



Managing Your Academics Amid COVID-19



Academic Success Centers

You may be experiencing a high degree of stress and confusion right now as the university transitions to an online format. This is natural, but it is important to know that the university has resources to support you. Below, we outline concepts that will help you navigate this transition.

Overview

- Resources available
- Understanding Course Organization
- Time management and Study Habits
- Stay Connected and Balanced

Resources Available

As your courses shift from in-person to online, there may be some issues that you need clarification on. NAU has resources to support you in this transition.

- **Academic Peer Mentor (APMs):** APMs can schedule one-on-one online meetings to help you navigate course changes and help you develop a coherent strategy for achieving your academic goals. As they are students themselves, they will understand the challenges you are facing, but will also be able to use their expertise to clarify lingering questions you may have. [Book a meeting today.](#)
- **Learning Specialist:** Dr. Jack Reid can schedule one-on-one meetings (both online and in person) to assist you in adjusting your study habits. You don't have to do this alone, reach out and [make an appointment!](#)
- **1:1 Tutoring:** Struggling with course content? Book an online tutoring session with a student who has already had success in the class you are taking. We offer free tutoring for a wide range of courses. [Click here](#) to search for availabilities!
- **Supplemental Instruction (SI):** Meet remotely with other students and a Supplemental Instruction leader each week to collectively work through course material. [Click here](#) to see course options and meeting times.

Understanding Course Organization

Be sure to check your Blackboard Learn course shell and look for updates from your professor.

- **Remember, professors will be adapting their classes to online instruction in a variety of ways. It is important to figure out how each of your classes will function.**
- **Discern the following for each class:**
 - Will you need to log into an online session at a specific time? Or, will the professor be posting materials for students to read/watch on their own time.
 - Have any due dates been impacted?
 - How are assignments submitted? Is this different than before?
 - How is your professor handling quizzes and exams?
 - What is the best way to ask questions? Is there an online forum or virtual office hours?
- **Make a diagram for each class with the following information**
 - Important dates
 - How the class structure has changed
 - Preferred communication links
 - NAU support for class

Example:

	BIO181	CHM151	GLG112
Course Format/Time	Online lectures: M/W/F @ 11am; participate in BBLearn discussion in shell	Posted readings/ assignments due each Friday	Online lectures T/TH @ 10am; posted readings in shell
Key Dates	Quiz Friday; Exam 3/30	Exam 4/7; final project 4/24	Final project due 4/23
Important Links	Discussion link; lecture link	Online office hours link	Google docs link for project
NAU Support	SI session every Friday; tutoring on Wednesday	Tutoring on Thursday	Discuss class with APM on Tuesday

Time Management and Study Habits

As your normal routine has changed, it is important to give your new academic experience some structure.

- **Set up a new routine:** Without your normal classes and social schedule, you will want to keep motivated and organized. If you don't already have a weekly or daily calendar, use a time management system like the one below. Be sure to include time for exercise and self-care.

Weekly Time Management Planner

Hours	MON	TUE	WED	THUR	FRI	SAT	SUN
7 - 8 AM							
8 - 9 AM	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
9 - 10 AM	Read BIO181 Chap. 7	CHM151 problems	GLG112 project	CHM151 problems	BIO Chapter 5 homework	Breakfast	
10 - 11 AM	Exercise	GLG112 on- line lecture	Exercise	GLG112 on- line lecture	Exercise	Facetime with friends	
11 AM - 12 PM	Online BIO181 lecture		Online BIO181 lecture		Online BIO181 lecture	Work on Bio assignment	

Studying Effectively

- Be aware that you may have to alter your study habits as a result of the shift to online instruction. Depending on your location, coffee shops and other public places may no longer be options.

Create a Study Spot

- Designate a study spot in your home. Maybe switch spots throughout the day or for each class. Try studying in a chair with good posture rather than a bed or couch, which can lead to fatigue and distraction.
- If you are used to background noise, consider listening to instrumental music or download a white noise app.

Navigating Video Lectures

- If your professor posts video lectures, there are some important steps to help you follow along.
 - Take notes throughout. This will help you maintain focus while generating a written record of key points to study. These notes can be hand-written or on your computer.
 - Close other distracting tabs. Avoid social media.
 - Be patient – this may be a new process for your professor.



Stay Focused

- **If you procrastinate, set goals for each study session.**
 - Example: Instead of just saying “I’m going to study for BIO181,” say “I am going to study the slides for chapter 5.” This will give you a clear objective to work toward and offer a sense of urgency.
- **If doing group work over an online platform, set an agenda beforehand and take notes in a shared doc.**
 - If working on a project, be sure to have clear action items for each participant by the end of the session.
 - To avoid procrastination, meet regularly to maintain momentum. Have a routine group-chat check-in and schedule weekly meetings.
- **Avoid multi-tasking**
 - Many people think they are effective multi-taskers, but in reality, this is not the case. Watching something on your phone or computer while completing homework undermines your ability to effectively process information.
 - You are diluting both experiences. Your homework will take longer to finish, because you are unable to reach a level of deep focus, and you won’t really be able to follow the show you are watching.
 - Instead, focus on one task at a time and take breaks.

Try the “intense study session” format

- Choose a goal for the session
- Put away distractions and focus on studying for 30-50 minutes
- Reward yourself for 10-15 minutes (example: schedule a videocall with a friend)
- Review the material for 5 minutes.



Stay Connected and Balanced

Although we need to limit face-to-face contact with others, it is still critical to maintain connections with professors as well as family and friends. It is also important to balance your coursework with hobbies and exercise.

Schedule video calls with friends and family:

If you need a break, call someone. Talking to others can offer a respite from school pressures and connect you to a larger community going through many of the same experiences you are.

Organize an exercise routine:

Use technology to find exercise routines you can do from the comfort of your home, such as yoga and cardio classes.

Set goals and reward yourself:

Have an open mind and try to make this a period of personal growth. Maybe this is the time to play the neglected instrument sitting in your closet or to start a project you’ve been putting off. Keep up with your studies but also set aside time to read a book or watch a television series you’ve heard good things about. Use social media to forge community. Invite friends to be part of your routine, such as an online book club or watching party, so you can share experiences.

Academic Success Center
Northern Arizona University

WEEKLY TIME MANAGEMENT PLANNER

Hours	MON	TUE	WED	THUR	FRI	SAT	SUN
7 - 8 am							
8 - 9 am							
9 - 10 am							
10 - 11 am							
11am – 12pm							
12 - 1 pm							
1 - 2 pm							
2- 3 pm							
3 - 4 pm							
4 - 5 pm							
5 - 6 pm							
6 - 7 pm							
7 - 8 pm							
8 - 9 pm							
9 - 10 pm							
10- 11pm							
11pm – 12am							

Using a Weekly Calendar

- Start by blocking all **obligations** that occur during a typical week. These are times that are not likely to change such as your class schedule, mentor/mentee meetings, work hours, club meetings, SI sessions, tutoring appointments, etc...
- Next, include **wellness activities** like eating, sleeping and exercising. Make sure you indicate when you typically like to get up in the morning and go to sleep at night. This helps you to recognize your peak hours. Give yourself time to eat breakfast, lunch and dinner.
- Set aside at least an hour every day for “**Fun/Free Time**”. With a busy schedule it can be easy to forget to take time to relax, recharge and focus on yourself.
- In the space that is left over, block your calculated **study time**. Remember, study time can include SI sessions, tutoring, and group study.

Calculating Study Time

- List each of your classes and the number of credits for each class.
- Determine the difficulty of each class.
 - 1 = Low Difficulty
 - 2 = Moderate Difficulty
 - 3 = High Difficulty
- Multiply the number of credits by the difficulty.
- Calculate the total number of study hours needed each week.

Class	Credits	Difficulty (1-3)	Hours of Study Time (Credits x Difficulty)
Total Weekly Study Time:			

Total Hours per Activity per Week

Class time	Study time	Work	Wellness	Free/fun time	Sleep	Other

NOTE: There are 168 hours per week. At minimum, you should be getting about 50 hours of sleep per week. The average adult is awake about 15 hours per day and 105 hours per week.