



BEST PRACTICE GUIDE FOR GBA ONLINE STUDENTS

*Study Tips and Skills for Success
as an Online Learner*

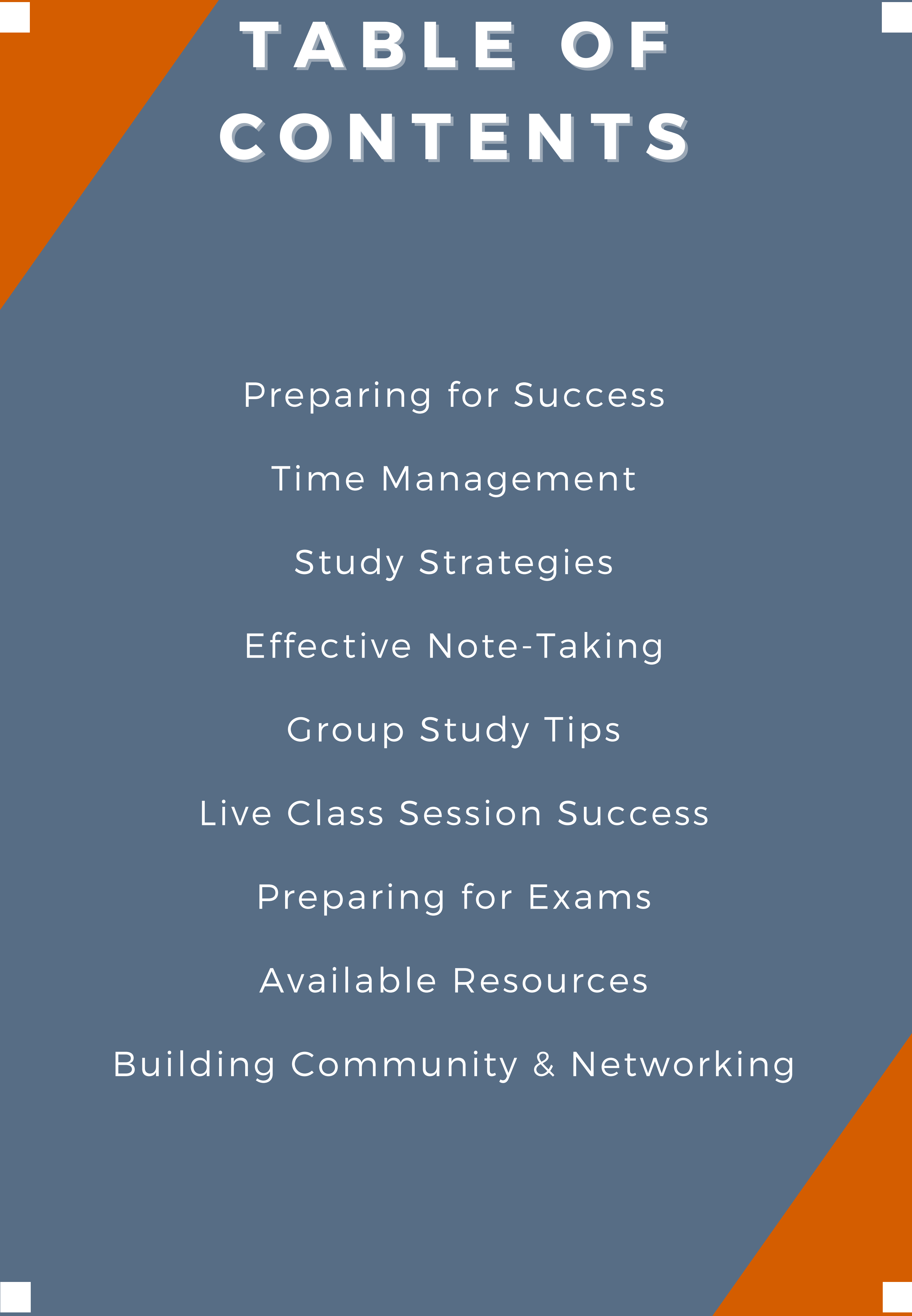


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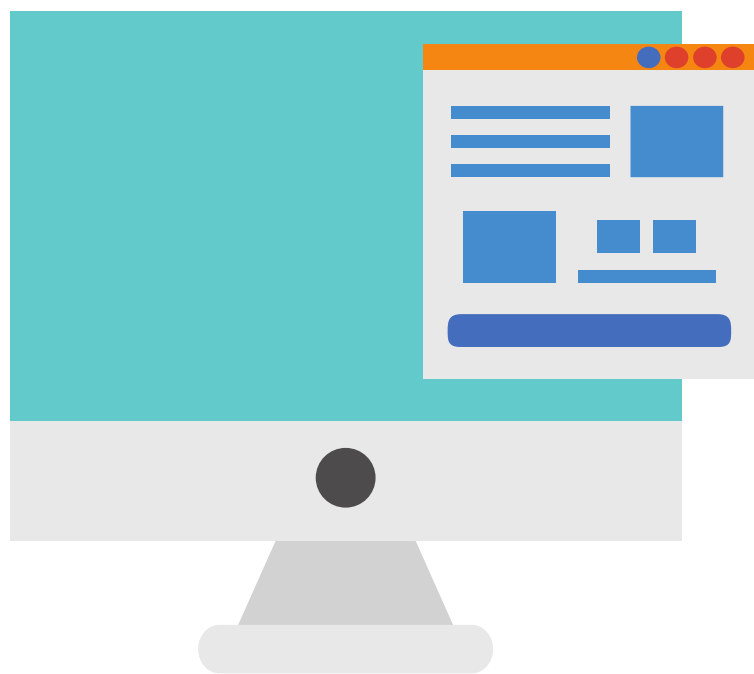
PREPARING FOR SUCCESS



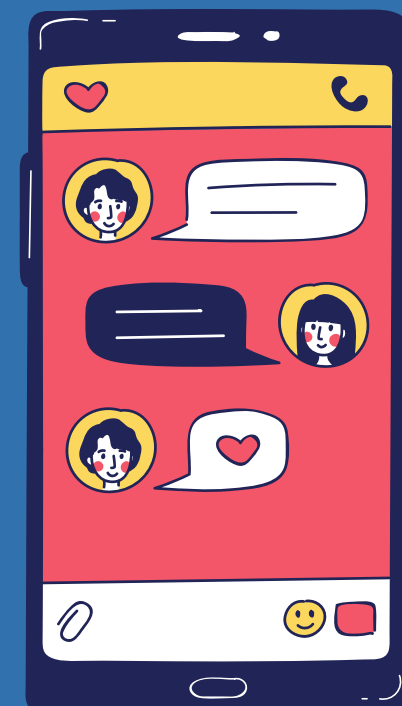
Establish a robust weekly routine.



Organize your study space - ideally somewhere private and quiet.



When studying and during class, close all unrelated browser windows.



Eliminate all other distractions.

SAMPLE TIME MANAGEMENT PLAN

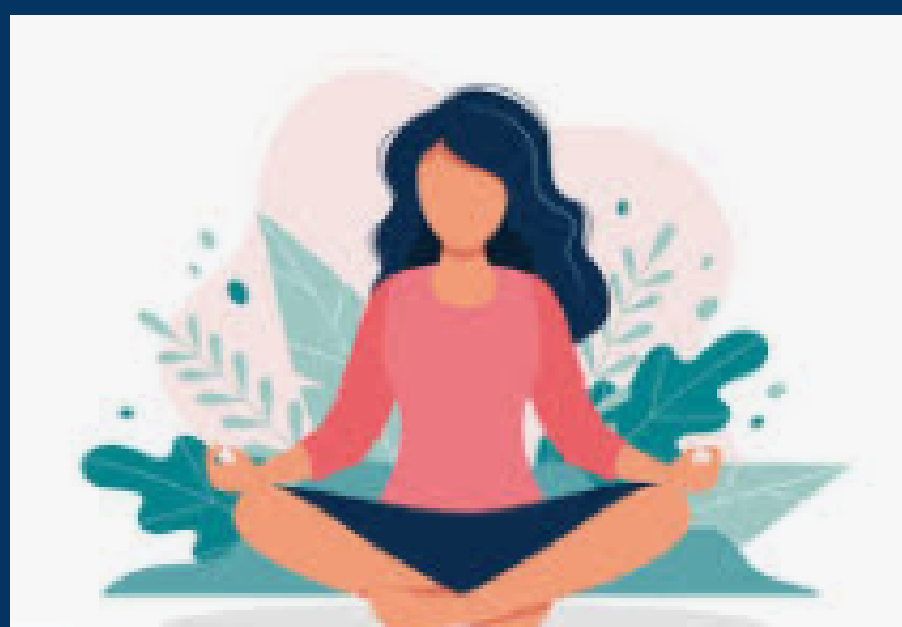


Though online learning can be challenging, it can also be flexible to your needs and responsibilities. Think of it as embarking on an exciting and transformative opportunity. Investing in yourself is the first step to investing in your education. A time management plan is the first important step. Your commitment to your academic success is crucial, and will likely necessitate significant changes to your usual schedule.

It's extremely important to become acclimated to your new routine as soon as possible and commit to this new cadence.

Establish a study routine and schedule right away using the sample plan on the following page as a guide. Be flexible as the term progresses, knowing that it is normal to alter your routine as you work your way through a specific class or term. Be aware of what to expect with upcoming classes by reviewing information on [GBA Connect](#).

Set specific blocks for study time, self care & other commitments.



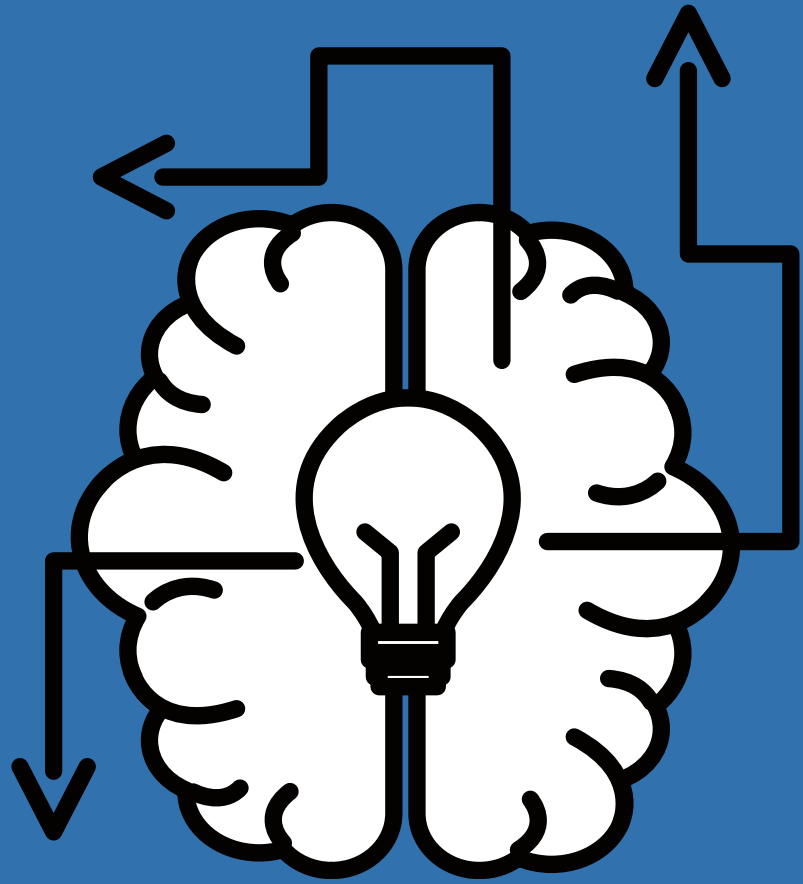
SAMPLE TIME MANAGEMENT PLAN

- Download this template on [this GBA Connect page](#), under Additional Resources.
- Set aside specific time for specific course's asynchronous material.
- Schedule in breaks (quick breaks and longer breaks) and personal time.
- Use a planner, calendar, or app for reminders and due dates.
- Revisit and reoptimize this plan at least once per term.

Key:	Personal	School	Work	Wellness									
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
6:00 AM													
6:30 AM		Work out, shower, breakfast											
7:00 AM	Work out, shower, breakfast		Work out, shower, breakfast		Work out, shower, breakfast	Work out, shower, breakfast							
7:30 AM													
8:00 AM				Shower & breakfast									
8:30 AM	Async Work Time	Work		Shower & breakfast	Work out, shower, breakfast	Work out, shower, breakfast	Shower & breakfast						
9:00 AM			Live Class #2										
9:30 AM													
10:00 AM													
10:30 AM													
11:00 AM			Post Live Class Work Time										
11:30 AM													
12:00 PM	Lunch		Work	Work	Work	Work	Self Care / Family Time						
12:30 PM													
1:00 PM													
1:30 PM	Group Meeting for Class												
2:00 PM	Organize for the Week												
2:30 PM	Self Care												
3:00 PM													
3:30 PM													
4:00 PM													
4:30 PM													
5:00 PM	Family Time/Dinner	Live Class #1	Family Time/Dinner	Family Time/Dinner	Family Time/Dinner	Family Time/Dinner							
5:30 PM													
6:00 PM		Post Live Class Work Time											
6:30 PM	Async Work Time		Family Time/Dinner	Family Time/Dinner	Family Time/Dinner	Family Time/Dinner							
7:00 PM	Family Time/Dinner												
7:30 PM													
8:00 PM	Self Care	Family Time/Dinner	Family Time/Dinner	Family Time/Dinner	Family Time/Dinner	Family Time/Dinner							
8:30 PM													
9:00 PM													
9:30 PM	Bed	Bed	Bed	Bed	Bed	Bed							
10:00 PM													
10:30 PM						Self Care	Self Care						
11:00 PM						Bed	Bed						
11:30 PM													

On average, students should spend 6-8 hours per week for each course's asynchronous coursework

STUDY STRATEGIES

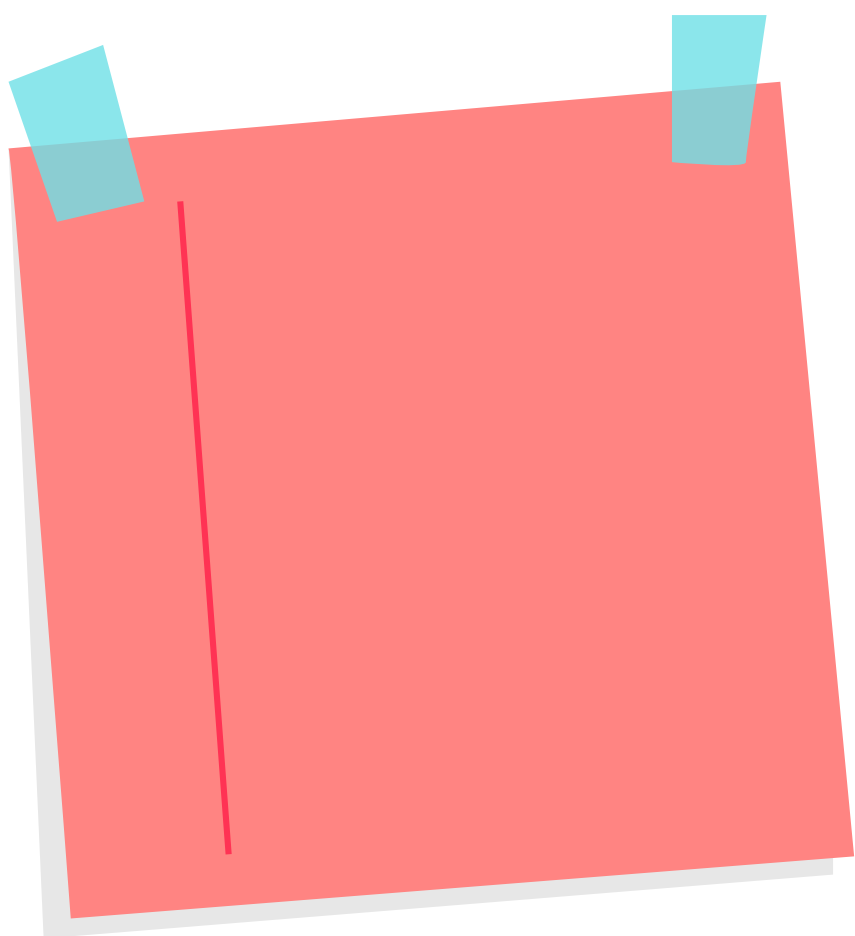


Understand your learning style: take a learning style assessment like [this one](#) to establish how you study best.



Study every day to avoid cramming.

Determine the time of day you learn best and optimize those hours.



Before starting your asynchronous work, create a note-taking outline based on learning objectives and module titles.

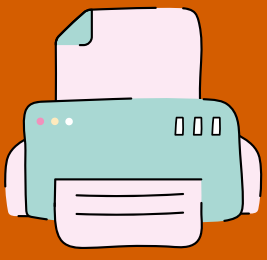


Establish how you will allocate study time according to program recommendations of weekly asynchronous and self-study time. Be sure to build in breaks.

Complete all asynchronous work before your live session

EFFECTIVE NOTE-TAKING

what's your style?



Decide:

Do you prefer to write or type notes?

Download and/or print lecture slides and class materials, designate a color-coded notebook for each course, and/or use a note-taking app (e.g. Rocketbook, Evernote).

Create an outline.



Note important time stamps in asynchronous video lectures. Highlight most important concepts in notes. Add relevant sections to a study list.

REVIEW
Reflect
REPEAT

Read over your notes before and after class. Repetition is crucial for retention. Rewrite notes by hand to support with memorization. Review concepts you are less comfortable with, test yourself, and then explain concepts out loud or to someone.

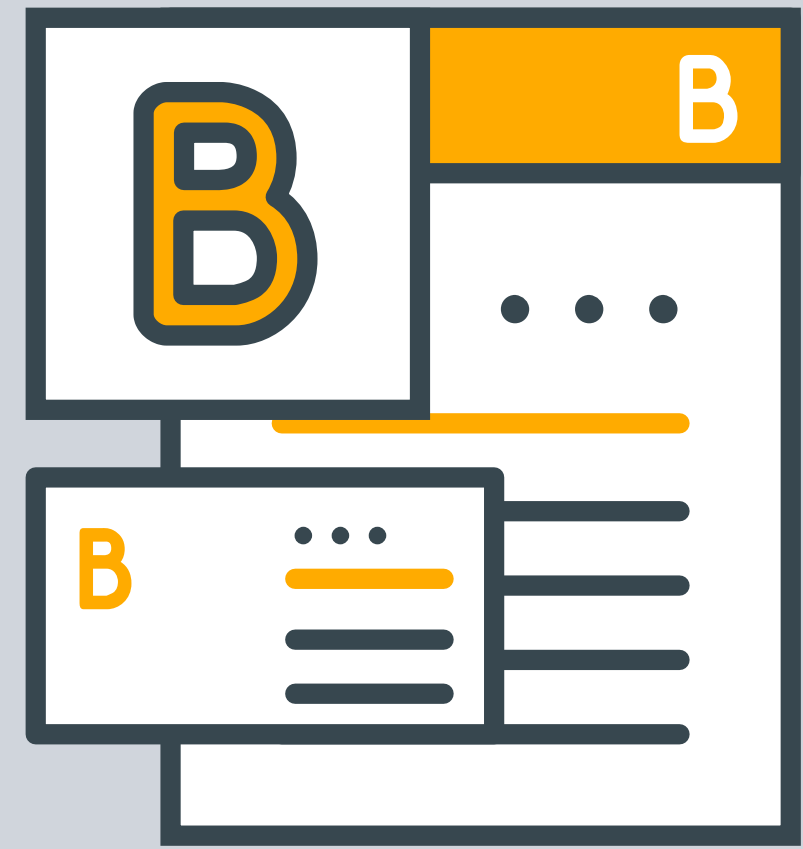


Use your notes to generate a list of questions to ask during live sessions, in a peer group study, during virtual office hours, etc.

MORE STUDY TIPS



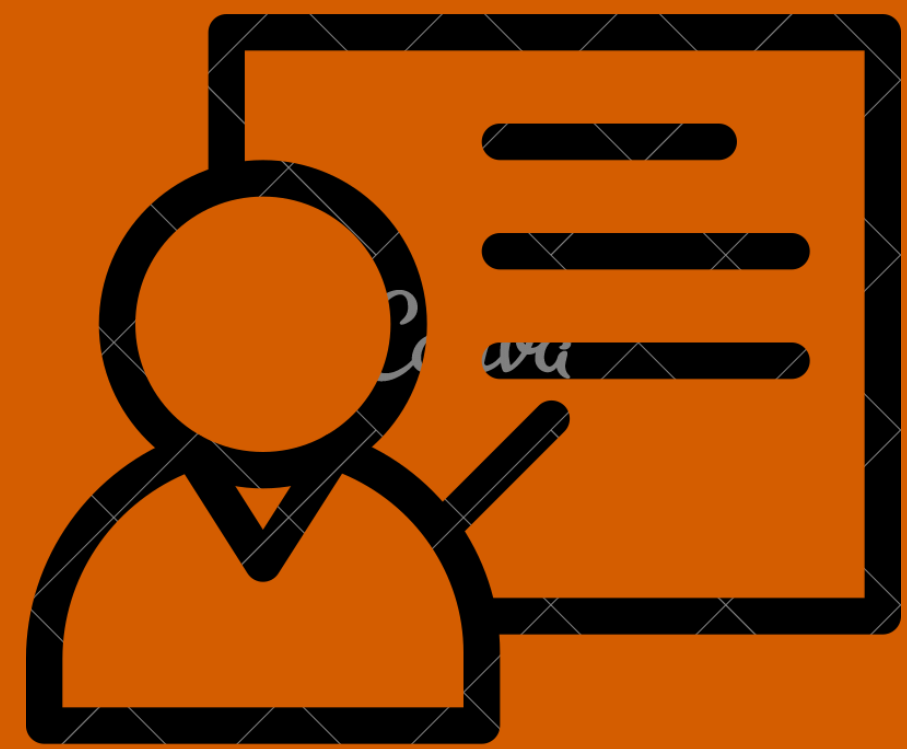
Repetition and active listening are crucial. Listen to/watch the asynchronous video lecture several times. Take (color-coded) notes.



Review foundational material. Go over the slides. Make note of any questions, highlight important concepts, review as needed.



Create a summary of your notes. Use flashcards and self-quizzing apps to review. Test yourself by leveraging active study techniques.



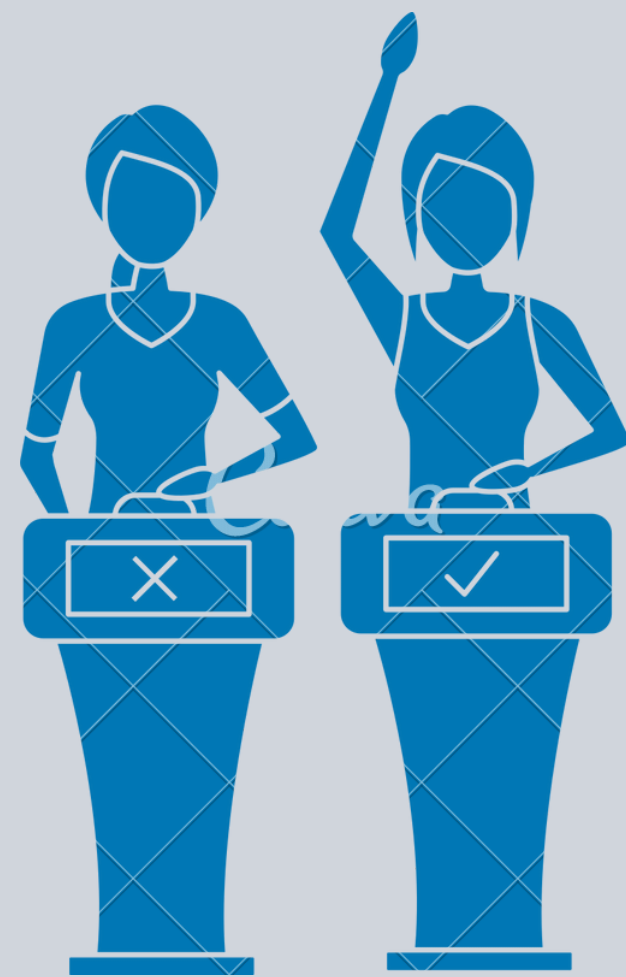
Study with classmates, meet with professors, and invest time in tutoring as needed. Take advantage of any academic resources offered.

Build in time to bolster foundational knowledge.

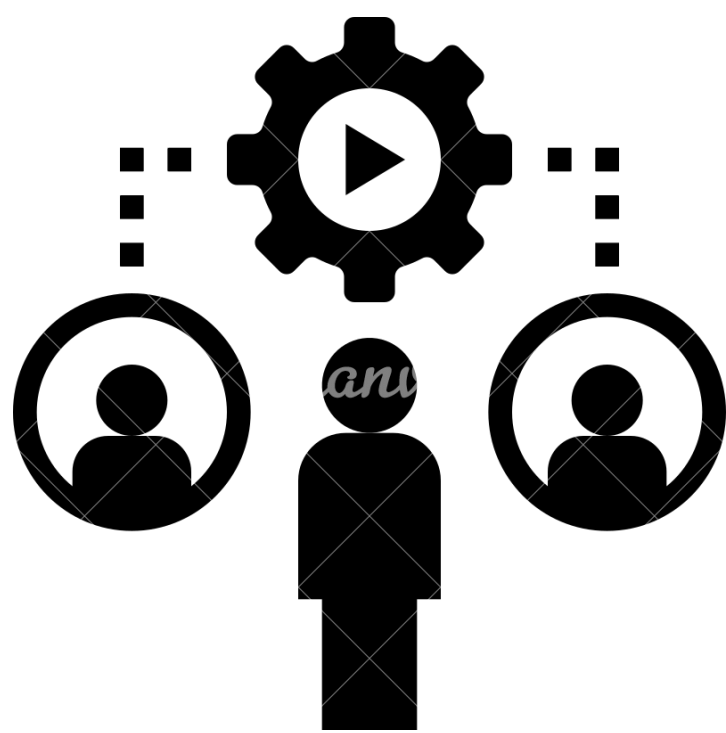
GROUP STUDY TIPS



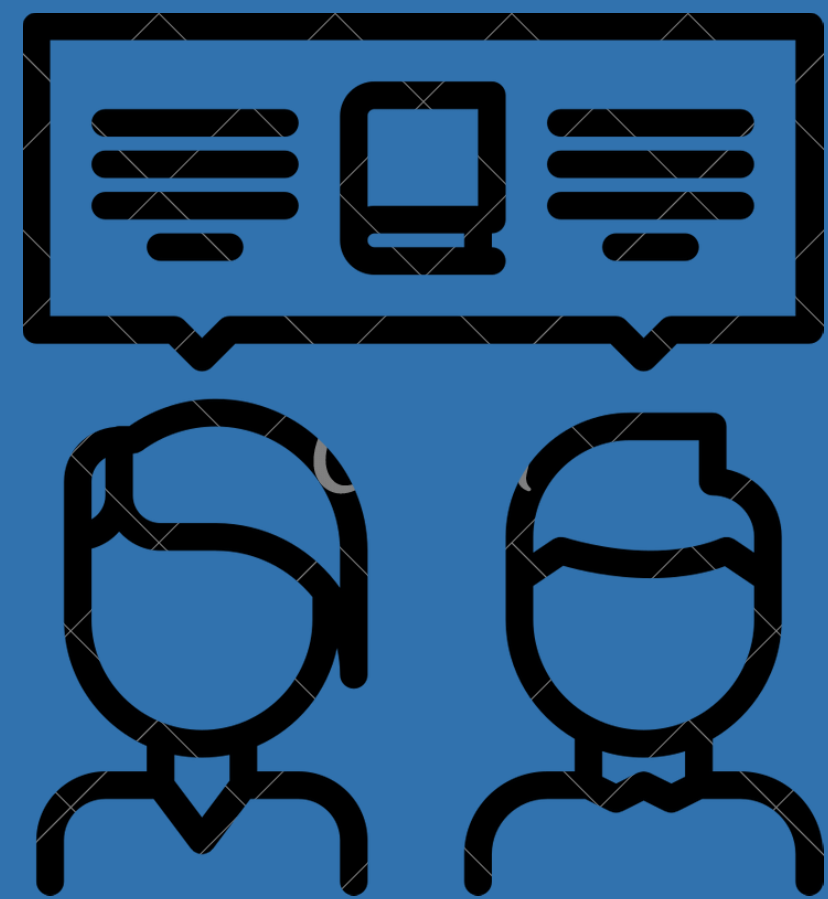
Create or attend virtual group study sessions.



Use study and quiz games, flashcards, practice quizzes, etc.



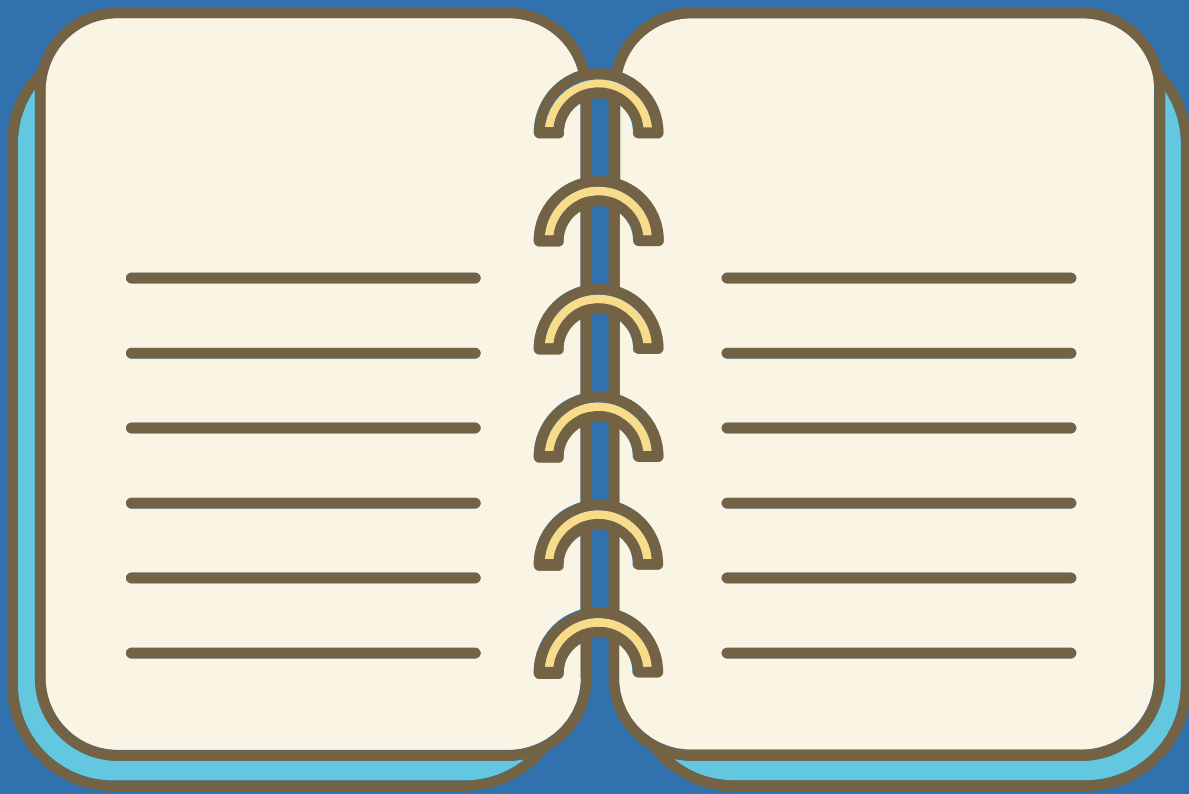
Work together on case study reviews, practice problems, simulations, or role play as applicable. Verbal articulation of core concepts can be beneficial to retention and understanding.



Engage in group or one-on-one peer review.

If you think you need additional support, ask for help!

LIVE SESSION SUCCESS



15 minutes before class:

- Review and summarize your notes.
- List three thoughts or questions you can contribute.
- Eliminate all distractions.
- Use the restroom and get a glass of water or coffee.

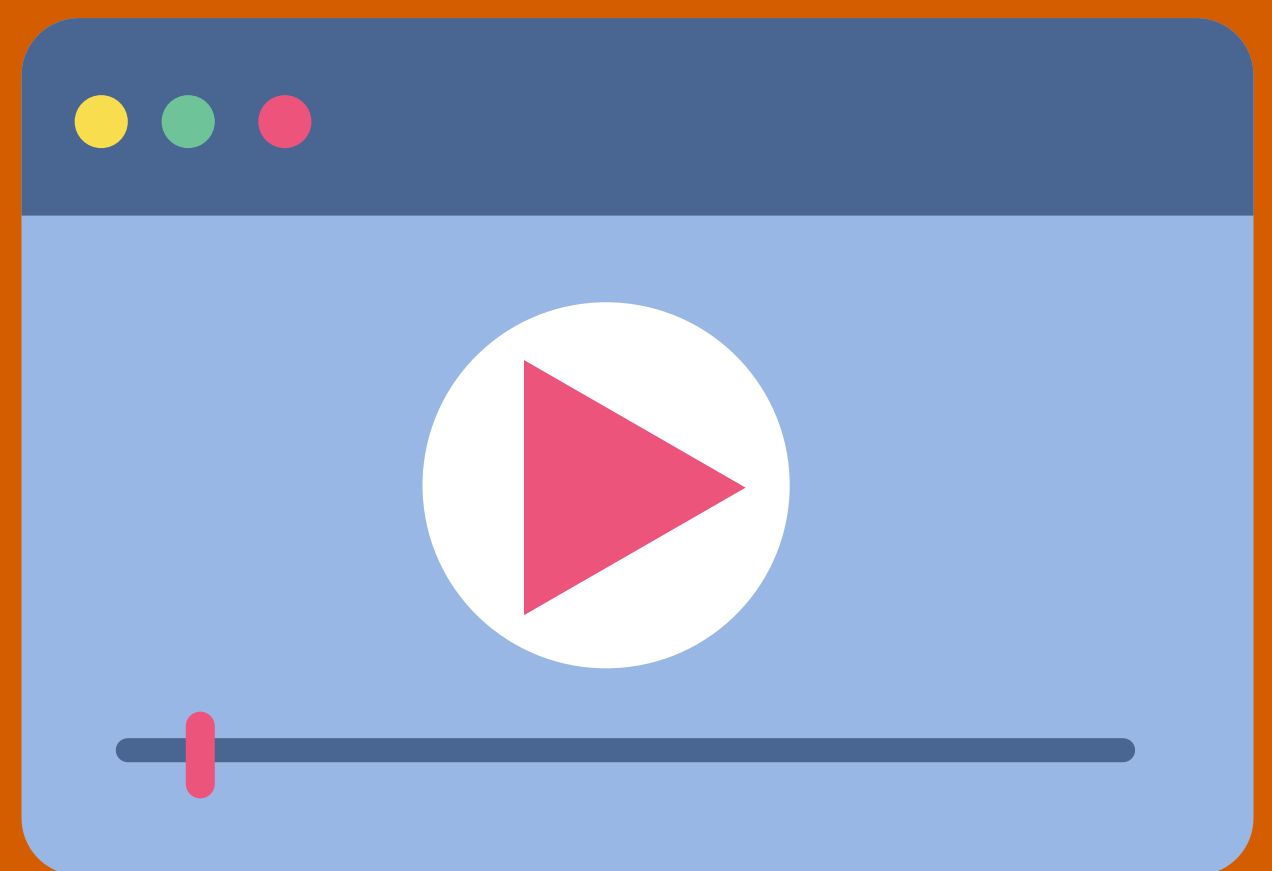


Thoughtful questions, a courteous tone, and awareness of body language are keys to success. Adhere to communication norms, netiquette, and dress code established by your professors and school. Be culturally aware and understanding.

During class:

- Participate every class.
- Ask your prepared questions, give your thoughts on all the work you've done this week.
- Continue to add to your notes.

Learning is both active and social.



Track and timestamp any crucial topics during the live session, since they are recorded. Take 15 minutes after class to review. Add any additional questions or points from class to your notes/study guides.

Live session attendance is critical and expected.

Your participation or final grade can be reliant on it.

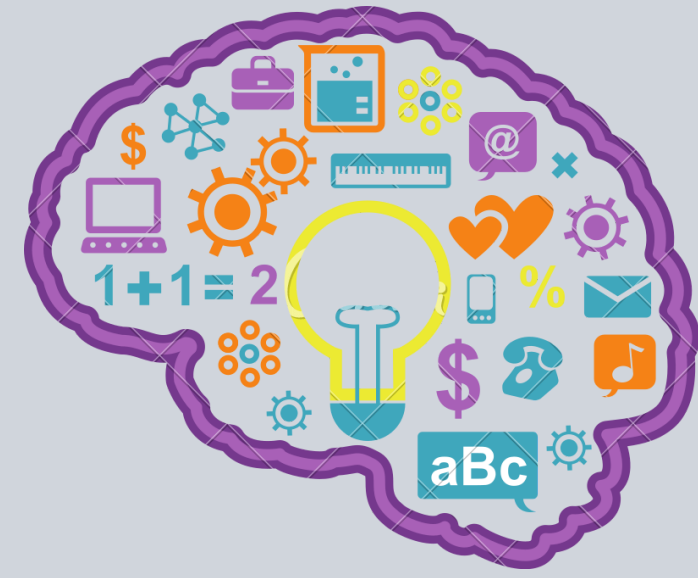
PREPARING FOR EXAMS



Repetition! Listen to lectures again. Review your notes, practice quizzes, etc. Prioritize concepts that need more attention and that professors have repeatedly mentioned. Test yourself!

Study in the same space

where you will take exams. If you listen to music while studying, listen to that same music while taking your exams.



Refer to recommended study strategies according to your learning style and needs. Request any necessary accommodations well ahead of time. Familiarize yourself ahead of time with exam expectations and protocol with your professor.

breathe

Get a good night's sleep. Take a moment before the exam begins to engage in a calming exercise. Eat and use the restroom before the exam begins. Have a glass of water nearby.



Read exam questions carefully. Don't second guess yourself, but review answers as time permits. Be aware of time and your progress on the exam overall, as well as on each question, if it is a timed exam.

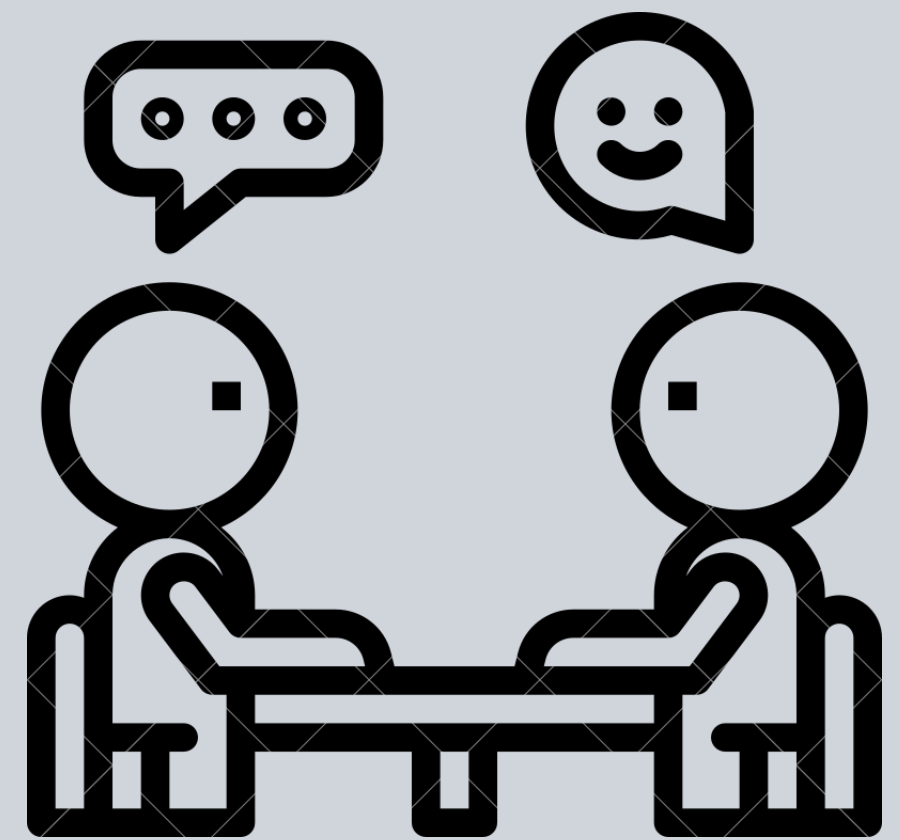
Prepare physical and technological exam space

LEVERAGE RESOURCES

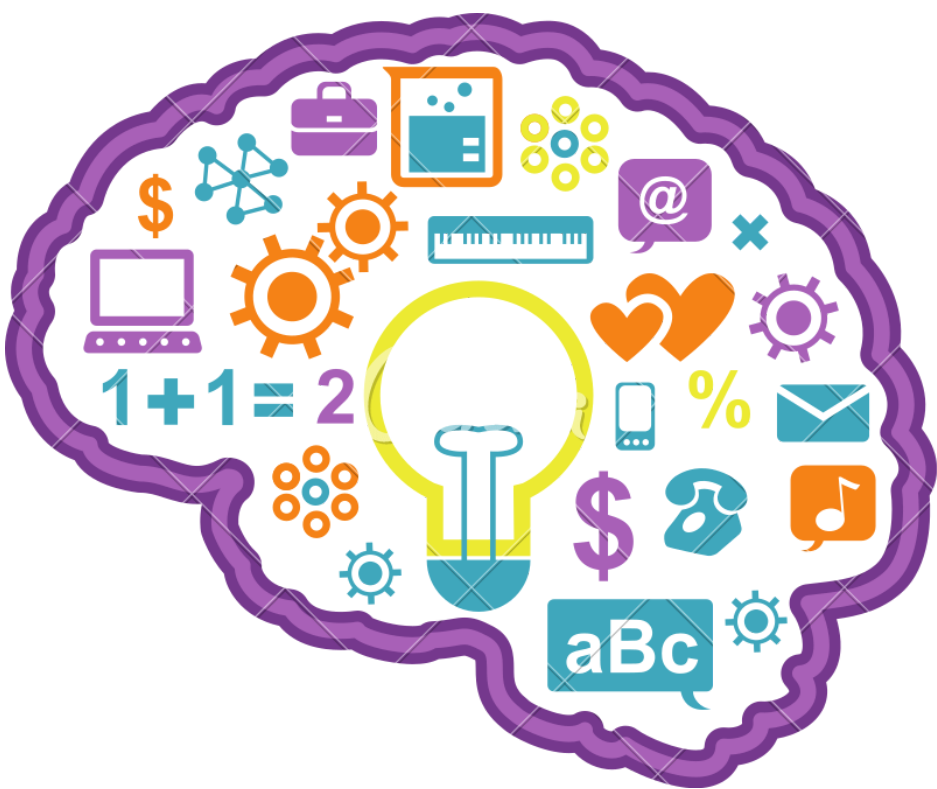


Get to know your peers by reading Fletcher Faces (bios) [here](#) or student spotlights [here](#).

Submit your own Fletcher Faces bio via [this quick survey](#).



Attend virtual social events with your peers, advisor and faculty. They can be accessed on [GBA Connect](#) or in the meetings section of your GBA Online Campus.



Join or create your own student-led [interest group](#) to build a strong GBA community and further develop leadership and professional skills.



Keep on top of program news by checking your Tufts Email regularly and [this page](#) on GBA Connect.

*Any questions? Reach out to your student success advisor
studentsuccess@globalbusiness.tufts.edu or 1-855-209-2558*

BUILDING COMMUNITY & NETWORKING



Academic and professional development is social!
Invest time in building your network and relationships with your classmates and faculty.



Make use of all school support resources including VA Support, the StAAR Center, study groups, office hours, exam prep sessions, and one on one career coaching.



Activate your free LinkedIn Premium account with support from your student success advisor.
Cultivate an effective online presence.
Create or update your LinkedIn profile.
Watch this helpful video.
Interact with peers on the Fletcher Business LinkedIn Group



Make use of all academic support resources including free online subscriptions and by meeting with Ann Cullen, the International Business librarian.

Get ready to expand your global business knowledge and advance your career in the GBA Program!