast		
9-10AM	MATH 10360	BIOS 10172	MATH 10360	BIOS 10172	MATH 10360		
10-11AM			Study Group Zoom Mtg			Breakfast	
11AM-12 PM	ACCT 20200	Read for THEO	Math Homework	ACCT 20200	Exercise	FaceTime with Friends	

You can create one MASTER calendar that has all the due dates on it. You can also break up projects and put intermediary (self-imposed) due dates on this master calendar to keep you on track.

Each Week, Make a To-Do List

Write down assignments and the due dates, readings to complete, or study sessions.

You may want to include how much time you think each task will take, as this will help you plan. Watch this short video about [The Pomodoro Method of Time Management](#).

Don’t forget to review: the last five minutes of any study session should include a review. Go back over and remind yourself what you just read/studied/learned.

Creating New Routines

- Communicate your schedule to family and friends; ask them to help you keep to this schedule. If you were on campus, you would not be available to hang out, get coffee, etc. during these times. This should remain true while taking online classes.
- Use [These Time Management Apps](#) (most are free) to block websites during those hours or to provide a digital time.
- Create a “New Classroom”
 - Select a space to attend class or study. It may be your desk or the kitchen/dining room table. Avoid sitting on a bed or couch. As much as possible, keep that area clean and free from distraction (not facing the TV, etc.).
 - Turn off your phone while in that space.
 - Ensure the space is quiet. Use your headphones to attend class. Or use a white noise app while studying.
 - If taking an exam, use earplugs.
- Be Patient with yourself as you adjust to this new format. You may try some things that work and some that don't.

Avoid Procrastination And Improve Focus

We procrastinate for lots of reasons: perfectionism, feeling overwhelmed, not sure where to start. The following tips will help you avoid procrastination and remain focused.

1. Set a goal for each study session:

For example, review the problems in chapter 6 of the math textbook or read chapter 4 in theology.

2. Take notes during online classes:

Taking notes and listening for the key points will help you maintain focus during class. Ask a friend to review your notes. Or share notes with classmates via google docs.

3. Break up large tasks:

Large projects or exams can feel overwhelming. Being overwhelmed often leads to procrastination. Break down large projects or studying into small pieces. For example, a smaller goal for a large project may be to collect 5 relevant research articles.

4. Just Start:

If you feel unmotivated or are having a difficult time focusing, make a goal to start studying for just 15-20 minutes. Sometimes you just need to start, even if you don't feel like it! After 20 minutes, you may choose to stop or you may feel capable of continuing. Either way, you got at least 20 minutes of work done!

5. Take breaks:

We don't multi-task well. Focus on one task. Then take a break. You can return to that task or start a new task after the break. But don't try to listen to a lecture and complete homework at the same time. You will not process the information effectively.

6. Reward Yourself:

If you completed your goal for a study session, reward yourself! Take a 10 minute break to call a friend, hang out with the dog, have a snack.

Well-Being Resources

Free Stress & Anxiety Apps:

(some require a .edu email address)

[Sanvello](#)

[HeadSpace](#)

The McDonald Center for Student Well-Being (McWell)

[Kuro Free Meditation](#)

[McWell's Website](#)

RecSports

[WellBeats On-Demand](#)

[Fitness](#)

Connecting With Community

It is more difficult right now to be part of a community. But it is so important to maintain relationships with friends, peers and professors.

- Find ways to connect with friends and classmates. Use Zoom, FaceTime, Google Hangouts or a dozen other apps to study with friends, share notes, and just connect.
- There are apps to [play virtual games with a group of friends](#). You can host a [Netflix viewing party](#) with friends. You can take the same online exercise class with a friend and chat afterwards. [Host a Zoom Book Club](#). Be creative on finding ways to incorporate others into your new routines.
- Professors miss having you in class. Make sure to engage with them- either through their virtual office hours or a zoom meeting. If you have questions, reach out and ask!
- The Sara Bea office is also still open. You can make a Zoom appointment with any of the staff. We're here to help.