On a weekly basis, familiarize yourself with module goals, assignments, and deadlines.

Daily check into BOLT and look for emails, discussion board postings, etc.

Attend synchronous session.

Answer and ask questions.

Have notes and readings available to consult.

Take meaningful notes.

Sit up and dress for class.

Review after class.

As soon after class as possible, read notes, fill in gaps and note any questions.

Make note if you need to participate in any asynchronous activities such as Discussion Boards, etc.

*Power Hours – Retrieve-Connect-Rehearse*

1. **Study with focus** (30-50 min): Interact with material—organize, create a concept map, summarize, process, work problems, read, make notes, self quiz, reflect, and so forth. The goal is to retrieve, connect, rehearse so your brain moves “stuff” from working memory to long-term memory.

2. **Reward yourself** (10-15 min): clear your head—go for a short walk, get a healthy snack, etc.

3. **Review** (5 min): Go over what you just studied—summarize, wrap up, compare what you studied to your goals.

4. **Choose:**
   - Should I continue studying?
   - Should I take a break?
   - Should I change tasks or subject?

Note: if you schedule 3-5 Power Hours into your day, divide this time between your course load. Try to avoid spending an entire 3-5 hours on a single course subject, which is known as mass practice. You might do this to cram for an exam. Cramming does not optimize learning even if you earn a high score.

Adapted from https://www.lsu.edu/cas/earnbettergrades/note-based.php; Saundra McGuire, *Teach students how to learn* (2015); updated 22 December 2022.