

## Study Guidelines

**ORGANIZATION:** It is important to help reduce anxiety by being over prepared and to complete all homework ahead of time to assist with this goal. Most schools have extensive support but homework must also be completed ahead of time in order to utilize services. A calendar can help to manage time. Inputting all assignments so that one can scan ahead and see what is coming up in the next few weeks can help you to be prepared early. It is a good idea to put ALL items (readings, papers, projects, tests) on the mobile phone's calendar and have them arranged a bit early to leave breathing room such as leaving an overnight for any required homework before having to turn projects in to allow a final review/overview to check for errors.

Utilizing your calendar is especially helpful if you are working and attending school. Knowing where to be on which day can get complicated at times without a good schedule minder.

Options besides the mobile phone calendar:

**Homework App** (the link is located here): <http://thehomeworkapp.com/> which is a good choice as it has the ability to color code different classes and work schedules to help keep the activities easily recognizable from one another at a glance.

**Wunderlist** (<https://www.wunderlist.com/>) is more of a "to do" list that is mobile and can be shared. Any of these programs will help keep track of assignments. Some will allow you to set reminders (which can be spoken into the phone for convenience).

**MyHomework Student Planner** is a homework planner that tracks assignments and due dates that will remind you when it's time to start studying or to turn in homework. You can fill everything in from your syllabus and the app will do the rest. This is a link to the website with links to app download for all platforms: <https://myhomeworkapp.com/>

**Gmail** from Google is also a good option as it comes with a calendar feature that synchronizes across all of a user's devices (phone, tablet, laptop, desktop, etc.).

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**SCHOOL ACCOMMODATIONS:** Make sure you are aware and understand your accommodations through the school Student Services or Disability Services department and UTILIZE YOUR ACCOMMODATIONS! These accommodations are provided to put you on equal footing with students who do not have a disability. If a professor does not provide the accommodations you are authorized, work with your college student disability services department. Also review with them the programs you are allowed to use such as Google Read & Write, as they provide read aloud and a variety of features that are great study helps. Review what options are available to you with the disability services and verify how you access these materials if you are provided with services such as Alternative Media Access Center – AMAC (now called Center for Inclusive Design and Innovation - CIDI). The link for the website is here: <https://www.amacusg.gatech.edu/>.

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**EARLY REGISTRATION:** Many people who are authorized to utilize a college's disability services department are granted early registration privileges. Remember to verify this through the student disability services department and to use the [ratemyprofessors.com](http://www.ratemyprofessors.com) website to secure the best teachers and classes for popular teachers and class times.

**SELECTING TEACHERS:** For choosing courses, review instructor ratings at <http://www.ratemyprofessors.com/>. Most students choose classes based on the time of day they are offered, they want a schedule that is convenient for them. Instead, you should choose classes based on other student's feedback. It isn't the rating that is so important, but the comments which give you cues to how the class operates. If you are comparing two math teachers, and one comment says, "all the quizzes are taken online and you can take them over and over and she uses the highest grade" and another teacher has a comment that says, "he puts things on the tests he never covers in class and he is never available to give you help" you have a good idea of which class you would you rather be in, right? Then, make sure you rate your teachers at the end of every semester to keep the information up to date on the website for the next students who need these classes.

**CLASSROOM:** Sit near the front of the room to decrease some of the auditory and visual distractions from other students.

**NOTE-TAKING:** Note-taking can be a very effective learning technique. Taking notes provides a way for the student to participate in the class and often helps keep their focus on the materials being presented. There are handwritten note helpers and typed note taking helpers with recording abilities to hear the lectures over. If you take hand written notes, keep two **highlighters** with you. Choose one color to highlight anything that you are told will be on the test. The second color is for items that you did not understand completely and need to go over again before the next class or need to review with the teacher/teacher's aide/tutoring department to make sure that you have the information down accurately. This will help streamline your study and review skills.

**STUDYING:** College-level work will take much longer study periods as you are expected to complete much more on your own and will have more assignments for each class. For each hour you are in class, plan on two hours outside of the classroom to keep up. It is recommended that you try to study in the same place at the same time every day and that you review at the beginning of each study period the last thing studied to ensure the memory of the materials. For exams, verify with the instructor the exam outline and what should expect to be covered early. Suggest you create an overview study guide before each test and that review the class notes and any assignments completed for the exam as well as the course's main ideas. Also recommend you review the prior corrected tests and focus on areas of information where you have not done well - revisiting the corrected information to solidify correct answers. This will also help to gain a feel for the style of questions you may be asked in the upcoming exams. Remember that most teachers will meet with a student to review materials when asked. This can be especially important if you feel you are not learning a subject well. This will also let the teacher know you are trying and can also be a benefit in your favor during final grading, especially if you are between two grades at the time the grade report is being generated.

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**TUTORING:** Should you need support for any college class you are taking most colleges have tutoring available. Some are online, by appointment, group and individual study help. Some college tutoring hours. Review your college website to secure updated information.

**READING AND WRITING:** The free **Google Chrome extension, Read & Write** toolbar can be particularly useful in helping maintain focus and increase absorption of materials because it highlights words and sentences as it reads the digitized text aloud. Having the materials come to you through a variety of senses can help you to absorb the material. The user can adjust the speed and pitch of the reader to find a voice that works best for each reader. Read & Write features screen masking and simplification tools to reduce screen clutter of web pages and puts the focus on what the user is reading. Below is an example of the masking and highlighting features in use:



Once installed on the Google Chrome browser, the user can toggle the menu of its features on and off. Features include **reading aloud, highlighting the words as read in the sentence, dictionary, picture dictionary, screen masking to improve focus, and highlighting in web pages.** The highlighting feature gathers all the selections the user highlighted and imports them into a new, separate document that the user can then use for study purposes. It will extract everything the user selects as important and highlights. This browser plug-in can also be useful for building **vocabulary study lists.** Read & Write has a dedicated "vocabulary" button that collates every word the user has highlighted and builds a columnar vocabulary chart that lists the words, the definitions, a picture symbol of each word, and a box for additional notes. This toolbar will also work in conjunction with Google Docs when writing. It has an excellent word prediction feature that is useful for slow typists (either from physical limitations or lack of keyboard skills) and also has a talk-to-type feature so that papers can be dictated rather than typed. The Chrome extension toolbar is free with some limitations after thirty days. The full app/software will work across platforms (including PDFs) and costs \$145 for a single license annual subscription. It comes with AMAC/CIDI and many Schools AND universities offer it through their disability services offices.