

CHECKLIST FOR SEMESTER 1

Our top 10 tips for staying on track!

COVID-19 has created a lot of uncertainty for all of us. Starting out your university journey can be an unsettling time. It is important to recognise that bumps along the way are common for many students, but the majority go on to succeed. Despite COVID-19, you are making tremendous progress - be kind to yourself & reach out to your School, the Learning Development Service, or the Students' Union for support.

1 Check out your module handbook on Canvas for all the important information about your module, including assessment deadlines and requirements, such as referencing style. Make a note of these key details and take responsibility for understanding what is expected of you.

2 Take the time to prepare for classes; this will help you make the most of lectures and tutorials. Whether you're watching live or recorded sessions, make relevant notes as you go and note down any questions you have. After class, review your notes while the material is fresh in your head to address any gaps or identify questions you might want to ask of your tutor.

3 Tutorials offer a valuable opportunity for you to explore in more detail the materials covered during lectures. Whether they are taking place online or face-to-face (and even if you initially find it daunting!), it is important to participate actively and ask questions or seek clarification. This enables you to make the most of these learning opportunities.

- 4 Deal with difficulties as they arise. If you don't understand something, you can contact your lecturer via Canvas, by email, or attend their office hours (these may be virtual at present). There may even be an option to ask questions in the Discussion area of Canvas. Talk to other students on your module, chat to your Personal Tutor, and check out the information available on Canvas.
- 5 Make contact with your Peer Mentors. Peer Mentors are students who have already completed Level 1, so they can offer guidance and advice to you as a new student. Look out for emails from your School about meetings with Mentors in the first few weeks.
- 6 Discover your own learning style and individual study preferences. Do you prefer to work in a space with background noise, or do you need a quiet environment? How do you best retain information being presented to you? Don't be afraid to experiment with new study techniques to fit your preferences.
- 7 Find a designated study space for watching recordings and for private study. Try to differentiate this space from your living area to keep your study time distinct from your free time.
- 8 Try to identify and pre-empt distractions. If you find yourself constantly tempted to check your phone, think about leaving it in another room during study periods or download a productivity app such as Forest (<https://www.forestapp.cc/>).
- 9 Keep an eye on your time management. It can be helpful to create a timetable for your week and review how you spend your time. If changes are needed, go ahead and make these! Learning to be productive requires practice.
- 10 Keep study materials and resources together in the same place. Before you sit down to study, make sure you have access to any devices needed, together with any relevant reading resources or stationery.

For one-to-one support and resources on the above, please contact the Learning Development Service.