



# Readiness Review Series

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# General Tips for Online Success

Treat your online classes just like in-person classes.

- Schedule specific times each week for class, even if it is asynchronous
- Schedule when you will study—reading, doing homework, preparing for exams, group work, etc.
- Find a space that is quiet and without distractions.
- INTERACT AND TAKE NOTES!!

Don't just study as exams approach.

- Instead, study for the course regularly. It takes time and practice to become fluent in anything.
- Start preparations for exams/assignments early—you never know when an emergency will occur and slow you down.
- Study your material in multiple, active ways—don't just read your notes/book over and over.

For homework or other assignments that are repeatable, approach each attempt with the goal of testing yourself and seeing how you do.

- From there, review your mistakes, learn from them, and then try again. Give each attempt your best effort.

# Preparing to Take Notes

Prepare for note-taking *before* you go to class.

- Review course outline, do the readings, and come up with questions about terms and concepts you do not understand.
- List unfamiliar terms and concepts—listen for explanations in class.

Print any materials you need for class ahead of time—PowerPoints, handouts, articles, etc.

- If the PowerPoint slides are provided, you don't have to write them down.
- If you do print up materials, keep them all together in a binder or notebook. Stay organized—it's all testable!

Review previous lecture notes before class.

- More times than not, all the information goes together and is related.
- Need to know the big picture and how information connects.
- Check your previous notes for anything you do not understand—it is not too late to ask in class!

# General Tips for Note-Taking

Write notes in class and *also* for your readings.

- A leading cause of students missing questions on exams is not studying *all* the material.

Try not to write *everything*, but write more than just what's on the slides.

- The terms on the slides are usually the *question* on the exam, not the *answer*.
- The slides will help you focus your notes—tangents from the slides are less likely to be on the exam.
- Prioritizing the materials will save you time later.

Develop your own “shorthand” to make writing faster.

- Use symbols instead of whole words when possible.
- Use abbreviations for common words (ex: btwn = between, E for “Enlightenment,” etc.)
- Can add notes from the readings to your lecture notes or vice-versa.

# General Tips for Note-Taking

Write it down by hand opposed to typing it.

- Multiple studies show that students remember their notes best when they write it by hand.

Review your notes once within 24 hours of writing them.

- Studies who this helps students remember their notes much better than when they wait days or weeks to review.
- Only takes 10-20 minutes to make a real difference!

Leave lots of space between items in your notes.

- Makes it easier to read.
- You never know when you need to add something—you want to keep related material together.
- Can add notes from the readings to your lecture notes or vice-versa.

Keep a glossary or vocabulary list.

- Keep track of key terms from the book, slides, or lecture.
- Keep track of any words you don't understand—vocabulary building is important!
- Review your vocabulary list regularly.

# General Tips for Note-Taking

Include specific examples, but don't write *everything* from them.

- Professors often ask for examples, and often give them.
- Learn to apply what you are learning to the examples, rather than writing the entire story behind the example.

Label your pages at the top.

- Date, Class (if you mix your notes, which you shouldn't), and main topics.
- Helps you find significant information faster.
- Helps you keep information organized.

Use the margins!

- Make note of key information—prioritize what you're looking for.
- Use terms to create a quick guide to what is in your notes—where to find specific info.
- Write questions or mark difficult information that you can ask about or study later.

# Online Tips for Note-Taking

Take notes on more than just the lectures, if there are any lectures.

- Look through all pre-lecture materials *before* looking at lectures.
- Usually anything on the Canvas site is game for the exam.
- Outlining or summarizing information provided there in articles or slides is essential.

## Recorded or Live Lectures.

- Online lectures do not mean not needing to take notes, even if recorded.
- Take advantage of recorded lectures to pause, replay, and even take a break when needed.
- As usual—focus on writing what isn't already written down.
- Make a note of location or take a picture of important charts and diagrams.

## Online Specific Tips

- Close all superfluous tabs—avoid any distractions.
- Don't google information *during* the lectures—make a note of anything you want and revisit after class.
- Do not get *too* comfortable.

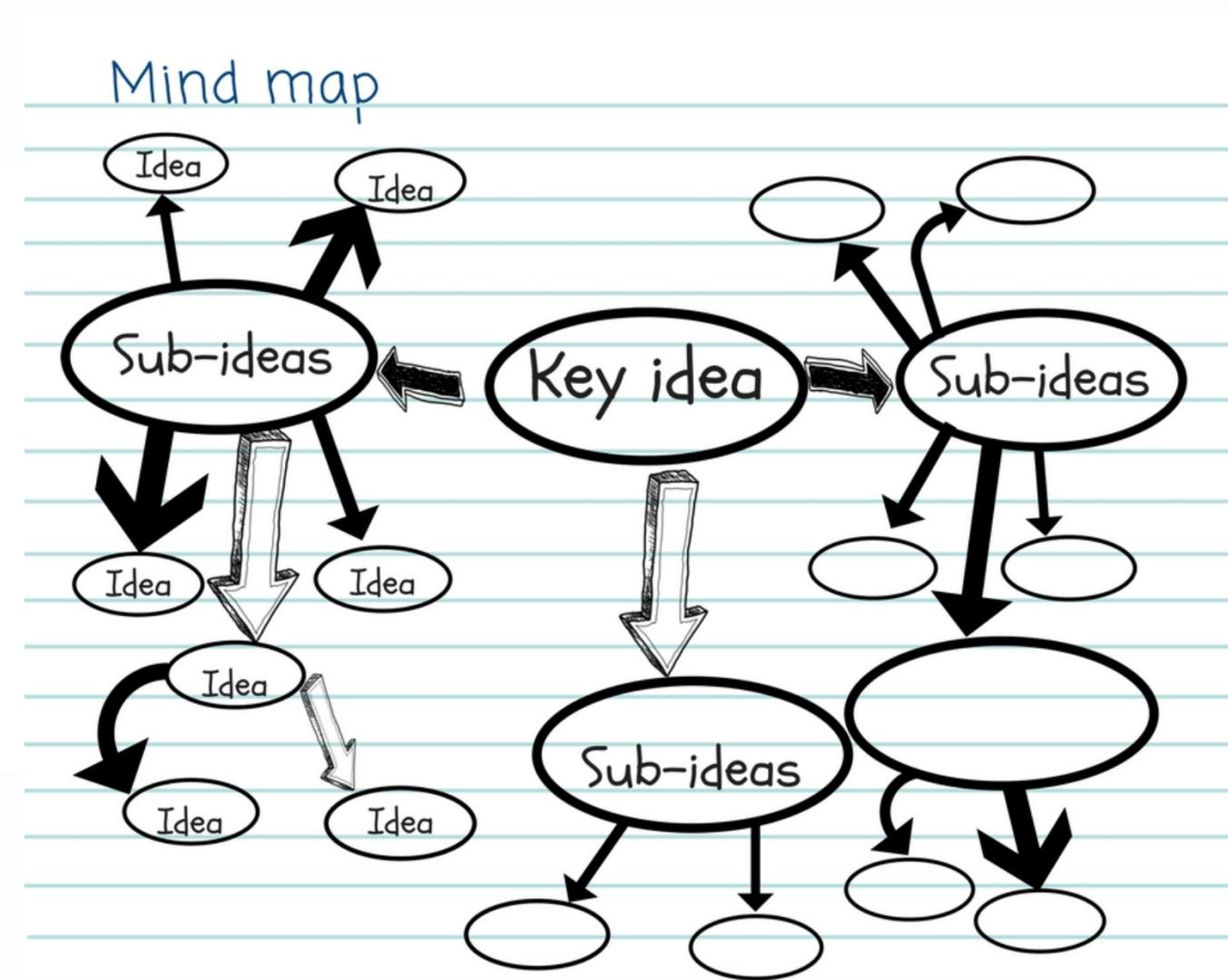
# Charting & Mind Map Methods

Good for lectures with a lot of categories, stats, terms; and for visual learners.

- Helps organize information.
- Easier to read and interpret than a mass of words
- The way they work:

Parasomnias	Onset	Occurs	Duration	Notes
Sleep terrors	Within 15-90 min of sleep	NREM-REM sleep stage 4	Up to 20 min	-
Sleepwalking	Within 3-4 hr of sleep	NREM sleep	5-30 min	-
Nightmares	Late in sleep cycle	REM sleep stages 3 & 4	No consistency	Duration has high variation patient-to-patient

Source: <https://e-student.org/charting-note-taking-method/>



Source: <https://www.learninghub.ac.nz/study-skills/readings/note-taking/>

# Tips for Textbook Notes

## Annotating.

- Write the information you need from the book in your notes, THEN—
- Write notes in the margin of your book to help you find the information and cross-reference when needed.

## Summarizing.

- Restate main ideas, but use your own words.
- Remember: main points often appear at end of introduction and beginning of each paragraph.
- Make sure you note any key terms.

## Outlining.

- It is a lot of work, but studies show there may not be a better way to remember what is in the book.
- Does not have to be detailed or formal—just needs to summarize important information in an organized way.

## Chapter Questions.

- Many textbooks have questions at the beginning or end of each chapter—ANSWER THEM!

# Professor Tips for Note-Taking

Things to look for when the professor is talking—online or in-person.

- Repetition.
- Writing things down.
- Key phrases like “this is important,” or “studies show,” or “to elaborate,” or “this is significant because...”
- Cause and Effect; How and Why
- Listing items; numbered items.
- Voice inflection—volume, emphasis, pauses.
- Tangents versus “What’s on the slides”
- Numbers and Stats

# Tell us how we're doing!

The QR code below will take you to a survey about the Readiness Review Series.

We're always interested in improving, so we're asking for your feedback.

What was your experience like? Is there anything we should add, change, or remove?

Do you have ideas for how this program should be expanded in the future?

Scan the code and fill out the short survey to let us know!

