



## TOGETHER WE CAN DO THIS.

### HERE IS HOW WE CAN START.

We recognize that many of you may be feeling uneasy about all of the changes happening this Spring. While new information comes in every day, your URI professors, staff and leaders are here to support you. Here you will find some helpful steps to take and web links to follow to help you move forward and be successful while navigating these changes.

### IN THIS GUIDE...



Read on to learn more about how you can succeed in this challenging time by:

- **Gathering information**
- **Getting started**
- **Creating new study spaces**
- **Planning your time and work**
- **Using new study strategies**
- **Getting support**
- **Taking care of yourself**

### 1. GATHER INFORMATION

As your professors restructure your classes to be delivered online, keep on top of the changes. Read everything your professor sends as soon as you receive it. Download your updated syllabus, study it carefully, and contact your professors with any questions. Here are some things you'll want to know:

- **What will your remote class format be?**
  - Will class meet together online?
  - If so, when and for how long?
  - What technology will you need?
  - Where can you get it?
  - Can you practice with the technology?
- **Are assignments being modified?**
  - Are there changes in deadlines, directions, or grading expectations?
  - Is how you're submitting your assignments changing?
  - Will quizzes or exams be online?
- **Have the learning objectives changed?**
  - What materials should you study?
  - What can you expect to be tested on?
- **What should you do if you need help?**
  - Is your professor able to meet online?
  - Is there an online forum for asking questions about class?
  - [How do you access AEC online STEM tutoring, writing consultations, and study help?](#)

## 2. GET STARTED

Even as you go about gathering information and learning about what the changes in your course will mean for you, it is important that you continue to study. Things may change, but it's still the same class that you started in January. Getting a jump on the work means doing what you can to keep learning as well as preparing to adjust to changes.

These strategies can help keep you moving forward, and minimize the disruption to your learning that changes might otherwise create:

- **Test the tech.** If you are required to use new apps, try them ASAP. Don't wait until something is due to find out you can't use the technology needed to do it.
- **Assume things will take longer to do.** When planning study time, be careful about your estimates on how long things will take. With so much change at once, even the best planners are likely to underestimate how much time is needed to study. Give yourself extra time.
- **Start right in.** Even as you wait for information, jump right in to work. Pick up where classes left off. Review what was covered since the last exam. There's always lots to do.
- **[If you have accommodations, consult with your DSS case manager](#)** and your professor to determine what these changes may mean for you.

## 3. CREATE NEW STUDY SPACES

A good study space is so important for focus and productivity. As you transition to working in new and different spaces, make them as conducive to studying as you can.



- **Plan a study schedule.** If you study in a shared space, see if you can set a schedule for distraction free work. This can also help structure your day.
- **Put your desk or table against a wall.** Reducing distractions will help you focus.
- **Use earplugs or noise-cancelling earphones.** Similarly, minimizing noise will help you stay on task.
- **Set your space up with things you associate with studying.** Give it that study space feel! Set out your books, laptop, Rhody mug, stress ball...if you share the space, keep your things in your bag and set them up to start a session.
- **Start each session by planning.** Spend the first few minutes of a session planning the work you are about to do. It helps your brain to transition to study mode *and* makes study time more productive.

## 4. PLAN YOUR TIME AND WORK

With less structure in your academic day, organizing and planning work is more important than ever. Here are a few ideas for improving your productivity and reducing procrastination:

- **Plan your work, work your plan.** As you gather information from your professors, it won't be possible to keep it all in your head. Organize the details in writing for easy reference and to help with planning.

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### **CLASS: BIO 101**

**LESSONS:** LIVE WEB EX 3 PM,  
3/26, 4/3, 4/10, 4/17, 4/24

**ASSIGNMENTS:** EXAM #3 --4/17. FINAL 5/3  
EXAMS BOTH ON SAKAI

**PROF SMITH:** JSMITH@URI.EDU 874-5678  
CAN MEET WEBEX OR PHONE

**TUTOR:** WEEKLY GROUP, WEBEX, TH 2PM

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- **Use Google Calendar.** Google Calendar is great for scheduling deadlines, meetings and study times, and for planning from a to-do list. It offers pop-up alerts, a mobile app, and more. It's free with a my.uri.edu account, and the AEC can help set it up:
  - [Setting up Google Calendar pt. 1](#)
  - [Setting up Google Calendar pt. 2](#)
- **Fight procrastination.** It's easier to procrastinate when time is unstructured. Planning creates structure, and structure improves productivity. The AEC can help you to plan for productivity and against procrastination with [time management tips](#), and [academic consultations via WebEx](#).

## 5. TRY NEW STUDY STRATEGIES

With changes happening all around us, now is a great time to apply some new strategies for studying. These tips may be especially useful:



- **Reduce distractions** by keeping your phone away from your work space, and turning off notifications on your laptop.
- **Avoid multitasking.** People don't multi-task. We *micro-task*, switching focus back and forth quickly. This creates a *cognitive switching penalty*: a moment of confusion that is very disruptive to learning.
- **Schedule breaks for better focus.** Divide study time into short chunks with planned breaks to improve focus and give your brain the rest it needs to be productive.
- **Test yourself at every stage.** To improve understanding and recall, test yourself: *summarize* what you read, *explain* your slides to yourself, create quizzes, or solve as many practice problems as you can.
- **Use the internet.** When class materials are hard to understand, remember that there are often resources on line that can teach what you are trying to learn.

## *Need your textbooks?*

The **URI Campus Store** can help, thanks to a new, free e-book borrowing program from **VitalSource**. Visit the **Campus Store website** to find out how to search their database of over 50,000 books, and borrow up to 7 books, free!

## 6. GET SUPPORT

You may be working remotely, but you not alone. Visit these websites for up-to-date information on how each department stands ready to help.

- [Academic Advising](#)
- [Academic Enhancement Center](#)
- [Counseling Center](#)
- [Dining Services](#)
- [Disabilities Services for Students](#)
- [Early Alert](#)
- [Enrollment Services](#)
- [Health Services](#)
- [Housing and Residential Life](#)
- [International Students](#)
- [Starfish](#)
- [Ram Tech](#)
- [Rhody Outpost Food Pantry](#)
- [Talent Development](#)
- [Writing Center](#)
- [Graduate Writing Center](#)

## 7. TAKE CARE OF YOURSELF

We are all in this together. Nothing is more important to us than the health and well being of every member of our URI community. Please follow the advice you are getting about things like social distancing, washing hands, and taking care of yourself and those around you.



[URI is maintaining a COVID-19 web page](#) which is being updated each day as we get new information and make decisions about how to keep you safe and supported. Here are other websites you can trust to provide up-to-date information on how to take care of yourself and each other during this time:

- [Center for Disease Control and Prevention COVID-19 information](#)
- [National Institutes of Health](#)
- [Rhode Island Department of Health](#)