**We’ll get through this together.** Things may feel out-of-control right now. You may be facing a lot of unknowns and disruptions. Try to be patient with yourself, your classmates, and your instructors during this time. Take care of your wellbeing first. Making a plan and adjusting your studying may help you feel even a little sense of control. Use this resource as a starting point.

**In this guide, we’ll talk about:**
- Adjusting your study and time management habits
- Tutoring & More
- Canvas (WyoCourses) help
- Additional resources (including Zoom help)

While more of your coursework and teamwork have to be online and remote, here are some strategies to keep in mind. The end of this document will include other UW-specific resources to help you through these times.
1. Stay organized

With so many things changing in your courses, you might be reliving that first-week-of-class confusion at finals-week pace.

Here are some things you might want to keep track of for each class:

**Are in-person parts of the class changing?**
- What are the in-person parts of this course? (lecture, lab, etc)
- Where can you find it or how do you access it? (live-stream, lecture capture, etc)
- Is it at a specific time or can you watch it anytime?

**Are assignments changing?**
- Are there new due dates?
- Is how you’re submitting your assignments changing?
- Are any quizzes or exams being offered virtually?

**What should you do if you need help?**
- Is your course offering virtual office hours? When and on what platform?
- Is there an online forum for asking questions?
- One example of a way you could keep track:

<table>
<thead>
<tr>
<th>Important dates</th>
<th>Class 1</th>
<th>Class 2</th>
<th>Class 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big changes</td>
<td>No lab</td>
<td>Discussion optional</td>
<td>Paper due Friday</td>
</tr>
<tr>
<td>Live lecture</td>
<td>Lecture link</td>
<td>Recorded lecture</td>
<td>May do paper instead of group project</td>
</tr>
<tr>
<td>Important links</td>
<td>Office hours link</td>
<td>Discussion link</td>
<td>Group paper folder</td>
</tr>
</tbody>
</table>

2. Avoid multitasking

If you’re doing more work on your own and your time is less structured, you might be more tempted to multitask. Many people think they can do multiple things at once. But research shows us that only about 2% of the population can multitask. Even if you feel like you’re multitasking, you’re probably not... really, you’re switching between tasks very quickly (some call this “micro-tasking”).

**The downsides of multitasking and microtasking:**
- **Assignments take longer.** Each time you come back to an assignment (from Instagram for example), you have to get familiar with it, find your spot, remember what you were going to do next, etc.
- **You’re more likely to make mistakes.** Distractions and switching between tasks tire out the brain.
- **You’ll remember less.** When your brain is divided, you’re less able to commit what you’re learning to long-term memory (because it doesn’t get encoded properly into your brain).

**What to do instead.**
- When you need to study something important, consider [The Magic of Monotasking](#).
- Consider the “pomodoro method” to help you focus for 25- or 50-minute periods and then reward yourself with 5- and 10-minute breaks.

- Focus on one thing at a time.
- Take breaks between tasks.
3. Make the most of video lectures

- **Stick to your instructor’s schedule as much as you can.** Staying on a schedule will help you have a feeling of normalcy and prevent you from falling way behind.
- **Find out how to ask questions.** Is there a chat feature? Is there a discussion forum?
- **Close distracting tabs and apps.** Humans are not as good at multitasking as they think! (See #2 above.)
- **Continue to take notes as you would if you were there in person.**
- **Watch recordings at normal speed.** Research shows that playback speed of 1.5x can lower your retention and can result in lower scores on assessments. Faster playback speeds are worse for complex, multi-step material (which most of your lectures probably are).

4. Set a schedule

As the situation unfolds, you may have fewer social commitments, group meetings, or work hours. Setting a schedule for yourself can help provide structure and keep you motivated. If you don’t already keep a weekly or daily calendar, try something like the example below to organize you time. Include time for exercise and self-care.

**Schedule Template**

<table>
<thead>
<tr>
<th>Scheduled Activity</th>
<th>Course Tasks</th>
<th>Personal / Self Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>8am</td>
<td></td>
<td>Shower, breakfast</td>
</tr>
<tr>
<td>9am</td>
<td>call in for remote lecture</td>
<td></td>
</tr>
<tr>
<td>10am</td>
<td>Read chapter 3</td>
<td></td>
</tr>
<tr>
<td>11am</td>
<td></td>
<td>Break - video call with a friend</td>
</tr>
<tr>
<td>12pm</td>
<td></td>
<td>Lunch</td>
</tr>
<tr>
<td>1pm</td>
<td>Read chapter 4</td>
<td></td>
</tr>
<tr>
<td>2pm</td>
<td>Recap lecture with classmate</td>
<td></td>
</tr>
</tbody>
</table>

5. Trade strategies for new ones

Your routines may have to adjust during this time. Look for ways to adapt your usual habits or form new ones.

For example:

- **If you usually study in a coffee shop or library,** ask yourself what kind of environment helps you study. See if you can recreate that at home. Maybe it’s studying in a chair, rather than on your bed or couch, or moving to a new spot when you change tasks. If you feel you need background noise, consider a white noise app.
- **If you always study in groups,** try a virtual or even phone-based study session with your group.
- **If you thrive on tight timelines, but now have a more open schedule,** think about how working with others or setting up a schedule can recreate that for you. When that gets hard, see if you can even do fifteen minutes at a time.

6. Stay connected to other people

Even if we limit how much face-to-face time we spend with others on campus, connecting with family and friends might be more important than ever. And staying in touch with instructors, classmates, and group mates is still important for continued classwork.

Here are a few ideas:

- **Schedule video calls with friends and family.** Talking with loved ones is often really helpful when you’re stressed or nervous about something. Taking a break to have a laugh is also important.
- **Attend virtual office hours** or study groups so that you can stay up-to-date on your classwork.
7. Work with a group or team

Remote collaboration will look different, but it is definitely possible.

- **Try not to procrastinate.** That group project may be out-of-sight, out-of-mind if you aren’t seeing each other regularly. Resist the urge to put it off. Make small progress and stay in touch.

- **Meet regularly,** especially if you usually touch base during the class or lab. Consider a quick text on your group chat about progress every couple of days. Ideally, have real conversation over video any week you’re working together.

- **Set a purpose for meetings and use a shared notes doc.** Meetings might feel different when using video, even if your team was really good at working informally in the past. Try to set the purpose of your meeting in advance. Take notes in a shared doc so you can all contribute and follow along.

- **Keep videos open when you can.** As long as you can see whatever you need to collaborate, aim to keep the video visible on your computer screen. It’ll help you see the expressions of your teammates and stay connected to each other.

- **Check on each other and ask for backup:** If someone has been absent from your group meetings or chat, ask them directly if they’re still able to participate in the project. If you aren’t getting responses within a day or two, let your instructors know. Know it isn’t being petty, it’s your team’s responsibility.

8. Be considerate on video calls

Video conference etiquette adapted from Zoom.

- **Use your UW Pro Zoom account** – all UW students have access to a free pro Zoom account. Access the account through WyoWeb ([wyoweb.uwyo.edu](http://wyoweb.uwyo.edu)) and click on the Zoom button.

- **Think about what image you are projecting.** It’s tempting to wear your pajamas, but dress for your video conference as you would for an in-person meeting. Adjust your lighting so you are easily seen. Move items from your background that may be distracting (such as a pile of old laundry). Avoid yawning or exaggerated motions that may be distracting.

- **Practice speaking to the camera and not the screen.**

- **Utilize the mute button.** Unless you are actively speaking, you should keep your mute button on. However, you should still actively participate in class discussions. Think of questions you want to ask and jot them down, or join in when a question has been thrown out.

- **Reduce eating and drinking during calls.**

**Please remember, this will pass.** If COVID has disrupted your travel plans, ended a lab experiment you were excited about, or for any reason feels like it came at the worst possible time, remember: this is temporary. You’ll find your way when it settles down. You’ll get back on track, and things will get back to normal. We don’t know when, but it will happen.

**Until then, take a deep breath, do your best, get some rest, and wash your hands.**
Online tutoring
Free tutoring in a huge variety of subjects is available through our online STEP Tutor Center and through NetTutor. To access these services, undergraduate students should log in to the Tutoring & More WyoGroup and select “online tutoring.” Students can meet with a live tutor, drop off a question, or drop off a paper to get feedback.

Supplemental Instruction
Sessions are held in WyoGroups. Invitations will be sent to students enrolled in the classes we offer SI in, but if you don’t see an invite and want help, please contact Jess Willford at step@uwyo.edu. Supplemental Instruction (SI) is a series of out-of-class study sessions led by a student who has successfully taken the class before. It’s a great way to practice the material and work with other students to learn the content. SI works best if you attend the whole semester, not just before exams.

Center for Assistance with Statistics & Mathematics
CASM is online and offers online tutoring, study groups, resources, and Q&A forums. Students must access this resources through the CASM WyoGroup. CASM is a free tutoring resource for students enrolled in lower-division math and stats courses (below 3000 level).

Writing Center
UW’s Writing Center is online and ready for synchronous and asynchronous consultations. The Writing Center offers free one-on-one conferences or group conferences during which writers may discuss their writing tasks with one of the Writing Center staff. Writers may come in at any time in the writing process (brainstorming, development, rough draft, revisions, etc.).

Engineering Tutoring
Tau Beta Pi, the Engineering Honor Society, provides free tutoring throughout the academic year. Tutors can provide help in engineering science, mathematics, science, and engineering courses. TBP will be conducting all tutoring online via Zoom; please see their schedule for more info.

For more information and updates, visit the STEP tutoring website.
5 Easy Steps to Get Started on WyoCourses

1. Access all UW online courses through the WyoCourses icon at [wyoweb.uwyo.edu](http://wyoweb.uwyo.edu).
2. Use your UW screenname and password to log in.

3. Learn how to navigate WyoCourses by taking the short [WyoCourses Orientation](#) found under your “Courses & Groups” tab along the left side of the page.

4. If you’re having issues, there is help available! Use the “Help” tab along the left side of the page to view multiple resources for students having a hard time.

5. If you cannot find an answer to your question or still have issues even after using the provided resources, reach out to your instructor! They can’t provide you with help if they don’t know you need it.
Additional Resources

- UW Covid-19 Student Resources [Preventing Covid-19 from the CDC] UW IT for tech help
- UW Counseling Center
- UW Disability Support Services
- UW Advising, Career, & Exploratory Studies Office
- UNC Learning Center with help on studying, time management, and more
- Dean of Students COVID-19 Resource Page
- Zoom How-To Video