



The following tools and strategies can help enhance learning in an online environment. It is recommended that all students experiment with these tools and strategies to find the combination that works best with their learning style.

**Time Management / Project Management / Organization**

*These apps allow you to create calendars, weekly schedules, and/or to-do lists. With some of them, you can add collaborators to share the work or help you stay on task.*

Google / G Suite	Microsoft 365	University Site License or Tool	Other*
Calendar Keep	Outlook Calendar To Do	Library <a href="#">Assignment Scheduler</a> <a href="#">Library Research Guides</a> <a href="#">THINK TANK Semester on a Page</a>	<a href="#">Trello</a> <a href="#">Asana</a> <a href="#">Shovel</a>

- Tips:**
- Use your phone’s clock settings to display the time zone in which your schoolwork is due as a secondary time.
  - Find someone who can help you be accountable. It can be a friend or classmate, an instructor or advisor, or someone you live with. Tell them what you plan to work on each morning and what you finished each evening.
  - Check out these resources from the [THINK TANK](#)
  - If you are part of the [SALT Center](#), [C.A.T.S. Academics](#), [ASEMS](#), or a [Thrive Center](#) program, your Learning Specialist, mentor, or coordinator can also help you with strategies and tools.
  - [Video: Online Students Share 4 Time Management Tips](#)
  - [10 Time Management Mistakes Online Students Make](#)
  - [4 Steps to Get Organized for Online Courses](#)

**Note Taking**

*These apps allow you to take notes in an electronic format. In some cases, you can take notes while you record the audio of a lecture. In other cases, you can take notes over PDFs or PowerPoint slides.*

Google / G Suite	Microsoft 365	University Site License or Tool	Other*
Docs	OneNote	Zoom Recordings & Transcripts <i>(if available from your instructor)</i>	<a href="#">Evernote</a> <a href="#">Notability</a> (\$) (Apple) <a href="#">Otter.ai</a> (audio transcription)

- Tips:**
- Set up a good organizational system for storing your notes by course and by topic or date.
  - While you may not have traditional lectures or class times anymore, it’s still important to write down main ideas, examples, and processes from videos, recorded lectures, or live Zoom meetings.
  - Re-watch lectures for additional opportunities for learning and retention.
  - Review your notes every day.
  - Add details from the readings, write down questions to email to your instructor, re-organize information to aid your understanding.

**Reading & Writing**

*These apps will read text on websites, documents, and some PDFs out loud. Most will also type what you speak into the microphone.*

Google / G Suite	Microsoft 365	University Site License or Tool	Other*
Docs Reader: Enable Accessibility Tools to Speak Selection ( <i>Requires ChromeVox or other Screen Reader for voices</i> )  Docs Voice Typing (found in Tools menu)  Chrome <a href="#">Read Aloud</a>	Word <ul style="list-style-type: none"> <li>Immersive Reader</li> <li>Dictate</li> </ul>	<a href="#">TextHelp Read &amp; Write</a> <a href="#">Adobe Acrobat Reader or Pro</a> <i>(annotate &amp; highlight with a PDF)</i>	<a href="#">Balabolka</a> Firefox <a href="#">Read Aloud</a> <a href="#">Grammarly</a> <a href="#">Zotero</a>

- Tips:**
- Chunk your reading or writing into manageable sections (see Pomodoro Technique below for ideas).
  - Take short breaks to keep your mind fresh.
  - Annotate the page as you read or write a short summary at the end of each page for focus and comprehension.
  - Discuss your readings via phone, text, or chat with a study buddy or tutor.
  - Use text to speech software to hear and see the text at the same time.
  - Connect the content of the reading to other course content – lectures, videos, and assignments.
  - Create an outline for your paper before you start to write.
  - Review your drafts with a [writing tutor](#) or your instructor.
  - Writing tutoring is available at the [SALT Center](#) and [C.A.T.S Academics](#) for students enrolled in each program.
  - If you get stuck, use dictation software to speak your thoughts out loud and let the computer type for you.

**Staying Motivated and Managing Stress**  
*These tools and resources can help you figure out ways to stay motivated through the end of the semester and work through stress you may be feeling during this challenging time.*

Google / G Suite	Microsoft 365	University Site License or Tool	Other*
		<a href="#">Counseling &amp; Psyc Services</a> <a href="#">Life Management Counseling</a>	<a href="#">Headspace</a> (\$)

- Tips:**
- Great tips for coping with COVID-19-related stress from [CAPS](#)
  - Help for coping with [anxiety and test anxiety](#)

**Enhancing Learning and Memory**  
*These tools and resources can help all people learn improve their focus and the improve the likelihood of retaining information.*

Other*
Cell Phone Settings <ul style="list-style-type: none"> <li>iPhone Screen Time</li> <li>Android Digital Wellbeing</li> </ul> <a href="#">Freedom</a> (\$)           Pomodoro Timer Apps (several free and low-cost options exist)

- Tips:**
- Study or work in an area with few visual and auditory distractions.
  - Develop the habit of turning off electronics for the periods of time for studying. There are apps that also restrict your ability to open social media or other recreational websites until designated times.
  - Consider the [Pomodoro Technique](#) or something similar.
  - Pause notifications on your phone during study times.
  - Soothing music or white noise machines are recommended.
  - Students are usually more successful when they build in weekly routines. Find ways to be held accountable to the schedule and build in incentives for following the routine.

- Repetition: review your notes daily, even when you believe you've mastered a concept. Practice re-writing and re-organizing your notes in order to review them.

\*Browser extensions and third-party apps can create security vulnerabilities on some computers. Research the risks before downloading and use with caution.